

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY
MEETING OF BOARD OF DIRECTORS
June 7, 1999**

Call to Order

President Al Hamel opened the meeting at 6:04 p.m. A quorum was present.

Roll Call

Present:

President Al Hamel
Honorary President Roger Lawrence
Director Charles Martel
Director Craig Donais
Director Sam Harris
Assistant Librarian Pauly Labbe
Vice President Roland Marchand
Director Robert Maurier
Director Anne-Marie Perrault
Recording Secretary Carol A. Belmain
Treasurer Gerry Lalondee
Mrs. Mary-Jean Chaput
Research Department - Ms. Constance Hebert

Excused from the meeting:

Ms. Mary Anna Paquette

The meeting was called to order at 6:04 p.m. by President Al Hamel; there was a quorum present.

Recording Secretary's Report

The Recording Secretary presented a written report of the May 10, 1999, meeting. Changes to the minutes were made.

A motion to accept the minutes as changed was made by Mr. Roger Lawrence. Mr. Craig Donais seconded the motion. Motion carried as corrected.

Treasurer's Report - Gerry Lalonde

Mr. Gerry Lalonde filed his written financial report. Mr. Lalonde reported that expenses were down during the month, leaving a good balance in the checkbook. Discussion regarding the monies in the checkbook ensued, to include whether some of the funds should be used to lower the line of credit presently existing. Ms. Anne-Marie Perrault suggested that some of the money be used for air conditioners. See Building and Grounds for final resolution.

Vice-President's Report - Roland Marchand

Mr. Roland Marchand filed no report.

President's Report - Al Hamel

President Hamel observed that a table podium would have been helpful during the workshop. Ms. Anne-Marie Perrault indicated that a podium was in the building and could be available at future presentations.

Corresponding Secretary - Mary Anna Paquette

A written report for May 1999 was not presented since Ms. Paquette had been excused from the meeting due to her mother's passing.

COMMITTEE REPORTS

Acquisitions - Robert Maurier

Mr. Robert Maurier reported that two more boxes of books had been sent to the binders. Please refer to his written report, attached. Mr. Maurier reported that there were approximately \$1,200 worth of books were ordered during the period. See attached report.

Mr. Maurier reported that Mr. Larry Autotte had volunteered to write two letters to the President of the American France Genealogical Society to let them know of our interests in certain materials for sale. Mr. Maurier also indicated that Mr. Autotte would work on the letters as soon as he got back from Canada.

President Hamel inquired why the letters had not been done by now, and Mr. Maurier indicated that he had delegated this responsibility because of other duties that needed attention. President Hamel requested that the letters be written as soon as

possible, in order not to miss the opportunity to buy these resources from the R.I. Society. A discussion about the quality of films available ensued. Mr. Craig Donais and Mr. Charles Martel reported that Drouin and LDS's quality of films varies from roll to roll. It was also indicated that Mr. Pepin has an index to the films which makes it easier to use the collection.

Mr. Charles Martel made a motion to allow Mr. Larry Autotte two weeks to write the letters necessary to request information about the collection and to indicate our interest in same. If the letters are not done within two weeks, the corresponding secretary will write the letters to Rhode Island asking if the collection, in full or in part, is available for sale. The motion was seconded by Ms. Mary Jean Chaput. Motion was opposed by Ms. Anne-Marie Perrault; motion carried by majority.

Buildings & Grounds - Gerald Lalonde

Mr. Gerald Lalonde reported that shelves had been installed in a closet this month, but that no other major works were in progress.

Mr. Lalonde relayed information regarding the cost of air conditioners for some of the hottest areas in the Library and the electricity cost for same. Mr. Charles Martel made a motion to install five air conditioning units. Craig Donais seconded the motion. Vote: (2) ayes; (7) opposed; (2) abstain; motion denied. See New Business for suggestion box motion which came from this discussion.

Mr. Lalonde indicated that the Manchester Development Group may still be a possibility for a low or no interest loan in order for the Society to install an elevator. He indicated that we may not need a grant, but may go for the loan for approximately \$120,000 for ten years.

Computers - Roland Marchand

President Al Hamel reported that he was still working on acquiring a newly donated Pentium.

Mr. Roland Marchand reported that 90% of the obituaries had been indexed in the computer.

Mention was made that Fleet Bank and the Bank of Boston were merging and that possibly extra computers may be made available. It was suggested that if anyone had contacts within the banking community perhaps a request for extra computer and projector equipment could be made.

Mr. Marchand inquired of Ms. Pauly Labbe whether the new computer tables had been purchased. She indicated that they had been purchased and were in place

upstairs.

Conferences

Mr. Roger Lawrence indicated that he would speak with Mr. Fortin regarding web page contents for the September conference. President Hamel indicated that he had not received a copy of the program. Ms. Anne-Marie Perrault volunteered to contact Mr. Fortin to see if the information was ready to go, if so, it would be sent to Mr. Niquette. It was agreed that Mr. Fortin had organized a good program for the fall conference. It was suggested that the Spring Workshop information be removed from the web.

President Hamel reported on the Smithsonian Festival (see handouts). He indicated that the Society was not making a financial investment in the conference and the Legislature had created the Smithsonian Festival Commission. The Commission pays the expenses. A Franco-American day was going to be held at the Festival and President Hamel indicated he would be bringing trifold and business cards to distribute. Lafayette Press has been contacted to print the cards. It was explained that the exhibition would be recreated at the Hopkinton Fair this year.

A motion was made by Mr. Craig Donais to spend money on printing five thousand cards at the cost of \$175. Ms. Constance Hebert seconded the motion. Motion carried.

Editorial - Anne-Marie Perrault

Ms. Anne-Marie presented a report for May 1999. See attached report. Ms. Anne-Marie Perrault inquired whether a membership meeting had been held. President Hamel explained that he had not called anyone in Membership to advise of the change in meeting date.

Mr. Roger Lawrence reported that the orphan publication on captives and the encyclopedia were in progress and that Mr. Quintin has asked if Mr. Lawrence wanted him to take the volumes over for publication. Mr. Lawrence explained that there would be a split profit arrangement and ultimately, the volumes would be donated to the Society. Mr. Lawrence explained that the contracts are in his name for the initial profit amounts, then the profits would go to ACGS. The volumes should be ready by September. Barell Society Book is ready to go. Mr. Lalonde wondered about Mr. Quintin's accountability, and Mr. Lawrence indicated that he trusted him explicitly.

Library - Mary Jean Chaput

Ms. Mary Jean Chaput presented her report. See attached report.

Mr. Charles Martel reported that a Dukene reader that works had been offered as a donation to the Society. President Hamel indicated that the provision for disposing of the reader should be made during the acceptance in case it was a reader which we could not use in the Library.

Mr. Martel also reported that a microfilm camera was also being offered as a donation to the society which could be used in copying documents which would enable the Society to preserve certain records. After a discussion about the use of such a camera, and Ms. Mary Jean Chaput indicating that many fragile documents could be preserved as back up copies, Mr. Martel was instructed to accept the camera, with the provision that if the Society could not use it, it would be disposed of. Charles Martel and Mary Jean Chaput will get together to review which type of camera was available, its capabilities, and the use of such a camera for the Society's needs.

Mr. Gerry Lalonde reported that the Jesuit Relations book set had been removed from the glass closet because one of the shelves had broken. He will replace the shelves with a stronger material.

Ms. Mary Jean Chaput reported that there had been some problems with the library volunteers not performing their duties as required when signed up. She indicated that the policy should be that unless duties are performed as library volunteers, that key-holding privileges should be revoked.

President Hamel indicated that a check on volunteer librarians should be made to find out who is serving and who is not, and then revoke keys for those who are not performing the duties which are inherent in the position.

Mr. Lalonde suggested that a notice be put in the next newsletter indicating that this policy will be enforced, in that, at least once a month a volunteer's name must appear on the calendar and must serve at that time. If the volunteer does not appear, then privileges will be revoked.

Mr. Lalonde made a motion that a volunteer librarian who does not serve at least once a month, except when excused, will be denied key privileges. Motion was withdrawn. A motion was made by Craig Donais to table this motion for at least another month. Ms. Constance Hebert seconded the motion. Motion carried.

Bulletin Board

Pending installation.

Membership - Judy Arsenault

A written report was filed by E-mail after the meeting due to lack of notice to Ms. Arsenault on meeting date. See attached report.

Publicity

President Hamel indicated that he had spoken before 50 people at the New Hampshire Library Association and had distributed publicity materials.

Mr. Charles Martel indicated that he had taken the course to do filming and he had spoken with Adele Baker at the Franco-American Center.

Mr. Martel requested permission to film the inside of the Society building for a publicity clip.

Publications - Pauline G. Cote

A written report was presented. The Society has been allowed to copy church records at St. Paul, St. Matthew's in Windham, and St. Catherine's.

Research - Constance Hebert

A written report was presented. Ms. Constance Hebert indicated that the Parchemin report has not been reentered into the computer system; there has been little activity with Parchemin. Modifying the web site to include Parchemin was discussed.

Internet - Al Hamel

Mr. Craig Donais is to contact Mr. Niquette to see what is going on with the mailing lists since nothing has been done which was discussed previously.

Obituary Report

Ms. Anne-Marie Perrault is concerned that nothing is happening for obits and the problem of CDs being used to download obits from the net should be resolved soon. Mr. Craig Donais reported that he had been in touch with the Innovation Center in Concord and they explained their program to him. They do a lot of work with the New Hampshire Historical Society and are willing to take up our question of using copyrighted material from the web. The person in charge was on vacation and Craig will follow up with him. They hope to do the research on applicable law and

advise the Society what can and cannot be used from the web.

Ms. Perrault is no longer advertising for help with the obits until the question on CD's is resolved.

Mr. Martel reported by Attorney Bourque will not charge us for the information which he has already asked him about. He had asked who really owns the material on the web, explained how we hoped to use the material, whether it was fair use application, etc. Discussion on whether to temporarily discontinue downloading from the web ensued.

Inventory

No report presented. Ms. Mary Anna Paquette is to do a letter to the doctor who donated a reader.

Old Business:

The Society's draft guidelines were distributed for review by the board members. The guidelines are to be discussed at a later meeting.

President Hamel reported that the conflict of interest issue which had been previously discussed has been resolved and that the IRS 501(c)(3) status is secure. This should put aside any lingering questions about the issue.

The prizes for members who recruit new members was discussed. Ms. Constance Hebert made a motion to discontinue the policy of rewarding members for recruiting new members. Motion seconded by Ms. Anne-Marie Perrault. Messrs. Craig Donais and Gerald Lalonde abstained. Motion carried.

It was agreed that a notice notifying the membership that this policy has been abandoned should be published in the American-Canadian Genealogist.

New Business

A motion was made by Mr. Craig Donais that a suggestion box be installed in the Library. The motion was seconded by Mr. Sam Harris. Motion carried.

President Hamel suggested that a nominating committee be created. He asked for volunteers to work up a slate for the next election of officers for presentation to the board very soon. Mr. Craig Donais was named Chairman.

The proposed by-laws were discussed. President Hamel and Mr. Craig Donais reported that the June 1, 1999, submission date and the membership notice had in fact been complied with, and that a copy of the by-laws would appear in the next American-Canadian Genealogist which is prior to the annual meeting.

Mr. Gerry Lalonde reported that he had reviewed the Society's long distance carrier and suggested a change. After some discussion, Craig Donais made a motion to change telephone carrier services. The motion was seconded by Charles Martel. Motion carried.

A motion was made by Ms. Anne-Marie Perrault for the Society to use the answering service from AT&T for \$12 per month. Charles Martel seconded the motion. Motion carried.

Adjournment

A motion was made by Mr. Craig Donais to adjourn. Mr. Charles Martel seconded the motion. Motion carried. The meeting adjourned at 8:52 p.m.

Respectfully submitted,

Car.

Carol A. Belmain
Recording Secretary

ROLL CALL
(P = PRESENT, E = EXCUSED, A = ABSENT)

[illegible]

ACGS BOARD MEETINGS 1998-1999 (Oct. 98-Sep 99)

Date:	Motion subject:	Moved by:	Seconded by:	Result
11/12/98	Network system implementation	Mary-Jean Colburn	Craig Donais	Carried
11/12/98	Expand Editorial Board	Anne-Marie Perrault	Mary-Jean Colburn	Carried
11/12/98	Bulletin Board	Anne-Marie Perrault	Charles Martel	Carried
11/12/98	Conflict of Interest Policy	Craig Donais	Anne-Marie Perrault	Carried
12/10/98	Accept recording secretary's report	Craig Donais	Robert Maurier	Carried with corrections
12/10/98	Donation of \$150 to Friends of the Archives	Robert Maurier	Mary Jean Chaput	Carried
12/10/98	Accept corresponding secretary's report	Mary Jean Chaput	Gerald Lalond	Carried
12/10/98	Window shading	Anne-Marie Perrault	Craig Donais	Carried as amended
12/10/98	Public address system	Roland Marchand	Gerald Lalond	Carried
1/11/99	Internal Audit	Roger Lawrence	Pauly Labbe	Carried
1/11/99	Accept recording secretary's report as amended	Constance Hebert	Craig Donais	Carried

1/11/99	Accept Mr. Lalond's membership drive recommendation	Anne-Marie Perrault	Sam Harris	Carried
1/11/99	Internal audit of books	Roger Lawrence	Pauly Labbe	Carried
2/8/99	Recording secretary's minutes	Craig Donais		Held in abeyance
2/8/99	Anti-glare shading on windows	Mary Jean Chaput	Pauly Labbe	Carried
2/8/99	Upgrade 486 computers	Roland Marchand	Anne-Marie Perrault	Carried
2/8/99	Advertising	Charles Martel	Roger Lawrence	Carried
2/8/99	Adjournment	Sam Harris	Marie Jean Chaput	Carried
3/8/99	Motions to accept minutes of recording secretary's January and February reports	Charles Martel Charles Martel	Roger Lawrence Sam Harris	Carried
3/8/99	To pursue "burner" for obituary CD's	Roland Marchand	Sam Harris	Carried
3/8/99	To investigate joining the Chamber of Commerce	Anne Marie Perrault	Pauly Labbe	Carried
3/8/99	Adjournment	Mary Jean Chaput	Robert Maurier	Carried
4/12/99	To accept 3/8/99 minutes	Sam Harris	Craig Donais	Carried, as corrected

ACGS BOARD MEETINGS 1998-1999 (Oct. 98-Sep 99)

Date:	Motion subject:	Moved by:	Seconded by:	Result
11/12/98	Network system implementation	Mary-Jean Colburn	Craig Donais	Carried
11/12/98	Expand Editorial Board	Anne-Marie Perrault	Mary-Jean Colburn	Carried
11/12/98	Bulletin Board	Anne-Marie Perrault	Charles Martel	Carried
11/12/98	Conflict of Interest Policy	Craig Donais	Anne-Marie Perrault	Carried
12/10/98	Accept recording secretary's report	Craig Donais	Robert Maurier	Carried with corrections
12/10/98	Donation of \$150 to Friends of the Archives	Robert Maurier	Mary Jean Chaput	Carried
12/10/98	Accept corresponding secretary's report	Mary Jean Chaput	Gerald Lalond	Carried
12/10/98	Window shading	Anne-Marie Perrault	Craig Donais	Carried as amended
12/10/98	Public address system	Roland Marchand	Gerald Lalond	Carried
1/11/99	Internal Audit	Roger Lawrence	Pauly Labbe	Carried
1/11/99	Accept recording secretary's report as amended	Constance Hebert	Craig Donais	Carried

1/11/99	Accept Mr. Lalond's membership drive recommendation	Anne-Marie Perrault	Sam Harris	Carried
1/11/99	Internal audit of books	Roger Lawrence	Pauly Labbe	Carried
2/8/99	Recording secretary's minutes	Craig Donais		Held in abeyance
2/8/99	Anti-glare shading on windows	Mary Jean Chaput	Pauly Labbe	Carried
2/8/99	Upgrade 486 computers	Roland Marchand	Anne-Marie Perrault	Carried
2/8/99	Advertising	Charles Martel	Roger Lawrence	Carried
2/8/99	Adjournment	Sam Harris	Marie Jean Chaput	Carried
3/8/99	Motions to accept minutes of recording secretary's January and February reports	Charles Martel Charles Martel	Roger Lawrence Sam Harris	Carried
3/8/99	To pursue "burner" for obituary CD's	Roland Marchand	Sam Harris	Carried
3/8/99	To investigate joining the Chamber of Commerce	Anne Marie Perrault	Pauly Labbe	Carried
3/8/99	Adjournment	Mary Jean Chaput	Robert Maurier	Carried
4/12/99	To accept 3/8/99 minutes	Sam Harris	Craig Donais	Carried, as corrected

4/12/99	To purchase two tables	Craig Donais	Marie Anna Paquette	Carried
4/12/99	To join Chamber of Commerce	Gerald Lalond	Anne-Marie Perrault	Carried
4/12/99	Workers to file copy of insurance policy	Craig Donais	Sam Harris	Carried
4/12/99	To cancel current workers' compensation insurance policy	Craig Donais	Sam harris	Carried
4/12/99	To accept five-year plan in conjunction with by-laws review committee's recommendations	Sam Harris	Constance Hebert	Carried
4/12/99	To adjourn	Anne-Marie Perrault	Sam Harris	Carried
5/10/99	Accept secretary's minutes	Robert Maurais	Sam Harris	Carried as amended
5/10/99	Pay \$25 fee for access to our site on web	Charles Martel	Robert Maurier	Carried
5/10/99	To adjourn	Anne-Marie Perrault	Sam Harris	Carried
6/7/99	To accept minutes as changed	Roger Lawrence	Craig Donais	Carried
6/7/99	Re letter to Rhode Island society	Charles Martel	Mary Jean Chaput	Carried

[illegible]



A Newsletter of
Celebrate
New Hampshire
Culture

Smithsonian Folklife Festival

Celebrating New Hampshire
Stories

National Mall, Washington, D.C.

June 23 -27 & June 30 - July 4, 1999

Festival New Hampshire

Celebrating Our Living
Traditions

Hopkinton State Fairgrounds,
Contooscook, N.H.

June 7-11, 2000

Celebrating New Hampshire Folklife:

A Program for Schools and
Communities

2000 and beyond

Celebrate New Hampshire Culture

4 Park Street, Suite 305
Concord, NH 03301-6313
603/224-1777

1-800-215-5181

www.festivalnh.org

e-mail: festivalnh@totalnetnh.net

Celebrate New Hampshire Culture is a non-profit organization formed by the New Hampshire Commission on the Smithsonian Folklife Festival that works in partnership with the New Hampshire State Council on the Arts, Department of Cultural Resources.

SPRING '99

CELEBRATE NH

Support Grows for New Hampshire Traditions

"Raising funds for Celebrate New Hampshire Culture (CNHC) had to happen the New Hampshire way — from the ground up, as a public/private partnership," states Mike Hickey, President and CEO, Bell Atlantic and CNHC fundraising chair. "Businesses, government, civic organizations and individuals—all joining together to showcase the best of New Hampshire's living traditions." The total cash goal for the project is \$ 3.4M, with an in-kind goal of \$600,000. The Smithsonian Institution contributed over \$750,000, including a \$200,000 Congressional appropriation.

Under the direction of Hickey and leadership chair Bill Frain, Public Service Company of NH, regional fundraising chairs approached businesses in their geographic areas. The regional chairs include: John Collins, Dartmouth Hitchcock Medical Center, North Country area; Doug O'Brien, The Grappone Companies, Merrimack Valley area; Jameson French, Northland Forest Products, Seacoast area; Patrick Duffy, P. Duffy and Assoc., Manchester area; Kathy Veracco, S&H/Murphy Inc., Nashua area; and Charles MacVeagh, Jr., Monadnock Region area. The regional chairs garnered over \$800,000 in pledges. Additional regional fundraising is now underway.

CNHC board member Dan Callaghan, of Devine, Millimet & Branch, is challenging other law firms to support the project as well. Such challenges will also be issued to realtors, developers, accountants, auto dealers and members of the hospitality industry.

The Celebrate New Hampshire Campaign, under the direction of Mike Whitney, President and CEO of Fleet Bank NH, began in February with a goal of seeking support from civic and community organizations and Chambers of Commerce.

Governor Jeanne Shaheen and Van McLeod, chair of CNHC's board and Commissioner, Department of Cultural Resources, are also working to gather state

resources. Representative Dave Alukonis of Hudson filed a bill in the 1999 session to request \$200,000 in state funds and the Department of Resources and Economic Development allocated \$50,000 to CNHC in 1999.

"We are welcoming new contributors at all levels," adds Mike Hickey, "to support the D.C. Festival, Festival New Hampshire and our education program."

<http://www.festivalnh.org>

Up and Running

The new website is up and running thanks to the expertise of Terry Pare of the New Hampshire State Library. Thanks to an in-kind donation from Bill Shaw, president of Sitesurfer Publishing LLC, efforts are underway to add audio and visual elements to the site. According to Shaw: "This is a perfect partnership. We have the capability and knowledge to build a site that is user friendly and visually appealing. Our goal is to enhance the site by providing more appealing graphics, easily accessible information, links to the home pages of partners and sponsors, and to provide the general public with an evolving schedule of events."

Festival New Hampshire *Plans Underway*

The Festival New Hampshire Committee, co-chaired by Kathy Eneguess, of the Business and Industry Association and Doug O'Brien of The Grappone Companies is planning Festival New Hampshire, the second phase of projects being undertaken by Celebrate New Hampshire Culture and the New Hampshire State Council on the Arts. According to O'Brien: "We will exhibit Celebrating New Hampshire Stories from the 1999 Smithsonian Folklife Festival and expand upon New Hampshire's traditions with added features and entertainment. Our goal is to recapture

the content and flavor of the D.C. event to create a rewarding, educational and entertaining experience for both the state's citizens and visitors."

Festival New Hampshire will be held June 7-11, 2000 at the Hopkinton State Fairgrounds in Contoocook. Alan Hardy, general manager of the Hopkinton State Fairgrounds states: "Our site meets all the requirements a festival of this size requires—central location, easy accessibility, adequate parking and a trained staff who are familiar with the needs of the general public during large-scale events. We're happy to partner with Celebrate New

Hampshire Culture in presenting this interactive, educational festival."

Festival New Hampshire Committee members include: Jeff Taylor, Becky Lawrence, Michael Chaney, Van McLeod, Martha Fuller Clark, Dave Alukonis, Alan Hardy, Mary Jo Boisvert, Melissa Walker, Dan Callahan and Beverly Rodeschin. To volunteer time or services to this event, contact the main offices of Celebrate New Hampshire Culture.

1-800-215-5181

Information about all the events and activities associated with Celebrate New Hampshire Culture is available at the touch of a finger-tip, thanks to a donation from Bell Atlantic. The organization's new toll-free number, 1-800-215-5181, makes information accessible from anywhere within the state.

And the Beat Goes On!

Research on the state's musical traditions completed for Celebrating New Hampshire Stories has resulted in an outstanding recorded collection of works by some of New Hampshire's most beloved musicians. *Choose Your Partners*, a Smithsonian Folkways compact disc release produced by the New Hampshire State Council on the Arts, will receive its premiere public introduction during the Smithsonian Folklife Festival. The collection captures the essence of contra dance, focusing on social dance traditions and dance calling, and features such well known musicians as Bob McQuillen and Dudley and Jacqueline Laufman.

*Jacqueline and
Dudley Laufman*



We CAN Get There from Here!

