

American-Canadian Genealogical Society

Meeting of the Board of Directors

November 14, 2002

Meeting was called to order at 6:00 PM.

In attendance were Marcel Jussaume, Lucie Consentino, Paul Lambert, Muriel Normand, Gerry Lalonde, Amber Beland, Larry Autotte, Connie Hamel, Constance Hebert, Diane Thibault and Norma Boyce.

Excused were Julie Smith and Bob Paquette.

Guest was Pauline Cusson, Chair of the Editorial Board.

A. Minutes of the Board of Directors meeting of October 10, 2002 were accepted.

B. Treasurer's Report - Paul Lambert

1. A financial report was submitted, but Paul advised of two adjustments.

- a. Interest of \$8.62 not posted.
- b. Acquisition of \$569.00 not posted.

C. Vice President's Report - Lucie Consentino - report submitted.

D. Corresponding Secretary - Diane Thibault - report submitted.

E.. President's Report - Marcel Jusaume - report submitted.

F. Committee Reports

Conferences - report submitted.

Acquisitions - report submitted.

Buildings and Grounds - report submitted.

Computers and Internet - report submitted.

1. The three new computers are here and have been partially set up.

Membership - report submitted

Library Board - report submitted.

Editorial Board

1. Pauline Cusson reported that Issue #94 was ready to go to the mail handlers, and she inquired if they had enough postage. She also stated that she needs a current membership list to mail out Issue #94. (Julie Smith is having medical problems.)

Conversation followed.

Pauline also reported that Issue #95 is real “sketchy “ right now. She also inquired as to how many to print.

Conversation followed.

Publicity

1. There is still no committee or chair. Gerry Lalonde said he would be interested in being Chair, provided that was his only committee assignment.

Publications

1. Pauline Cusson reported on the repertoires and how badly in need of proof- readers they were. She stated that there was a real bottle-neck proofing, and not being able to keep up with the data entry group. She requested that each of the Board members proofread one file per month, and that ACGS solicit help from the membership.

Conversation followed.

Research

1. A report was prepared by Constance Hebert showing research that was requested and done during the month of October. She stated that ACGS needed to find a way to increase the requests for research. Norma suggested dropping a few hints about the ACGS and the Website address

on some of the internet genealogy message boards, like the French-Canadian and Acadian. Agreed that this would be tried.

Old Business:

1. Connie Hamel reported on the Mormon Center Open House - Al and Connie Hamel and Diane Thibault received a very good reception. Only about 50 people attended the open house, but they were very happy with the ACGS and ACGS was the most visited table.

Connie Hamel indicated she wanted to be placed on the Speaker's Committee.

2. Gerry Lalonde reported that pressure valves in the boiler room are inspected by the NH Dept. Labor every two years, in May. The insurance company is supposed to inspect beforehand, but they haven't been doing it. The Dept. of Labor had the authority to assess a penalty in this situation, but thankfully, they waived it.

Marcel suggested that we determine the exact dates when this should be done, and then put it on the calendar.

3. Marcel reminded the board that in January ACGS needs to file for renewal of tax exempt status with the state of New Hampshire.
4. Gerry reported that the trifolds were ordered, have been received and are downstairs.
5. Lucie stated that the Tree of Life brochure is wrong and needs to be corrected with the next printing.
6. Lucie reported that Hanes.net sends his thanks for the opportunity to do the ACGS website work. Lucie then handed out a website report.

Conversation followed.

MOTION MADE BY GERRY LALONDE, SECONDED BY NORMA BOYCE, THAT WE MOVE FROM THE CURRENT "TALK LIST" FORMAT TO A "MESSAGE BOARD" FORMAT. MOTION PASSED.

MOTION MADE BY LARRY AUTOTTE, SECONDED BY GERRY LALONDE, THAT ACGS SET UP E-MAIL ADDRESSES FOR BOARD MEMBERS. MOTION PASSED.

(This is detailed in No. 9 of Lucie's Website report.)

MOTION MADE BY MURIEL NORMAND, SECONDED BY AMBER BELAND, THAT WITH THE NEW WBESITE, E-MAIL ADDRESSES OF ACGS MEMBERS SHOULD BE REMOVED. MOTION PASSED.

(This is detailed in No. 9 B of Lucie's Website Report.)

MOTION MADE BY MARCEL JUSSAUME, SECONDED BY GERRY LALONDE, THAT LUCIE LEBLANC-CONSENTINO BE THE "CONTACT PERSON" FOR THE ACGS DOMAIN NAME, AND THAT, IN THE FUTURE, THAT RESPONSIBILITY BE TRANSFERRED TO, AND UNDERTAKEN BY, THE PERSON RESPONSIBLE FOR THE WEBSITE AT THAT TIME. MOTION PASSED.

7. Discussion occurred over Jerry L'Esperance's letter. Apparently Jerry wants to know what the Society plans to do for its "far-away" members. Muriel Normand offered to be Ombudsman.
8. Regarding the elevator situation, Norma reported that Congressman's Sununu's office had sent a privacy release that Marcel needed to sign, which just detailed that we were a tax exempt organization, organized in NH in 1973. Marcel agreed to sign it after the meeting.

With regard to the City of Manchester Grant, it was requested that Norma be able to get all copies of the paperwork previously filed as that information had been requested by Sununu's office as well. Both Marcel and Gerry agreed to make that information available.

9. Diane Thibault reported that the Harriman Family Association wants to use the ACGS Conference Room September 20, 2003, and will pay \$100 for the benefit. They also stated that if the ACGS Library itself could be made available to their members, they would donate another \$50.00

Conversation followed.

