

American-Canadian Genealogical Society

Board of Directors Meeting

February 13, 2003

In attendance were Bob Paquette, Gerry Lalonde, Marcel Jussaume, Lucie LeBlanc-Consentino, Larry Autotte, Paul Lambert, Amber Beland, and Connie Hamel, also present was Pauline Cusson. Excused were Norma Boyce, Diane Thibault, Muriel Normand, Julie Smith and Constance Hebert

Minutes of the previous meeting were accepted.

Corresponding Secretary – Diane Thibault
Report submitted.

Treasurer's Report - Paul Lambert

Report Submitted. Paul also reported that the loss situation, \$3000 for the month, is due to the fact that we have not received the State Library Funds – calls are in to them. He also reported that the Ground Maintenance was \$1000 for snowplowing, and the reprinted repertoires were \$1600 this month, including publications we purchased Jette & White & books of New Brunswick, Postage for Genealogist was deposited earlier than last year and Conference expenses paid out. There were also Phone charges for the installation of DSL lines. If it were not for snow & reprints we would be about even.

Parking lot – we maintain the area as part of our lease. We pay for upkeep including plowing. Nothing is negotiable and there is no termination or renewal.

Vice-President's Report – Lucie LeBlanc-Consentino
Report submitted electronically.

President's Report – Marcel Jussaume
Report submitted electronically.

Quintin – we have an inventory of our repertoires and books and we have a list of what he sent us and we want to exchange our inventories. He has about \$3700 retail of our stuff and there is no written agreement

There was discussion about whether we should send a certified letter requesting our inventory back? The original deal was that he would maintain inventory and at the end the remainder would be returned and both parties would pay whatever differences there might be.

Marcel → will send a registered letter to him

Building & Grounds – report submitted electronically

There was discussion about the PA system. Marcel reported that there are problems with the equipment, wireless mikes not working but the PA does work.

The soda machine was repaired the lights are working and the labels are current. We now have the snack vending machine at no cost and we make no money on it. Herb Boyce is taking care of the soda machine. We pay for the compressor on the machine and should think of upping the prices on it.

Computers & Internet – report submitted electronically

DSL is up and working with XP auto-updates but AOL is still trying to go online and it takes 45 minutes to update they are hoping that this will address the sluggishness of the machine. Virus protection now should be running on it current as of Wednesday, February 11th

Conferences – There was no meeting to report.

Editorial – No report submitted.

Elevator – Report submitted electronically

ACGS cannot get CIP grant from Manchester as this is meant for humanitarian groups, not cultural societies.

Norma is looking at other possible state grants – including through OTIS elevator

Inventory – report submitted electronically

Norma is taking this on and the board commends her for that

Library – report submitted electronically

1 change to Item 8 – see New or Old business

Membership – report submitted electronically

Overall number of active members below 2,000 → dropped down to 1,972

Publications – No report

Publicity – No Report

The update on the placemat is that calls are in but there is to date no response. Gerry will keep working on it. Also we should be making presentation to other Franco groups in Manchester.

Research – No report submitted.

Website – report submitted electronically.

Old Business

Elevator & CIP Funding → letter to go out to membership – like to get Drouin films in – would get research business from it → should do a fund drive. Should solicit outside our membership. Can get phone banks from Verizon. \$50 or \$75 a roll of Drouin – make the donors sponsors. AFGS contacted us – could come up with \$40,000 up front and then pay off balance in 4-5 years interest free;. Might have to borrow the first. Gerry will coordinate with Norma to see about kicking this off.

PA system – Marcel looking into microphone purchase

Front signs – Marcel needs to continue to coordinate & figure out signage

No response from Quintin – Marcel & Diane will draft letter – pass by board – send certified mail

ACGS Talk List – Thank you to Lucie & Tyler for their work on this – everything seems to be working well now.

Bill from Ron Niquet – G4 monthly statement – old server – Lucie notified them in Dec – to cancel the service – New bill sent – needs to close account with them. Need to call & close the account, notify them that cancelled in Dec. Need to check with Constance if we can close the AOL account. If so, then we can cancel it.

ACGS Pins – supposed to ship yesterday – will ship tomorrow – be here Thursday or Friday. We have to think of how we control the inventory on them – need to have a tracking system. Ordered 2,000 pins. Selling pins at \$5.00 a piece – cost \$1.40 each. They are advertising when worn.

Library Volunteer Badges – held meeting 2 weeks ago – redoing the badges with new logo. There was a discussion of the question of roles of library board vs. ACGS board – communication issues discussed.

Trial Balloon of Sunday hours – see how it goes and what the attraction is – Noon to 4PM – First Sunday of every month.

New Business

Library volunteers' appreciation – would like to get a small amount of money for this. Have an open informal question and answer at this meeting.

Officers access to computers – no passwords or accounts – research & archives have a staff account there is one generic account.

Book Reviews – Norma has been doing book reviews thinking of reviewing a Quintin publication – She is reluctant to do this. Give her the courtesy of expression – She should do it as she feels comfortable – Marcel will email her

Copyright of ACGS Logo – in VP report. It costs \$325 to have it forever – if registered.