Merv Stevens of Walpole and members of the New Hampshire Products and Promotion Committee are currently hard at work grappling with the age-old question: "How do we get there from here?" The committee's goals are to promote New Hampshire products and tourism, and to coordinate travel information to Washington, D.C. for the 1999 Smithsonian Folklife Festival.

The committee is working with travel agents and agencies, hotels, restaurants, retail associations, state agencies and Chambers of Commerce, among others, to compile information on traveling to the Smithsonian Folklife Festival. They are also exploring places and events in the D.C. area that have a New Hampshire connection so tourists can enjoy other activities that may be of interest.

Encouraging visitors to travel back to New Hampshire is a major goal. A special tent will be set up next to the Market Place at the National Mall and will offer space for promotion. The Office of Travel and Tourism will provide 50,000 copies of the 1999-2000 *New Hampshire Guidebook* to D.C. visitors. This annual publication offers regional information not only on lodging, restaurants, national parks, museums, historical sites and recreational facilities, but also a state-wide Calendar of Events.

New Hampshire products will be sold at the Market Place during the Smithsonian Folklife Festival as well. Participants will be able to market their wares and other products that reflect New Hampshire craftsmanship.

Lastly, the Committee is also responsible for managing the New Hampshire food concession area and has been working with the New Hampshire Lodging and Restaurant Association. The Common Man of Concord will assist in this endeavor.

For more information, call Merv Stevens at 603/756-3534 or e-mail at mervbet@sover.net.

CELEBRATING NEW HAMPSHIRE STORIES

After more than one year of researching and documenting materials, the content of Celebrating New Hampshire Stories, the New Hampshire program that will be featured at the 1999 Smithsonian Folklife Festival on the National Mall, Washington, D.C. from June 23–June 27 and June 30–July 4, 1999, has been announced. The program was developed from information gathered by a team of 28 researchers who interviewed over 450 individuals throughout the Granite State. In the process, they compiled and documented information, took photos and conducted audio interviews. The team worked under the guidance of co-curators Lynn Martin, Traditional Arts Coordinator, New Hampshire State Council on the Arts and Betty Belanus of the Smithsonian Institution.



How the beauty and diversity of the state's natural resources has given rise to traditional activities and a work culture

FIVE THEMES—which reflect the state's rich living and diverse cultural, social, political and economical traditions—were chosen as a result of the extensive research.

Music of New Hampshire will explore the rich musical heritage that centers around music for the home and community and includes fiddling, contra dance, the community singing of Franco-American soiree traditions, Polish family music, Scottish piping, Irish harp playing and more.

Home, Town and Community will focus on the cultural traditions, crafts and ceremonies that support a sense of place for families and communities. Presentations that reflect community voice, including town meetings and the first-in-the-nation Presidential primary will be included.

The heritage of family-owned and community-based businesses will be examined in *Ingenuity and Enterprise*. This area will include loom-making cooperage and firefighting gear and will explore how pride in high-quality workmanship is nurtured through craft organizations and guilds.

that supports recreation will be spotlighted in *Seasons of Work and Recreation*.

The final theme, *Farm, Forest, Mountain and Sea* will look at family-run farms, forestry management, sawmilling, covered bridge and stone wall building and maritime traditions.

Celebrating New Hampshire Stories will also include special events that capture the distinct flavor of community spirit and heritage, including the hand raising of a post and beam barn, an Old Home Day celebration with a Fireman's Muster, and a Franco-American Day, dedicated to celebrating the state's Franco-American heritage.



New Hampshire Participants Announced

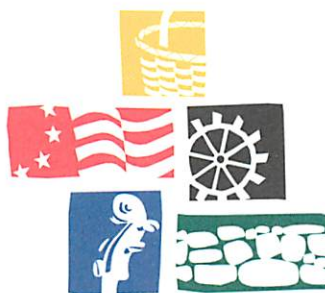
Governor Jeanne Shaheen announced the names of the participants who will represent the living cultural traditions and folklife of New Hampshire at the 1999 Smithsonian Folklife Festival at a press conference held recently at the State House, Concord. The delegation of approximately 125 participants and 15 presenters will represent the Granite State during Celebrating New Hampshire Stories.

The criteria for consideration in Celebrating New Hampshire Stories followed the strict guidelines set down by the Smithsonian Institution. Topics, crafts and occupations that truly represented traditions and folklife and that had been passed down from generation to generation were considered. Among them were: domestic crafts such as weaving, quilting

and embroidery; music; boat building; snowshoe making; precision machinery building, land management, quarrying, timber framing and farming.

According to Governor Shaheen: "This list of invited participants represents only some of the many people who have worked hard to ensure that their family's cultural heritage, traditions and values have been passed down for future generations. We applaud all of them and recognize that their contributions are what continue to make New Hampshire a state of skilled people who harbor a strong sense of pride, perseverance and dignity. It is this foundation that we wish to recognize, foster and support."

A list of participants and presenters can be found on the reverse side.



Celebrate New Hampshire Culture

4 Park Street, Suite 305
Concord, NH 03301-6313
603/224-1777
1-800-215-5181
www.festivalnh.org
e-mail: festivalnh@totalnetnh.net

Left: Newton E. Washburn of Bethlehem prepares one of his prized baskets

Above: Red-breasted merganser by decoy carver Fred Dolan

Celebrate New Hampshire Culture is a non-profit organization formed by the New Hampshire Commission on the Smithsonian Folklife Festival that works in partnership with the New Hampshire State Council on the Arts, Department of Cultural Resources.

1999 Smithsonian Folklife Festival: CELEBRATING NEW HAMPSHIRE STORIES

PARTICIPANTS*

David Adams
historic conservation, Portsmouth

Steve Allman
Shaker box making, Canterbury

Arthur L. Anderson
loom-making, Marlow

Trudy & Jim Antanavich
gill-net making, Seabrook

Norma Badger George
Shaker poplarware, Concord

Scott Barthold
snow-making technology, Lebanon

Sarah Forbes Bauhan
Irish music (flute), Dublin

Andre Jean Marie Belanger
sign carving, Berlin

Tedd Benson
timber framing, Alstead

Daniel A. Blajda
Polish music (fiddle), Manchester

Peter Blanchard
chair caning, Concord

Treffle Bolduc
snowshoe making, Conway

Bob Boynton
ox yoke making, Dunbarton

David B. Bradley
Singing-Square music, Woodstock

Lester W. Bradley
Singing-Square music (calling), Thornton

Gerard Andre Brunelle
wood carving, Laconia

Tom Christianton
forestry, Lyndeborough

Omar Clairmont
furniture making, Gilmanton

Karen Cook
spinning, Grantham

Alan Cote
Franco-American music (soiree singing), Auburn

Fabienne & Rick Cote
Franco-American music (soiree singing), Londonderry

Regina Delaney
Irish music (harp), Exeter

Mary Ellen DesRosiers
contra dance music (calling), Harrisville

Sandra L. Dickens
Klezmer music (singing), Nashua

Richard Dionne
beekeeping, Hudson

Paul T. Doherty
snowmobiling, Gorham

Fred Dolan
decoy carving, Center Barnstead

Vivian Eastman
quilting, Glen

Mark E. Favorite
fly tying, Rochester

Doug Faxon
stonewall building, Walpole

Kevin J. Fife
stonewall building, Northfield

Hugh Fifield
farming & logging, Canterbury

Barbara Fisher
rug braiding, Sunapee

Jeffrey Fogman
boat building, Barrington

Nelson F. Frisselle
Klezmer music (percussion), Manchester

Estelle Gamache-Ross
Franco-American foods, Allenstown

Jairo Gil
Colombian casa woodcarving, Manchester

Sara B. Glines
doll making, Randolph

Arnold Graton, Jr.
covered bridge building & historic conservation, Concord

Arnold Graton, Sr.
covered bridge building & historic conservation, Ashland

Bob Graves
dairy farming, Walpole

Alan J. Green
Klezmer music (clarinet/singing), Nashua

Bernardo & Maria Guzman
Mexican folklore music, Somersworth

Albert Hamel
genealogy, Chester

Elwin Hardy
fruit-orchard managing, Hollis

Georgi L. Hippauf
political traditions, Nashua

Sara N. Hurley
Appalachian Mountain Club, Jackson

Roy & Mary Ellen MacCoy Hutchinson
maple sugaring, Canterbury

Alan E. Karlsberg
Klezmer music (clarinet/saxophone), Nashua

Hans Kaufhold
stone monument carving, Peterborough

Barry John Kelley
logging, Berlin

Lisa Kelly
farm museums & children's activities, Keene

David Kennard
sheep-dog training, Marlborough

Stan Knowles
forestry, North Hampton

Fred Kretchman
fly rod making, Nashua

David Lamb
furniture making, Canterbury

Dona Larson
Scandinavian knitting, Berlin

Bill Latva
precision machining, Newport

Dudley & Jacqueline Laufman
New England barn dance (fiddle/calling), Canterbury

Charles Lawrence
Portsmouth Naval Shipyard, Stratham

George Lemerise
skiing: search & rescue, Jackson

Rejeanne Pepin Letourneau
Franco-American music (soiree singing), Rochester

Peter Limmer, III
hiking boot making, Intervale

Clare Long
Appalachian Mountain Club, Glen

Terry Lontine
cooperage, Newton

Fredrick Jay Malkin
Klezmer music (piano/singing), Londonderry

Joel McCarty
timber framing, Alstead

Cliff McGinnis
veterinary medicine & draft horses, Pembroke

Edward D. McIntosh
boat building, Dover

Bob McQuillen
contra dance music (piano), Peterborough

Maggie Meffen
Scottish step dancing, Greenville

Rodney Clarke Miller
contra dance music (fiddle), Antrim

David Millstone
contra dance music (calling), Lebanon

Sylvia Miskoe
Scottish music (accordion), Concord

Robert Moulton
maple sugaring & dairy farming, New Hampton

Joel Ephraim Nordholm
dog sled making, Sanbornville

Michael Oliszczyk
Polish music (fiddle), Manchester

Francis Peter Orzechowski
contra dance music (piano), Newport

Jane Orzechowski
contra dance music (fiddle), Newport

Rebecca B. Parker
cooking, Randolph

Polly Pinkham
firefighting suit making, Pittsfield

Gary D. Pomerleau
Franco-American music (fiddle), Rochester

Joe R. Pomerleau
Franco-American music (fiddle), Rochester

Russell Edmands Pope
blacksmithing, Newmarket

David Price
gunsmithing, Contoocook

Henry Riendeau
Franco-American music (fiddle), Berlin

Larry Riendeau
Franco-American music (fiddle), Berlin

Robert Roy Robb
weaving, Laconia

Steven Roy
historic conservation, Portsmouth

Marjorie Salomon
tallitot weaving (Jewish prayer shawls), Bethlehem

Michael Joseph Serpa
Irish music (bodhran), Ossipee

Jon Siegel
furniture making, West Franklin

Bruce Smith
Klezmer music (bass), Merrimack

Donna M. Soucy
political traditions, Manchester

Arthur H. Splaine
lobster fishing, Rye

Gary Paul Sredzienski
Polish music (accordion), Greenland

Jacob Stewart
Irish music (fiddle), Bow

Deanna M. Stiles
contra dance music (flute), Deerfield

David Surette
guitar, Portsmouth

Adam Taylor
precision machining, Newport

Bob Taylor
welding, Alstead

Christopher Read Thayer
Appalachian Mountain Club, Jackson

Jordan Tirrell-Wysocki
contra dance music (fiddle), Canterbury

Harvey Eben Tolman
contra dance music (fiddle), Marlborough

Dorothy L. Towle
quilting & rug hooking, Intervale

Jay A. Traynor
canoe building, Warner

Galina Tregubov
embroidering, Claremont

Jeanne Trepanier
Franco-American music (soiree singing), Rochester

Timm A. Triplett
contra dance music (guitar/piano), Newmarket

Kung Tai Tsay
Chinese knot tying, Nashua

Bruno Vallieres
skiing: slope grooming, North Conway

Newton E. Washburn
ash basket making, Bethlehem

Gordon Webster
Scottish music (bag piping), Concord

Lezlie Paterson Webster
Scottish music (bag piping), Concord

Ruth Weiner-Harris
Klezmer music (accordion), Hollis

Andy Westover
oxen & dairy farming, Walpole

Anne Winterling
rug hooking, Concord

Sandra Ann Yacek
wreath making, Milan

Wayne Yacek
tool making, Milan

Steven L. Zakon-Anderson
contra dance music (calling), Hancock

William J. Zecker
contra dance music (guitar/piano), Durham

PRESENTERS*

Jack Beard
Deborah Cottrell
Kate Dodge
Burt Feintuch
Lynn Garland
Austin Graton
Sue Hawkins
John Hutton
Susan Jasse
Louis Mazzari
Kathy Neustadt
Julien Olivier
Dereck Owen
Diane Souther
Andrew Stewart
Lucie Therrien
Matthew Thomas
Eleanor Wachs
Patryc Wiggins

SPONSORS

WE GRATEFULLY ACKNOWLEDGE OUR GROWING LIST OF GENEROUS CONTRIBUTORS AND WELCOME YOU TO JOIN IN SUPPORT!

PRESENTING SPONSOR

Bell Atlantic

GRANITE SPONSORS

Fleet Bank NH
Healthsource New Hampshire, a CIGNA HealthCare Company
Public Service of New Hampshire
Sanders, a Lockheed Martin Company
Tyco International Ltd.

PROFILE SPONSORS

Bell Atlantic Yellow Pages (In-kind)
Fidelity Investments
Fisher Scientific International Inc.

PLATINUM SPONSORS

Bank of New Hampshire
Citizens Bank
New Hampshire Public Television (In-kind)
WMUR-TV (In-kind)

LEADERSHIP DONORS

Anonymous
AutoFair Group
Blue Cross and Blue Shield of New Hampshire
Chuck Roast Mountain Wear
Concord Trailways
Curran-Easy Care, Inc.
Dartmouth-Hitchcock Medical Center
D.D. Bean and Sons Co.
The French Foundation
Mapone Auto Companies
Hitchiner Manufacturing Co., Inc.
Hypertherm, Inc.

Kingsbury Corporation
Putnam Foundation
Markem Corporation
MCT Telecom
Monadnock Paper Mills, Inc. (In-kind)
National Grange Mutual Insurance Company
Oleonda Jameson Trust
Peerless Insurance Company
PC Connection, Inc.
Sitesurfer Publishing LLC
State Street Bank
The Telegraph
Timken Aerospace and Super Precision Bearings-SBB Division

CONTRIBUTORS

Alltex Uniform Rental Service, Inc.
Dave Alukonis
Stephen Avery
Badgar Fund
Bailey Distributing Corporation
BankBoston
Bronze Craft Corp
Central Paper Products Co.
Centurion Corporation
Michael Chaney
City Fuel Company Inc.
Hilary P. Cleveland
Computac, Inc.
Concord Group Insurance Companies
Concord Litho Group
Concord Monitor
Concord Tire & Auto Service Inc.
Cricenti's Market Inc.
Douglas Crichfield
J.B. Cullen
Dartmouth Bookstore
Delta Education
Devine, Millimet & Branch, Professional Association (In-kind)
Fred Dolan
Katherine Eneguess
EnergyNorth Inc.
Joan K. Farrel
Federal Savings Bank
Findings, Inc.
Natalie Flanagan
Foss Manufacturing Company Inc.
William T. Frain, Jr.
Freneau Appraisal, Inc.
James Garvin
Granite Bank
Granite State Credit Union
Senator Judd Gregg
Hamblett & Kerrigan, PA
Hampshire Chemical Corporation
Hendrix Wiring & Cable
Mr. & Mrs. Harvey Hill
Hitchcock Clinic, Dartmouth-Hitchcock Medical Center
Howe, Riley & Howe Professional Corporation (In-kind)
John Hubbard
Jac Pac Foods, LTD
John B. Stabile Family Foundation
Senator Carl Johnson
L. E. Bagley Co., Inc.
Laconia Savings Bank
Lavalley/Brensinger Architects
LaValley Building Supply Inc.
Ledyard National Bank
Van McLeod
Gail McWilliam
Milestone Engineering & Construction, Inc.
Millard Group, Inc.
T. Holmes Moore
Nashua Corporation
New Hampshire Ball Bearings, Inc.
New London Trust
NH Distributors Inc.
New Hampshire Historical Society
NHDHR
North Country Smokehouse
L. Douglas O'Brien
OGBE. Communications (In-kind)
Mount Sunapee Resort
Orr & Reno, PA
Page Belting Co.
Brian Pattison
Pennichuck Water Works, Inc.
Providian National Bank
Mr. & Mrs. John Rauh
Mr. & Mrs. Henry Rodeschin
RMC Research
Sims Press (In-kind)
Southern NH Medical Center
Steenbeke & Sons Inc.
Mr. & Mrs. Mervin Stevens
Swenson Granite Co. LLC
The Rowley Agency Inc.
The Telge Companies
Towers Auto Parts
Unitil Service Corp.
Unitrode Corporation
Melissa Walker
Walpole Historical Society
White Mountain Holdings
Whitman Communications, Inc. (In-kind)
Dr. Peter Williamson
Yankee Publishing Inc.

Don't Put That Phone Book Away!

Now, more than ever, it is important not to put your phone book away! Through the generosity of Bell Atlantic Yellow Pages, this year's books will include a colorful, tear-off sheet attached to the front cover that has the dates of the events, phone numbers, e-mail address and web site.

Bell Atlantic, PC Connection and Healthsource Support CNHC Offices

The offices of Celebrate New Hampshire Culture are expanding! As the amount of activity increases, so has the need for more staff and meeting space at our 4 Park Street, Concord location. New computer systems donated by Healthsource have been networked to our printers which were donated by PC Connection. Bell Atlantic has donated our office furnishing and helps to subsidize our space. Thanks to these and all our generous supporters!

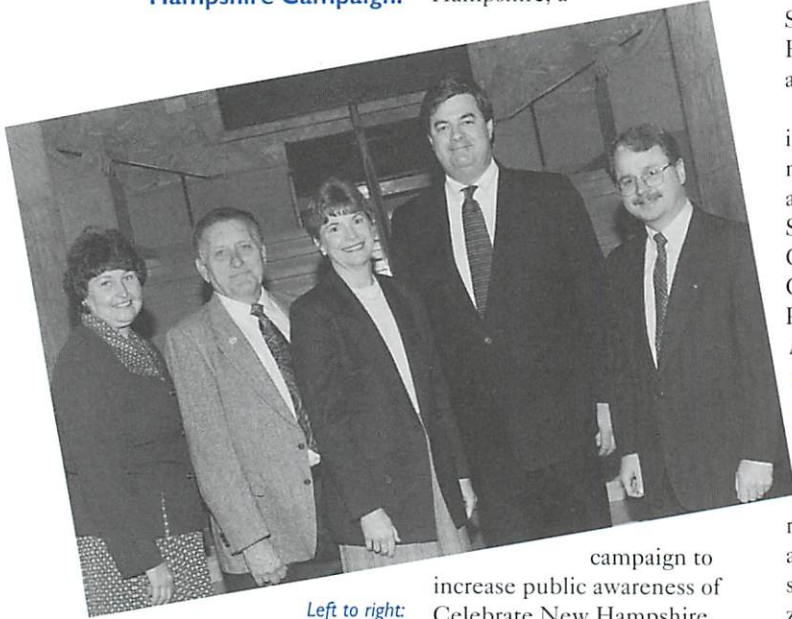
New Staff

New staff members include: Heidi Edwards Dunn (Executive Director of First Night New Hampshire), Speakers Bureau Coordinator, supporting Celebrate New Hampshire campaign chair Mike Whitney, Fleet Bank NH; Patrick McGloin (former Congressional staffer and field coordinator for Governor Jeanne Shaheen), Development Coordinator, working with fundraising chair Mike Hickey; and Melanie Higgins (formerly of the New Hampshire Travel Council), Administrative Assistant.

Celebrate New Hampshire Campaign Begins

Governor Jeanne Shaheen joins in the announcement of the Celebrate New Hampshire Campaign.

Mike Whitney, President and CEO of Fleet Bank NH, announced Celebrate New Hampshire, a



Left to right:
Sandi Jones, Dick Hamilton,
Governor Jeanne Shaheen,
Mike Whitney and Tim Sink.

campaign to increase public awareness of Celebrate New Hampshire Culture and its projects at a press conference held in February at the New Hampshire Historical Society. The conference also featured remarks by Governor Jeanne

Shaheen and Van McLeod, Commissioner, Department of Cultural Resources. According to Whitney: "This is a cooperative undertaking that involves the efforts of our government leaders and the private sector. We are grateful to Governor Shaheen and the state of New Hampshire for their enthusiasm and support."

The campaign, developed to increase the grassroots involvement of civic organizations is assisted by three chairs: Tim Sink, President, Greater Concord Chamber of Commerce; Dick Hamilton, President, White Mountains Attractions Association; and Sandi Jones, immediate past chair of the General Federation of Women's Clubs of New Hampshire.

They, along with a team of regional coordinators and ambassadors, are available to speak to civic clubs and organizations throughout the state. To become involved or to schedule a speaking engagement, contact Heidi Edwards Dunn, Speakers Bureau Coordinator, at the offices of Celebrate New Hampshire Culture.

PARTNERS

CONTRIBUTING PARTNERS

New Hampshire State Council
on the Arts, Department of Cultural
Resources
The State of New Hampshire
United States Congress

PRODUCTION PARTNERS

Adams & Roy Historic Renovation
& Conservation
Arnold M. Graton & Associates
Benson Woodworking Company
Hopkinton State Fairgrounds
Millbrook Farm Woodworks
Spaulding & Frost, LLC
Sweet Memories Farm
Swenson Granite Company, LLC
Timber Framers' Guild of North
America

BOARD OF DIRECTORS: Van McLeod, *President*, Commissioner, NH Department of Cultural Resources; Mervin Stevens, *Vice-President*; Daniel Callaghan, *Treasurer*, Devine, Millimet & Branch; Jeffrey Taylor, *Secretary*, Director, State of NH, Office of State Planning; Michael Chaney, *Assistant Secretary*, Chief Operating Officer, NH Historical Society; Mike Hickey, *President & CEO NH*, Bell Atlantic; David Alukonis, *NH Representative-Hudson*; Burt Feintuch, *Director & Professor of Folklore & English*, University of New Hampshire; Katharine Eneguess, *Vice President, Business & Industry Assoc. of NH*; L. Douglas O'Brien, *President*, The Grappone Companies; Gail McWilliam, *Director of Agricultural Development*, State of NH-Department of Agriculture, Markets & Food; Melissa Walker, *New Hampshire State Council on the Arts*; Richard Ashooh, *Director of Public Affairs*, Sanders, A Lockheed Martin Co.