MOTION MADE BY MURIEL NORMAND, SECONDED BY DIANE THIBAUT, THAT WE AGREE TO ACCEPT THE HARRRIMAN FAMILY ASSOCIATION OFFER. MOTION PASSED.

10. Marcel noted that Jack Stanton had requested use of the ACGS Conference Room for a Gaelic language class for 15 weeks on Sundays starting in January or February for about 25 people. He also stated that Jack Stanton would offer a charitable donation to ACGS for use of the room.

MOTION MADE BY MARCEL JUSSAUME, SECONDED BY LUCIE LEBLANC CONSENTINO, THAT JACK STANTION BE ALLOWED TO USE THE ACGS CONFERENCE ROOM FOR GAELIC CLASSES FOR ABOUT 25 PEOPLE ON SUNDAY EVENINGS, BEGINNING IN JANUARY OR FEBRUARY FOR ABOUT 15 WEEKS. MOTION PASSED.

11. Gerry Lalonde gave an update on the Placemat situation. He stated that about a six-month supply would be printed and used by Belmont Hall in the main dining room starting in January. Muriel Normand suggested that we use the same ACGS ad that Bob Fournier put in the newspaper.

MOTION MADE BY DIANE THIBAUT, SECONDED BY MURIEL NORMAND, THAT ACGS DO ONLY THIS PLACEMAT, AND EVALUATE THE RESULTS, BEFORE ACGS ENTERS INTO ANOTHER AGREEMENT FOR PLACEMATS. MOTION PASSED.

12. Gerry Lalonde also brought up that the Franco-American Center has a disaster plan and he suggested we use their plan as model to develop one of or ACGS.
13. Gerry Lalonde also reported that ACA is taking back their collection currently shelved in the ACGS Library. ACA will catalog it, and hopes to put it on their website. Gerry said he was trying to work an agreement that ACGS and ACA and the Franco-American Center share the collection-free of charge.

Meeting adjourned at 7:44 PM.

Respectfully submitted,

Norma L. Boyce # 7655
Recording Secretary
American-Canadian Genealogical Society

11/05/02

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 October 2002

	<u>Oct 02</u>	<u>Jan - Oct 02</u>
Income		
4100 · MEMBERSHIP		
4101 · Dues	5,513.00	52,596.00
Total 4100 · MEMBERSHIP	5,513.00	52,596.00
4200 · PUBLICATIONS		
4201 · Used Book Sales	0.00	961.78
4202 · AFGS Income	39.00	76.70
4203 · Repertoires	1,334.00	5,363.28
4204 · Index & Holdings	0.00	357.66
4205 · Jette & White	416.32	4,653.72
4206 · CD Roms	95.50	870.30
4207 · Fr, Croteau Publications	0.00	363.60
4208 · Orphan Publications	32.45	1,988.20
Total 4200 · PUBLICATIONS	1,917.27	14,635.24
4300 · GENEALOGIST		
4301 · Back Issues	4.50	222.20
Total 4300 · GENEALOGIST	4.50	222.20
4400 · LIBRARY		
4401 · All Copies	251.53	1,895.68
4402 · Maps-Charts-Guides	235.20	2,185.17
4403 · Guest Fees	140.00	1,490.00
4405 · Beverages	59.75	272.02
4406 · Candy & Snacks	0.00	86.78
4407 · Hats	0.00	9.00
4408 · Gift Certificates	0.00	135.80
Total 4400 · LIBRARY	686.48	6,074.45
4500 · RESEARCH		
4501 · Reasearch Income	310.00	2,688.00
Total 4500 · RESEARCH	310.00	2,688.00
4600 · CONFERENCE		
4601 · Attend Fees	30.00	2,305.00
4602 · Raffle	5.00	92.00
4605 · Refreshments	0.00	98.75
Total 4600 · CONFERENCE	35.00	2,495.75
4700 · SOCIETY		
4701 · Elevator Fund	154.80	3,613.49
4702 · Bldg Fund	5.00	300.00
4703 · Book Fund	170.00	1,355.00
4704 · Currency Exchange	0.00	1,939.55
4705 · Cash Over & Short	3.60	18.88
4706 · Ckg Act Int	4.81	41.24
4707 · Bld Fnd Int	0.00	19.62
4708 · Sav Act Int	8.32	127.73
Total 4700 · SOCIETY	346.53	7,415.51

11/05/02

American-Canadian Genealogical Society

Income/Expense Year-to-Date Comparison

October 2002

	Oct 02	Jan - Oct 02
4800 · BUILDING		
4801 · Rent	0.00	5,250.00
Total 4800 · BUILDING	0.00	5,250.00
Total Income	8,812.78	91,377.15
Gross Profit	8,812.78	91,377.15
Expense		
6100 · MEMBERSHIP EXP		
6101 · Postage	104.70	634.92
6102 · Supplies	432.18	978.26
6103 · Advertyising Expense	0.00	427.68
Total 6100 · MEMBERSHIP EXP	536.88	2,040.86
6200 · PUBLICATIONS EXP		
6201 · Postage	102.89	665.23
6202 · Supplies	95.00	660.96
6203 · Print Reps	0.00	3,572.78
6205 · Jette & White	0.00	3,561.80
6206 · CD Roms	0.00	1,269.70
6208 · Orphan Publications	0.00	690.00
Total 6200 · PUBLICATIONS EXP	197.89	10,420.47
6300 · GENEALOGIST EXP		
6301 · Postage	23.31	3,514.05
6302 · Supplies	0.00	80.95
6303 · Printing	0.00	12,562.06
Total 6300 · GENEALOGIST EXP	23.31	16,157.06
6400 · LIBRARY EXP		
6401 · Postage	75.65	347.22
6402 · Supplies	0.00	825.80
6403 · Printing Maps & Info Sheets	0.00	375.00
6404 · Equip. Maint	156.25	1,210.35
6405 · Beverages	0.00	155.74
Total 6400 · LIBRARY EXP	231.90	2,914.11
6500 · RESEARCH EXP		
6501 · Postage	0.00	93.55
6503 · Refunds	0.00	30.00
Total 6500 · RESEARCH EXP	0.00	123.55
6600 · CONFERENCE EXP		
6604 · Speakers	418.91	1,782.68
6605 · Caterer & Refreshments	47.80	191.66
Total 6600 · CONFERENCE EXP	466.71	1,974.34