Motion – to register a copyright trademark on our logo (Lucy made motion, Connie 2nd).
Motion carries → unanimous.

Speakers bureau – French-Canadian Historical Association in Nashua – Asked us at the end of March to do a class/seminar on our society – and a how to – Connie will do this with Al & Diane – she would be willing to do this in any situation in the future. We will look into doing the NE regional Conference on the Cape – November 6,7,8,9 – expensive but 60 workshops to choose from. Vendor Participation at this conference just provide booth worker on Thursday night. When you participate – need a speaker & volunteers. Then you share in the profit or loss. Should try to pursue some of these things – see about it in these coming months.

Idea of Contributing Database – people put in information & then you can get it back out. What is the people time? System time? Do it by server? Do it by CD's? More thought needed on this subject.

Meeting adjourned 8:35 pm.

Respectfully Submitted,

Amber Beland
ACGS Member #6495

From: "Lucie LeBlanc Consentino" <LucieMC@attbi.com> | [This is Spam](#) | [Add to Address Book](#)

To: "ACGS BOARD MAIL LIST" <board@acgs.org>

Subject: Web site report for February 2003

Date: Tue, 4 Feb 2003 15:52:29 -0500

Hi Everybody,

The latest updates are on the ACGS Web site. Tyler did a really nice job with all of the information sent him. If anything is missing that you think should be there please let me know.

We set up an ACGSTalk mail list two weeks ago and now have 63 subscribed members. Everything is going smoothly and everything is peaceful.

Today, I checked the stats for January and here is how it went:

Total hits for January, 2003: 21,143 hits

For February as of February 2nd 1,809 hits

That is excellent. We now have all kinds of statistics we can access with our new service and I am monitoring it all to see how it goes and where people visiting the site come from.

Visitors to the ACGS Web site: as large a number from Canada and the U.S. as from Manchester. This means many of our members have been visiting. That is good.

Respectfully submitted,

Lucie #6781

ACGS Web site Liaison

Lucie LeBlanc Consentino

Acadian & French Canadian Ancestral Home

www.acadian-home.org

Am-Can Gen Soc www.acgs.org

CMA 2004 - www.cma2004.com

**MEMBERSHIP REPORT
FOR MONTH OF
February 2003**

New Members:	23
Renewals:	175
Donations to Building Fund/Acquisitions:	\$280.00
Total Number of Active Members:	2420
Active Members	1981
Family Members	194
Student	1
Exchange	122
Life	115
Life Family	4
Life <u>G</u>enealogist (1st class postage)	0
<u>A</u>ctive <u>G</u>enealogist (1st class postage)	5

Submitted by:

Julie Smith #3147

February 5, 2003

TO: Board of Directors

From: Diane Thibault

Subject: Correspondence Report for Month of January 03

The following correspondence was sent for the month of September

- 11 "Thank you" for donations of money
- 2 "Thank you" for donations of books / equipment
-
- 13 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	9	5			14
November	13	3	1		17
December	15	2			17
January	11	2			13
February					
March					
April					
May					
June					
July					
August					
Totals	60	15	1		76

02/05/03

American-Canadian Genealogical Society

Balance Sheet

As of January 31, 2003

Jan 31, 03

ASSETS**Current Assets****Checking/Savings****1000 · BANK ACCOUNTS**

1001 · CHECKING ACCOUNT-BNH 19,711.37

1002 · CHEQUING - CANADIAN FUNDS 2,749.76

1003 · BUILDING FUND-BNH 16,741.32

1004 · BOOK FUND-SMB 5,587.77

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 48,863.13**Total Checking/Savings** 48,863.13**Accounts Receivable**

1100 · ACCOUNTS RECEIVABLE 603.15

Total Accounts Receivable 603.15**Other Current Assets**

1300 · INVENTORY-RESALE 64,908.85

Total Other Current Assets 64,908.85**Total Current Assets** 114,375.13**Fixed Assets****1500 · Fixed Assets**

1501 · LIBRARY BUILDING 221,756.66

1502 · FURNITURE & EQUIPMENT 79,459.15

1503 · ACGS HOLDINGS 197,318.39

Total 1500 · Fixed Assets 498,534.20**Total Fixed Assets** 498,534.20**TOTAL ASSETS** 612,909.33**LIABILITIES & EQUITY****Equity**