NH COMMISSION ON THE SMITHSONIAN FOLKLIFE FESTIVAL: Mervin Stevens, *Chair*; Beverly Rodeschin, *Vice-Chair*; David Alukonis, *Treasurer*, NH Representative-Hudson; Sylvia Larsen, *Secretary*, NH Senator-District 15; Van McLeod, *Commissioner*, NH Department of Cultural Resources; Daniel Callaghan, *Devine, Millimet & Branch*; Michael Chaney, *Chief Operating Officer*, NH Historical Society; Katharine Eneguess, *Vice President, Business & Industry Assoc. of NH*; Gail McWilliam, *Director of Agricultural Development*; Melissa Walker, *NH State Council on the Arts*; JB Cullen, *NH Division of Forests and Lands*; Fred Dolan, *Barn Door Gap Road RFD*; Natalie Flanagan; Martha Fuller Clark, *NH Representative-District 36*; James Garvin, *Division of Historical Resources*; Kathleen Gregg; Carl Johnson, *NH Senator-District 3*; Rebecca Lawrence, *NH State Council on the Arts*; Lauri Ostrander, *NH Office of Travel and Tourism*; Laura Simoes, *NH Office of Travel and Tourism*; Richard Dana, *NH Senator-District 20*

STAFF: Rona Zlokower, *Managing Director*; Jennifer McLean, *Office Administrator*; Melanie Higgins, *Administrative Assistant*; Catherine A. Wright, *Director of Communications*; Patrick McGloin, *Development Coordinator*; Heidi Edwards Dunn, *Speakers Bureau Coordinator*

CREDITS: Photographs courtesy of Gary Samson and Nancy Cruger; Printing donated by Sims Press, Inc., Peterborough; Paper provided by Monadnock Paper Mills, Bennington; Design by Desmarais Design, Amherst.



**Celebrate
New Hampshire
Culture**

4 Park Street, Suite 305
Concord, NH 03301-6313

ACGS
MEETING OF THE BOARD OF DIRECTORS
7 June 1999

CALL TO ORDER

ROLL CALL

RECORDING SECRETARY (MINUTES)

TREASURER'S REPORT (Gerry L.)

VICE-PRESIDENT (Roland M.)

PRESIDENT

CORRESPONDING (MAP) Excused
SECRETARY

**COMMITTEE
REPORTS**

Acquisitions: (Bob M.)
Buildings & Grounds (.)
Computers (Roland M)
Conferences (AMP)
Editorial (AMP)
LIBRARY (MJC)
MEMBERSHIP (JA & MM)
PUBLICITY (AWH)
PUBLICATIONS
RESEARCH (Constance H.)
INTERNET
INVENTORY
OBITUARY REPORT

OLD BUSINESS NH Library Association Conference participation; Smithsonian Festival,
Proposed By-laws changes;

NEW BUSINESS Nominating Committee

ADJOURNMENT

Next meeting: 1800 hours, 12 July 1999

[Paragraph II effective until January 1, 1998]

II. "Charitable trust" means any fiduciary relationship with respect to property arising as a result of a manifestation of an intention to create it and subjecting the person by whom the property is held to equitable duties to deal with the property for charitable or community purposes.

[Paragraph II effective January 1, 1998]

II. (a) "Charitable trust" means any fiduciary relationship with respect to property arising ~~under the law of this state or of another jurisdiction~~ as a result of a manifestation of intention to create it, and subjecting the person by whom the property is held to fiduciary duties to deal with the property within this state for any charitable, nonprofit, educational, or community purpose. Charitable trust includes, but is not limited to "charitable organization," as that term is defined in subparagraph (b). The fact that any person or entity sought to be charged with fiduciary duties is a corporation, association, foundation, or any other type of organization that, under judicial decisions or other statutes, has not been recognized as, or has been distinguished from, a charitable trust does not provide a presumption against its being a charitable trust as defined in this paragraph.

(b) "Charitable organization" means the following:

(1) Any person or entity that is determined by the Internal Revenue Service to be a tax exempt organization pursuant to section 501(c) (3) of the Internal Revenue Code, as that section now exists or may hereafter be amended; or

(2) Any other person or entity that is or holds itself out to be established, in whole or in part, for any benevolent, philanthropic, patriotic, educational, humane, scientific, public health, environmental conservation, civic, or other charitable purpose or any person who in any manner employs a charitable appeal as the basis of any solicitation or an appeal that suggests that there is a charitable purpose to any solicitation. "Charitable organization" is not limited to those organizations to which contributions are tax deductible under section 170 of the Internal Revenue Code.

III. "Commercial co-venturer" means a person who for profit is regularly and primarily engaged in trade or commerce other than in connection with soliciting for charitable trusts or purposes and who conducts a charitable sales promotion.

IV. "Contribution" means the grant, promise, or pledge of money, credit, property, financial assistance, or other thing of any kind or value in response to a solicitation. It does not include bona fide fees, dues or assessments paid by members, provided that membership is not conferred solely as consideration for making a contribution in response to a solicitation.

V. "Fund raising counsel" means a person who for compensation plans, manages, advises, consults, or prepares material for, or with respect to, the solicitation in this state of contributions for a charitable trust, but who does not solicit contributions and who does not employ, procure,

The Gentle Jonston/es bv Russell C Honey \$44.00
 Les Baptemes de Sts Anges de Lachine 1800-1899 \$50.00
 Mariages de St Gabriel-Lalemant de Montreal 1951-1996 \$9.00
 Mariages de Marie-Reine-des-Coeurs de Montreal 1958-1996 \$12.00
 Mariages de St Marc de Rosemont de Montreal 1913-1992 \$25.00
 Recensement de 1851 vol 13 St Bernard de Lacolle \$15.00
 vol 14 Longue Pointe et Pointe aux Trembles \$12.00
 vol 15 St Frs de Sales et St Vincent de Paul \$ \$15.00
 vol 19 St Rose de Lima de L'Isle Jesus \$12.00
 vol 20 Vercheres et Beloeil \$15.00
 vol 21 St Remi et St Edouard \$15.00
 Rep des N - S de Amos, paroisse Ste Therese d'Avila 1913-1992 55.00\$
 Rep des B - S de Amos et MRC d'Abitibi 1913-1992 40.00\$
 Rep BMS de St Mathieu d'Harricana 1923-1992 15.00\$
 Rep BMS St Marc de Figuery 1921-1992 15.00\$
 Rep BMS de La Motte St Luc 1920-1992 15.00\$
 Rep BMS La Corne St Benoit 1935-1992 15.00\$
 Rep BMS St Maurice de Dalquier 1940-1992 15.00\$
 Rep BMS St Georges et St Alphonse 1936-1992 15.00\$
 Rep BMS St Francois de Champneuf, St Hyacinthe Despinassy, St Henri Lamoran-
 diere, Rochebaucourt 1935-1992 20.00\$
 Rep BMS Guyenne, Launay, Villemontel 1920-1992 20.00\$
 Rep BMS Berry St Gerard et St Nazaire 1935-1992 15.00\$
 Rep BMS Ste Gertrude de Manneville 1935-1992 15.00\$
 Rep BMS Manneville Bon Pasteur/ Ste Philomene 1935-1992 15.00\$
 Rep BMS St Felix de Dalquier 1934-1992 15.00\$
 Rep BMS St Dominique du Rosaire 1936-1992 15.00\$
 Rep BMS La Ferme St Etienne et St Viateur 1936-1992 15.00\$
 Rep BMS Pikogan Ste Catherine 1969-1992 10.00\$
 Vital Records on microfilm of Kent Countv NB. births 1888-1919, marriages 1888-1919 (includes
 Charlotte and Gloucester Counties), and deaths 1888-1935 12 reels 600.00\$
 Kent County Census of 1861 14.00\$
 Apercu de genealogie et l'histoire des familles Beaulieu du Grand Madawaska, G Leger, \$35.00

Bob Maurier,
ACGS Acquisitions Committee

06/03/99

AMERICAN-CANADIAN GENEALOGICAL SOCIETY INCOME & EXPENSE

May 1999

	May '99	Jan - May '99
Income		
1.0 MEMBERSHIP		
1.1 Dues	4,045.50	25,689.40
Total 1.0 MEMBERSHIP	4,045.50	25,689.40
2.0 PUBLICATIONS		
2.2 AFGS Income	0.00	360.00
2.3 Repertoires	607.25	4,380.28
2.4 Index & Holdings	0.00	82.00
2.5 Jette	200.00	1,180.00
2.6 Video S & R	115.00	135.00
Total 2.0 PUBLICATIONS	922.25	6,137.28
3.0 GENEALOGIST		
3.1 Back Issues	25.40	242.80
Total 3.0 GENEALOGIST	25.40	242.80
4.0 LIBRARY		
4.1 All Copies	447.90	1,469.03
4.2 Maps-Charts-Guides	306.92	1,163.87
4.3 Guest Fees	110.00	775.00
4.5 Beverages	82.00	349.25
4.6 Candy/Snacks	154.78	648.38
4.7 Hats	2.00	20.00
4.9 Other	10.00	10.00
Total 4.0 LIBRARY	1,113.60	4,435.53
5.0 RESEARCH		
5.1 RS Income	475.00	2,254.00
5.2 Parchemin	47.00	196.00
Total 5.0 RESEARCH	522.00	2,450.00
6.0 CONFERENCE		
6.1 Attend Fees	0.00	25.00
6.3 Raffle	200.00	844.00
6.4 Vendor Booth	35.00	35.00
Total 6.0 CONFERENCE	235.00	904.00
7.0 SOCIETY		
7.2 Bldg Fund	460.00	1,359.50
7.3 Book Fund	192.50	934.00
7.4 Currency Exchange	0.00	475.45
7.5 Cash Over/Short	-24.49	-18.61
7.6 Ckg Act Int	11.75	39.15
7.7 Bld Fnd Int	1.02	4.55
7.8 Sav Act Int	1.49	7.17
Total 7.0 SOCIETY	642.27	2,801.21
8.0 BUILDING		
8.1 Rental Inc	875.00	4,375.00
Total 8.0 BUILDING	875.00	4,375.00

06/03/99

AMERICAN-CANADIAN GENEALOGICAL SOCIETY INCOME & EXPENSE

May 1999

	May '99	Jan - May '99
Total Income	8,381.02	47,035.22
Gross Profit	8,381.02	47,035.22
Expense		
11.0 MEMBERSHIP		
11.1 Postage	0.00	289.02
11.2 Supplies	0.00	77.98
11.3 Maine	0.00	1,460.00
Total 11.0 MEMBERSHIP	0.00	1,827.00
12.0 PUBLICATIONS		
12.1 Postage	0.00	139.22
12.2 Supplies	101.90	158.52
12.3 Print Reps	0.00	2,153.20
Total 12.0 PUBLICATIONS	101.90	2,450.94
13.0 GENEALOGIST		
13.1 Postage	43.98	1,269.94
13.2 Supplies	0.00	435.79
13.3 Printing	0.00	5,542.00
Total 13.0 GENEALOGIST	43.98	7,247.73
14.0 LIBRARY		
14.1 Postage	0.00	19.69
14.2 Supplies	153.93	449.40
14.3 Equip Maint	0.00	129.00
14.4 Print Maps & Info	0.00	1,696.00
14.5 Beverages	0.00	145.00
14.6 Candy/Snacks	0.00	391.91
Total 14.0 LIBRARY	153.93	2,831.00
15.0 RESEARCH		
15.1 Postage	0.00	55.00
15.2 Supplies	0.00	2.50
15.3 Returns	60.00	-102.50
15.4 Parchemin	0.00	15.00
Total 15.0 RESEARCH	60.00	-30.00
16.0 CONFERENCE		
16.2 Supplies & Printing	24.60	24.60
Total 16.0 CONFERENCE	24.60	24.60
17.0 SOCIETY		
17.1 Postage	0.00	330.52
17.2 Supplies	61.43	1,570.47
17.3 Telephone	106.32	498.43
17.4 Insurance, Contents	-1.00	1,375.00
17.5 Dues & Subscriptions	0.00	235.00
17.6 Bad Checks	0.00	115.01
17.7 Bank Charge	4.50	23.88
17.8 Fund Expense	0.00	13.00
17.9 Other	0.00	50.00

06/03/99

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY
INCOME & EXPENSE**

May 1999

	<u>May '99</u>	<u>Jan - May '99</u>
Total 17.0 SOCIETY	171.25	4,211.31
18.0 BUILDING		
18.1 Heat	371.43	4,343.86
18.2 Electricity	234.23	1,238.58
18.3 Water-Sewer	89.28	189.06
18.4 Building & Liab. Ins.	0.00	1,164.00
18.5 Maint-Repair	303.99	3,592.78
18.6 Fire Protect	0.00	480.00
18.7 Snow-Grass	90.00	90.00
18.8 Loan Interest	322.76	1,538.50
Total 18.0 BUILDING	1,411.69	12,636.78
Uncategorized Expenses	0.00	0.02
Total Expense	<u>1,967.35</u>	<u>31,199.38</u>
Net Income	<u><u>6,413.67</u></u>	<u><u>15,835.84</u></u>

06/03/99

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

Balance Sheet

As of May 31, 1999

	<u>May 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
BUILDING FUND BNH	1,205.53
CHECKING BNH	16,350.88
CHEQUING (Can. Funds)	1,324.14
SAVINGS SMB	<u>732.83</u>
Total Checking/Savings	19,613.38
Other Current Assets	
CASH ON HAND	150.00
PETTY CASH	<u>300.00</u>
Total Other Current Assets	<u>450.00</u>
Total Current Assets	20,063.38
Fixed Assets	
LIBRARY BUILDING	<u>220,406.66</u>
Total Fixed Assets	220,406.66
Other Assets	
ACGS HOLDINGS	167,751.96
FURN & EQUIP	63,469.22
MDSE FOR RESALE	<u>24,985.69</u>
Total Other Assets	<u>256,206.87</u>
TOTAL ASSETS	<u>496,676.91</u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
BUILDING LOAN	<u>39,724.51</u>
Total Long Term Liabilities	<u>39,724.51</u>
Total Liabilities	39,724.51
Equity	
OPENING BAL EQUITY	423,532.89
RETAINED EARNINGS	17,583.67
Net Income	<u>15,835.84</u>
Total Equity	<u>456,952.40</u>
TOTAL LIABILITIES & EQUITY	<u>496,676.91</u>

<i>DATE REC'D</i>	<i>SURNAME</i>	<i>LINE</i>	<i>R^s DONE Y</i>	<i>DATE MAILED</i>	<i>AMOUNT BILLED</i>	<i>DATE BILLED</i>	<i>REMARKS</i>
26-May-99	Tellier	Tellier					To Do
26-May-99	Tobini Rodrigu	Black	Yes	26-May-99	\$0.00		CNF - refunded \$5
26-May-99	Vadner Haas	Jordan	Yes	26-May-99	\$0.00		CNF
26-May-99	Wood	Wood					To do
27-May-99	Leanna	Laroque (Larose)					To do
27-May-99	Leanna	Valin					To do
27-May-99	Richards	Denis					To do
27-May-99	Richards	Charles					To do
27-May-99	Tracey	Tracey					Addl info requested

FUND BALANCES **31-May-99****ARCHIVIST FUND**

	Beginning Balance			\$23,555.78
Plus:	Membership	\$4,045.50	20.00%	\$809.10
Plus:	Donations to Book Fund			\$192.50
Less:	Books Purchased/Binding, etc.			<u>\$936.50</u>
	Ending Balance			<u>\$23,620.88</u>

RESEARCH FUND

	Beginning Balance			\$12,202.45
Plus:	Current Month Receipts			\$552.00
Less:	Current Month Refunds			\$60.00
Less:	Postage & Misc. Expenses			
Less:	Purchase of Research Equip.			
	Ending Balance			<u>\$12,694.45</u>

DATE REC'D	SURNAME	LINE	R. DONE	DATE MAILED	AMOUNT BILLED	DATE BILLED	REMARKS
26-May-99	Tellier	Tellier					To Do
26-May-99	Tobini Rodrigu	Black	Yes	26-May-99	\$0.00		CNF - refunded \$5
26-May-99	Vadner Haas	Jordan	Yes	26-May-99	\$0.00		CNF
26-May-99	Wood	Wood					To do
27-May-99	Leanna	Laroque (Larose)					To do
27-May-99	Leanna	Vain					To do
27-May-99	Richards	Denis					To do
27-May-99	Richards	Charles					To do
27-May-99	Tracey	Tracey					Addl info requested

FUND BALANCES **31-May-99**

ARCHIVIST FUND

	Beginning Balance			\$23,555.78
Plus:	Membership	\$4,045.50	20.00%	\$809.10
Plus	Donations to Book Fund			\$192.50
Less:	Books Purchased/Binding, etc.			<u>\$936.50</u>
	Ending Balance			<u>\$23,620.88</u>

RESEARCH FUND

	Beginning Balance			\$12,202.45
Plus:	Current Month Receipts			\$552.00
Less:	Current Month Refunds			\$60.00
Less:	Postage & Misc. Expenses			
Less:	Purchase of Research Equip.			
	Ending Balance			<u>\$12,694.45</u>

DATE REC'D	SURNAME	LINE	Rc DONE	DATE MAILED	AMOUNT BILLED	DATE BILLED	REMARKS
26-May-99	Teller	Teller					To Do
26-May-99	Tobini Rodrigu	Black	Yes	26-May-99	\$0.00		CNF - refunded \$5
26-May-99	Vadner Haas	Jordan	Yes	26-May-99	\$0.00		CNF
26-May-99	Wood	Wood					To do
27-May-99	Leanna	Laroque (Larose)					To do
27-May-99	Leanna	Valln					To do
27-May-99	Richards	Denis					To do
27-May-99	Richards	Charles					To do
27-May-99	Tracey	Tracey					Addl info requested

FUND BALANCES **31-May-99****ARCHIVIST FUND**

	Beginning Balance			\$23,555.78
Plus:	Membership	\$4,045.50	20.00%	\$809.10
Plus	Donations to Book Fund			\$192.50
Less:	Books Purchased/Binding, etc.			<u>\$936.50</u>
	Ending Balance			<u>\$23,620.88</u>

RESEARCH FUND

	Beginning Balance		\$12,202.45
Plus:	Current Month Receipts		\$552.00
Less:	Current Month Refunds		\$60.00
Less:	Postage & Misc. Expenses		
Less:	Purchase of Research Equip.		
	Ending Balance		<u>\$12,694.45</u>

Works. ~~... of the ... which is the default entry number field in~~

3. How-to Book. Gerry and Anne-Marie have had several meetings and these will continue over the summer on a regular 2-3 week basis.

4. Good Old Days. Following a request in the *American-Canadian Genealogist* to readers to write and send us similar pieces, recalling their own *bon vieux temps*, we have received several contributions which may very well be included in this publication.

5. Roger's Captives. This very week, Roger will print out the various chapters and distribute them to the Editorial Board for proofreading. Constance Hamel has already read several sections for accuracy of data. The proofreading and the other readings will be kept separate. There is a need to get input from the treasurer about the details of the finished book such as type of cover, and number of copies to be printed. The editor had planned a pre-publication sale to be advertised in *American-Canadian Genealogist*. This would give us an estimate of numbers to be printed.

Following our discussion with the Treasurer, this matter will be brought to the Board of Directors for a discussion of the special properties of this publication, as some members of the Editorial Board believe that several hundred copies might be sold.

<i>DATE REC'D</i>	<i>SURNAME</i>	<i>LINE</i>	<i>R: DONE Y</i>	<i>DATE MAILED</i>	<i>AMOUNT BILLED</i>	<i>DATE BILLED</i>	<i>REMARKS</i>
26-May-99	Tellier	Tellier					To Do
26-May-99	Tobini Rodrigu	Black	Yes	26-May-99	\$0.00		CNF - refunded \$5
26-May-99	Vadner Haas	Jordan	Yes	26-May-99	\$0.00		CNF
26-May-99	Wood	Wood					To do
27-May-99	Leanna	Laroque (Larose)					To do
27-May-99	Leanna	Valin					To do
27-May-99	Richards	Denis					To do
27-May-99	Richards	Charles					To do
27-May-99	Tracey	Tracey					Addl info requested

Monday, June 07, 1999

Editorial Board Meeting

Place: American-Canadian Genealogical Society

Date: 11 May 1999

Time: 3 PM

Present: Roger Lawrence, Pauly Labbe, Donald Chaput, Cindy Godbout, Anne-Marie Perrault

Absent: Mary Anna Paquette, Gerald Lalonde, Richard Fortin, Mel Surette.

Topics Discussed:

I. Our difficulties with Membership's lists and the Board of Directors' formation of an ad hoc committee (Al Hamel, Sam Harris, Craig Donais) to meet with Membership Chairperson and resolve difficulties.

II. Orphan Publications:

1. Library Holdings. Relayed Library Board's feeling that there was no need this year for an update. Acquisitions person wishes to have some input in the manner that films and fiches are entered. Members were encouraged to make recommendations for the next edition which will not occur until the re- cataloguing of the Main Collection has taken place.

2. Article Index. This has been delayed because of difficulties in moving the database from MS Works to MS Access. Both Anne-Marie and Bob Neveux have had the same dismal results. We both were able to bring the database into Excell, but the two first text fields won't transfer. Next step is to enlist the help of Mary Anna Paquette. If that doesn't work, we must find a way to suppress the printing of the first field which is the default entry number field in Works.

3. How-to Book. Gerry and Anne-Marie have had several meetings and these will continue over the summer on a regular 2-3 week basis.

4. Good Old Days. Following a request in the *American-Canadian Genealogist* to readers to write and send us similar pieces, recalling their own *bon vieux temps*, we have received several contributions which may very well be included in this publication.

5. Roger's Captives. This very week, Roger will print out the various chapters and distribute them to the Editorial Board for proofreading. Constance Hamel has already read several sections for accuracy of data. The proofreading and the other readings will be kept separate. There is a need to get input from the treasurer about the details of the finished book such as type of cover, and number of copies to be printed. The editor had planned a pre-publication sale to be advertised in *American-Canadian Genealogist*. This would give us an estimate of numbers to be printed.

Following our discussion with the Treasurer, this matter will be brought to the Board of Directors for a discussion of the special properties of this publication, as some members of the Editorial Board believe that several hundred copies might be sold.

6. Dit Names/Surnames also by Roger Lawrence. This is not ready yet.

7. Encyclopedia of 2000 captives, by Roger. This could be ready very soon.

8. List of Burelle-Burel by Roger. Discussion about the feasibility of making this available for sale.

9. Gaudreau-Goudreau-Gotreau Family of Cape Breton, indexed by Roger. Discussion about making this available for sale.

10. Other possible titles suggested by Editorial Board members:

- a. List of Franco family associations
- b. List of parishes in New Hampshire/New England/New York and other Franco areas with indications of those whose registers have been published.

11. Members who have published family histories, vital records, single name research and similar works should be asked if they would like use to publish updated versions and allow us to sell them.

12. Surname Index. Donald Chaput will prepare a form for members' use which will be included in the next issue of *American-Canadian Genealogist*.

III. *American-Canadian Genealogist*

Future #80 was examined. General discussion followed about the lack of more genealogical articles and the excess of historical articles. This is a perpetual problem as most genealogical pieces tend to be dry and much less interesting than the historical pieces. The editor pointed out that we always try to include an ancestral line appropriate to the historical articles. Also, we have been running articles by Mel Surette which are pure genealogy. In #80, we reprint an article by George Morgan who writes regularly for AOL's Genealogy channel. In the next issue, #81, we have his permission to reprint another. Mr. Morgan writes well, and produces interesting pieces which also fall into the category of "How-to" articles. That category has also been seen as a lack in *American-Canadian Genealogist* so, with apologies to the birders in the group, that will be killing two birds with one stone.

Another suggestion made was to include some of Gerry Lalonde's hand-outs (those we sell at 5 cents each) in each issue of *American-Canadian Genealogist*, perhaps in the insert section. Don Chaput pointed out that it is necessary to bring to the Board of Directors any issue which involves a sale. We will do this.

Another suggestion was made that we include a focus on families in each issue, giving information about where the family originated in France, where they settled in New France, where they are now, what they are doing, what organizations and publications they are involved with, and their surname variations.

The next meeting will be on Tuesday, 8 JUN 1999, 3 PM. (Always the Tuesday before the second Thursday of the month.)