11/05/02

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 October 2002

	<u>Oct 02</u>	<u>Jan - Oct 02</u>
6700 · SOCIETY EXP		
6701 · Postage	0.00	378.11
6702 · Supplies	163.30	782.86
6703 · Telephone	112.94	1,244.24
6704 · Insurance Content/Bond	0.00	1,880.00
6705 · Subscriptions	0.00	597.10
6706 · Bad Checks	0.00	12.50
6707 · Bank Charges	0.00	115.91
6708 · Fund Raising Exp	0.00	16.27
6710 · Credit Card Charges	57.61	393.42
Total 6700 · SOCIETY EXP	<u>333.85</u>	<u>5,420.41</u>
6800 · BUILDING EXP'		
6801 · Heat	128.13	5,128.21
6802 · Electricity	249.69	2,511.78
6803 · Water-Sewer	0.00	533.54
6804 · Bldg & Liab Ins.	0.00	1,574.00
6805 · Building Maint.	397.00	3,670.49
6806 · Grounds Maint.	60.00	3,313.99
6807 · Fire Alarm Fee	90.95	570.95
Total 6800 · BUILDING EXP	<u>925.77</u>	<u>17,302.96</u>
Total Expense	<u>2,716.31</u>	<u>56,353.76</u>
Net Income	<u><u>6,096.47</u></u>	<u><u>35,023.39</u></u>

11/05/02

American-Canadian Genealogical Society

Balance Sheet

As of October 31, 2002

	Oct 31, 02
ASSETS	
Current Assets	
Checking/Savings	
1000 · BANK ACCOUNTS	
1001 · CHECKING ACCOUNT-BNH	26,861.81
1002 · CHEQUING - CANADIAN FUNDS	2,159.04
1003 · BUILDING FUND-BNH	14,452.01
1004 · BOOK FUND-SMB	5,128.51
1005 · CASH ON HAND-CASH REG	150.00
1006 · PETTY CASH-VOLUNTEERS	200.00
1007 · C.D. SMB 10/18/2002	1,113.06
1009 · LIFE MEMB. ACCT. BNH	2,609.85
Total 1000 · BANK ACCOUNTS	52,674.28
Total Checking/Savings	52,674.28
Accounts Receivable	
1100 · ACCOUNTS RECEIVABLE	210.00
Total Accounts Receivable	210.00
Other Current Assets	
1300 · INVENTORY-RESALE	64,908.85
Total Other Current Assets	64,908.85
Total Current Assets	117,793.13
Fixed Assets	
1500 · Fixed Assets	
1501 · LIBRARY BUILDING	221,756.66
1502 · FURNITURE & EQUIPMENT	79,387.16
1503 · ACGS HOLDINGS	197,243.39
Total 1500 · Fixed Assets	498,387.21
Total Fixed Assets	498,387.21
TOTAL ASSETS	616,180.34
LIABILITIES & EQUITY	
Equity	
3000 · OPENING BALANCE EQUITY	514,161.60
3900 · RETAINED EARNINGS	66,995.35
Net Income	35,023.39
Total Equity	616,180.34
TOTAL LIABILITIES & EQUITY	616,180.34

Old Business:

1. ACGS Presentations at the Exeter Mormon Center
2. ACGS Web Site.
3. Library use. Family Associations and Language Classes
4. State of New Hampshire Department of Labor Civil Penalty for pressure vessels 1114 and 1117.
- 5.

New Business:

Herb and Norma Boyce

From: "lucie_acgs_vp" <luciemc@attbi.com>
To: <ACGSBoard2003@yahoogroups.com>
Sent: Wednesday, November 13, 2002 3:14 PM
Subject: [ACGSBoard2003] Vice President's Report - for Board Meeting of November 14, 2002

VICE-PRESIDENT'S REPORT
FOR ACGS BOARD OF DIRECTORS MEETING
November 14, 2002

1. It has been a very busy time for us since this Board was elected but I am happy to say that we all seem to be moving forward and I see wonderful things that will be accomplished in the months to come.

2. Electronic Board voting - everybody should be posting their vote to the list when we are asked through that medium to vote on an issue - in this way, Norma is able to make a record of the voting and its outcome. Nobody should be sending a vote privately to Marcel. If anybody has a difficult time getting onto the Board list to post a message, you can contact Marcel of me.

3. Overall, things seem to be falling into place. Members who do research on Wednesdays and Fridays seem happy to be here and a good exchange is growing between new members and older members who are here regularly. Everything is peaceful and there seem to be no behind the scene issues going on as in the past.

Roland Marchand is undergoing chemo. For many years, Roland has made great contributions in time and effort for the Society. I think it would be very appropriate to send him a card telling him we are thinking of him and that we are grateful for all he has done for ACGS.