3000 · OPENING BALANCE EQUITY 516,249.70

3900 · RETAINED EARNINGS 100,493.54

Net Income -3,833.91

Total Equity 612,909.33**TOTAL LIABILITIES & EQUITY** 612,909.33

American-Canadian Genealogical Society
Income/Expense
 January 2003

	Jan 03
Income	
4100 · MEMBERSHIP	
4101 · Dues	4,606.00
Total 4100 · MEMBERSHIP	4,606.00
4200 · PUBLICATIONS	
4203 · Repertoires	445.95
4204 · Index & Holdings	27.00
4205 · Jette & White	304.00
4206 · CD Roms	64.00
4207 · Fr, Croteau Publications	50.00
Total 4200 · PUBLICATIONS	890.95
4300 · GENEALOGIST	
4301 · Back Issues	43.60
Total 4300 · GENEALOGIST	43.60
4400 · LIBRARY	
4401 · All Copies	321.03
4402 · Maps-Charts-Guides	-115.58
4403 · Guest Fees	60.00
4405 · Beverages	19.00
4408 · Gift Certificates	2.00
Total 4400 · LIBRARY	286.45
4500 · RESEARCH	
4501 · Reasearch Income	129.00
Total 4500 · RESEARCH	129.00
4700 · SOCIETY	
4701 · Elevator Fund	223.15
4702 · Bldg Fund	40.00
4703 · Book Fund	45.00
4705 · Cash Over & Short	-2.14
4706 · Ckg Act Int	3.18
4707 · Bld Fnd Int	1.95
4708 · Sav Act Int	7.60
Total 4700 · SOCIETY	318.74
Total Income	6,274.74
Gross Profit	6,274.74
Expense	
6200 · PUBLICATIONS EXP	
6201 · Postage	76.94
6203 · Print Reps	1,603.20
6208 · Orphan Publications	1,150.00
Total 6200 · PUBLICATIONS EXP	2,830.14
6300 · GENEALOGIST EXP	
6301 · Postage	800.00
Total 6300 · GENEALOGIST EXP	800.00
6400 · LIBRARY EXP	
6402 · Supplies	108.89
6404 · Equip. Maint	60.00
Total 6400 · LIBRARY EXP	168.89
6500 · RESEARCH EXP	
6501 · Postage	74.00
6502 · Supplies	116.95
Total 6500 · RESEARCH EXP	190.95

4:15 PM
02/05/03
Accrual Basis

American-Canadian Genealogical Society
Income/Expense
January 2003

	<u>Jan 03</u>
6600 · CONFERENCE EXP	
6604 · Speakers	14.93
6605 · Caterer & Refreshments	100.00
6609 · Other	2,935.00
	<hr/>
Total 6600 · CONFERENCE EXP	3,049.93
6700 · SOCIETY EXP	
6701 · Postage	97.90
6702 · Supplies	53.05
6703 · Telephone	227.37
6705 · Subscriptions	12.99
6707 · Bank Charges	6.30
6710 · Credit Card Charges	20.77
6712 · Internet Services	133.85
	<hr/>
Total 6700 · SOCIETY EXP	552.23
6800 · BUILDING EXP	
6802 · Electricity	191.51
6805 · Building Maint.	300.00
6806 · Grounds Maint.	1,545.00
6807 · Fire Alarm Fee	480.00
	<hr/>
Total 6800 · BUILDING EXP	2,516.51
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Total Expense	10,108.65
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Net Income	-3,833.91
	<hr/> <hr/>

ACGS VICE PRESIDENT'S REPORT
February 2003

January has been a very busy but productive month for the ACGS. Muriel Normand was charged with doing an inventory of all the books and repertories [including the Tanguay CD] that we sell. This area was in great disarray and we did not know which end was up. Muriel rolled up her sleeves and thanks to her hard work and diligence all of our stock has been inventoried and is now in a database.

What is left to put into place is the paper work that needs to be generated when sales are made whether on the phone or at the library. In a discussion with Paul Lambert and Muriel we believe this will be necessary so that all parties involved in the new process will know what we have in stock as well as what has been ordered and/or mailed. Larry Autotte will be part of this process so that the receptionists on duty will know what to do. Some volunteers still don't seem to realize that we take phone orders. Larry said he will work on this. We have had the capability to take phone orders for about a year now.

BOOK SALES - the Dictionnaire généalogique des familles acadiennes by Stephen A. White, the Tanguay CDs and the New Brunswick parish registers are flying off our shelves. I believe that the new Web site facilitating better navigation to our Catalog, the advertising that I do on my Web site and the Acadian Rootsweb Mail List, as well as the best prices around are contributing to these sales. This week, we have had book orders phoned in from Georgia, Arizona and Louisiana. These are all people I have helped on the Acadian list so good for us!

Presently, we have only one set of the DGFA left, one Tanguay CD and only a couple of parish registers left for New Brunswick. Muriel has placed an order to replenish this stock. Though they move more slowly, we are down to 5 Jetté Dictionnaires. We make a good profit on these items and I hope that perhaps if we generate enough sales it might make up for lost revenue of membership fees.

ACGS PINS - Marcel Jussaume ordered the ACGS pins. They should arrive soon.

ACGS TRADEMARK – now that we have adopted an official ACGS trademark, it would be appropriate and necessary for us to register for a copyright. Norma Boyce did the research and has given me the necessary paper work. The U.S. Copyright office states that as soon as we post a trademark or text on the Internet or in a work, that we automatically “own it”. However, they still encourage organizations or individuals to register their logos/trademarks with the government to ensure its ownership. The registration of a trademark is \$325 and the copyright lasts forever. Tyler has posted a “trademark” on the ACGS Web site.

COMMITTEE UPDATES – If you have any committee updates, i.e., new members, or if you need to change any information about your committees or departments, please remember that you need to notify me for the Web site and Pauline Cusson for the journal. Please send along the member # with the name of any new member who joins your committee.