Respectfully submitted,

Anne-Marie Perrault

Research Dept. Activity Report

<i>DATE REC'D</i>	<i>SURNAME</i>	<i>LINE</i>	<i>RS DONE Y</i>	<i>DATE MAILED</i>	<i>AMOUNT BILLED</i>	<i>DATE BILLED</i>	<i>REMARKS</i>
04-May-99	Dube	Morin	Yes	13-May-99	\$0.00		CNF
04-May-99	Poirier	Gagne, Lisette	Yes	20-May-99	\$20.00	13-May-99	CGH
04-May-99	Poirier	Cote	Yes	02-Jun-99	\$20.00	26-May-99	CGH
04-May-99	Vermette	Perreault	Yes	26-May-99	\$0.00		CNF
04-May-99	Vermette	Lafond	Yes		\$0.00	26-May-99	CNF
07-May-99	Tardie	Tardy	Yes	14-May-99	\$0.00		CNF
14-May-99	Gagnon	Gagnon					Add'l info requested
14-May-99	Harvey	Douttre	Yes	26-May-99	\$0.00		CNF
14-May-99	Harvey	Mandigo	yes	26-May-99	\$0.00		CNF
14-May-99	Harvey	Rouchefort	Yes	26-May-99	\$0.00		CGH
17-May-99	Leanna	Allard	Yes	26-May-99	\$5.00	26-May-99	1 marriage
24-May-99	Vermette	Savoie	Yes				Requested add'l info 5-26-99
24-May-99	Vermette	Lafond	Yes	02-Jun-99	\$20.00	26-May-99	CGH
24-May-99	Vermette	Rancourt	Yes	02-Jun-99	\$20.00	26-May-99	CGH
26-May-99	Bashaw	Bashaw					To do
26-May-99	Dundas	Various Names					To Do
26-May-99	Gelinas	Langlois/Audet					To Do

DATE REC'D	SURNAME	LINE	R. DONE	DATE MAILED	AMOUNT BILLED	DATE BILLED	REMARKS
26-May-99	Tellier	Tellier					To Do
26-May-99	Tobini Rodrigu	Black	Yes	26-May-99	\$0.00		CNF - refunded \$5
26-May-99	Vadner Haas	Jordan	Yes	26-May-99	\$0.00		CNF
26-May-99	Wood	Wood					To do
27-May-99	Leanna	Laroque (Larose)					To do
27-May-99	Leanna	Vain					To do
27-May-99	Richards	Denis					To do
27-May-99	Richards	Charles					To do
27-May-99	Tracey	Tracey					Addl info requested

by rly-za04.mx.aol.com (8.8.8/8.8.5/AOL-4.0.0)

with ESMTP id UAA05913;

Sun, 13 Jun 1999 20:00:26 -0400 (EDT)

Received: (from geco2@juno.com)

by m7.boston.juno.com (queuemail) id EC2HRJMT; Sun, 13 Jun 1999 19:53:03 EDT

To: HAMELLOT@WORLDNET.ATT.NET, RAM31@IX.NETCOM.COM, lalo@worldpath.net,
cbelmain@aol.com, MCOLBURN@CHRISTA.UNH.EDU, cdonais@usa.net,
Chrysler@NH.ultranet.com, CL-Hebert@WORLDNET.ATT.NET,
malbaiePQ@aol.com, RWMLawrenc@aol.com, lmartel@mediaone.net,
rhmau479@aol.com, mapaquette@WORLDNET.ATT.NET, AMPERRAULT@aol.com,
judya80476@aol.com, rffortinnh@aol.com, tcbeau@juno.com,
PCUSSON@WORLDNET.ATT.NET, miviem@juno.com, mpcote@juno.com

Subject: Board meeting 14 Jun 1997

Message-ID: <19990613.195510.4327.0.geco2@juno.com>

X-Mailer: Juno 1.49

X-Juno-Line-Breaks: 0-1,3-4,8-10,12-15,21-22,29-34

From: Pauline G Cote <geco2@juno.com>

Date: Sun, 13 Jun 1999 19:53:03 EDT

Subj: Editorial Board Minutes

Date: 6/17/99 11:21:49 AM Eastern Daylight Time

From: AMPerrault

To: mcolburn@christa.unh.edu

To: hamellot@worldnet.att.net, MalbaiePQ, RWMLawrenc

To: ram31@ix.netcom.com, AMPerrault

To: chrysler@nh.ultranet.com

To: cl-hebert@worldnet.att.net, lalo@worldpath.net

To: Cbelmain, cdonais@usa.net, RHMAU479

To: Imartel@mediaone.net, Donchapus

To: mapaquette@worldnet.att.net, RLFortinNH, Acado

To: godbout@mediaone.net

Meeting of the Editorial Board: 8 JUN 1999

Present: Labbe, Chaput, Lalonde, Perrault, Fortin, Lawrence

Absent: Paquette, Surette, Godbout

Topics Discussed:

1. Baillon Article: Recommendations that we publish in 3-4 installments

2. Metalious Article: Will be done in #81

3. Roger Lawrence's book on Captives: overview of Quintin plans to publish.

4. Holdings: Library Board now believes that we should publish new edition in Fall. To be discussed with MAPaquette when she returns.

5. Surname Index: DChapus has developed the questionnaire.

6. Article Index: Two of three Access experts have been unable to export from MS Works into MS Access. MAPaquette agreed to try.

7. Post Mortem of #80

8. Publications for Sale: We will continue to use what is published on our website.

Roger Lawrence agreed to do a second last minute proofreading of an issue immediately prior to going to the printer's.

10. Editor's Page; several requests were received from various ACGS departments to notify the membership to exercise more patience after they have requested research, sent queries or ordered books and charts.

Respectfully submitted,

Anne-Marie Perrault

Service to Membership

Guidelines: American-Canadian Genealogical Society

The following guidelines are intended to be a summary of Board functions in its directive to supervise and govern the affairs of the Society. They will need updating periodically to meet the growing needs of the Society. However, there are some basic structures which should be kept intact as much as possible so that no new Board Member or Chairperson can make changes without going through proper channels. These guidelines, more than anything, set up specific channels of communication which are essential for the orderly completion of the Board's tasks.

These guidelines are also subordinate to the By-laws of the American-Canadian Genealogical Society.

Aims of the Society

I. Gathering

A. To acquire repertories, genealogies, notarial records, indices, histories, biographies, journals, censuses, microfilms and all other similar pertinent data.

B. To encourage individual members to research their family lineage, and to contribute a duplicate to the Library.

C. To encourage the gathering of any and all civil and church records for publication and genealogical research.

D. To encourage the gathering of personal and public data, such as is found in bibles, newspapers, directories, histories, photographs and related sources.

II. Preserving

By its very nature, **American-Canadian Genealogical Society** is dedicated to the preservation of all original documents, references and reproductions that pertain to American-Canadian genealogy. These include books, card files, microfilm, microfiche, conference videos and documents.

III. Disseminating

A. Library

B. Society journal, *American-Canadian Genealogist*

C. Workshops and conferences

D. Publication and sale of repertories, indexes of our journal, catalog of our holdings and our surname index

E. Public Media and Speakers' Bureau

F. In the spirit of mutual cooperation, members are encouraged to help one another by sharing information from their resources. Requests for information are answered by the Corresponding Secretary. Experienced volunteers assist the Secretary to meet special needs.

Officers of American-Canadian Genealogical Society

As outlined in the by-laws, the list of officers include the president, the vice-president, treasurer, recording secretary and corresponding secretary. Each is elected yearly, at the annual meeting, held in the fall.

Executive Board

All officers are members of the Executive Board. They offer guidance and assistance to the President, throughout the regular activities of the Society, but especially prior to each Board of Directors' meeting. At this meeting, the agenda is developed and items are discussed with the Executive Board.

The general responsibility of the President is to guide the activities of the Society and execute the mandates of the Board of Directors. The President provides for the proper functioning of the Society especially its library, with the aid of the Board, providing funds for its function. The President proposes plans for Society expansion and growth.

The President is an ex-officio member of all boards and committees.

General Duties of the President

1. Presides at all Board meetings and Conferences or is represented at these meetings by the Vice President; prepares written agenda for Board of Directors' meetings; selects and solicits agenda items; prepares agenda for Executive Board meetings prior to monthly Board of Directors meetings.
2. Executes all contracts and instruments of **American-Canadian Genealogical Society**
3. Is one of the signers on all financial accounts of **American-Canadian Genealogical Society**;
4. Reconfirms existing Chairpersons or appoints new Chairs for **American-Canadian Genealogical Society** Boards and Committees immediately following the yearly elections and before the first board meeting. In order to fulfill this task, all Chairpersons are asked to submit a full list of their committee people along with their intention to remain in their position, within two weeks of the election. This list should include name, address and telephone number whenever possible. Appoints Directors to fill resignations and other vacancies.
5. Writes four (4) President's letters per year, at least two of which shall be included in *American-Canadian Genealogist*. (By-laws requirement.)
6. Sets up new committees as needed, both ad hoc and permanent.
7. Answers letters and requests directed to the president; routes to the proper person for action.
8. Is accessible and responsible in times of crises and emergencies, to provide advice and solutions.
9. Reviews and guides the work of other Officers and committees, to provide smooth functioning of the Society.
10. Discusses responsibilities with Directors, Chairpeople or Officers in order to ease their jobs, increase their skills, accuracy and strengths.
11. Relieves from responsibility any member who does not maintain standards of proper action or function. The President is advised by the Board of Directors in this function, but the decision remains that of the President.
12. Provides oversight to the adjunct functions of the library, such as marketing of books, maps, and charts, as well as the coin-operated soft drink machine, candy rack, the "Tree of Life", refuse disposal, moving of furniture, and the rest. (This may be delegated, as the President sees fit.)

13. Approves any unusual (not part of the usual activities of Committees) expense over \$50.00 but under \$100.00. Expenses greater than this amount need Board approval. (In the absence of the President, this may be delegated to the Vice-president or the Treasurer)

Duties of the Vice-president

1. As prescribed in the By-laws, "The Vice President shall perform such duties connected with the Society, as may be assigned by the President, or the Board of Directors. The Vice President shall also be vested with all the powers and shall perform the duties of the President in the case of the disability or unavailability of the President."

2. The Vice President is a member of the Executive Board.

3. At the request of the President, is an ex-officio member of all boards and committees.

4. May approve expenses over \$50.00 but under \$100.00, in the absence of the President

5. Prepares a written monthly report for the President, prior to the monthly meeting.

Treasurer's Responsibilities

1. The Treasurer is the custodian of the funds of **American-Canadian Genealogical Society** and has the responsibility for depositing these funds in the name of **American-Canadian Genealogical Society** ~~in federally insured financial institutions~~, or of disbursing or investing them pursuant to the Board of Directors' policies or directives.

2. The Treasurer prepares financial records for audit within two (2) weeks after 31 December, said audit being done by _____.

3. The Treasurer prepares a current report of **American-Canadian Genealogical Society** financial status at the close of each month, presenting this to individual Officers and Directors, prior to the monthly meeting of the Board of Directors.

4. The Treasurer prepares the yearly report of **American-Canadian Genealogical Society** financial status for distribution to the entire membership, preferably for inclusion as an insert in *American-Canadian Genealogist*. This yearly report includes a clear statement of **American-Canadian Genealogical Society** assets, liabilities, receipts and disbursements, and indicates the number of active members.

5. The Treasurer arranges for ^{required} IRS filing and State filings.

6. The Treasurer serves ex-officio and works with the following committees:

- Budget and Finance
- Long-range Planning (for future use)
- Ways and Means (for future use)

7. The Treasurer serves as ^{Administrator} Treasurer of **American-Canadian Genealogical Society** Building Fund and in that capacity, 702

a. Maintains records for the Building Fund

b. Provides a written report of the income and disbursements of the Building Fund to the Board of Directors on a monthly basis.

c. Distributes authorized amounts from the **American-Canadian Genealogical Society** Building Fund, as directed by the Board of Directors.

d. Maintains list of contributors.

8. The Treasurer maintains hard copies of all reports, for members reference, filing them in the ~~Treasurer's filing cabinet on the 3rd floor of the~~ Library Building.

Duties of the Treasurer

1. As prescribed in the By-laws, "The Treasurer shall keep all necessary records pertaining to the receipts and disbursements of the Society funds. The Treasurer shall account for all receipts, disbursements, and balances on hand each month on an Income Statement and a Balance Sheet.

2. The Treasurer is responsible for having financial records audited by the Society auditor at least once a year. This audit should take place after the new year so that the annual financial report may be mailed to the entire membership as an insert in the Winter issue of *American-Canadian Genealogist*.

3. ~~Since American-Canadian Genealogical Society has a non-profit 501.c.(3) classification,~~ the Treasurer is responsible for filing the 990 form by May 15th each year.

4. The Treasurer may ~~also~~ approve expenditures over \$50.00 but under \$100.00 in the absence of the President.

5. The Treasurer is responsible for the registration table at all Society conferences.

6. The Treasurer is a member of the Executive Board.

Purchasing and Use of Purchase Orders (Please note: The first statement which follows is correct, but this procedure is not in use at this time.)

Because the Board of Directors have voted to require approval by an Officer (President, or in his/her absence, the Vice-President or Treasurer) for purchases of more than \$50.00, it is necessary to have a practical procedure to reduce the need to check with someone every time a purchase is needed.

Procedure for Use of Purchase Order

(Not in use at this time.)

Fiscal Year

American-Canadian Genealogical Society' fiscal year begins on 1 JAN and ends on 31 DEC.

Policy for Aging of Payables

Priority for aging of payables will be in the following order:

1. Reimbursement to members who prepaid the Research Service Department for research which cannot be completed.

2. Reimbursement of Directors' and Chairpersons' "out of pocket" expenses (requires requisition and dated signature of person requesting).

3. The regular contracted workers and local vendors.

4. Revolving charge accounts which always take precedence over other payables as the billing cycle nears its end.

5. "No penalty" corporations such as some utilities.

Policy and Procedure for the Authorization to pay Bills

1. The following bills will always be paid by the Treasurer without authorization from any Officer, Director or Chairperson:

- a. Reimbursement to members who prepaid RS Department for research which cannot be completed.
- b. *outside contractors*
~~Regular~~ contracted workers and local vendors.
- c. Revolving charge accounts
- d. "No penalty" corporations such as some utilities.

2. The following bills will always need prior authorization from the Chairperson of the appropriate board or committee before being paid by the Treasurer:

- a. Reimbursement of Directors and Chairpersons' "out-of-pocket" expenses which require a signed and dated requisition,
- b. Extra-ordinary operational expenses
- c. Expenses for supplies

3. The following bills go directly to the Chairpersons, rather than the Treasurer:

- a. All book fund expenses
- b. Building repairs

Budget and Finance Committee

The Treasurer is an ex-officio member of the Budget and Finance Committee. Other members are selected by the President and approved by the Board of Directors.

Some responsibilities of the Budget and Finance Committee

1. Preparation of yearly budget, subject to approval of Board of Directors
2. Conducting necessary planning to insure adequate availability of funds for the operation of the Society. ~~(Proposal: Hold in escrow funds to cover 6 months of expenses for each of 4 major departments: Research, Library, Publications and Editorial Board)~~
3. Communication to Board of Directors concerning any need for fund-raising programs, dues adjustment, investment of funds and expenditure of excess funds.
4. Arrangement for the audit of Society's financial records each January.

Financial Oversight Committee

This committee is chaired by the Treasurer, and is comprised of one representative from each of the four major operating units of the Society:

- Research Service
- Library Board
- Publications Committee
- Editorial Board

The function of this Committee is as follows:

1. Provide a regular monthly audit of Society accounting procedures.
2. Review all payments for proper authorization.

3. Insure that income is properly allocated to the correct accounts.
4. Insure that expenditures are allocated to the correct accounts.
5. Insure that Fund Accounting is properly maintained.
6. Review all accounting reports for accuracy and completeness.

Chart of Accounts (See sample)

The Chart of Accounts is established and maintained by the Treasurer, and includes assets, liabilities, revenue and expenses.

Assets include petty cash, cash in banks, checking accounts, accounts receivable, inventory, furniture, office equipment and cash sales.

Liabilities include accounts payable, notes, mortgage.

Revenues include dues, sales, fees, shipping, insurance, packaging, surcharges, interest earned, discounts, recovery of bad debts and other revenue.

Expenses include cost of goods sold, postage and handling, maintenance expenses, depreciation expense, insurance, travel, meals, phone, utilities, legal fees, accounting fees, other professional fees, office supplies, donations made by **American-Canadian Genealogical Society**, licenses and permits, contract labor, advertising, promotions, public relations, marketing research, exhibitions, late charges, credit card charges, discounts taken, and bank charges.

Procedure for Recording Payments to Vendors and Creditors (Procedures for future double-entry use are in parentheses)

1. Write check, payable to vendor or creditor
2. Invoice/Reference number or enter total payment
3. Enter check number and date paid on copy of invoice
- (3. Debit the vendor or credit the account)
- (4. Credit the checking account)

Regular Activities of Treasurer

Regular activities are those which are done on a regular basis, either daily, or weekly, depending on the frequency of the Treasurer's visits to the Library and include:

1. entering checks
2. Entering purchase/sales transactions
3. Entering accounting transactions such as member payments, deposits
4. Posting all transactions (checking, purchase and sales, accounting
5. Reports:
 - a. Income and Expense
 - b. Balance Sheet
 - c. Itemized printout for auditor

Regular Activities of Treasurer, based on the calendar (to be completed)

Daily Activities:

Weekly: Removes cash from cash register.

Monthly:

Quarterly:

Yearly:

Requisition for Reimbursement:

This must be made in writing, dated and signed by the member requesting reimbursement. Documentation must be attached (sales slip, copy of personal check, copy of phone bills, etc.)

Purchase orders: (Not in current use)

Requisition for Reimbursement of Research Service fee

(See sample form in Research Service section.)

Purchasing Agent

The purchasing agent is appointed by the president. All maintenance contracts and supplies including stationery, envelopes, labels and other items necessary for the smooth operation of the library are the responsibility of the Purchasing Agent.

Responsibilities of the Recording Secretary

- ✓ 1. As prescribed in the By-laws, "The Recording Secretary shall keep minutes of all meetings. At least two weeks prior to the next Board Meeting, a copy of the minutes of the previous meeting shall be sent to all board members and the Recording Secretary of any subsidiary chapters.
- ✓ 2. The Recording Secretary keeps a taped copy of each board meeting until minutes are approved.
3. The Recording Secretary maintains a full set of Board records as well as a summary of board motions to be presented at the annual meeting. These are filed in the Recording Secretary's file cabinet on the 3rd floor of the library building.
4. The Recording Secretary maintains an up-to-date listing of all current board members with home phone numbers and business phone numbers where applicable.
5. The Recording Secretary is a member of the Executive Board and as such, attends Executive Board meetings.

Responsibilities of the Corresponding Secretary

1. As prescribed in the By-laws, "The Corresponding Secretary shall have the duties of handling matters requiring correspondence pertaining to the Society or its members; . . . shall notify the membership three (3) weeks prior to general meetings; and file all correspondence" in the Corresponding Secretary's filing cabinet on the 3rd floor of the Library Building.
2. The Corresponding Secretary picks up and distributes all Society mail. No mail specifically designated to an individual is opened unless that person has specifically approved the opening. Book catalogs and purchased books go to the Acquisitions member of the Library Board; exchange journals go to the *American-Canadian Genealogist* Editor. Mail is picked up at the Pine Island Post Office at least twice during the week.

3. The Corresponding Secretary is a member of the Executive Board, and as such, attends Executive Board meetings.

4. The Corresponding Secretary prepares a written report for the President, prior to the monthly meeting.

Directors

As stated in the Bylaws, the Board of Directors is the governing body of the Society. The Board is composed of the elected Officers, Honorary Presidents and eight Directors. Directors are elected for two-year terms with elections held each year. Directors hold office for no longer than two consecutive two-year terms and are eligible for re-election to the board following a year out of office.

Directors are expected to be present at all monthly meetings. When this is not possible due to illness, or emergency, the Director should notify the President or the Vice President, prior to the meeting. In the event that an elected or appointed Director is absent from three meetings in a fiscal year, the position is declared vacant and the vacancy is filled according to the Bylaws.

Each Director is expected to fill a Committee or Board Chair, or to have a specific assignment (Eg. Inventory, Internet). Whenever possible, Committee and Board Chairpersons are appointed from the Board of Directors. When this is not possible, these Chairpersons are expected to be present at monthly meetings of the Board of Directors. All Chairpersons and Board Chairs are expected to have a monthly meeting of their group. Meetings should occur on set monthly dates to ease attendance by interested members.

Each Director and Committee or Board Chairperson prepares a written report for the President, prior to the monthly meeting. The report includes activities and a summary of the Board or Committee's monthly meeting. As much as is possible, these reports are sent via e-mail to members of the Board of Directors.

Functions of the Board of Directors

The following functions of the Board of Directors are specified in the Bylaws:

1. Assume general supervision of the affairs of the Society between its business meetings;
2. Fix the hour and place of meetings
3. Make recommendations to the Society
4. Determine policy and set direction of the Society
5. Adopt and promote a code of ethics
6. Perform such other duties as are specified in these bylaws and by the voting membership
7. Establish standing committees.
8. Appoint special committees
9. Oversee activities of American-Canadian Genealogical Society library, including the appointment of a Library Director.
10. Maintain and update the inventory of the property of the Society each fiscal year, or designate a member for same.

Membership Committee

The purpose of the of Membership Committee includes:

1. Maintaining accurate records of membership
2. Updating address, dues, receipt of *American-Canadian Genealogist* and similar information
3. Process new membership and update renewals
4. Maintain accurate list of exchange publications

Membership Committee Procedures

1. Renewal notice cards are sent at least one month prior to expiration date.
2. Membership list is updated on the Society computer at least every 7 days.
3. All changes of address are updated at least every 7 days.
4. All new members are entered along with complete addresses at least every 7 days.
5. Membership cards and welcome or renewal letters are mailed within 7 days of receipt of dues.
6. At each Board meeting, a membership report for the previous month is provided, via e-mail, to each member of the Board of Directors.

Responsibilities of Membership Chairperson

1. Opens membership mail and assigns numbers to all new members. Gets renewals and new memberships in gray box at Reception desk. Old numbers are not reused except when an old member rejoins. Old members are given their old numbers.
2. Data entry on all new memberships; update all renewals, listing new date, status (month and week: 8/1=AUG, first week); check number or cash, amount of membership paid and update renewal (AUG 97).
3. Maine memberships (old and new) are identified as such and recorded under the Maine category so that they can be picked up in a computer run for payment to Maine chapter.
4. Assigns Membership categories:
 - a. Single: \$25.00
 - b. Family: each additional member pays \$12.50; entered as **F** to denote family membership for the second member;
 - c. Canadian membership: \$30.00
 - d. Canadian family membership: \$15.00 each additional member living at same address.
 - e. Institutional and "Overseas" membership: \$50.00
 - f. Exchange membership: list as type **E**; no membership number; no expiration date; free; these result from Editor's request.
5. Makes photocopy of all checks and cash, along with receipts. Staples and labels with status and the input date.
6. Prints labels and membership cards as appropriate. Laminates membership cards.

7. Labels are applied to envelopes and stuffed with membership letter for new members and membership letter for renewals. Other items may also be included, as directed by Board of Directors. Membership cards are enclosed and the envelopes are prepared for mailing.
8. Buy postage and submit receipts with statement to Treasurer, or get check, made out to Postmaster for desired amount.
9. On 3rd week of each month, run labels for renewal notices. Labels are run one month in advance and reminder labels for renewal reminders are run two months after lapsed renewal date.