Respectfully submitted,

Lucie LeBlanc Consentino #6781
ACGS Vice President

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November 6, 2002

TO: Board of Directors

From: Diane Thibault

Subject: Correspondence Report for Month of October 2002

The following correspondence was sent for the month of September

19 "Thank you" for donations of money

5 "Thank you" for donations of books / equipment

—

24 Total

Respectfully submitted,

Diane Thibault

Totals – September 2002 to August 2003

<u>Month</u>	<u>\$ Donations</u>	<u>Books</u>	<u>Inquires</u>	<u>Misc</u>	<u>Total</u>
September	12	3			15
October	19	5			24
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					
Totals	31	8			39

10/10/2002
11/14/2002

President's Report

Ron Niquette has formally resigned from being the Web Master for the ACGS Site. Work and Personal reasons have been keeping him from being able to spend the time need to keep the site up. We have looked into a replacement and have voted on having an outside vendor Haines Net service our web site. It is currently under redesign and moving to a new server with better capabilities.

We have received several requests for use of the Library for various family association gatherings and even a request from a non-profit organization to hold Irish Language Classes here on Sunday evenings in the January through April 2003 time. Jack Stanton is taking these classes and has offered to host and open the building for these classes. We as a board should decided and come up with facility use guidelines and rules if we are going to pursue this. I believe this gives us exposure to more of the surrounding community; perhaps we can get someone to start giving French lessons here as well.

Respectfully submitted,

Marcel J Jussaume

ACGS President 2002-2003

Herb and Norma Boyce

From: "lucie_acgs_vp" <luciemc@attbi.com>
To: <ACGSBoard2003@yahooogroups.com>
Sent: Monday, November 04, 2002 4:09 PM
Subject: [ACGSBoard2003] Conference/Workshops Committee Report for November 14, 2003 Board Meeting

SPRING WORKSHOPS:

Some of the presenters from this year's Spring Workshops will be contacted to see if they are willing to repeat their workshops or give other workshops.

30th ANNIVERSARY CONFERENCE:

A sub-committee for a Soiree is being organized with Diane Thibault as chairperson. This committee will look into entertainment as well as whether to hold the evening on-site or off-site. This committee will report back to the Conference Committee and their recommendations will be voted on.

Norma Boyce will look into a place to hold the Soiree and get back to Diane. She will also contact N.H. Chronicle to see if they could do a piece on ACGS.

The committee voted to have a pin made with a logo for ACGS. We voted on the cloisonne pin as it is more attractive and though the set-up cost is more than the other, it will be much more attractive and would thus sell well and pay for itself. Marcel will look into this as well as mugs and other items with the ACGS logo that we can offer for sale to our membership throughout the year of our 30th and thereafter. For this reason, it was decided that the logo will not have 30th on it so that we can continue to sell items well beyond the anniversary year.

It was decided that we will invite four speakers for the 30th. One from Nova Scotia, who could also promote the World Congress of Acadians that will take place in 2004, one from Quebec, one from New England and one other yet to be determined.

The possibility of inviting genealogy software companies to the Conference is also being discussed.

Ann Marie Legendre is going to draw up a contract regarding agreements we make with invited speakers. [Ann Marie was a lawyer.] We will go over it at our November 16th meeting and vote on it. Whatever is approved will then go before the Board of Directors for approval.

We did critique some of the snags that came up at the Fall Conference. These will be easily resolved.

Respectfully submitted,

Lucie LeBlanc Consentino #6781
 ACGS Conference Chair
 ACGS Vice President
 ACGS Web site Coordinator

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American Canadian Genealogical Society

Acquisitions Committee Meeting
November 2, 2002

Present: Larry Autotte, Lorraine Deschenes, Bob Neveux, Muriel Normand

Absent: Roger Lawrence, Bob Maurier

The meeting was convened at 9:00 AM.

1. Members of the committee agreed that quarterly meetings of the Acquisitions Committee were appropriate in lieu of monthly meetings. It was felt that much of the Committee's business could be conducted on a more informal basis via e-mail and other forms of communication. Larry will compile the e-mail/other communications of the Committee on a monthly basis for the purposes of providing a monthly written report to the Board of Directors. The new quarterly meeting schedule will begin in January 2003. Meetings will be held on the first Saturday of the month at 9:00 AM.
2. As the committee is still attempting to determine which U.S. and Canadian publications, (with particular emphasis on repertoires, regardless of nationality or religion) from other societies, and other resources we have missed purchasing in the last approximate 2 years, Larry asked that individual committee members take on a specific area of research to determine what purchases have been overlooked. Most of the potential purchases have been gleaned from other society journals. The areas of interest include Quebec, Ontario, the western provinces of Canada and bordering US States, the Maritimes, New York State, New England and Other US. While not currently on the Acquisitions Committee, Lucie Consentino has agreed to continue to consult for the committee regarding Acadian related purchases. The purchase of family genealogies will be temporarily shelved.
3. The committee reiterated its previously determined guideline that no purchases be made by anyone without prior approval of the Committee and that unauthorized purchases may not be subject to reimbursement. The committee also felt that with rare exception, non-repertoire purchases (histories, diaries, and the like) should be limited to English language volumes.
4. Larry reported on the status of the purchase of additional Massachusetts and New Hampshire archives. At this time, a purchase requisition has been sent to the Massachusetts Secretary of State seeking authorization to purchase Massachusetts

State Archives - Births and Marriages - (indices and registers) from 1896 through 1905.