ACCS VICE PRESIDENTS REPORT
February 2003

Library has been a very busy but productive month for the ACCS. Michael Norman was charged with doing an inventory of all the books and reports (including the Library CD) that we own. This was in great detail and he did not know what was up. Michael rolled up his sleeves and thanks to her hard work and diligence all of our stock has been inventoried and is now in a database.

What is left to put into place is the paper work that needs to be generated when sales are made whether on the phone or at the library. In a discussion with Paul I and Paul M and Michael we believe this will be necessary so that all parties involved in the new process will know what we have in stock as well as what has been ordered and/or mailed. Mary Austin will be part of this process so that the registration on duty will know what to expect when we take phone orders. We have had the capability to take phone orders for about a year now. Early and we will work on this.

BOOKS & ALBS - the electronic registration of families continues to be a high priority. We have the new Family CD and the new process for parish registers are being off our shelves. I believe that the new Web site facilitating better navigation to our website, the advertising that I do on my Web site and the various (Keweenaw) Mail list, as well as the best prices around are contributing to these sales. This work has been a great success in terms of registration. We have had a great success in terms of registration. We have had a great success in terms of registration. We have had a great success in terms of registration.

Parents - we have only one set of the DVD left, the Family CD and only a couple of parish registers left for New Brunswick. Michael has placed an order to replenish this stock. I thought they move more slowly, we are down to 5 left in the inventory. We make a good profit on these items and I hope that perhaps if we generate enough sales it might make up for lost revenue of membership fees.

ALBS - Michael has been ordered the ACCS files. They should arrive soon.

ACCS LIBRARY - now that we have adopted an official ACCS trademark, it would be appropriate and necessary for us to register for a copyright. Thomas Lopez did the research and has given me the necessary paper work. The ACCS copyright office states that as soon as we have a trademark on the internet or in a work that we authorship, they will register it. However, they will not register it until we have a trademark. The registration of a trademark is \$325 and the copyright fees for the pasted trademark on the ACCS Web site.

ACCS LIBRARY - If you have any committee updates, i.e. new members or if you need to change any information about your committee, please contact your committee chair (you need to notify me for the Web site and Parish Council for the journal). Please send along the member's with the name of your committee with your committee.

ACGSTALK Mail List – As you were all aware, there was a big rumble online about the “Talk list” owned and moderated by Craig Donais. Because some members really wanted the list to continue, I looked into this and when I realized we had the capability on our new service, I contacted Marcel and we decided to set one up. So far, it has been running very smoothly and there has been no nonsense going on. In fact, there has been a good exchange of information.

The Message Board is also going very well. Some people are on both. There are presently 63 members on the new ACGSTalk List. The list is unmonitored but I will an eye on things just to be certain everything is working properly. I believe that with all that went on last month with Craig’s list, it needs to be officially recorded in the Minutes of the ACGS meeting for February that Craig Donais has always owned and moderated that list. Marcel will elaborate on what went on with that whole situation.

Marcel and I were both under attack. We both took a stand as officers and representatives of the ACGS and the Board and we chose to take the high road. I think we did us all proud. When we are under attack as we were, it would be awfully nice to hear from some Board members in support of our endeavors. We heard from three Board members and that gave us a boost. The situation was tenuous and stressful but together, we weathered it well and we believe that the Society came out on top.

COMPUTERS – The computer that Constance uses for the Research Dept. has been extremely slow. It seems like something is running in the background all of the time. While Bob Paquette has been away we have tried to figure out what the problem is but none of us have been able to get to the crux of the problem. We have tried updating Norton’s anti-virus program and it does not seem to update manually nor automatically which means that it is possible that the anti-virus program is not working at all. It will be good to have Bob back to resolve some of these issues.

Members love the new computers with PRDH in them. So much faster and easier to search.

VENDING MACHING – Last week, the vending machine was installed in the lunch room at no cost to the Society at all. Thanks to Herb and Norma Boyce for handling this for us. Herb will also be taking care of our drink machine.

Respectfully submitted,

Lucie LeBlanc Consentino #6781
ACGS Vice President

ACOSTA: I think you were all aware that there was a big rumble online about the TALK list. I would and moderated by Craig Dennis. Because some members really wanted the list to continue. I looked into this and when I realized we had the capability on our new server, I contacted Craig and we decided to set one up. So far it has been running very smoothly and there has been no increase in traffic. In fact there has been a good exchange of information.

The 4 person board is also going very well. Some people are on both. There are presently 63 members on the new ACOSTA list. The list is unmoderated but I will an eye on things just to be certain everything is working properly. I believe that with all that went on last month with Craig's list, it needs to be officially recorded in the minutes of the ACOSTA meeting for February that Craig Dennis has always moderated and moderated that list. I will elaborate on what went on with the whole situation.

I think and I were both under attack. We both took a stand as officers and representatives of the ACOSTA and the board and we chose to take the high road. I think we did us all proud. When we are under attack as we were it would be worthy to hear from some board members in support of our endeavors. We heard from three board members and that gave us a boost. The situation was serious and stressful but together we weathered it well and we believe that the Society came out on top.