Guidelines for entering data into MS Access

1. Work is done at **American-Canadian Genealogical Society**. No Membership cash or checks are removed from the building.
2. Correct spelling, punctuation and proper use of upper and lower case are used.
3. Entries are done in a consistent manner.
 - a. If abbreviations are used, they should be consistently used. Postal Codes are used for States and Provinces.
 - b. If streets, avenues, etc. are to be abbreviated, they must be consistently abbreviated. If not, they should never be abbreviated.
 - c. The Exchange List is entered so that the surname field contains the obvious choice for alphabetizing the entry.
4. New Members are entered each week, in the week that the information is received.
5. Renewals are entered each week, in the week that they are received.
6. All data entry is proofread by a second person, who compares the data in the original document. This will eliminate the greatest possible number of errors in the address labels.
7. Labels are applied to envelopes and stuffed with the "Welcome Letter to New Members". Other items may be included as directed by the Board of Directors. Membership cards are enclosed and the envelopes are prepared for mailing.
8. As needed, a check is requested from the Treasurer, made out to "Postmaster" for the desired amount.
9. On the third week of each month, labels are run for renewal notices. Labels are run one month in advance. Reminder labels are run for renewal reminders two months after lapsed renewal dates.

Responsibilities of Members

(Liability)
See Library Rules

Parliamentarian

NB: See Bylaws, Article XV, Parliamentary Authority

DATE_PAID	SURNAME	AMOUNT_P
-----------	---------	----------

01-May-99	Bourdon	\$5.00
01-May-99	Bourdon	\$5.00
03-May-99	Gregoire	\$75.00
06-May-99	Leanna	\$20.00
07-May-99	Carty	\$20.00
07-May-99	Tobini Rodr	\$5.00
08-May-99	Joyal	\$20.00
09-May-99	Guertin	\$20.00
10-May-99	Harvey	\$20.00
10-May-99	Harvey	\$20.00
10-May-99	Harvey	\$20.00
12-May-99	Haas	\$5.00
15-May-99	Poirier	\$25.00
16-May-99	Taylor	\$20.00
20-May-99	Dundas	\$20.00
20-May-99	Dundas	\$20.00
20-May-99	Tracey	\$20.00
28-May-99	Poirier	\$25.00
28-May-99	Vermette	\$20.00
28-May-99	Vermette	\$20.00

\$405.

DATE_REC'D	SURNAME	LINE
14-Apr-99	Ahearn	LaTulippe
22-Apr-99	Gryszowka	Duba
29-Apr-99	McGuinnes	Boivin
26-May-99	Wood	Wood
26-May-99	Bashaw	Bashaw
26-May-99	Dundas	Various Names
26-May-99	Tellier	Tellier
26-May-99	Gelinas	Langlois/Audet
27-May-99	Richards	Denis
27-May-99	Richards	Charles
27-May-99	Leanna	Valin
27-May-99	Leanna	Laroque (Larose)

American-Canadian Genealogical Society

P. O. Box 6478, Manchester, NH 03108-6478; (603) 622-1554

Fall Conference 1999

Friday, Saturday, Sunday, 24, 25, 26 September 1999

Library open for Research: Friday, 9 AM-9 PM; Saturday, post-conference until 9 PM; Sunday, 10 AM-4 PM.

Friday, 24 September 1999

9 AM: Registration, \$20.00, Second Floor

9 AM-9 PM: Research

7 PM: First Floor, Wine and Cheese; Roving Accordionist,

8 PM: First Floor, Vendors Set-up.

Saturday, 25 September 1999

8 AM: Registration, \$20.00, First Floor; coffee and pastries. Visit with vendors.

9 AM: Ribbon Cutting, newly refurbished parts of building

9:15 AM: Welcome by President Albert Hamel, #2513; Business Meeting for Members.

9:30 AM: Program for non-members with Arthur Kennison, author. Visit with vendors.

10:30 AM: Barry Rodrigue on *Canada Road* in Auditorium, 3rd floor; Dean Louder on *French-Canadian Migration to Far West*, 3rd floor conference room.

11:30 to 1 PM: Lunch on your own. Visit with vendors.

1:30 PM: Barry Rodrigue on *Canada Road* in Auditorium, 3rd floor; Dean Louder on *French-Canadian Migration to Far West*, 3rd floor conference room.

2:30 PM: Auditorium, 3rd floor: Genealogical Round Table Discussion with John DuLong, #4003 and our invited guest societies, on *Where we have been; where we are; where we will go in the new Millennium*: followed by a general discussion.

Sunday, 26 September 1999

Library open for research, 10 AM to 4 PM. Drawing for winners of raffle.

To Do List:

1. Tables; charge \$10 each
2. Badges
3. Get Board members as Greeters
4. Website: publish program
5. Dick Eastman
6. Get Bob Neveux to help with internet publicity.
7. Set-up raffle
8. Get Bob Neveux to do advance registration and advance raffle.
9. Feature the speakers on our website ✓
10. Get up-to-date list of motels and prices.

Subj: Web Page Information

Date: 6/3/99 11:58:59 AM Eastern Daylight Time

From: RLFortinNH

To: Hamellot@worldnet.att.net, ram31@ix.netcom.com

To: RWMLawrenc, lalo@worldpath.net

To: mapalette@worldnet.att.net, Cbelmain

To: mcolburn@christa.unh.edu, cdonais@usa.net

To: chrysler@nh.ultranet.com

To: cl-hebert@worldnet.att.net, MalbaiePQ, RHMAU479

To: AMPerrault, Imartel@mediaone.net

CC: Sonoflouis, BNeveux, cw3jack_stan@juno.com

To Whom it may concern,

I don't give a damn one way or the other whether we should put the By-laws changes on the Web Page. What I care about is that the information that I sent to be put on it about the Fall Conference still has not appeared, so get with it and start promoting it or find another person to chair it.

Dick Fortin

Subj: May 1999 Membership Report
Date: 6/7/99 10:32:47 PM Eastern Daylight Time
From: JudyA80476
To: Cbelmain
CC: mj.colburn@unh.edu, cdonais@usa.net
CC: hamellot@worldnet.att.net
CC: chrysler@nh.uitranet.com
CC: cl-hebert@worldnet.att.net, MalbaiePQ
CC: lalo@worldpath.net, RVMLawrenc
CC: RAM31@ix.netcom.com, Imartel@mediaone.net
CC: mapaquette@worldnet.att.net, AMPerrault

Attached is the membership report for May 1999.

ACGS MEMBERSHIP REPORT

Following is the membership report for the month of May 1999

ACGS MEMBERSHIP REPORT MAY 1999

NEW MEMBERS: 39

RENEWALS: 116

DONATIONS TO THE SOCIETY: \$197.50

TOTAL ACTIVE MEMBERSHIP AS OF APRIL 1, 1999: 2838 *
Total decreased because inactives were deleted from database for Jan & Feb.

Submitted by Judy Arseneault #3131

Membership Reminder Notices Report June 1999

Membership Type	July 1999	Apr 1999
US Individual	95	60
US Family	8	1
Institutional	1	
Total	104	61

Submitted by Michael B Melanson #2803

Subj: Corresponding Secretary May & June Report

Date: 7/5/99 10:23:28 PM Eastern Daylight Time

From: mapaquette@worldnet.att.net (Mary Anna Paquette)

To: cbelmain@aol.com (Belmain, Carol), mcolburn@christa.unh.edu (Chaput, Mary Jean), hamellot@worldnet.att.net (Hamel, Al), chrysler@nh.ultranet.com (Harris, Sam), cl-hebert@worldnet.att.net (Hebert, Constance), MalbaiePQ@aol.com (Labbe, Pauly), lalo@worldpath.net (Lalonde, Gerry), rwmlawrenc@aol.com (Lawrence, Roger), ram31@ix.netcom.com (Marchand, Roland), AMPerrault@aol.com (Perrault, Anne-Marie), cdonais@usa.net (Donais, Craig), RHMAU479@aol.com (Maurier, Robert), Imartel@mediaone.net (Martel, Charlie)