While the LDS Church has filmed Massachusetts Archives through 1910, the films for 1906-1910 are not yet listed in their catalog and cannot be purchased until such time as they are. An LDS Church member has also advised that the New Hampshire State Archives – Marriages only - have now been filmed from 1901 through 1948. Again, these are not yet listed in the LDS catalog and cannot be purchased until such time as they are. Larry will follow.

5. A project to establish a tie with other U.S. and Canadian societies regarding new repertoires they are publishing will be resurrected. A draft introductory letter, originally written by past committee member Craig Donais, seeking ongoing publication advisories from these societies, will serve as a starting point. Both a French and English version will be crafted. Larry agreed to consult Craig regarding his interest in pursuing this project for the committee.
6. As of October 31, 2002 the book fund is: \$5,128.51
7. Larry is readying another shipment of books for the Atlantic Binders. The tentative shipment date is 11/18/2002.
8. The next Acquisitions Committee meeting will be held on January 4, 2003 at 9:00 AM.

Respectfully submitted,

Larry E. Autotte (#3505)
Chairman, Acquisitions Committee

11/14/2002

Buildings Grounds and Safety Committee Report

The Air Conditioner Winter Covers were installed.

Several sets of 8-foot florescent light bulbs were replaced
We need to obtain new 8-foot bulbs the remaining bulbs that we have are the wrong type (cool White), they are pinkish in color instead of the bright white.

Issued 4 2nd floor keys to the Library Director for distribution to new volunteers as needed. This avoids having the new volunteer having to wait to get a key

Will be preparing and putting out the snow shovels and Ice Melt into the front hallway.

Respectfully submitted,

Marcel J Jussaume

Buildings, Grounds and Safety Chair

Herb and Norma Boyce

From: "Bob Paquette" <bobpaquette@attbi.com>
To: <ACGSBoard2003@yahoogroups.com>
Sent: Monday, November 11, 2002 9:13 PM
Subject: [ACGSBoard2003] Computer Committee Report

Computer Committee Report
November 2002

1. Activities during the month of October:

We ordered and received three new Dell Computers and three Lexmark printers.

So far we have installed the three new machines on the desktops, but as of this writing they are not ready for prime time.

One pc was set out to replace the research computer. It has been connected to the network, Office 97 has been installed along with the Access 2000 upgrade. AOL has yet to be configured and user files have to be transferred before the old machine can be retired.

The two other new Dell's were set out on the tables in the media area. Software remains to be loaded and Gaeten Morin has to be called regarding the licenses for PRDH. The transfer of PRDH from the old 486 computers was unsuccessful. The plan is to retire the all the 486's & 386's currently in use.

The LDS computer and printer which were situated directly in front of the librarian's desk have been relocated to the media area where the remainder of the patron computers are at. This unclutters that area and removes a potential safety hazard

A Packard Bell Pentium class computer was donated by Muriel Normand. Thank you Muriel. This may be the replacement for the LDS computer.

2. For the Coming Weeks:

The computer committee will be continue to examine the existing computers as to usage and content. Our efforts will be focused on the consolidation of the lesser used computers and thus eliminating some of the older ones. We will attempt to make the computers more homogenous, so that library patrons can sit at any of the stations and have access to the same programs. This will continue as we get newer equipment.

Respectfully submitted: Sam Harris & Bob Paquette

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11/11/02

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MEMBERSHIP REPORT
FOR MONTH OF
October 2002

New Members:	30
Renewals:	167
Donations to Building Fund/Acquisitions:	\$180
Total Number of Active Members:	2483
Active Members	2036
Family Members	197
Student	2
Exchange	122
Life	115
Life Family	4
<u>Life</u> <u>Genealogist</u> (1 st class postage)	0
<u>Active</u> <u>Genealogist</u> (1 st class postage)	7

Submitted by:

Julie Smith #3147

American Canadian Genealogical Society

Library Board Meeting
November 2, 2002

Present: Larry Autotte, Lorraine Deschenes, Connie Hamel, Gerry Lalonde,
Mary Anna Paquette, Diane Thibault

Absent: Roger Lawrence

The meeting was convened at 10:00 AM.

1. Decision was made to keep meeting dates for the Library Board on the first Saturday of each month at 10:00 AM.
2. Larry reported on the relocation of the LDS/CD workstation from the area near the librarian's desk to the front of the building with the other computer stations. Larry raised the question of possibly relocating the two microfilm/fiche reader/printers from their current location to the front of the building with the other film/fiche readers. It was generally agreed that they be left in their current location for the time being.
3. Discussion ensued on opening the library for distant members inquiring about access during non-routine hours. A variety of options were discussed with the outcome being that every effort would be made to accommodate these requests and that members inquiring about such access should be referred to Connie Hamel who will attempt to find volunteer coverage for these non-routine hours.
4. A brief review was done regarding communications with volunteer librarians. It was decided that the current system in place of sending librarians a monthly newsletter and calendar prepared by Mary Anna Paquette was very useful and functioning well. The newsletter and calendars will be sent via e-mail in most cases and via regular mail for librarians without e-mail access. Diane Thibault also raised the suggestion of perhaps encouraging librarians to "pair" up with another librarian who could be called when one of the pair was unable to cover their scheduled hours. This suggestion will be sent to the Librarians as part of the regular newsletter.