COMPUTERS - The computer that Constant uses for the Research Dept. has been extremely slow. It seems like something is running in the background all of the time. While Bob's reports has been many we have tried to figure out what the problem is but none of us have been able to get to the root of the problem. We have tried updating Norton's anti-virus program and it does not seem to update manually. Not automatically which means that it is possible that the anti-virus program is not working at all. It will be good to have Bob look to see if there are some of these issues.

Members love the new computers with 8GB in them. So much faster and easier to search.

ATTENTION ATTENDING - Last week the sending machine was installed in the back room in an effort to get out of our old machine. Thanks to Fred and Storm Boyce for donating this for us. This will also be helping

Respectfully,
ACOSTA

ACOSTA Vice President
Fred Boyce

02/13/2002

President's Report

I want to thank Norma Boyce for her efforts and time to attend the Manchester CIP funding meetings.

On the note of the CIP Program, Sam Morento from the City of Manchester's Alderman's office notified us that we will never receive CIP Funds from his office. The City of Manchester is allocating those Federal Funds for human services types of organizations such as the Red Cross and shelter organizations.

We now have our own ACGS Talk List controlled by the ACGS it seems to be running smoothly. Thank you to Lucie Consentino and Tyler Hanes for getting this set up and running very quickly. It was unfortunate that the BOD did not have any visibility or voice into the Yahoo list, it created quite a bit of havoc.

I have a few requests for BID and pricing for a new Sign for the Front Lawn of ACGS. I have not been able to follow up on this yet and might not be able to do so until Mid March at this point.

I have tried to contact Bob Quintin a couple of times but there has been no return call to me. He never seems to be in or willing to return my phone calls still. I believe we will need to send a certified/registered letter to get any kind of acknowledgement from him.

Respectfully submitted,

Marcel J Jussaume

ACGS President 2002-2003

Computer Committee Report February 2003

We have had the following computer activities during the past month:

We continued tweaking the Research and Archives computers for use by the office staff.

The wait is over; our DSL line has been installed and the Research computer is now online. Our two mailboxes are as follows:

ACGS1@attglobal.net this would be for the various departments who receive e-mail with the exception of the research department. Plain old ACGS just would not get accepted; it needed 5 characters.

ACGSRESEARCH@attglobal.net as the name suggests is for research.

The Corresponding Secretary and the Research Coordinator have been advised on how to access the e-mail accounts. Mail from our ACGS.org address can now be forwarded to the new addresses. The decision will have to be made as to how long we will want to retain our account with AOL.

The Holdings Computer is now part of the society's LAN and can be accessed from the office area for updating.

Respectfully submitted:

Bob Paquette
Computer Committee Co-chair

Computer Committee Report
February 2003

We have had the following computer activities during the past month:

We continued repairing the Research and Archives computers for use by the office staff.

The unit is over on USB, this has been installed and the Research computer is now online. Our two mailboxes are as follows:

ACCS [highlighted] this would be for the various departments who receive e-mail with the exception of the research department. Please old ACCS just would not get receipt it needed 2 characters.

ACCS [highlighted] as the name suggests is for research.

The Corresponding Secretary and the Research Committee have been advised on how to access the e-mail accounts. Mail from our ACCS group address can now be forwarded to the new address. The details will have to be made as to how long it will take to retain our account with ACCS.

The Holdings Computer is now part of the society's LAN and can be accessed from the office area for updating.

Respectfully submitted,

Bob Roberts
Computer Committee Co-Chair

- Denis Beauregard - Quebec
- Paul Cyr - New Bedford, MA
- Barbara LeBlanc - Nova Scotia
- Gail Moreau - Michigan

Any other questions regarding the Conference and the Soiree should be referred to me unless it is for the purchase of tickets.

Respectfully submitted,

Lucie LeBlanc Consentino #6781

ACGS Conference Committee Chair

Doris Baumgard - Quebec

Paul Cyr - New Bedford, MA

Barbara LeBlanc - Nova Scotia

Gail Moran - Michigan

Any other questions regarding the Conference and the source should be referred to me unless it is for the purchase of tickets.

Respectfully submitted,

Lucie LeBlanc Conference #8781

ACGS Conference Committee Chair

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

Grant / Elevator Committee Report

February 13, 2003

On Friday, January 17, 2003, Diane Thibault alerted me that the City of Manchester had left a message on ACGS answering machine, and that a letter had arrived from the City of Manchester telling us that we were scheduled to meet with the city regarding our CIP Grant application.

On Tuesday, January 28, 2003 at 9 AM, I presented our request for a CIP Grant before the Mayor, his assistant Seth Wall, Sam Maranto, Manager of the Planning and Community Improvement, and his staff in the Aldermanic Chambers of Manchester City Hall. Lucie LeBlanc-Consentino had read and blessed my speech before the presentation. We were all told, right at the onset, that the economy was poor, the city was faced with budget cuts and tax increases, and that CIP funding was also expected to be cut by Washington. Also presenting were the American Red Cross, Meals on Wheels, New Horizons Soup Kitchen, Annie's Place Women's Shelter and Legal Assistance. They were approximately 22 people representing 6 organizations. (People were coming and going as they presented, so the exact count may be off.) The other organizations were requesting less in funding than we were, but they also receive funding from other sources, such as the United Way. The ACGS, incidentally, received free publicity because the event was televised. We were well received and respected by the co-presenters and city officials alike. I felt the presentation went well. The mayor even joked with me!