July 6, 1999

TO: Board of Directors

FROM: Corresponding Secretary

SUBJECT: Report for Months of May and June 1999

~~~~~  
The following correspondence was sent during the months of May and June  
(see chart below for breakdown):

23 "Thank yous" for donations of money to either the building fund or  
library fund. One was in the amount of \$100; one for \$62.50; three  
for \$50.00 one of which was to purchase a book in the memory of Amos  
Fairfield; the  
rest were \$25.00 or less.

9 "Thanks yous" for donations of books/equipment, including updated  
CD's from LDS.

5 Application packets were sent in response to inquiries about ACGS.

4 Miscellaneous, including a sympathy card to Pauly Labbee.

41 Total

Respectfully submitted,  
Mary Anna Paquette

**SEPTEMBER 1998 to AUGUST 1999**

| MONTH     | MONEY   | BOOKS | INQUIRIES | MISC | TOTAL |
|-----------|---------|-------|-----------|------|-------|
| September | 29 5 3  | 1     | 38        |      |       |
| October   | 21 4 5  | 2     | 32        |      |       |
| November  | 17 9 3  | 2     | 31        |      |       |
| December  | 8 6 2   | 1     | 17        |      |       |
| January   | 26 6 5  | 6     | 43        |      |       |
| February  | 10 2 2  | 4     | 18        |      |       |
| March     | 16 7 3  | 3     | 29        |      |       |
| April     | 16 10 3 | 4     | 33        |      |       |
| May       | 8 7 3   | 1     | 20        |      |       |



June 15 2 1 3 21

TOTALS 166 48 31 27 282

---

Headers

---

Return-Path: <mapaquette@worldnet.att.net>

Received: from rly-ya02.mx.aol.com (rly-ya02.mail.aol.com [172.18.144.194]) by air-ya05.mail.aol.com (v59.54) with SMTP; Mon, 05 Jul 1999 22:23:28 -0400

Received: from rly-st06.mx.aol.com (rly-st06.mail.aol.com [172.31.34.5])  
by rly-ya02.mx.aol.com (8.8.8/8.8.5/AOL-4.0.0)  
with ESMTTP id WAA06572;  
Mon, 5 Jul 1999 22:23:27 -0400 (EDT)

Received: from rly-yg04.mx.aol.com (rly-yg04.mail.aol.com [172.18.147.4])  
by rly-st06.mx.aol.com (8.8.8/8.8.5/AOL-4.0.0)  
with ESMTTP id VAA24913;  
Mon, 5 Jul 1999 21:01:24 -0400 (EDT)

Received: from mtiwmhc02.worldnet.att.net (mtiwmhc02.worldnet.att.net [204.127.131.37]) by rly-yg04.mx.aol.com (vx) with SMTP; Mon, 05 Jul 1999 21:00:52 2000

Received: from worldnet.att.net ([12.79.241.136])  
by mtiwmhc02.worldnet.att.net (InterMail v03.02.07.07 118-134)  
with ESMTTP id <19990706005211.GOCB4651@worldnet.att.net>;  
Tue, 6 Jul 1999 00:52:11 +0000

Message-ID: <378151B0.B6C8A350@worldnet.att.net>

Date: Mon, 05 Jul 1999 20:45:36 -0400

From: Mary Anna Paquette <mapaquette@worldnet.att.net>

X-Mailer: Mozilla 4.61 [en] (Win95; I)

X-Accept-Language: en

ME-Version: 1.0

To: "Belmain, Carol" <cbelmain@aol.com>,  
"Chaput, Mary Jean" <mcolburn@christa.unh.edu>,  
"Hamel, Al" <hamellot@worldnet.att.net>,  
"Harris, Sam" <chrysler@nh.ultranet.com>,  
"Hebert, Constance" <cl-hebert@worldnet.att.net>,  
"Labbe, Pauly" <MalbaiePQ@aol.com>,  
"Lalonde, Gerry" <lalo@worldpath.net>,  
"Lawrence, Roger" <rwmlawrenc@aol.com>,  
"Marchand, Roland" <ram31@ix.netcom.com>,  
"Perrault, Anne-Marie" <AMPerrault@aol.com>,  
"Donais, Craig" <cdonais@usa.net>,  
"Maurier, Robert" <RHMAU479@aol.com>,  
"Martel, Charlie" <lmartel@mediaone.net>

Subject: Corresponding Secretary May & June Report

Content-Type: text/plain; charset=us-ascii

Content-Transfer-Encoding: 7bit

Subj: Board meeting 12 Jul 1999

Date: 7/8/99 3:17:54 PM Eastern Daylight Time

From: geco2@juno.com (Pauline G Cote)

To: HAMELLOT@worldnet.att.net, RAM31@IX.NETCOM.COM, lalo@worldpath.net, cbelmain@aol.com, MCOLBURN@CHRISTA.UNH.EDU, cdonais@usa.net, Chrysler@NH.ultranet.com, CL-Hebert@worldnet.att.net, malbaiePQ@aol.com, RWMLawrenc@aol.com, lmartel@mediaone.net, rhmau479@aol.com, mapaquette@worldnet.att.net, AMPERRAULT@aol.com, judya80476@aol.com, rfortinnh@aol.com, tcbeau@juno.com, PCUSSON@worldnet.att.net, mivlem@juno.com, mpcote@juno.com

To the Officers, Board Members, Chairpersons, & Committee

On the New York front:

1) Our Lady of Grace, Ballston Lake NY

Data entry & proof reading M-B-D are completed. Mr Bonitatibus has been advised. He likes to get all last minute information included which he will forward next week. Upon rec't we shall include & commence the merging procedure & get it to Kinko ASP

2) St George, Albany NY (full parish)

Data entry has been completed by one Sue Ryan in Huston TX. Proof reading has started on this small Lithuanian Parish. Since none of us are to versed in this language, we are presenting the material as it is given in the registers. We are not Anglicizing given names etc. Proof reading will be slow since it will be letter for letter

3) Sun Ryan has been sent the marriages & burials of the Visitation of Blessed Virgin Mary of Schuylerville NY. Once she has completed this data entry she will be sent the baptisms. She works at record speed & with experience & advise from NH produces extremely well

4) David has marriages of St Joseph Schenectady NY & St Patrick Troy NY which he is distributing to his NY volunteers. I have no report on the progress status but know that it slow with many new people

On the NH front:

1) Boufford Funeral Home, Manchester, NH has really come alive (pun) & I would venture to say is better than 1/2 if not 3/4 completed. I will hate myself in a few weeks for not having time to inquire from Mr Baker if he is willing to give us a history or do we have to do it!

2) St Jean Baptiste Suncook is in the process of data entry. None of this material has yet been put out for proof reading because I am trying to complete some loose ends

3) Fresh news today! We have been given a go on St Raphael Manchester. Copying may be slow because it has be stipulated that we will be allowed to remove 1 register in the morning but must have it returned to the rectory by 4 when the sec. leaves. Time will tell how this will work but most important is that we have been accepted

Work we have but I wish to again remind you of this departments motto:

QUALITY NOT QUANTITY and that my comrades takes time. Does anyone know how to get more out of 24 hour days?

Respectfully submitted

Pauline Genest Cote  
Publication Coordinator

---

Get the Internet just the way you want it.  
Free software, free e-mail, and free Internet access for a month!  
Try Juno Web: <http://dl.www.juno.com/dynoget/tagj>.

---

Headers

Return-Path: <geco2@juno.com>  
Received: from rly-yd05.mx.aol.com (rly-yd05.mail.aol.com [172.18.150.5]) by air-yd01.mx.aol.com (v59.55) with SMTP; Thu, 08 Jul 1999 15:17:54 -0400  
Received: from m7.boston.juno.com (m7.boston.juno.com [205.231.100.196]) by rly-yd05.mx.aol.com (vx) with SMTP; Thu, 08 Jul 1999 15:17:40 -0400  
Received: (from gec02@juno.com)  
by m7.boston.juno.com (queuemail) id EE2DWGZ8; Thu, 08 Jul 1999 15:17:15 EDT  
To: HAMELLOT@worldnet.att.net, RAM31@IX.NETCOM.COM, lalo@worldpath.net,  
cbeilmain@aol.com, MCOLBURN@CHRISTA.UNH.EDU, cdonais@usa.net,  
Chrysler@NH.ultranet.com, CL-Hebert@worldnet.att.net,  
malbaiePQ@aol.com, RWWLawrenc@aol.com, lmartel@mediaone.net,  
rhmau479@aol.com, mapaquette@worldnet.att.net, AMPERRAULT@aol.com,  
judya80476@aol.com, rfortinnh@aol.com, tcbeau@juno.com,  
PCUSSON@worldnet.att.net, mivlem@juno.com, mpcote@juno.com  
Subject: Board meeting 12 Jul 1999  
Message-ID: <19990708.152022.4303.0.geco2@juno.com>  
X-Mailer: Juno 1.49  
X-Juno-Line-Breaks: 0-4,8-10,15-16,20-21,24-27,31-32,35-36,41-42,45-51  
From: Pauline G Cote <geco2@juno.com>  
Date: Thu, 08 Jul 1999 15:17:15 EDT

**Abstract**

10.1002/9781118445113.ch101

100

**Subj: Library Board Report**

**Date: 7/8/99 8:29:03 AM Eastern Daylight Time**

**From: mj.colburn@unh.edu (Mary Jean Colburn)**

**To: hamellot@worldnet.att.net (Albert Hamel)**

**CC: 102475.2260@compuserve.com (Donald Chaput), amperrault@AOL.COM, cbelmain@AOL.COM, cdonais@usa.net, chrysler@nh.ultranet.com, cl-hebert@worldnet.att.net, lalo@worldpath.net, malbaiepq@AOL.COM, mapaquette@worldnet.att.net, ram31@ix.netcom.com, RWMlawrenc@AOL.COM**

The Library Board met on 28 June 1999. Present: MaryAnna Paquette, Pauly Labbe, Roland Marchand, Anne-Marie Perrault, Donald Chaput, Bob Maurier & M-J Chaput.

Guest Gerry Lalonde.

1. Discussed a new edition of "ACGS Library Holdings" which will come out early 2000 and may be expanded to include the obits.

2. Bob will do summaries of collections of microforms and CDs, giving a general overview of the contents.

3. The Border Crossings are listed in the "Holdings". There will also be an explanation of the Soundex system to make using them easier.

4. The old paper parish and town directories that used to be on top of the Drouins have been retired. MaryAnna will update the list when she has time but will also include a disclaimer that will notify people to also check the card catalog for more current listings.

A discussion of the label "FAM" was inconclusive. These are found throughout the repertoires and they include information on families in certain counties and sometimes cover more than one county. The label was assigned at random until some better solution is found.

6. More shelf room is needed for the obit section. We have more blue shelving in the basement that can be used.

7. Gerry Lalonde has offered to install some metal shelves in the glass cabinet for the Jesuit books and others that we feel need to be kept secure. He will be installing that soon.

8. We have a volunteer who is cataloging directories and town reports.

9. The Library Board voted to designate two people to do the purchasing of any furnishings that the library needs, such as cabinets, tables, etc.

10. The Vital Records section will be integrated by country and county. Library Board members volunteered to identify the proper locations to make it easier for MaryAnna to enter the corrections. The newly established "Acadian Collection" may be relocated to the area where Vital Records are now housed.

11. Gerry Lalonde has some copies of Acadian prints for sale. This matter was not discussed by the Library Board because we felt it was not a library matter.

Respectfully submitted,

M-J Chaput

Mary Jean (Colburn) Chaput  
Assistant Professor/Librarian  
Oudens Memorial Library  
UNH at Manchester  
220 Hackett Hill Road  
Manchester, NH 03102

mcolburn@cisunix.unh.edu  
Tel. 603.629.4172  
FAX 603.623.2745

---

Headers

Return-Path: <mcolburn@christa.unh.edu>

Received: from rly-zc02.mx.aol.com (rly-zc02.mail.aol.com [172.31.33.2]) by air-zc03.mail.aol.com (v59.55) with SMTP; Thu, 08 Jul 1999 08:29:03 -0400

Received: from christa.unh.edu (christa.unh.edu [132.177.137.10]) by rly-zc02.mx.aol.com (vx) with SMTP; Thu, 08 Jul 1999 08:28:48 -0400

Received: from localhost (mcolburn@localhost)  
by christa.unh.edu (8.9.3/8.9.3) with ESMTP id IAA23448;  
Thu, 8 Jul 1999 08:28:36 -0400 (EDT)

Date: Thu, 8 Jul 1999 08:28:35 -0400 (EDT)

From: Mary Jean Colburn <mj.colburn@unh.edu>

To: Albert Hamel <hamellot@worldnet.att.net>

: Donald Chaput <102475.2260@compuserve.com>, amperrault@AOL.COM,  
cbeImain@AOL.COM, cdonais@usa.net, chrysler@nh.ultranet.com,  
cl-hebert@worldnet.att.net, lalo@worldpath.net, malbaiepq@AOL.COM,  
mapaquette@worldnet.att.net, ram31@ix.netcom.com, RWMlawrenc@AOL.COM

Subject: Library Board Report

Message-ID: <Pine.OSF.4.10L.9907080812140.30740-100000@christa.unh.edu>

MIME-Version: 1.0

Content-Type: TEXT/PLAIN; charset=US-ASCII

Subj: Board meeting 14 Jun 1997

Date: 6/13/99 8:00:27 PM Eastern Daylight Time

From: geco2@juno.com (Pauline G Cote)

To: HAMELLOT@WORLDNET.ATT.NET, RAM31@IX.NETCOM.COM, lalo@worldpath.net, cbelmain@aol.com, MCOLBURN@CHRISTA.UNH.EDU, cdonais@usa.net, Chrysler@NH.ultranet.com, CL-Hebert@WORLDNET.ATT.NET, malbaiePQ@aol.com, RWMLawrenc@aol.com, lmartel@mediaone.net, rhmau479@aol.com, mapaquette@WORLDNET.ATT.NET, AMPERRAULT@aol.com, judya80476@aol.com, rfortinnh@aol.com, tcbeau@juno.com, PCUSSON@WORLDNET.ATT.NET, miVem@juno.com, mpcote@juno.com

To the Officers, directors etc etc

Usually when I rec'd AMP report means it is time for me to do one of the things I like less to do as coordinator of publication.

No report came & I really had in my mind that I had till next week to inform you all what is happening in this dept. At formal dining with my better half this evening was when he made note that a report was due (there are reasons why I choose to marry him)

Anyway, we have produced a few rep. since I last reported, we will come up with one or two when I hope to report. next

I will elongate, hopefully, next month & put you all asleep with details.

I and all of us at publication have been extremely busy. For those of you who wonder what did happen in those 3 weeks when I did not appear at the library, I personally continued to work in the game of getting caught; data people & proof readers asked no questions & continued to produce. I am proud of my entourage whose only recognition are in the front of a rep. that few people read.

Need to advise that you should "worry not" that my appearance from the 16th for some 2 weeks will be even less than usual. ACGS is going on the back burner as our family from out West comes to visit. It has been 2 years since we have seen them. Zachary is taking a week off & we will be at home or on day trip relaxing, enjoying and savoring each other because who knows what the %, (6 if us remain) will decrease till next such union is possible

Respectfully submitted

P G Cote  
Publication coordinator

---

Get the Internet just the way you want it.  
Free software, free e-mail, and free Internet access for a month!  
Try Juno Web: <http://dl.www.juno.com/dynoget/tagj>.

---

Headers

Return-Path: <geco2@juno.com>

Received: from rly-za04.mx.aol.com (rly-za04.mail.aol.com [172.31.36.100]) by air-za02.mx.aol.com (v59.34) with SMTP; Jun, 13 Jun 1999 20:00:27 -0400

Received: from m7.boston.juno.com (m7.boston.juno.com [205.231.100.196])

The Board of Directors uses parliamentary procedure in all its meetings. This allows our organization to accomplish its purposes in a manner that is efficient, fair and in accordance with democratic traditions. As a responsible group in a democratic society, the Board of Directors encourages full and fair discussion of important issues by all interested members. Meetings are orderly and discussion is restrained by permitting only one subject and one speaker at a time. Members do not randomly interrupt speakers or engage in dialogues with them without permission from the Chair. Any Director wishing to address the group must be recognized by the Chair and given the floor.

1. Responsibilities of Parliamentarian at Regular, Yearly and Special Board Meetings:

The Parliamentarian insures that meetings are conducted in accordance with *Robert's Rules of Order* and resolves disputes in accordance with *Robert's Rules of Order*.

2. Responsibilities of Parliamentarian at Yearly Meetings:

- a. The Parliamentarian accepts the slate of Officers for the following year from the Chair of the nominating committee;
- b. makes the contents of the slate of Officers known to all members present;
- c. asks for nominations from the floor, individually, by office;
- d. asks for a motion to close nominations;
- e. conducts the election of Officers individually, by office, or entertains a motion to elect the slate of Officers as presented by the nominating committee.

### **Library Board**

The purpose of the Library Board is to acquire and maintain materials in order to promote American-Canadian genealogy for its members. The Library Board is made up of a Chairperson, who may or may not be the Library Director, an Assistant Library Director, the Acquisitions Person and a minimum of four other members chosen by the Chairperson.

#### **Chairperson:**

1. Is reconfirmed or appointed by the President after each election and is responsible for all Library reports to the **American-Canadian Genealogical Society** Board.
2. Submits a complete list of Library Board members to the President after each election.
3. Members of Library Board assist the Chairperson in the tasks and decisions and, when necessary, file recommendations for the smooth operation of the library.

### **Responsibilities of the Library Board**

#### **1. Library Materials:**

- a. The Acquisitions Person compiles a list of books, histories, periodicals, etc. to be presented to the Library Board for purchase. Acquisitions Person makes all financial arrangements with the Treasurer for the purchase of said materials.
- b. The Acquisitions Person accepts and checks receipt of books ordered, and sends books to the bindery.
- c. Chairperson records the receipt of all other library materials, designates and delivers these materials to the appropriate Board members for processing, indexing, cataloging, and shelving.

2. **Staff:** The Chairperson designates personnel who will be responsible for scheduling, and training of library volunteers.

3. **Equipment Maintenance and Supplies:** The Chairperson is responsible for recommending purchase of all library equipment to the Board of Directors.

4. **Rules and Regulations:** The Chairperson is responsible for establishing the **library hours**, rules and regulations pertaining to its use, and the posting and enforcement of said rules and regulations, following the approval of the Board of Directors.

In all areas the Chairperson and Library Board notify the Board of Directors about activities relative to their areas of responsibility. The Chairperson provides the Editor of *American-Canadian Genealogist* with a list of all donations and acquisitions.

The Library Board reviews and approves all expenditure of the Acquisitions Committee.

### **Journals and Exchange Publications**

Publications which come from genealogical and historical societies are kept on open shelves in our library. Publications from family associations are placed in the Family Files. Following review by the Editor, these exchange publications are given to the Assistant Librarian who catalogues them.

### **Library Policies and Procedures**

#### **Objectives**

1. to encourage stability and continuity in the library's operations
2. to help assure smooth transitions when staffing changes occur
3. to operate the library in a business-like manner
4. to inform the membership of the library's intent, goals and aspirations
5. to circumvent ambiguity, confusion and trouble
6. to give credence to library actions
7. to eliminate whimsical administration
8. to provide the membership a means to evaluate library performance
9. to provide a means to hold the library accountable for its decisions
10. to contribute to the library's efficiency
11. to provide clear-cut and timely written policies that reflect sound judgement and careful planning

#### **Definitions**

**Materials**, as used, is intended to have the widest possible meaning; it may include books (hardbound and paper bound), pamphlets, maps, magazines and journals, newspapers, manuscripts, films and videotapes, and CD's and electronic media.

**selection** refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection. It does not refer to guidance in assisting a library user.

**Main Collection** is a reference to what is currently classified as "history", "fiction", "how-to", et al sections, i.e., all items which are not otherwise classified as reference or repertoires or anthologies.

### **Philosophy and Goals**

Library policies and procedures will be consistent with the philosophy and objectives of the Society.

#### **Goals**

1. to secure for all Society members the informational, educational, cultural materials needed to perform the proper research expected
2. to provide free, informal, continuing genealogical education to our members
3. to disseminate and advance the base of genealogical knowledge
4. to build as broad a collection as possible within the limitations of space and budget
5. to keep a balance between membership demands and what the Library Board believes should be included in the collection
6. to provide the best research services possible to our membership
7. to meet the needs of our members
8. to provide materials, equipment and work space for the research projects of our members
9. to provide member access to the best genealogical research center possible

**Objectives -**

- conditions of acquiring materials
  - geographical area
  - chronological period
- limitations
  - budgeting  
see: American-Canadian Genealogical Society **Guidelines Library Fund**
  - space  
once the second floor space of the current library area has been fully utilized consideration will be given to the expansion of the Main Collection materials into the southern section of the third floor.
- constraints
- scope of collection
- purpose of the collection

**Selection -**

- who does the selection  
authority
  - the Board Of Directors of the Society has delegated, in its bylaws (Article X, 6 b), that the Chair of the Library Board will "have custody of the holdings . . . " of the Society and as such responsibility for collection development lies with him/her.
- responsibility
  - the privilege and responsibility for the selection of materials belongs to every member of the Society. This is based on the assumption that no one person, nor few persons can know enough about all areas of research, nor the needs and desires of the member body.
- Acquisitions Committee  
the Library Chair will appoint an Acquisitions Committee to perform his/her responsibility of collection development (see **American-Canadian Genealogical Society Guidelines: Acquisition Committee**)
- how is the selection done
  - levels of selection
    - priority will be given to those materials which will correct a weakness in our research capabilities
    - a lower emphasis will be placed on items that are readily available through other local sources

- no emphasis will be placed on updating existing records for the sole purpose of extending the dates to a period later than 1960
- all materials must pertain to the general chronological period and geographical area of the majority of research being accomplished by our membership
- fiction will be accepted for inclusion into the collection only if pertaining to the historical period and geographical area of general interest. Under no circumstances are fiction items to be selected for purchase, i.e., library funds are not to be expended on fiction. See **Methods of collection not requiring financial outlay**, below.

priorities:

- 1- items pertaining to French-Canadian ancestry
- 2- items pertaining to other Canadian ancestry
- 3- items pertaining to New England research
- 4- items pertaining to United States research
- 5- items pertaining to France research

criteria:

- 1- permanent value
  - 2- accurate information
  - 3- authoritativeness
  - 4- ease of access or readability
  - 5- fills a void in the library's holdings
- what is done
- refer to: American-Canadian Genealogical Society **Guidelines: Acquisitions Committee - duties**

**Problem Areas -**

- duplication and multiple copies of materials
  - repertoires & anthologies
    - duplication will be permitted, even encouraged
  - other holdings
    - no more than two copies of the same edition/issue of any holding will be permitted - duplicate items will be assigned the same call numbers but with identification as to duplication, i.e., "copy 1" and "copy 2" will be added beneath the call number.
- replacement of lost materials
  - repertoires & anthologies
    - must be replaced as soon as practical
  - other holdings
    - will be replaced at the discretion of the Library Board
- binding of books
  - repertoires & anthologies
    - will be bound immediately upon receipt
  - other holdings
    - will be bound only upon the expressed authorization of the Library Director
- disposal or de-selection
  - repertoires & anthologies
    - will be disposed of only when too worn for practical use - item will not be de-selected but rather be replaced
  - other holdings
    - the third item of a single holding will be disposed of by offering it:
      - 1- to a sister society
      - 2- for sale to our membership, or
      - 3- by discarding the item

**Special Formats -**

- print media
  - repertoires  
will be purchased only in accordance to the **Selection** procedures above
  - special research aids - anthologies
    - JETTÉ, TANGUAY, LOISELLE - etca sufficient number, as determined by the Library Board, will be kept on hand for general use.
  - family histories/genealogies  
will be purchased only in accordance to the **Selection** procedures above
  - vital records  
will be purchased only in accordance to the **Selection** procedures above
  - periodicals  
will be purchased only in accordance to the **Selection** procedures above
  - Main Collection
    - use of Library of Congress classification  
all regularly published materials and all materials not otherwise classified as a reference item will be included in this category - these items will be maintained, sorted and classified in the method prescribed by the U.S. Library of Congress and will be shelved separate of materials specifically identified as research materials.  
acquisition: materials pertaining to the general chronological period and geographical area of the majority of research being accomplished will receive priority
- non-print formats
  - microfilm - microfiche - CD's - computer databases  
will be purchased only in accordance to the **Selection** procedures above
- miscellaneous  
only materials pertaining to the general period and geographical area of the majority of research being accomplished by our members will be considered.

#### **Methods of collection not requiring financial outlay -**

##### Gifts

- donations to the collection will be acknowledged as soon as practical
- donations will only be included in the collection if it adds to the collection, is appropriate as to content and would, under normal conditions, have been selected for inclusion in accordance with the **Selection** procedures stated above
- fictional items may only be accepted as gifts

##### Interlibrary Loan

- an effort will be made to secure a specific item not included in the collection, via interlibrary loan procedures, for a member - members will be charged the entire cost prior to the receipt of the item requested
- items in the Main Collection may be ordered via interlibrary loan - charges will be calculated as postage plus \$5.00

##### Networks

- the **American-Canadian Genealogical Society** library will attempt to organize sister societies in a network to share in one another's collections
- the networked societies will participate in the **Interlibrary Loan** procedures specified above with the exception that the charge will be at a preferred rate:
  - Main Collection loans will be postage plus \$2.50

### **Gift Policy**

The library is grateful for gifts, and its collection has been enriched greatly by many fine donations which it might otherwise not have been able to afford.

Gifts are accepted by the library with the explicit understanding that they may or may not be added to the collection and that the library may do with them as it sees fit.

The Library Director, with the advice of the Library Board, is responsible for the selection of materials and judges the acceptability of all gifts based on its standing collection criteria, including: (1) the nature of the item; (2) the subject referenced; (3) the general interest to our patrons; (4) the physical condition of the item; (5) whether it is a duplicate of an item of which the library already has a sufficient number.

The library makes an effort to dispose of all gift materials which it does not add to its own collection to the very best advantage. If at all suitable, it is offered to other genealogical societies as a gift.

If a donor wishes the material which is not added to be returned to her/him, he/she may so state, and leave his telephone number and address so that he may be notified.

### **Specific Functions of the Librarian**

1. Receive and log in new material in the **Log book** and stamp "Property of **American-Canadian Genealogical Society**"

- a. Journals, newsletters, other periodicals
- b. Bound volumes: histories, genealogies, single-name studies, *répertoires*, dictionaries

2. Catalogue volumes by assigning appropriate call number using a standard system;

3. Enter into computer database: title, author and topics;

4. Label volume with appropriate call number

5. Shelf volumes in proper order

6. Shelf new and recent periodicals and journals in proper order

7. Acknowledge gifts of books with letters of thanks. (This may be delegated to Corresponding Secretary.)

8. Send list of such gifts books and list of all acquisitions with the call numbers to the Editor of *American-Canadian Genealogist* for publication.

9. Filing:

- a. US marriages

- b. Catalogue cards

- c. Family files materials

- d. "Corrections file", OCA (Omissions, corrections, additions); keep this as up-to-date as possible.

#### E. History file

10. Teach new volunteer librarians their duties and functions. Ask for at least four hours a month of service
11. Maintain schedule of volunteer librarians
12. Repair damaged books
13. Archival duties: order new supplies as needed [see purchase order directives]
  - a. Assess need
  - b. Glean titles of potentially useful new resource materials from catalogues, periodicals, journals, correspondence, books, etc.
14. Insure the proper functioning of the film/fiche viewing equipment.
15. With the Library Board, develop operational procedures and policies.

#### **Library Volunteers Defined**

A library volunteer is a member of American-Canadian Genealogical Society, in good standing, accepted by the Library Director and Board as a reliable, responsible and knowledgeable person who is willing to give an agreed-upon amount of time for the efficient operation of the Library, or to accomplish certain tasks necessary for this operation. This volunteer is expected to act as a custodian of the American-Canadian Genealogical Society library and its archives, and to be of assistance to researchers.

As compensation for the time given to the Society, a volunteer in any service area may use the library for private research at times other than regular hours of operation.

#### **Guidelines for Library Volunteers**

##### **Purpose:**

1. Provide assistance to the volunteers by clearly stating their duties and responsibilities for the smooth operation of the Library
2. Provide a reference guide to the volunteer when needed.
3. Define the rules and policies that must be emphasized and followed by all members and guests.

#### **Types of Volunteers**

1. Library Receptionist (is on duty whenever the library is open.)
2. Library Research assistant (orients new members to library and assists members in their personal research.)
3. Library Helper (helps library director when the library is closed)

#### **Responsibilities of Library Receptionist**

1. Receives members and guests by responding to the door buzzer, reminding them to sign the register,

2. Collects guest fees from non-members. (The guest fee is waived for *Association Canado Americaine* members and anyone who is researching areas for which we do not have resources. Example: Anglo resources in the Maritimes.)
3. Answers the telephone and responds to questions or requests in an appropriate and polite manner. When the answer is not known, the caller is referred to another member with more experience and knowledge.
4. Collects money and enter into cash register the appropriate sums for purchases of forms, maps, charts, etc. (Cash register is only opened to record a sale; it is never opened to make change for the copier.)
5. Accepts payment of dues and provides receipt for same
6. Immediately fills out Inventory Control Slips and places in Inventory's mail slot.
7. Completes Sales Slips for Membership dues paid in person, and when appropriate for other sales.
8. Answers questions from researchers to the best of ability, referring freely to the Research Assistant on duty, or any other person who might be able to help.

#### **Responsibilities of Research Assistant**

1. Welcomes newcomers and teaches them about our library's resources. With beginners, teaches basic methods of recording and documenting.
2. Is available to assist and teach researchers, or to enlist the help of experienced members as needed.
3. Observes the conduct of researchers; is prepared to enforce library rules; encourages the use of pencils; discourages use of pens; observes for misuse of copier, film and fiche readers; does not allow patrons to attempt repairs, adjustments, or replacement of parts, including light bulbs.
4. Places "out of order" signs on any disabled device and notifies Library Director.
5. Returns to the stacks any books left on tables by patrons as well as any in the bins.
6. Files films and fiches.

NB: There are times when the duties of the Library Receptionist and the Research Assistant are performed by the same person. At such times, it is incumbent upon this person to request help from any qualified member who might be present.

#### **Responsibilities of the Library Helper**

1. Files various materials as assigned by Library Director
2. Receives, numbers, and shelves new acquisitions.
3. Completes the data entry of acquisitions
4. Enters into OCA (Omissions, Corrections, Additions) file any errors, omissions or additions discovered in the course of research, as notified by patrons. Copies of OCAs are sent to Father Léo Begin Chapter, Lewiston, Maine.

### Procedure for Opening Library

1. Turn on lights
2. Turn on door monitor
3. Turn on front copier, cash register and computers.

### Procedure for Closing Library

1. Turn off copier, cash register, and all computers, viewers and lights.
2. Restack any books left on tables
3. File fiches and films
4. Check kitchen for appliances left on
5. Check kitchen table for food, crumbs, etc.
6. Rinse dishes left in sink
8. Turn off door monitor
9. Check that all phones are back on hooks
10. Close all windows and turn off all lights, including bathrooms.
11. Check doors to front exit.
12. Push chairs up to and under tables