5. Larry raised the question of whether or not it was time to investigate development of a book lending policy to distant members. The idea is one that has been reviewed several times in the past, and on further discussion it remains very clear that the request to offer such additional services to the membership is very low and would not justify the additional manpower requirements, procedures, etc., which would need to be in place for such a service to function adequately.
6. Larry inquired as to the desirability/feasibility of a security system for the library to prevent the unauthorized removal of books from the library. While this had been reviewed in the past and found to be prohibitively expensive, it was felt that perhaps a new review of possibilities in this regard was warranted. Gerry Lalonde agreed to pursue a review of such systems and report back to the board at a future meeting
7. Larry briefly discussed the ongoing equipment review and changes which will be undertaken shortly. Specifically, Bob Paquette is reviewing our computer upgrade needs and is actively involved in the acquisition and installation of new equipment and will be reviewing additional equipment needs in the near future. Larry will review the microfilm equipment currently in use and make recommendations about changes in that regard. This further raised discussion regarding the acquisition of additional microfilm storage for anticipated acquisition of Massachusetts and New Hampshire archival film. Gerry Lalonde agreed to seek out sources for this storage.
8. Inventory issues. Larry asked that all librarians be in regular communication regarding perceived inventory problems in all sectors, library operating supplies, publications sold, etc. Librarians can use the "communications" form which Larry has placed on the Librarian's desk for this purpose.
9. The issue of training of new librarians was raised. At this time, Larry was available to do training for the librarians, but effective immediately this function be performed by Gerry Lalonde, with Larry available to assist/backup at any time. Connie Hamel offered to orient Gerry Lalonde to the training task. Mary Anna Paquette volunteered to send a copy of the Volunteer Librarian Guidelines to both Gerry Lalonde and Larry Autotte to assist in the training of new Librarians. Connie Hamel and Gerry Lalonde will communicate about new librarian recruitment, training and scheduling.
10. Miscellaneous:

- a) Mary Anna Paquette asked that all pertinent information regarding new librarians coming on-board be forwarded to her so that it can be added to the listing of librarians, i.e., name, phone number, mailing/e-mail address.
- b) Librarians will be encouraged to enforce library policies to the extent reasonable and possible, i.e., regarding the numbers of books a guest may have at hand at any given time, the re-filing of books on an ongoing basis, not permitting brief cases or any other large bags of any kind into the main library, etc.
- c) More librarians should be encouraged to perform regular small tasks as part of their being on-duty, such as "shelf reading" for misfiled books. Regular guests well known to any librarian should also be sought out to help in this way by offering just a few minutes of their regular time at the library for such tasks.
- d) Guests should be reminded NOT to re-file books, film or fiche if they are unsure about re-filing, particularly in the Main Collection.
- e) Any communications which should go to all librarians should be communicated to Mary Anna Paquette by the 15th of every month for inclusion in her monthly newsletter.
- f) The possibility of changing the time slots covered by the librarians was discussed. It was felt that these should remain as they are for the time being.
- g) The next Library Board Meeting will be held Saturday, December 7 at 10:00 AM.

Respectfully submitted,

Larry E. Autotte (#3505)
Library Director

ACGS WEB SITE COORDINATOR REPORT
For Board of Directors' Meeting
November 14, 2002

1. **HAINS.NET** - Tyler sends his thanks to the Board for accepting his proposal from Hains.net to host the ACGS Web site. When Ron Niquette had suggested that I become Webmaster, Marcel and I discussed this and we knew that given all of the new responsibilities we've taken on this year, that it would be impossible for either of us to do this. However, what was evident was that we needed to move on this as soon as possible because the Web site is and should be an important piece for the Society.

Tyler will do an excellent job. He has already shown me a redesign of the main page and it is exciting to see the change that will be happening. It really didn't matter whom we would contract but Tyler's offer to charge us such reasonable fees – way below going rates - made it difficult not to take a serious look. That's why Marcel put it out to you soon after we received the proposal. In posting the proposal, Marcel also asked for everybody's pleasure should anybody be in disagreement. Eleven votes were yes votes with one member on vacation and one member voting yes but first offering another suggestion before voting.

2. **ACGS WEB SITE COORDINATOR** – Because of my background in Web site design and building, I have volunteered to coordinate the Web site for ACGS. All information and/or suggestions for the Web site should be sent to me – I will prioritize and send to Tyler as we move along.
3. **NEW SERVER** - It turns out that the server we were going to sign on with for \$70 a year is easy to hack. Our site on the present server was hacked already and it is quite a mess when that happens and it takes lots of work to get everything back up and running.

I used the ACGS credit card that has been issued in my name to sign onto this server. The cost is \$10 a month –Metro has been charging \$20 that we've not yet paid and its server is a dinosaur and provides minimal amount of space and a low transfer rate compared to other servers today. We have the option of paying \$119.40 for the year and getting one month free. For now, I've chosen the monthly payment to be certain this server

is everything that it claims to be. We can change to the yearly plan at any time. This is a very secure server.

4. **REDESIGN & UPDATING** - I ask that everybody be patient with our Web site redesign and updating. Ron had quite a large backlog of information that he sent me this week. Too, some information on the site is outdated and needs to be deleted, changed or rewritten. Having said all this, I want to make it very clear that given the server Ron was working with, he did a tremendously good job and we should send him a word of thanks for his dedication as the ACGS Webmaster the past several years.
5. **ACGS DOMAIN NAME** – ACGS owns two domain names. They are acgs.org and acgs.net - Last year at one of our meetings, Craig reported that Al Hamel owns the ACGS domain name but the research I did has proven this to not be the case. Al tells me that he paid for and owned the two domain names for one year when the then sitting Board thought it was too expensive to purchase. Since year two, ACGS has been the owner. However, we do have a problem in that 1. Al has been listed as the contact since the first year and 2. Al's email address has changed since then. In order to move a domain name to a new server, once the request is made, an email is sent to the contact name listed asking if they approve of it being moved. If I did not know Al has a different email address, there would be no response from him and therefore, the domain name could/would not move. I am working with Al to resolve this – After we resolve the email issue, I recommend to this Board that the contact person be changed to me – when I relinquish the position of Web site Coordinator, it should be transferred immediately to the person who will assume that responsibility – in this way, there should be no problem in the future and the Board will always know who the contact is.