In a subsequent meeting on Tuesday, February 4, 2003 at 9AM, I met with Sam Maranto Jr., Manager of the Planning and Community Development Department, and his assistant, Nina. This was more of a one-on-one meeting, held in the Conference Room of the Planning and Community Development Department at City Hall. Because of the nature of this meeting, and the multitude of precise details, I have asked Lucie LeBlanc-Consentino to present my report, in my absence, to the Board of Directors at the next meeting scheduled for February 13, 2003.

I have not yet received a reply from Sununu's office or Otis Elevator. In light of my meeting with Sam Maranto, I plan to get another letter off to both in the near future bringing them up-to-date on the current status of our elevator project.

In speaking with Sam Maranto, I learned the Manchester Historical Society has also installed an elevator within the past few years. I have tasked Diane Thibault of our committee, and she has graciously accepted, with contacting the Director and officials of the Manchester Historical Association and "pick their brains" regarding their elevator project in the hopes that we can learn from their experience, and maybe get some new information, suggestions, and ideas. After all, they are a society much like ours, and they funded their elevator, in part, from a city 0% loan. How did they meet the requirements? This question, as well as many others, we hope to obtain answers to.

The Board of Directors will now be placed in a position of deciding the direction the Society will now go regarding the elevator project. I will continue to communicate with Sununu and Otis Elevator. In the meantime, we should probably step up our requests for donations from the business community in Manchester. If we wait for the time to be "right", it will never happen. I am willing to author letters and call VIPS to solicit donations. However, I need to know exactly what has already been done in this area, and **WHICH** business, bank, credit union, etc. has already offered **WHAT**. To that end, I ask the assistance of every ACGS Board member to get that information to me promptly via e-mail at h-n-boyce-sr@attbi.com. I have already started developing a list of Franco-American VIPs in Manchester with important contacts and connections, and a list of Manchester businesses with obvious Franco-American

ATLANTIC-CANADIAN HISTORICAL SOCIETY

General Relations Committee Report

February 13, 2003

On Friday, January 17, 2003, Diane Tibbitts advised me that the City of Manchester had left a message on the City's answering machine, and that a letter had arrived from the City of Manchester telling us that we were included to meet with the city regarding our ERP grant application.

On Monday, January 20, 2003 at 8 AM, I presented our request for a City Grant before the Mayor, his Executive Staff, and the Board of Directors of the Planning and Community Development Department, and his staff in the Boardroom of Manchester City Hall. During the presentation, the Mayor and his staff were very supportive of the project. We were all well liked, and in the end, the Mayor was very pleased with the City's response. The presentation was also reported to be very successful. Also participating were the American Red Cross, Meals on Wheels, the Veterans Group, and the American Legion. People were very interested in going as far as to ask if we could be a sponsor of their organization. The other organizations were requesting that we provide them with information regarding the project. The Mayor also requested that we provide the public with information regarding the project. The Mayor also requested that we provide the public with information regarding the project. The Mayor also requested that we provide the public with information regarding the project.

In a subsequent meeting on Tuesday, February 4, 2003 at 9 AM, I met with the Mayor, his Executive Staff, and the Board of Directors of the Planning and Community Development Department, and his staff in the Boardroom of Manchester City Hall. During the meeting, the Mayor and his staff were very supportive of the project. We were all well liked, and in the end, the Mayor was very pleased with the City's response. The presentation was also reported to be very successful. Also participating were the American Red Cross, Meals on Wheels, the Veterans Group, and the American Legion. People were very interested in going as far as to ask if we could be a sponsor of their organization. The other organizations were requesting that we provide them with information regarding the project. The Mayor also requested that we provide the public with information regarding the project. The Mayor also requested that we provide the public with information regarding the project.

I have not yet received a reply from the Mayor's office on the ERP grant. In light of my meeting with the Mayor, I plan to get another letter off to him in the near future bringing them up-to-date on the current status of our elevator project.

In speaking with the Mayor, I learned that the Manchester Historical Society has also installed an elevator in their building. I have asked Diane Tibbitts of our committee, and she has graciously supported me in contacting the Mayor and officials of the Manchester Historical Association and their building regarding their elevator project. In the past, we have learned from their experience, and many of our members have information, suggestions, and ideas. After all, they are a society much like ours, and they funded their elevator in part from a city grant. How did they meet the requirements? The question, as well as many others, we hope to obtain answers to.

The Board of Directors will now be placed in a position of deciding the direction the Society will now go regarding the elevator project. I will continue to communicate with the Mayor and City of Manchester, in the meantime, we should probably step up our requests for donations from the business community in Manchester. If we wait for the time to be right, it will never happen. I am willing to author letters and call the Mayor to solicit donations. However, I need to know exactly what has already been done in this area, and what business has already been done. I will also need to get the information to me promptly via e-mail or regular mail. I have already started developing a list of Manchester businesses with obvious French-American important contacts and connections, and a list of Manchester businesses with obvious French-American important contacts and connections.

heritage. It is those that I will contact first in my fund raising campaign after receiving the requested information.