### Book Lending Policy

Reference books, repertoires, family genealogies, dictionaries, and periodicals **must remain in the library at all times**. Certain volumes in the **Main Collection** are marked with a label as "may circulate". These must be signed out with the Librarian or Library Volunteers on duty. This is a members-only privilege. Members borrowing books fill out a card, identifying the book, their name and the date of borrowing. The receptionist places the card in the appropriate box on the desk. When the book is returned, the card is removed and placed in the appropriate slot for entering into the database by the librarian in charge of the **holdings list**.

### Use of Front Door

When the front door buzzer sounds, the door monitor automatically focuses on it and allows you to speak to and observe the person ringing the bell. However, you cannot "buzz in" the visitor. You must go down to open the door. Handicapped people will use that entrance, as well as others making deliveries, due to the half-story at that end of the building.

### Cleaning Library

This is a purchased service from an independent contractor.

### Library Rules

The following regulations are posted in a prominent place in the Library, and are distributed as a single hand-out to new members, and all first-time visitors to the Library.

1. This is a "**Smoke-Free**" building. Smoking is permitted only outside of the building and away from the doors and windows..
2. Each time anyone visits the library, that person is expected to sign in, legibly writing or print his/her name, town and state, membership number and time of arrival.
3. Food or drink is permitted in the lunch room **only**.
4. No one should mark books, maps or other research material. We prefer that you use pencils while doing research. Pens and pencils are not used to point to information in books.
5. **Only** Main Collection books which have a special label inside the front cover, may be borrowed from the library. Anyone wishing to borrow such a book must sign it out with the Librarian on duty and return the book within two weeks.

6. Open books should not be covered by other books, or any heavy items which could weaken the bindings and cause damage.
7. If what is believed to be an error is found in any book in this library, the error should be shown to the Librarian on duty. Her/his instructions are followed for the completion of an "OCA" (omissions, corrections, additions) card.
8. Pulling a book from the shelf by the top of the spine weakens and eventually damages the spine. Books are to be handled with care by grasping the middle portion of the spine.
9. No more than three books at a time are to be used. Books are to be promptly returned to the shelf after use.
10. Only *répertoires* are to be returned to the shelf. When returning a *répertoire* to a shelf, care must be taken and attention paid to the alphanumeric call numbers in placing the book in the correct sequence.
11. Briefcases, attaché cases, large purses, boxes and similar containers should not be left on library tables nor should they be placed under tables. Lockers are provided in the Coat room. Some have individual locks and keys. Members should feel free to bring in their own locks.
12. Copiers are kept in good running order. The copier cover is placed down while copying and when copying is complete. This extends the life of the drum, and prevents wasted toner.
13. When making copies of pages in a book, the copier cover is gently lowered over the book without forcing the book's spine.
14. When using microfilm/fiche readers and our reader-printer, the Librarian is asked for help and instructions. Microfilm that is "inside out" is probably loaded incorrectly. Members are asked to be sure the machine in use is designed to handle microfilm "as is". Film must be rewound on its original reel. If a film is accidentally unwound, the librarian is asked for help in rewinding. This returns the film to its original condition, on the proper reel.
15. When using a microfilm printer, the librarian is asked for the paper-tray and tally sheet. Members are expected to pay when returning the paper-tray to the librarian.
16. Two tables are provided to patrons using portable computers. These tables are up against the north wall. Only battery-operated portable computers are permitted elsewhere in the Library.
17. Research material is handled with the same respect as we all would want others to handle our own personal materials.
18. Outerwear should be left in the designated Coat Room. This is especially necessary when the Library is full and coats hung on Chair backs make moving between tables difficult.

**Library Guide (Contents for proposed publication)**

- welcome
- where to start
- 5-generation chart
- library policies
- library rules
- guest policies
- member privileges in library
- hours/days of operation

a wonderful floor plan, numbered, keyed  
code of ethics

### **Shipping and Handling**

Purpose is to ship ordered items to the public

#### **Procedure:**

1. Give purchase order to the treasurer
2. Treasurer copies purchase order
3. Check is photocopied along with purchase order
4. This informs the shipper that the item has been prepaid. If it has not been prepaid, an invoice is sent. NB. This is only done for institutional orders, libraries and other genealogical societies.
5. Items are packaged for safety and integrity. Maps are sent in tubes or folded, depending on what has been ordered.
6. Items are taken to the post office where the categories of mailing service are researched. If postal workers are "courted" this is to our advantage.
7. The postage and handling costs are recorded by the treasurer
8. Results of shipping are given in writing and dated, to the Inventory person
9. The stock rooms are maintained in good supply
10. The correct persons are notified when stocks diminish (American-Canadian Genealogist editor and publications person)

### **Research Service**

The purpose of the RS Department is to

1. conduct genealogical research for members and non-members, as requested and with certain limitations;
2. provide funds designated for the acquisition of additional resources, via fees charged for research.

### **General Description**

1. Is headed by the Research Coordinator who may or may not be a researcher
2. The Service Is composed of as many member researchers as necessary to perform the service. These are recruited and accepted by the Research Coordinator.
3. Research Coordinator initiates searches based on the information received.
4. Research Coordinator replies to client by letter, said letter being signed and dated by the researcher.

### **Responsibilities of the Research Coordinator**

1. Receives mail, date-stamp mail, and record information in *Access.97*.
2. Records information in *Access.97* including date received, member's name and address, membership number, amount of money sent, and surname to be researched. Other information recorded includes date and amount billed, date, check number and amount paid, and the date the material was sent out. (See attached Form, *RS Department Log*)
3. Accounts for money received: if money is enclosed, check is copied and recorded in *Access.97* then given to Treasurer for deposit.
4. Assesses the quality of the requested research:
  - a. Determines the likelihood that the requested research can be completed.

- b. Partial research may be done, and charged per marriage documented.
  - c. In the likelihood that research cannot be completed, the package is returned to the client along with a letter. Client may be referred to another society, based on the requested research.
  - d. In the likelihood that the research can be completed, but will take time (more than four weeks), a letter is sent. The **Checklist of Sources Used** (see attached sample) is attached to the package and placed in the **to do basket**.
  - d. In the likelihood that the research can be completed easily, a **Checklist of Sources Used** is attached to the package and placed in the **to do basket**.
5. Completes the **Direct Ancestral Line Form** following completion of research.
  6. Checks the research for accuracy, spelling, sources and supporting documents.
  7. Copies the Ancestral Line form for American-Canadian Genealogical Society family files.
  8. Sends letter requesting payment, mails and places copy in pending file.
  9. If a refund is in order, requests check from the Treasurer and mails to client with letter of explanation.
  10. After receipt of payment, the completed package is mailed to the client and documented in *Access.97*.
  11. All mail sent to client is documented in *Access.97* with date and disposition.
  12. Copies of all correspondence are placed in Research Department files.
  13. Monthly reports are run to show the current activity on requests and to track the amount of income generated by **Research Service**. Copies of the monthly reports are provided to the Board of Directors. (See sample of each with explanation)

**Research Service Forms Used** (see attached)

1. *Can not be done* Letter is sent if research cannot be done
2. *Checklist of Sources* lists major research sources to be consulted or which have been consulted by researcher.
3. *Ancestral Line Form* can be found on the RS Department computer in WordPerfect.
4. *Completed Letter*

**Charges for Research**

The only charge made is \$20.00 American (\$30.00 in Canadian funds) for a direct line back to France (\$40.00 for non-members in American funds and \$60.00, Canadian funds) If the line cannot be traced back to France, the fee is \$2.00 per marriage found (\$4.00 for non-members) with a minimum of \$5.00 (\$10.00 for non-members) in any case. Copies of all supporting references used to trace the line are included in the charge for research.

When no information can be found, a non-refundable flat fee of \$5.00 is charged to cover the cost of replies. When a fee is received with the request, and no information is found, a refund of \$15.00 is made when required.

Extra photocopies, not related to the direct line, but requested by the client, are charged at 50 cents per copy.

### **Outside Research**

When research cannot be completed "in-house", outside resources are not used, due to limitations of time.

### **Parchemin**

**American-Canadian Genealogical Society** has entered into contract with *Archiv-Histo* of Montréal for access to the Parchemin database of the acts of the notaries who practiced in Québec during the years 1635-1775. To date, abstracts have been prepared for some 250,000 notarial acts. Topics range from marriage contracts, to land concessions, to purchase and sales agreements, to payment of debts, liens and mortgages, property inventories, partition of goods and last wills and testaments. This special service is provided by the Research Department for a fee of \$5.00 to begin the search and \$1.00 per page of printed abstracts. Funds generated by Parchemin research are used to pay the leasing and licensing fees and to acquire additional genealogical research materials and equipment.

(See Parchemin Request Form)

### **Publication Committee**

The Publication Chairperson is appointed (or reconfirmed) by the President. The Publication Committee is composed of at least three members.

### **Activities of the Publication Committee**

1. Obtain, produce, edit, and publish all Society publications other than *American-Canadian Genealogist*, Library Holdings and Surname Indexes.
2. Prepare advertisements to appear as inserts in *American-Canadian Genealogist*, and to make these advertisements available to other appropriate Board members or Chairpersons such as the Treasurer, Library Board, etc.
3. After having been advised of diminishing inventory, supplies the Library Board and the Mailing person with sufficient amounts of all published materials except *American-Canadian Genealogist*, *Library Holdings* and *Surname Indexes*.
4. Reports monthly to the Board of Directors about committee activities.
5. Updates list of items to be sold for inclusion in *American-Canadian Genealogist*

### **Publication Committee Procedures**

1. Following the communication of interest, permission is requested from each pastor. Permission may be oral in the beginning, but a letter of agreement may requested by the Chairperson who judged this in our best interests.
2. A preliminary visit is made to show the pastor what is done and how it is done; an assessment is made for paper needs, lighting, electrical outlets, furniture, tables, etc.
3. Marriages are copied first; baptisms are copied second; burials are copied last, reflecting the records' order of importance. Records are checked to make sure that both edges of a

page are visible. Anything which does not show on copy is added by hand with **red ink**. At the end of the day, nothing is left behind except the copy machine. All scrap paper is removed and copied material is take away for safe-keeping.

4. After copying is completed, records are broken down into "files" of 275-300 records each. File numbers are assigned to each "file". (For example: SalM052= Salem's first three letters; M for marriages; file number 52) A *Log Sheet* is completed for each file (see sample) Oldest records are done first, and numbered with the highest number. Newest records are numbered with the lowest number and done last. This has the psychological value of always knowing how close to completion the project is.

5. **Data Entry** (see sample log sheet) All "files" for data entry with accompanying log sheet are placed on the Publications File Cabinet [drawers] in Library. Any data entry person may take a "file", enter the date on the Log Sheet, sign-out the "file" and log sheet. When the data entry has been completed, it is returned to the Publications Desk, for the Coordinator to sign in. This process is repeated for each "file".

6. *File Express*, (FE5, FE6) software is used for data entry.

7. **Proofreading**: This procedure is done twice. The Chairperson checks computer disks against the information entered for errors, makes corrections and prints out "files" for proofreading. The log sheet contains spaces for entry of proofreading and includes a date column and another for the person proofreading to sign the "file" in and out. Proofreading is done by a comparison of the copies made at the parish office with a print-out of the data entered. The Chairperson sometimes assigns a "file" to a second proofreader of her/his choice. The second proofreading is not left to chance, but chosen carefully to complement the skills and abilities of the first proofreader.

8. **Corrections**: Additions, deletions, general editing and corrections to the files are made by the Chairperson only.

9. **Assembling of "Files"** of a given project: All "files" are copied onto computer disks identical copies are kept at the home of the Chairperson who assembles, sorts the files, combining the files into one master file, arranging it, for marriages, by male surnames, or if baptisms or burials, sorted by surname of individuals. In the case of marriages, the Chairperson appends an identical file which has been rearranged by surnames of females. Then, a master file is sorted by surname of the individual in the left column and then by spouse in the right column.

10. **Disposition of Log Sheet Information**: All data from log sheets are entered onto a spread sheet, the numbers totaled to obtain the exact number of original "files". This serves as a check on people who entered data, and those who proofread, as well as the correction process. It is most important that no information be lost in the merging process, therefore the Coordinator checks the number of entries in the final product against the numbers from the spreadsheet.

11. **Final Printing**: The master copy is printed on a laser printer, ready for commercial duplication. This is a most important step as it is very easy to lose a "file". Once the final printing has been completed, each sheet is examined for appearance, headers and/or footers, page numbers and general quality.

12. **Cover, Accolades, Parish History**: The cover consists of a standard "Christian" design as background, (see sample) with the parish name, type of records, dates covered, and American-Canadian Genealogical Society name/address/date of publication in the

foreground. Covers are of card stock and clear plastic; cover color is determined by the type of record, as follows: Marriages: green; baptisms: blue; burials: gray; combined marriages and burials: purple. Velo bindings are used.

A parish history is written and placed in the front of the book. Information may be obtained from anniversary booklets, provided by the parish, or by interview of appropriate persons. "Accolades" include a complete "thank-you" list of all members who were involved with the production of the current project.

13. Commercial Printing: In general, depending on the type of records being published, a minimum of 25 burials and 25 each of marriages and baptisms are ordered. One copy is left unbound, given to the Acquisitions person who has it hard-bound for our library and a complimentary copy of the publication is given to the parish involved. In as much as is possible, the cost of each printing job is estimated prior to visiting the commercial copier, due to inconsistencies on the part of the commercial copier.

14. Inventory: Documentation is done by the Inventory Coordinator. Inventory slips are completed as for all items **American-Canadian Genealogical Society** has for sale. Copy is prepared for advertising and a full page ad is placed in the *American-Canadian Genealogist*, usually the inside back cover.

15. Marketing and Sales: Because the purpose of Publications Committee is to be of service and to disseminate information, rather than to profit, expenses are covered in the first printing. Pricing is calculated to cover the costs incurred in traveling to the church, the purchase of paper, toner, maintenance of the copier and duplication costs. Actual selling price is set by the Treasurer.

#### **Procedure for the Care and Use of the Copier used by the Publications Committee**

1. Copier cover may be removed to make copying easier
2. Make certain that the glass is clean.
3. If machine stops for any reason, be aware that special settings must be reset.
4. If copier jams, special care must be taken in the removal of jammed paper. Any portion of paper left in the machine will continue to causes jams.
5. When copies become light, the toner cartridge is removed, shaken gently and returned to the machine. This procedure may be done several times, up to six, or until it no longer provides darker copies.
6. After 1 to 1½ hours of continuous use, turn off the copier and unplug it, allowing it to cool for 10-20 minutes. This is a good time for people to rest also.

#### **How to Copy Records**

1. Copy marriages first; baptisms second; burials last.
2. Always begin with the oldest records, moving forward toward more recent times.
3. When working with a register (book), begin to copy from the back, moving towards the front of the book until Page 1 is reached.
4. Do not copy the index.

5. Make certain that all pages are completely copied with special attention given to top and bottom margins, side margins and the area of the spine.
6. Any information which did not copy should be added with red ink in the appropriate place.
7. The page number should be clear on the copy; if not, write it in with red ink.
8. Include the front page of every book. Secure every book copy with a rubber band, and identify the book.
9. If a page is missing in a register (book), insert a blank page, noting that it is replacing a blank page in the register.
10. All misprinting (pages copied in error, improperly copied, etc.) should be **shredded** and discarded.
11. All paper loosely inserted by the parish into registers (Notes, correspondence, etc.) should be removed while the register is copied, and marked with its location (page number) and returned to the appropriate place when the book has been copied. Some of these inserted notes should be copied and placed in the appropriate area of the copies made by **American-Canadian Genealogical Society**.
12. Empty toner cartridges are returned to the Chairperson who determines if they will be refilled.

### **Editorial Board**

The purpose of the Editorial Board is two-fold:

1. Publish the official quarterly journal of the *American-Canadian Genealogist*;
2. Publish "orphan" publications which do not fall under the purview of the Publications Committee. These may include but are not limited to the following:
  - a. *Library Holdings*
  - b. **American-Canadian Genealogical Society**' *How-to* (currently authored by Gerald Lalonde)
  - c. Historical Novels written by members
  - d. Series of articles, numerous enough to publish in book form (currently *Bon Vieux Temps* by Raymond Desfossés)
  - e. Surname Index (currently Edited by Donald Chaput)
  - f. Upcoming *Article Index to American-Canadian Genealogist* compiled by Anne-Marie Perrault

The Editorial board consists of a Chairperson, named (or reconfirmed) by the President during the weeks following the election but before the first meeting of the new Board of Directors. Formal approval by the Board of Directors is obtained at the first meeting following the general election of Officers.

The Editorial Board consists of at least four members in addition to the Editor of *American-Canadian Genealogist*. Currently, there is a Queries Editor, and two Acadian Editors. There are also two proofreaders who serve on the board. Any member interested in attending Editorial Board meeting are always welcomed.

### **Editorial Board functions pertaining the *American-Canadian Genealogist*:**

1. Editing Book Reviews

2. Proof reading
3. Copy editing
4. Typesetting
5. Pagination/layout
6. Editing Queries
7. Reading and Editing Manuscripts
8. Compiling Yearly Surname Index and Topical Index
9. Review of other publications
10. Preparation of mailing labels for *American-Canadian Genealogist*; delivery of labels and envelopes for foreign mailings
11. Transportation of camera-ready copy to the printer
12. Correspondence with contributors, authors, and publishers
13. Motivation of potential authors and contributors

#### **Publisher**

The publisher of *American-Canadian Genealogist* is the American-Canadian Genealogical Society. The purpose of our publication is identical to that of the Society, that is the gathering, preserving and dissemination of information pertinent to genealogy and family history of people of Franco-American, French-Canadian and Acadian descent.

#### **Copyright Notice**

Each edition of *American-Canadian Genealogist* contains a copyright notice which states that the entire publication is the property of American-Canadian Genealogical Society and that no part of it may be reprinted either in its original language or in translation without the express written permission of the Editor.

#### **Non-profit Notice**

Each edition also contains a "non-profit" status statement to meet United States Postal Service requirements. This reads that *American-Canadian Genealogist* is the official quarterly publication of American-Canadian Genealogical Society, that the volume number and issue number can be found on our front cover along with our ISSN number. Further, our address is always found on our back cover. We do not accept advertisements except for our own genealogical services and publications and those of our members.

#### **Objectives of American-Canadian Genealogist**

The Editor attempts to ensure that the objectives of *AMERICAN-CANADIAN GENEALOGIST* are understood by the Board of Directors and the membership.

The Editor's goal is to help members write well which, in turn, increases their self-confidence and strengthens the group. The Editor should also help to set the political direction by making sure that the published articles mesh with the Society's point of view. The Editor can prevent problems by making the Editorial process clear to everyone.

### **Reading and Editing Manuscripts**

Members are encouraged to submit manuscripts on computer disks. When a paper has been selected for publication, the author receives a written request for the floppy. When this is not available, the article must be set aside in favor of another. Exceptions to this are very rare. The volume of unsolicited articles is high and the time needed to key in material is just too much. On occasion, an article has so much potential for member interest, that the effort is well expended. Sometimes, a paper has much promise, but needs extensive editing. This type of article is easily edited and keyed-in simultaneously. Any significant editing is sent back to the member for approval.

### **Preparation of the Flat Plan**

The Editor prepares a flat plan which is a sheet of paper, divided into columns each containing 12 rectangles, representing pages in the journal. These are numbered vertically from top to bottom and in which the contents of each page are written. Empty spaces are indicated as typesetting occurs. This becomes a visual representation of the future issue.

### **Preparation of Insert Pages, Front and Back Covers, Inside and Out**

There are usually four insert pages consisting of a letter from the RS Department, a 4-generation chart, one page of items for sale and one page of publications for sale. The Editor accepts changes to these pages from the Research Coordinator and the member in charge of sales. Keying and typesetting of these pages are done either by the layout person or the Editor.

The front cover is one area which changes: the Volume, number, issue number, and year. This is typeset by the Editor.

The inside front cover consists of the roster of Officers, Directors and Chairpersons along with members of the Editorial Board. Changes are solicited by the Editor for each issue, and changes are made. The inside back cover is used for advertisements by members, American-Canadian Genealogical Society, or other societies. These are prepared by the Editor as well as the outside back cover where the top half is used for advertisements from American-Canadian Genealogical Society or members.

### **The Style Sheet**

The Editor prepares a style sheet which is used in writing *American-Canadian Genealogist*. [IN PREPARATION]

### **President's Page**

The By-laws specify that the President write four such letters each year, and that at least two be published in *AMERICAN-CANADIAN GENEALOGIST*.

### **Editor's Page**

Coming soon

### **Letters to the Editor**

Only letters which deal with the content of our journal are included here.

### **Readers' Forum**

This area is reserved for all other letters from members which were formerly placed in the "Letters to the Editor" section. They may include queries about non-Franco events, accolades for all departments and committees, and other pertinent communication.

### **Book Reviews**

Several publishing houses send review copies of their newer publications. These are reviewed by interested Editorial Board members and others and placed on library shelves. Members'

publications are noted in this section of *AMERICAN-CANADIAN GENEALOGIST*; any other book which is donated by the author is either reviewed or noted in the **Book Review** section if and when the Editor is made aware of the book. Prices and ordering information are included. On occasion, videos and genealogical software are also reviewed.

The Book Review Editor receives all books sent to American-Canadian Genealogical Society for review purposes. The Editor may actually review each book, or use the publisher's prepared review. A combination of both will often be published, using some of the distributed information, and adding facts which are pertinent to the interests of our members. Pertinent information might include lists of "Franco" names, maps, indexes, history of France, Canada and the like.

### **Editing Ancestral Lines**

Ancestral lines are accepted from members to accompany articles submitted for publication and checked for accuracy by the Ancestral Line Editor. All conflicts are noted and returned to the member for approval. In many cases, members write that they have copies of original documents, in which case, they are encouraged to complete OCA forms. Sometimes, members will have used secondary and tertiary sources such as *TANGUAY* while other records were used by the Ancestral Line Editor. Members may or may not be willing to make changes in their lines. In either case, the member is responsible for its contents.

### **Editing Queries**

In each issue, we publish a notice that queries must have a Franco connection, otherwise the query may not be published. All queries received from members are given to the Query Editor. These are prepared in succinct language, using no abbreviations except **m.** for marriage, marriages, or married. Each member is allowed three (3) queries per issue. When more than three queries are submitted, the remainder is saved for subsequent issues. Because queries represent a member benefit, all queries are published at the expense of other departments and articles.

The member's name, membership number and mailing address (or e-mail address) is published with the first query. The second and third queries give only his/her name and membership number. Queries received via e-mail are also published.

Queries include no abbreviations nor symbols. They are direct and use succinct language. Any open-ended questions, non-Franco queries and requests for correspondence are placed in *Readers' Forum*.

News of Family Organizations  
(Coming)

### **News of the Library**

The Acquisitions person is reminded to prepare lists of new books purchased for the library (see Library Guidelines). This is published at least once a year.

### **Review of other publications**

The Editor receives all exchange publications for review purposes. A summary of interesting articles is noted in the department known as *From Other Publications*. When an exchange publication is mentioned in *American-Canadian Genealogist*, the complete mailing address is included along with the society name and membership information. Similar treatment is expected of our peer publications.

### **Copy Editing**

The Copy Editor checks and corrects for spelling, grammar, punctuation, inconsistencies, inaccuracies and conformity to our guidelines for style. The Copy Editor's job may be a complete

rewrite, or may be only a polishing of the text to bring it in line with the style of *American-Canadian Genealogist*. The Copy Editor's work maintains the reputation of the Society for a quality product.

The Copy Editor should be committed to consistency. Facts should always be questioned if they appear suspicious. The Copy Editor should read for sense, looking for errors, while making decisions on spelling, and hyphenation.

### **Questions for the Copy Editor**

1. Is the paper complete?
2. Does it make sense?
3. Are there contradictions?
4. Ambiguities?
5. Does it meet the needs of our members?
6. Are meanings unclear?
7. Are obscure references explained?
8. Are details accurate?
9. Are surnames capitalized?
10. Are foreign words and phrases italicized?
11. Are French phrases given their English meanings, when the majority of members might not be familiar with the French?
12. Are there abbreviations which should not be used?
13. Are all dates specified in the standard genealogical format of DDMMYYYY where the month is indicated by the first three letters, capitalized?
14. Are end notes used, rather than foot notes?
15. What is the main point of the paper?
16. Is there a need to read a sentence twice?
17. What is the mood or the message of the article?
18. Does the language sound natural?
19. Has the article raised questions which are left unresolved? (Good or bad, all research raises further questions to resolve.)

It is the Copy Editor's job to help the author say what he/she means. This may involve discussions with the author about ambiguities and contradictions in the manuscript. The Copy Editor asks the author to supply missing facts, explain confusions and to suggest revisions.

The Copy Editor has final responsibility for the accuracy of the typescript.

### **Typesetting**

Typesetting is done on an IBM-compatible computer using WordPerfect 8.0 for Windows 95.

### **Pagination/layout**

Layout insures that an issue fits together so it can be easily read and look good. Article priority dictates layout. Some departments always appear in the same position in each issue. We strive for simplicity because it goes hand in hand with efficiency. Another element of layout that we strive for is proportion. Our goal is to create well-balanced pages.

### **Graphics Images and Photographs**

The only photographs which are used on a regular basis are those submitted by an author to accompany an article. In all cases, the photograph is scanned into the document. Clip art is used, thematically, throughout each issue as fillers.

### **Proof Reading**

The Proofreader examines the final draft for accuracy. The Proofreader checks type and fonts. After the final draft has been paginated by the layout person, copies are made and sent to the

Proofreaders. Proofreaders use typesetters marks and return the drafts to the Editor for corrections.

### **Compiling Yearly Surname and Topical Index**

Indexes are compiled by the Editor following the publication of each issue and published in the first issue of the new year.

### **Distribution: Preparation of Mailing Labels**

Preparation of mailing labels for *American-Canadian Genealogist* is done by the Corresponding Secretary and/or the Membership Chairperson. Labels are requested only after the last up-dating of members' list prior to mailing of *AMERICAN-CANADIAN GENEALOGIST*. Labels are sorted by zip code.

### **Mailing Service**

The printer delivers completed publications to the mail handler. At this time, we use *New Hampshire Mailing* on Perimeter Road, off Harvey Road in Manchester. Our publication goes out as "bulk mail" and we use our mailing handler's non-profit indicia. Mailings to Canada and other foreign countries go first class and require 9"x12" envelopes ordered through our printer. The Editor brings the labels and the 9"x12" envelopes to the mailers.

### **Exchange List**

We maintain a list of about 100 societies and libraries with which we exchange publications. This list is reviewed at least yearly for duplication, and for "one-way exchanges". Societies cease to exist; others cease publication. In many cases, we maintain an exchange only because a given society is a source of members for American-Canadian Genealogical Society. In other cases, the exchange publication is one which has been requested by members.