I would like to make a motion that in the future, the name of the contact person for the ACGS domain names be transferred to the current Web site Coordinator or Webmaster should the latter be a member of ACGS.

After checking with Paul Lambert who checked with Gerry Lalonde, it seems that our domain names were paid up for six years this past April for a total of about \$341. If this had come before the Board, we could have made the change of contact person at that time. We could have also done a search to be certain we were re-registering our domain names at the lowest cost possible. I mention this as a Point of Order. All costs over \$100 are supposed to come before the Board.

6. **TREE OF LIFE** - In going over the text on the web site, I realized that though we have the Tree of Life as somewhat of a logo on the site, nowhere do we explain our "Tree of Life" charitable investment, etc. We spend money for tri-folds but we have never posted this information to the Web site. This is a missed opportunity. We will be adding this information as part of our update.
7. **MAIN AREAS CONTACTED** - I have contacted Pauline Cote, Pauline Cusson and Constance Hebert for updated information and suggestions for their areas posted to the ACGS Web site. They have all sent me updated information. I emailed Larry Autotte November 13th [yesterday] asking him if there are changes he deems necessary on that part of the site dealing with the Library and its holdings.
8. **MAILING LISTS & MESSAGE BOARDS** - On our new server, we have the capability to have our own mailing lists rather than being on Yahoo. Do we want to continue the Talk List or would we rather have a Message Board that people can post to? It would eliminate the nonsense we have had on the Talk List. It's up to the pleasure of this Board.
9. **EMAIL ADDRESSES** – A. We also have the capability for officers and/or Board members to have email accounts with the acgs domain name on our server. Example: mail sent to me for ACGS business could go to LucieMC@acgs.org. The mail could automatically forward to your own email account. The advantage of this is that your email address would not be present on the Web for spammers or porno sites to use.

B. I also recommend that we remove the Email listings from the ACGS Web site. People forget to notify when they change address and the list is difficult to keep updated. Why would we want listings that are not current? If we want, a listing could and should be maintained in the address book of our email account should we want or need to do a mass mailing. In fact, we should do mass mailings for our Spring Workshops and Fall Conferences – Too, a printed version could like go into the *American-Canadian Genealogist* for all members to have. I just don't believe having such a list on the Web site serves a good purpose except to require a lot of time and effort from a Webmaster that could be better

utilized and to make our members more vulnerable to tons of spam.

10. COMMITTEES & VOLUNTEERS – A page will be added to the ACGS Web site listing the committees and chairs, a contact address and an invitation for people to volunteer for the various committees.

11. In summary, the ACGS Web site is undergoing a huge overhaul and we ask that you be patient as we move through the process. It will take a few weeks to see tangible results. For now, Tyler has moved all of the files from the old server. The files also remain on our old server so that our site continues to function until we can move the domain name. Once the domain name is moved, Tyler will remove all of the files from the old server.

Respectfully submitted,

**Lucie LeBlanc Consentino #6781
ACGS Web site Coordinator
ACGS Vice President
ACGS Conference Chair**

Herb and Norma Boyce

From: "Gerald Lalonde" <lalo@worldpath.net>
To: <ACGSBoard2003@yahoogroups.com>
Sent: Monday, November 04, 2002 1:27 AM
Attach: Placemat Advertising.doc
Subject: [ACGSBoard2003]

To the Board;

I have attached price lists for advertising on placemats in restaurants from 3 different companies. The proposed ad would invite patrons to a FREE day of research at the ACGS library to explore the possibility of tracing their ancestral roots.

Experienced Librarians would assist them in how to begin, etc., etc.

Look this over before the next meeting and come prepared to give us your vote for or against spending on placemat advertising to recruit new members.

Gerry

To unsubscribe from this group, send an email to:
ACGSBoard2003-unsubscribe@yahoogroups.com

Your use of Yahoo! Groups is subject to the [Yahoo! Terms of Service](#).

PROPOSED RESTAURANT PLACEMAT ADVERTISING

The quantity is the number of placemats that lasts approximately 6 months in that particular restaurant.

FITZGERALD & ASSOCIATES

<u>Restaurant</u>	<u>Quantity</u>	<u>Price</u>	<u>Availability</u>
Manchester			
Aloha	70,000	\$225	Jan/Jul
Belmont Hall	60,000	225	Jan/Jul
Brother's Pizza	30,000	175	May/Nov
Chez-Vachon	50,000	198	May/Nov
Hillview	30,000	175	Mar/Sep
North Garden	30,000	175	May/Nov
O'Donnell's	30,000	175	Apr/Oct
Ollies	60,000	240	Apr/Oct
Sussie Q's	30,000	175	Mar/Sep
Derry			
Chen's	25,000	150	May/Nov
Derry Restaurant	60,000	225	Jan/Jul
Mary Ann's	60,000	195	Mar/Jun/Sep/Dec
Raymond			
Blue Iris	30,000	175	Apr/Oct
The Pines Seafood	20,000	150	May/Nov
Epping			
Pam & Cheryl's	30,000	175	May/Nov

RESTAURANT MARKETING ASSOCIATES, INC

Manchester			
Theo's	30,000	265	Jan/Jun
Nashua			
Sunset Restaurant	40,000	315	Jan/Jun
Charmin's	60,000	365	Apr/Oct
Chelmsford, MA	80,000	365	Dec/May

11/1/02

RESEARCH DEPT.