Possibly, we can get other fund-raising events going, even in other Franco-American communities within a 50-mile radius of Manchester.

I think we should pursue the Foundations that Sam Maranto mentioned.

Maybe we should seek our own, low-interest, government guaranteed loan?

Whatever the BOD decides to do at this juncture of our elevator project, I stand ready to support their decision and will offer my abilities to assist in any way I can.

Respectfully submitted,

Norma L Boyce # 7655
Grant/Elevator Committee Chair

It is those that I will contact first in my fund raising campaign after receiving the response information.

Possibly we can get other fund-raising events going in other Franco-American communities within a 50-mile radius of Rochester.

I think we should pursue the Foundation that Sam Adams mentioned.

What we should seek out are low-interest, low-interest government guaranteed loans.

Whatever the HUD decides to do at this juncture of our elevator project, I stand ready to support their decision and will offer my abilities to assist in any way I can.

Sincerely submitted,

Thomas J. Hayes, Jr.
Chairman, Franco-American Committee

INVENTORY REPORT, JAN 03

- Completed a current inventory as of Feb.1, 03, as well as updated the inventory list, compiled the year to date, 01 and 02 sales. Included is a current report of our status. Unfortunately the 2001 and 2002 sales do not include items sold in the library since the only tracking forms are those for orders mailed. I do not have the book slips for those sold in the library prior to Jan 03. As I now receive the slips, I will track them on the YTD sales and the 03 totals will be complete.
- The Jetté, the Stephen Whites, and the Tanguay CDs had no inventory slips on them so there was no way to track in house sales other than eyeballing the supply, I have added slips to each of them.
- Provided Pauline Cote with an up to date list of the repertoires and will continue to notify her, monthly, of any that have less than 5 so that she can reorder them.
- Put labels on some of unmarked repertoires in the stock room, will continue to do this when I return in March.
- Provided the librarians with an updated copy of both the book/repertoire list and the Croteau list, which they did not have. I have left a second copy on Larry's desk.
- Brought up one of most of the Croteau reps, and placed them in the stock closet. There is a note on the librarians price copy informing them. I'm sure many did not know how to access the back stockroom.
- Learned something about Microsoft Access so that I can actually modify the data base. Still a long way to go!
- I have restocked the shelves in the stock room on the 2nd floor so that at least 2 of each rep is up there, have no idea if we need to order others. There are plenty around it seems but one issue, #93 seems to be lacking.
- A cursory look at maps etc. the supplies are fairly large and I will address that upon my return. We have enough mailing tubes until 2010, I think.

The following is a summary of issues that need to be addressed and for some, proposed solutions.

- The Croteau repertoires are a mess, simply stated. They need to be organized, labeled and stacked according to numbers. As is the case with most nurses, my back is somewhat beat up so I will do the sorting and organizing but need some help getting at the boxes. There are also reps that have not been collated. We need to make a decision as to whether it is worth our while to find a volunteer to do this.
- We have sold some books that have book slips but are unidentified beyond that. One, The Acadians of Madawaska, no one seems to know anything about! Another is a book that also had a slip in it but according to our holdings, was actually a copy on the shelves and it is now missing! There needs to be a process for purchasing and a flow as to who needs to be notified when a new book arrives. With Pauline's reps, the process is in place but it is my belief that the board should approve of any new sales items and that, of course, the inventory person is notified.
- The current system for informing the inventory person of out of library sales is as follows: the order is taken and put in Paul's box, if it is a MC/Visa purchase, the order is put into Roger Lancot (mail room)'s box awaiting packaging. Once it is mailed, the date is stamped and the order placed in a file cabinet. I can then access it from the file cabinet. If the order is a check, then the process is further delayed until the check is

received. All of this can take some time and with the Jettés and Whites, this can be a problem as it was in January since none of the December orders had been mailed, thus I had no knowledge that some of these had been sold. Now we're in a crunch as a result of this, as Paul mailed them on 1/26. I will defer to Paul and or Roger to identify a system that would allow me to know sooner. Perhaps the librarian could make a copy of the order she put into Paul's box and place it in mine?

- I have taken a cursory tally of Genealogist sold in the past 3 years, and until I sort the piles in the back stock room

Solving these problems and completing the above tasks are my short term goals. I welcome any input from the board and will be available via email during most of my vacation.

Bob Neveux has offered to cover me in my absence. I will provide him with all of the data he needs to track and order books. I will return the week of March 2.

Kudos to Gerry for his data and assistance, Bob N for his Access lists and knowledge, and Lucie for helping me to move stuff around.

I apologize for the length of this report, I promise to be more succinct in the future.

Muriel

received. All of the other times and with the Jones and Whites, this can be a
problem as it was in January since none of the December orders had been mailed. I
had no knowledge that some of these had been sold. Now we're in a crunch as a result of
this as Paul mailed them on 1/26. I will refer to Paul and/or Roger to identify a system
that would allow me to know sooner. Perhaps the librarian could make a copy of the
order she put into Paul's box and place it in my file.
I have taken a survey tally of the biologist sold in the past 3 years and until I sort the
files in the back stock room.