### **Transportation of Camera-ready Copy to the Printer**

The Editor brings camera-ready copy to the printer by appointment. The Editor will have checked with the Membership Chairperson for a current count of members. To this number is added 150 extra copies for gifts, distribution at shows and conferences and for single sales.

### **Correspondence with Contributors, Authors, and Publishers**

(coming)

### **Motivation of Potential Authors and Contributors**

(coming)

### **Editor's Job Description (shared with Editorial Board)**

1. Gather information to publish.
  - a. All submissions for the various departments are filed in one of 4 files labeled for the 4 next issues.
  - b. All substantially edited articles are returned to authors for approval.
  - c. All corrected lines are returned to members for approval. If parents of spouses are missing, the lines are also returned.
2. Communicate
  - a. Postal cards and phone calls, depending on the urgency or the difficulty in writing.
  - b. Original letter used to answer

- c. Use of form letters to request exchange of journals, and reprinting of other journals' articles
  - d. E-mail
- 3. Prepare information for publication
  - a. data entry
  - b. check lines
  - c. Layout and pagination
  - d. proof reading
  - e. to printer
- 4. Mailing
  - a. money to mailer
  - b. envelopes, labels to mailer
  - c. pick up extra journals/envelopes from mailer

#### **Responsibilities of the Editorial Board pertaining to "Orphan" Publications**

Each potential publication is reviewed and a decision to recommend publication is made by the Editorial Board. This recommendation is brought to the Board of Directors for their approval. Following Board of Directors approval, advance publication notices are made in *American-Canadian Genealogist* as with any book published by the Publications Committee.

**Inventory Control** (To be shared with Bud Paquin for review and revision, so that there is a correspondence between this and what he does.)

The Inventory Controller is appointed by the President and approved by the Board of Directors. She/he is responsible for completing a physical inventory once a year for insurance purposes.

Other responsibilities include the creation and maintenance of listings for all American-Canadian Genealogical Society materials owned by the Society. This includes:

1. Furnishings, electronic and video paraphernalia (microfilm, microfiche readers and printers)
2. All items that are sold by the society, such as *répertoires*, maps, charts, publications such as *Jetté*, *American-Canadian Genealogist*, burial listings, family history books, parish records and conference videos.

The inventory is updated regularly but at least monthly.

The inventory list consists of two elements:

1. Furniture and fixtures: Those items owned by the Society that were either purchased and/or donated by our members and others, such as filing cabinets, computers, Chairs, desks and shelving. Each of these items is marked and identified as belonging to American-Canadian Genealogical Society. Adhesive label also includes an appropriate inventory number and is placed somewhere on the item.

2. Resource materials: Those items created and published by our Society, that is *repertoires*, family genealogies, conference video tapes, genealogical charts and maps.

The Inventory Controller also compiles lists to provide information to any other Board member upon request. These lists are made available when coordinating efforts with any other Committee.

### **Web Master and the Internet**

The purpose of this activity (may become committee, as WWW grows) is to maintain a Society presence within the general confines of the Internet and the World Wide Web. American-Canadian Genealogical Society presence should include but not be limited to CompuServe, America-On-Line, **World Wide Web** and any appropriate Usenet Newsgroups.

### **Activities**

1. Answer single event queries, related to French-Canadian, Acadian and Franco-American ancestry, posted to selected genealogy forums or e-mailed to the Society's on-line representatives.
2. Publish and update a Directory of e-mail addresses of Society members for individual and broadcast mailings.
3. Publish and maintain Society information pages on the **World Wide Web**.
4. Publish and maintain a Directory of the Web Pages of individual Society members.
5. Provide links from our Web site to other societies as requested.

### **Marketing: An Outline for all Officers and Directors**

Marketing is everyone's job.

1. Listen to members to discover what they want.
2. Be emotionally involved with our product (genealogy and family history)
3. Be the first.
4. Be visually different.
5. Narrow the focus. We can't be all things to all people.
6. We must win the battle in our minds first. (Narrow focus draws media attention and members and patrons will think of American-Canadian Genealogical Society first.)
7. We must what our competition is doing but do it better.
8. Get the name right, ours as well as theirs.
9. Don't forget what made us famous.
10. Don't let success go to our collective head.

### **Computer Committee**

The Chairperson of the Computer Committee is appointed or reconfirmed by the President and approved by the Board of Directors. Members of the committee are chosen by the Chairperson. Monthly meetings are held.

### **Purpose**

1. Provide software and hardware; the computer committee operates as part of the Archivist's subcommittee where purchase of CDs and software are concerned.
2. Provide support and training for Research and other Society activities

### **Activities**

1. Check all hardware donations, making the best use of what is donated. Request new hardware as needed.
2. Install software and assist in the training of volunteers.
3. Design database files for Publication Committee
4. Act as a resource to other committees, such as Library Board and Publications Committee
5. Install Genealogical Data Banks for research purposes (CDs)
6. Recommend purchase of CDs to Library Board via the Archivist; accept recommendations for purchase from other Boards and Committees.
7. Make purchases of CDs and other software following approval of purchase by obtaining Purchase Order.
8. Design and maintain documentation on CDs.
9. Encourage submission of GedCom files by members
10. Encourage publication of databases on CD.

(8, 9, 10 need procedures)

### **Software Installation** (1 JUN 1998, R. A. M.)

As recommended by the Board of Directors, a policy has been established that no software will be installed or copied to any of the American-Canadian Genealogical Society computers without approval of the computer chairperson.

### **Buildings and Grounds**

The Chairperson of Buildings and Grounds is appointed or reconfirmed by the President and approved by the Board of Directors. The Chairperson chooses assistants as needed to implement the care and repair of the building and grounds.

### **Maintenance Guide and Equipment Location** (Will ask Bob Paquette to review with hired person)

(Codes within parentheses refer to form *Maintenance Guide and Equipment Location*, attached)

1. (F1) Fire Extinguishers (2 on each floor): Check gauge pressure and initial ticket and date
2. (F2) Basement boiler room: visual check of indicator lights of fire panel. Also red light above Fire pull box in front of building. Light out indicates fire system is disconnected, or that the bulb is burned out. October is Fire Prevention month. Arrange with Fire Department to conduct test of fire system.
3. (F3) Smoke detectors: 5 on each floor with pulsating red indicator light. Check frequency of pulsating light. Should be 8 seconds per cycle. Smaller smoke detectors in other rooms will not pulsate.
4. (F4) Basement area only: check sprinkler heads for water leaks.
5. (EL1) All floors: check emergency lights by pressing button on power pack. Observe emergency lights in hallway landings and exit lights above doors on all floors.

6. (T1) Check for sewer gas in Ground Floor and second floor toilet area. Toilet bowls should be filled to prevent sewer gas from escaping into room. Hand fill with water bucket. All drains not in use, on the Ground Floor and 3rd floor are taped to prevent the escape of sewer gas.

7. (R1) Inspect roof area for damages to roof membrane, either in April or May. Check roof drains. Check for rocks and tennis balls, dropped by birds. Enter roof area from trap door behind the closed toilet area on 3rd floor.

8. (RT1) Calibrate [with hand held calibrator] all room thermostats on all floors.

9. (SP1) Boiler Room: Flush sump pump in boiler room with cold water until pit is clean. [Service to be hired]

10. (C1 and C2) Boiler Room: Yearly: Drain oil out of compressor crankcase and replace with SAE #20 or #30 oil. Clean air filters. Lightly coat with oil. Air supply to thermostat and pneumatic valves should be 15 lbs. pressure. Pneumatic valves are normally open but close on pressure. Seven lbs. is neutral; when pressure increases above 7 pounds, valves close and if we had air conditioning, it would start; with less than seven pounds pressure, the valves open for heat.

Check air drier. It is necessary to remove all moisture from the pneumatic system or thermostats and radiator control valves will become inoperative. The air drier removes the moisture from the air by freezing. Water accumulation is automatically ejected into the sump pump pit.

11. (B1) Boiler Room: Check gas jet on hot water heater (on/off). Clean pilot light of carbon deposits with a dry brush.

12. (B2; B3; B4; B5) Boiler Room: At the beginning of the heating season, the condensate return line should be diverted to sump pump pit to remove all rusty water and sludge from the heating radiators. Continue flushing until return condensate is clear. O'Connel valves at each end of the boiler should be flushed weekly to remove sediment from the heating system. Check the detector for carbon monoxide build-up in Boiler Room periodically.

13. (L1) Re-lamping is done as needed throughout the building. Lamps are purchased as needed by the Buildings and Grounds Person. (The Board of Directors voted to allow complete re-lamping of the entire building, all at once, should this seem appropriate to the Chairperson)

[attach *Maintenance Schedule* and *Maintenance Guide and Equipment Location*]

#### **Other Items Requiring Attention**

1. Backflow Prevention Valve: Potable water enters building.

2. Sprinkler system: Fire would draw water from the potable water. A special water line enters through the Boiler Room. There is a shut-off valve outside on the lawn as well as another in the Boiler Room where a key is needed.

3. Smoke Detectors: These are checked every six months.

4. Master Key location: These are in the closet in the library within the Librarian's alcove and directly behind the Receptionist's desk.

5. Exit lights are powered by batteries and blink to indicate the status of the power remaining.
6. Fire extinguishers: These are all ABC, with tags indicating the month in which they were last tested. Maintenance is done by contract and are hydrotested yearly by ACT.
7. Windows: Because we have been victims of several broken windows on the southerly side of the building which faces the Public Housing project, a plastic pane can be found in the closet for the emergency replacement of window glass.
8. Light bulbs are stored in the closet in basement.

### **Grounds**

Dave's Lawn Care, by AUBIN's Hardware in the Pinardville section of Goffstown, takes care of the grounds in summer; Rheault's which takes care of Blessed Sacrament's parking lot, takes care of our section, and we pay all of the plowing and sanding during the winter. Arrangements with Rheault's are made by the management of Blessed Sacrament's parish.

At the time that we bought our building, we assumed an existing 50 year lease which makes us solely responsible for all parking lot maintenance. The lease gives us complete control over the entire lot from Monday through Friday, during, "normal business hours", as well as Saturdays until noon. We actually own 15 parking spaces which are located on land which we own. These abut the chain link fence.

Snow must be cleared from both the front and back doors, and corresponding walkways, allowing entry by disabled persons at all times during the year.

Picking up of trash from the lawn is the responsibility of the hired janitor.

A "No Trespassing" sign is to be maintained.

### **Fire Drills and other Safety Procedures**

No actual, live fire drills are currently carried out. We anticipate holding "what if" drills in which a patron is asked what he/she would do if a fire were discovered. The following responses are expected, and reviewed:

1. Close doors and windows (first line of defense: cut off oxygen.)
2. Move away from the location (personal safety comes next)
3. Pull the alarm on the pull box
4. Call 911 to verify that the alarm has been received
5. Notify Librarian of what has occurred. (If you pass out from fear, someone else knows.)
6. Remain calm. (Only if you didn't pass out)
7. Await the arrival of the Fire Department
8. Anyone who has received training in the use of fire extinguishers may, on their own, attempt to control the fire.
9. Everyone **MUST** exit the building.

10. Librarians should remove the sign-in register when leaving the building. (This is so there will be a record of people in the building.)  
(#10 needs to go into Librarians' hand book)
11. All electrical appliances and machines should be turned off.

### **Disaster Plan**

#### **Acquisitions Committee** (to be reviewed by Library Board)

**The purpose** of the Acquisitions Committee is to reach the primary aim of the Society, acquiring repertoires, genealogies, notarial records, indices, histories, biographies, journals, censuses, microfilms, microfiches and other pertinent data. Ideally, this work could be the function of 3-4 people, to review and make recommendations for future purchase.

Other purposes include the preservation of existing Library holdings, the spending of monies made available through the Library Fund.

The Committee Chair is a voting member of the Library Board.

#### **Duties**

1. Review materials containing information on the availability of items that would qualify as holdings. These are to include but not be limited to repertoires, anthologies (Jetté, TANGUAY, etc.) family histories, vital records, periodicals and CDs.
2. Make recommendations, in writing, for purchase, to the Library Board which will, in turn, review and approve items for purchase and return same to the Acquisitions Committee.
3. Cause to have bound or rebound, or in some other manner to be better preserved, those items selected by the Library Board.
4. Cause to have bound all repertoires purchased, so as to conform with the color-coded sequence of existing books.

NB: Library Call Numbers, that is the number at the bottom of the book's spine, is assigned by the Library Director, and is not to appear embossed on the book. It will be indicated by a label so as to provide a conformity in the numbering sequence.

5. Maintains a status log indicating all materials on order or at the book binders, specifying for each item, the date ordered or sent. A copy of this log is provided monthly to the Library Director.

#### **Library Fund**

Forty percent (40%) of all paid membership dues are set aside monthly for use as the Library Fund. (See also *Library Fund* under guidelines for American-Canadian Genealogical Society Treasurer.)

Disbursement of Library funds are at the discretion of the Library Board. Funds are to be limited as follows: purchase of additional research materials as defined by the Acquisitions Committee and approved by the Library Board; preservation of existing materials to include but not be limited to case-binding soft-cover books, replacing microfiche sleeves, replacing microfilm storage boxes and providing materials as needed to best preserve current holdings.

### **Procedure**

1. Check all incoming periodicals for new publications
2. Prioritize new publications for order of purchase, such as repertoires, and family genealogies:
  - a. Québec and the United States marriage
  - b. Films of primary records
  - c. Baptisms
  - d. Records of Ontario
3. Purchase microfilm collections, such as the Montréal baptisms, following prior approval.
4. Preparation of orders to publishers
5. Writing letters of inquiry about special prices
6. Actual purchasing of publications
7. Maintenance and assignation of appropriate call numbers/catalogue numbers for repertoires.  
(#7 needs to go to Library Director)
8. Preparation of Bindery Slips (see sample) which specify instructions to Atlantic Binders
  - a. Photocopy spine
  - b. Color of cloth: some color coding is used to keep sets together.
  - c. Color of foil for title
  - d. Listing of information to be stamped on book.
9. Boxing and shipping of books to Atlantic Book Binders.
  - a. UPS with insurance
  - b. ???Consideration of Mailing Service???
10. Preparation of Data Sheet (see sample) for person who will index new publications in Library
11. Rebinding: Librarian gives Acquisition Person books which need to be rebound.
12. Members are solicited for suggestions about new books to buy.

### **Grant Proposals**

The following outline is used to create a grant proposal:

1. Title page, including complete name, address, telephone number, current date, complete name of foundation, address, phone number, and contact name as well as the grant for which we are applying.
2. Proposal which describes the project clearly and completely. Be direct and focused in describing the project. Use optimistic language, emphasize potential for growth in our field, and specify how our project will contribute to the foundation's goals.
3. Answer the following questions:
  - a. What we intend to accomplish if we are funded
  - b. Who will be served, if we are funded
  - c. What are the practical considerations of achieving our goals
  - d. What will the funding be used for, specifically.
4. Attachments: This is the information which should be at hand. Some foundations may want all; others will want some of it.

- a. For individuals, degrees and awards, resumes of professional experiences, portfolios of art work, and project summaries.
- b. For the society, balance sheets, value of equipment owned, budgets (last year, current year and projected); past and present funding support (government, corporate, foundation); list of board of Directors, and a copy of our 501 (C)(3) IRS letter that documents our tax-exempt status.

### **Publicity**

Publicity can be free if our society is newsworthy. This means an investment of time and energy in contacting local newspapers, and radio and television stations. The following are ways in which we can obtain publicity without extra cost to American-Canadian Genealogical Society.

1. **Becoming Newsworthy:** We must always have something to say or offer that is different and of interest to others. We should learn to take advantage of the moment.
2. **News releases:** Send to newspapers on a regular basis. Identify new publications; make announcements of special events, or new services.
3. **Give interviews:** News releases can result in interviews. Volunteer to appear on talk shows.
4. **Get television exposure via Cable Stations.** Find your public access station on local cable.
5. **Volunteer to teach a course.** Call your local high school or community college. Call an Internet provider and teach on-line.
6. **Write articles.**
7. **Self-publish books**
8. **Volunteer to speak to a civic, trade or professional group.**

### **Conferences** (AMP wrote with Richard Fortin; see also FGS guide)

#### **I. e. Speakers**

Two speakers should be sufficient for the regular yearly conference. Time should be allotted for Round table discussions. During the President's Welcoming Speech, there should be mention of the Vendors, Computer Demonstrations and the Business Meeting. The President should encourage attendees to visit those areas, and to attend the Business Meeting.

#### **II. Topics and Aides for Speakers**

Speakers don't have to be speak only on genealogy. Think about history, geography, research, demography, etc. Be aware of what the speakers will need. Inquire about handouts and specific numbers of copies.

III. Letters of agreement to Speakers, either faxed or emailed, should include amount of stipend (\$125.00), payment of mileage at 30-31 cents/mile; rooms to be paid for the speaker, (reservations made by American-Canadian Genealogical Society); meals taken at the motel are to be put on the room bill; spouses come at the speaker's expense, and not paid by American-Canadian Genealogical Society.

#### **IV. Vendors**

Charge minimal amount to cover cost of tables. If vendors bring their own tables, no charge should be made; if we have to rent tables, they should bear the cost. Consider the purchase of folding tables?

#### V. Publicity

Set date

Announce dates

State purpose of conference: theme or how-to?

Varied program?

Purpose is to attract people

Confirm and announce program as early as possible

Use *American-Canadian Genealogist* first. Announce conference in first issue of the new year.

Use more than *Union Leader*. Go to sources within commuting distance.

Use sister societies to promote the conference. They can supply attendees and speakers.

Publish flyers! Send to other societies. Avoid schedule conflicts.

#### IV. Lead Times

Immediately after the last conference

6 months before

3 months before

1 month before

3 weeks

2 weeks

1 week

5 days before

4 days before

3 days before

2 days before

Friday of the conference:

Wine and Cheese

Hors d'oeuvres

Music: Josée, Gerry Letendre, or someone like them, Florian Lambert

Welcoming Reception

Saturday of the conference: times

Nothing scheduled Saturday night

or minimal dinner, take names/make reservations as people arrive.

Have activities for spouses: films to watch, etc.

#### V. Registration

Treasurer should be present and involved to take dues. Membership chairperson should be present at the Registration table on the day of the conference. Others should be present to assist.

Identification badges prepared ahead of time

Money/change

Membership list present

Money Box for cash and checks

#### VI. Responsibilities of Officers, Directors and Chairpeople

President must involve all members of Board of Directors and Chairs. They should be highly visible on Friday evening at the library and all day Saturday. Their badges should

be large and their names and jobs clearly visible on the badge. They should function as hosts and greeters at all programs. Their primary job is to be problem solvers.

It is the president's responsibility to introduce the Board of Directors and Chairs at the President's welcoming meeting on Saturday morning. The Directors, officers and chairs must be involved with their jobs during every part of the conference weekend.

#### VII. Program

Start with President's welcoming address where all officers, directors and chairs are introduced. Could have round table discussion with them at that time. Membership has opportunity to ask questions and receive answers. This gives members with research queries to be given sources to check in library, later in the day.

Round table discussions

Confirm program as early as possible.

Publicize program with dates to other societies. Write a notice and ask that they publish it in their journal/newsletter.

#### VIII. Budget

Admission charges should be more than \$20 but less than \$50. Charge to cover expenses.

#### IX. Conference Place

If not at American-Canadian Genealogical Society, confirm as early as possible

Work on logistics. Number of chairs in large conference room

#### X. Raffles

Raffles should include a "Jetté". Publicity refers to a donation. This is included in the flyer sent to members, societies, and published in American-Canadian Genealogist.

#### XI. Post-Conference Responsibilities

Publication of notes in Insert Pages of American-Canadian Genealogist; publication of publicity photos in same.

#### **Obituary Project**

The Obituary Project was initiated to retrieve all the obituaries that our members had been saving since the early days of the Society. Newspapers had been stored after each move, and when our final move was made in 1994, we decided to catalog and index these obituaries.

We do not encourage the saving of obituaries but we will accept pages from our members' local newspapers when the place and date is identified. We will cut, paste and index the obituaries, place them in binders, label them and make them available to researchers as a "place of last resort" to search for their recent ancestors.

#### **Cutting and Pasting of Obituaries**

1. Use plain white copy paper, standard size (8.5 by 11 inches).
2. You may paste on both sides of the paper if you wish. All sheets will be photocopied by American-Canadian Genealogical Society.
3. Use transparent tape, or glue. Whatever you prefer using will be fine.
4. Leave 3/4 inch margin on **all four sides**: top, bottom, right and left.

### **Working with the obituary**

1. If your newspaper is a "newspaper of record", the obituary will contain complete information about the place and date of death. If that is the case, you need only cut out the obituary and place in on the page, **in any order**. There is no need to place obits in alphabetical order. This will be done via index by American-Canadian Genealogical Society.
2. Arrange obits on a page so that a maximum number can fill the page.
3. If your newspaper is not a "newspaper of record", write in the source of the obituary, that is the newspaper and the place of publication, along with the date of publication. Do not attempt to figure out the date of death, based on a reference to the day of the week in the obit. Simply document your source (newspaper, place and date of publication).
4. When you write the date the obit appeared in the newspaper, **use the following format: 10 DEC 1955 or 29 APR 1966.**
5. If your newspaper is a newspaper of record, keep the obituaries from that paper together and do not mix them with obituaries from another newspaper you may be working on later. The reason for this is that American-Canadian Genealogical Society will publish each group of obituaries as documented as coming from either a single newspaper, or a single town.
4. Keep all of your pages until you have completed a project. Please do not bring small bunches into the library or mail them back until the entire lot has been completed. This is due to the large number of people who are working on this project, and the ease of inappropriately filing pages with those from other projects.

### **After Completion of Project**

1. Either mail or bring in the completed pages, along with a note on what you have done, that is, source, date, place, etc.
2. Your pages will be photocopied, numbered and indexed.

### **Indexing Obituaries**

1. Use a database which is D-base compatible.
2. Create only two fields: Name and page number
3. When entering the name of a man, enter the surname followed by a comma, then the given name, Eg.: John Smith is entered as Smith, John
4. When entering the name of a woman who appears not to have married, enter the name as you would a man.
5. When entering the name of a woman who appears to have married, or who definitely was married, enter the name in a new record at least twice, or once with her "maiden" name and once for each married surname.

The first time, you enter her married surname, followed by her given name and her "maiden" name. Eg.: Jane White married John black. The first entry for her will be Black, Jane White. The second entry will be White-Black, Jane. This insures that a searcher will find the woman, no matter which name is searched in the index.

If a woman has married twice, a third entry would be made in similar fashion. For example, entering Jackie Kennedy would be done in this way:

First entry: Bouvier, Jacqueline Kennedy-Onasis

Second entry: Kennedy-Onasis, Jacqueline Bouvier

Third entry: Onasis, Jacqueline Bouvier-Kennedy

In this way, the two surnames belonging to her husbands are kept together and each surname appears in the index in the appropriate place.

Please print your index and return it to the library with the obituaries. Please include your name, membership number and the title of your index. Include the software used, along with a copy of your index on a floppy disk.

### **Ethics**

NB: See By-laws, Article X, Section 5. Committee on Ethics and Legislation

The purpose of this section is to provide the membership with a statement of ethics, good conduct and etiquette which will be appropriate to the times, and can be included in our Web Site.

### **Genealogist's Code of Ethics**

1. I will respect all persons' rights to privacy and their fundamental rights as citizens.
2. I will avoid relaying information which could be detrimental to a third party.
3. I will not divulge information considered confidential by applicable laws and rules.
4. I will respect the research tools consulted: books, registers, etc.
5. I will never remove records or books from any research facility.
6. I will never appropriate, pilfer, damage nor deface any research material.
7. I will do my best to cooperate with other researchers, societies, historical and genealogical organizations.
8. When doing research in a public place, I will respect the established rules.
9. I will conduct myself with appropriate consideration towards other researchers.
10. My research will be made only for legitimate genealogical purposes.

### **Genealogical Etiquette**

1. If you want the material badly enough to write for it, you should be willing to pay postage for the reply.
2. When writing to ask for information, keep your request short and simple. Ask only for a single piece of information or for a simple answer. Do not provide a complete family history.
3. When writing to ask a question, ASK a question. Don't just provide a list of information. Be specific in your query.
4. Use a typewriter or computer, or write legibly. Print all surnames in capital letters.
5. Should someone write to you, a reply is in order. Answer your correspondence even though you are unable to help that person.
6. A short note of thanks is always appreciated.

### **Guidelines**

These Guidelines were first written to supplement the Bylaws several years ago. They have been reviewed and revised on a 2-3 year basis. They will continue to need updating as the Society grows. Please refer to the introductory paragraph on page one for more information on the purpose and the use of these guidelines.

### **Non-Publication Committee Publications (surname index/library holdings)**

Bob Paquette will be asked to write "Surname Index"; Mary Anna Paquette will be asked to write "Library Holdings".

### **Acadian Acquisitions**

(In process) To be included with rest of Acquisitions.

### **Five-year Plan**

(Exists as a separate document and was approved by the Board of Directors on 12 APR 1999. See Minutes of that meeting.)

### **Committee on Nominations and Elections**

According to American-Canadian Genealogical Society By-laws, nominations for Officers and Directors are made at the yearly meeting and are presented by the Committee on Nominations and Elections; nominations may also be made from the floor. Members elect a full slate of Officers and Directors by written ballot; a majority vote of members in attendance is required. In the case of a tie, choice is determined by lot.

The Committee on Nominations consists of a Chairperson and at least three members selected by the president and approved by the Board of Directors. Three weeks prior to the yearly meeting, the committee presents the slate in writing to the Board of Directors. Three tellers are appointed by the board, prior to the yearly meeting. The Chairperson of this committee conducts the nominations and elections. [By-laws, Article IX; Article X, Section 4]

The Nominating Committee shall consist of three active member of American-Canadian Genealogical Society and a chairperson appointed by the President. The three other members are selected by the committee chairperson and may be suggested by the American-Canadian Genealogical Society President.

### **Function of the Committee**

1. Meet at least two months before the election conference of the general membership
2. Determine the positions on the American-Canadian Genealogical Society Board that are open for filling
3. Determine and eliminate the names of board members who have served the maximum duration of their position.
4. Solicit the willingness from the eligible board members whose term is ending, but who wish to run again
5. Solicit names of active members who wish to run for office
6. At the Conference, present one candidate for each office. Nominations are accepted from the floor.
7. Appoint a moderator from the active membership to present the list of candidates. The moderator will supervise the activities of the election procedure.
8. Allow candidates to be nominated or to nominate themselves from the floor.

### **Election**

1. Anticipate a secret ballot and prepare ballots of similar size and appearance. [CONTENT OF THE BALLOT??]
2. Proceed with a secret ballot for the elections unless the assembly votes by a two-thirds majority to suspend the rule.
3. When there is a slate with only one candidate for each position, the entire or that part of the slate may be voted upon as a unit by a show of hands'
4. When any office has opposing candidates, that election shall be by written ballot.
5. The nominating committee will immediately count the ballots and the result will be announced by the moderator.

### **The Nominating Committee shall not**

1. Exclude from the list of candidates the names of any active member who chooses to run for any office of the American-Canadian Genealogical Society Board.
2. Limit the number of candidates for any office.
3. Endorse any candidate in opposition to another except that the list presented by the Nominating Committee should be seen as representing the Committee's choice. What is offered is a specific slate of people who are capable and willing to serve in their respective capacities.

### **Committee on Bylaws**

(To be done by Jack Stanton)