DATE REC'D	MBR #	GIVENNAME	SURNAME	ST	ZIP	LINE	RS DONE	BY	DATE MAIL	AMOUNT BIL	DATE BIL	AMOUNT PA	DATE PAID	CHECK #
2002 Oct 25	5896	Rachel	Cavanaugh	FL	33983	Saulnier	Yes	NX	2002 Nov 0	\$0.00				
2002 Oct 25	5896	Rachel	Cavanaugh	FL	33983	Lavoie	Yes	NX	2002 Nov 0	\$0.00				
2002 Oct 24	8435	Marilyn	Beck	CA	95062-5034	Rougeau	Yes	NX	2002 Nov 5	\$20.00	2002 Oct	\$20.00	30 Oct 2002	3046
2002 Oct 24	8427	Marie	Poulin	ME	04239-1609	Drouin	Yes	PB		\$20.00	2002 Nov			
2002 Oct 24	8427	Marie	Poulin	ME	04239-1609	Audet	Yes	PB		\$20.00	2002 Nov			
2002 Oct 24	8427	Marie	Poulin	ME	04239-1609	Lamontagne	Yes	PB		\$20.00	2002 Nov			
2002 Oct 18	0	Doris	Lepine	TX	76137	Bourbeau/Vezi	Yes	MN	2002 Oct 1	\$20.00	2002 Oct	\$20.00	2002 Oct 05	1882
2002 Oct 18	0	Jeanne	Rouleau	NH	03087	Moreau	Yes	MN	2002 Oct 1	\$10.00	2002 Oct	\$10.00	2002 Oct 18	3354
2002 Oct 10	8435	Marilyn	Beck	CA	95062-5034	Dufaut	Yes	NX	2002 Oct 1	\$0.00				
2002 Oct 10	8435	Marilyn	Beck	CA	95062-5034	Robert	Yes	CGH		\$20.00	2002 Oct			
2002 Oct 02	2083	Constance	Hanscom	ME	04605	Casaubon	Yes	NX	2002 Oct 1	\$20.00	2002 Oct	\$20.00	2002 Oct 05	450
2002 Oct 02	4228	Judith	Gorin	MA	01778	Caplette	Yes	NX		\$20.00	2002 Oct			
2002 Oct 02	4228	Judith	Gorin	MA	01778	Savageau	Yes	NX		\$20.00	2002 Oct			
2002 Oct 02	4228	Judith	Gorin	MA	01778	Donneau	Yes	NX		\$20.00	2002 Oct			
2002 Oct 02	1636	Dennis	Breton	ME	04276	Leclair	Yes	NX		\$10.00	2002 Oct			
2002 Oct 02	4228	Judith	Gorin	MA	01778	Laforte	Yes	NX	2002 Oct 1	\$0.00				

REMARKS
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DATE PAID	CHECK	REMARKS
		CNF
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30 Oct 2002	3046	To do
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		CGH
2002 Oct 05	1882	Single events
2002 Oct 18	3354	Single event
		CNF-cnf parents of Joseph Dufault
		CGH
2002 Oct 05	450	CGH
		4 marriages
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		CGH
		2 marriages
		CNF

11/102

RESEARCH J

DATE REC'D	MBR #	GIVENNAME	SURNAME	ST	ZIP	LINE	RS DONE	BY	DATE MAIL	AMOUNT BIL	DATE_BIL	AMOUNT
2002 Oct 25	5896	Rachel	Cavanaugh	FL	33983	Saulnier	Yes	NX	2002 Nov 0	\$0.00		
2002 Oct 25	5896	Rachel	Cavanaugh	FL	33983	Lavoie	Yes	NX	2002 Nov 0	\$0.00		
2002 Oct 24	8435	Marilyn	Beck	CA	95062-5034	Rougeau	Yes	NX	2002 Nov 5	\$20.00	2002 Oct	\$20.00
2002 Oct 24	8427	Marie	Poulin	ME	04239-1609	Drouin	Yes	PB		\$20.00	2002 Nov	
2002 Oct 24	8427	Marie	Poulin	ME	04239-1609	Audet	Yes	PB		\$20.00	2002 Nov	
2002 Oct 24	8427	Marie	Poulin	ME	04239-1609	Lamontagne	Yes	PB		\$20.00	2002 Nov	
2002 Oct 18	0	Doris	Lepine	TX	76137	Bourbeau/Vezi	Yes	MN	2002 Oct 1	\$20.00	2002 Oct	\$20.00
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2002 Oct 10	8435	Marilyn	Beck	CA	95062-5034	Dufaut	Yes	NX	2002 Oct 1	\$0.00		
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2002 Oct 02	2083	Constance	Hanscom	ME	04605	Casaubon	Yes	NX	2002 Oct 1	\$20.00	2002 Oct	\$20.00
2002 Oct 02	4228	Judith	Gorin	MA	01778	Caplette	Yes	NX		\$20.00	2002 Oct	
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2002 Oct 02	4228	Judith	Gorin	MA	01778	Donneau	Yes	NX		\$20.00	2002 Oct	
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2002 Oct 02	4228	Judith	Gorin	MA	01778	Laforte	Yes	NX	2002 Oct 1	\$0.00		