Getting these partitions and completing the above tasks are my short term goals. I welcome any
input from the board and will be available via email during most of my vacation.

Bob Nevez has offered to cover me in my absence. I will provide him with all of the data he
needs to track and order books. I will return the week of March 2.

Kolton or Gerry for his data and assistance. Bob N. for his Access lists and knowledge, and Eric
for helping me to move stuff around.
I apologize for the length of this report. I promise to be more succinct in the future.

John

American Canadian Genealogical Society

Library Board Meeting
February 1, 2003

Present: Larry Autotte, Connie Hamel, Mary Anna Paquette,

Excused: Lorraine Deschenes, Gerry Lalonde, Roger Lawrence, Diane Thibault

Guest: Bob Paquette/Computer Committee

The meeting was convened at 10:00 AM.

Old Business:

1. The duplicate books issue is still on hold as Larry reported that information gathering about decisions arrived at regarding this issue is as yet incomplete.

New Business:

1. Feedback from librarians was reviewed regarding an informal survey conducted through Mary Anna's monthly newsletter inquiring about volunteer librarians' concerns, problems, gaps in training, etc. A variety of helpful comments has been received to date. The Library Board will be following up with training sessions to help address the Librarians' comments. This may occur in conjunction with an informal get-together with librarians, tentatively scheduled to occur on a late spring weekend (day/date undetermined). This get-together will also include the distribution of Certificates of Appreciation to all librarians, as was inaugurated last year by Pauly Labbe and Mary Anna Paquette. Larry will approach the Board of Directors for a small allocation of funds to provide refreshments for the get-together.

2. Discussion was held regarding the merits of changing, cutting back, or adding weekend open library hours for members. The outcome was that the Library Board will recommend to the Board of Directors that the Society keep library hours as they are with the addition of a 4-hour time slot on Sunday afternoons, 12:00 Noon to 4:00 PM, on the first Sunday of each month only, as a trial. Depending on the success or lack of with these new hours, the Sunday hours may be expanded or discontinued.

3. Larry explored the idea of adding another door buzzer and telephone to the far front end of the building for the convenience of the on-duty librarian. It was felt that patrons are most often helpful in assisting with buzzing

patrons in if the librarian happens to be away from the desk.

Librarians will

also be encouraged to carry the cordless phone from the Research desk
with
them if they need to be any distance from a phone for any period of
time.

4. Lorraine Deschenes submitted the idea via e-mail that we consider
adding
humidification to the main Library floor. Everyone was in agreement as
to
the merits of the idea and the decision was taken to refer this to the
Grounds and Buildings Committee for further exploration.

5. Larry announced that at least 4 new librarians had come on-board in
the
last few weeks and that they were in various stages of training. Two
additional librarians were expected to join us shortly with training to
be
scheduled between Connie Hamel and Larry Autotte.

6. Larry briefly reviewed a free offer to the Society, from Walter
Hickey at
the National Archives, of some of their used microfilm readers. The
Library
Board determined from the information provided by Mr. Hickey that these
would
really not be of use to us and that our efforts would better spent
exploring
the purchase of new(er) equipment with a view towards our expanding
microfilm
resources. Larry will followup with a reply to Mr. Hickey, and will
initiate
some contacts with vendors of microfilm equipment.

7. Connie Hamel suggested that the Library Board begin a review of the
Society Guidelines governing the function of the Library Board. Larry
will
determine which members of the Library Board are in need of copies of
these
guidelines for review and that a Library Board meeting later in the
spring
will be set aside to collectively review suggested
changes/additions/deletions. Larry suggested that this review be
conducted
in part with a view towards strengthening the Library Board's
decision-making
role for the Society.

8. At Connie Hamel's suggestion, a brief review of the need for a re-do
of
Librarians' ID badges was conducted. It was agreed that this was
necessary
so that the badges can be revised to incorporate the Society's new
logo.
Lucie Morency, as a graphic artist, will be consulted to this end.
Connie
will follow up with Lucie.

The meeting concluded at 11:20 AM.

Respectfully submitted,

**MEMBERSHIP REPORT
FOR MONTH OF
January 2003**

New Members:	13
Renewals:	128
Donations to Building Fund/Acquisitions:	\$170.00
Total Number of Active Members:	2415
Active Members	1972
Family Members	195
Student	2
Exchange	122
Life	115
Life Family	4
<u>Life Genealogist</u> (1st class postage)	0
<u>Active Genealogist</u> (1st class postage)	5

Submitted by:

Julie Smith #3147

MEMBERSHIP REPORT
 FOR MONTH OF
 January 2003

13	New Members
138	Renewals
\$170.00	Donations to Building Fund/Acquisitions
3412	Total Number of Active Members
1075	Active Members
192	Family Members
2	Student
122	Exchange
112	Life
4	Life Family
0	Life Genealogist (1 st class postage)
2	Active Genealogist (1 st class postage)

Submitted by:

Julie Smith 23147