

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

Minutes of the Meeting of the Officers and Board of Directors

February 12, 2004

Meeting was called to order at 6:05 PM.

Present were Marcel Jussaume, Don Chaput, Paul Lambert, Diane Thibault, Constance Hamel, Jeanne Boisvert & Lorraine Huppe, Roger Lanctot.

Amber Beland, Norma Boyce & Julie Smith were excused.

Absence was Mary Alice Chatis.

Visitors in attendance were Pauly Labbe and Mary Anna Paquette

Minutes of the previous meeting were accepted with the spelling of Quintin correction. Connie Hamel asked that everyone review their e-mail list and to be sure to send her reports to cmhamel@gsinet.net

Corresponding Secretary – report submitted.

Treasurer's Report – December & January reports submitted to everyone, with changes made to the conference expense. There is still \$279 not balanced yet. December entries are still being made. The \$279 is to pay out the half owed to Father Croteau. This was done this afternoon. There will be a check for \$1300 going out to Father Croteau. Transfer of bank account for Building & Book Fund will be made. We've accumulated those funds, but they have not been transferred yet. Report filed for audit.

List of new acquisitions completed by Mary Anna Pacquette, posted in the Genealogist this month. Purchases and Acquisitions include vitals of local town records.

Regarding the last audit performed, Paul spoke with Gerry Lalond. In the January 11, 1999 minutes, Roger Lawrence made a motion to review the accounting records. Craig Donais and Connie Hamel performed an internal audit. A bill for \$500 was found dated September 14, 1995 from Hervey Raouel for preparation of 1993 financial statement and review of records. No report found. This was not an audit, but a review of financial records.

Don Chaput stated that he has an audit done for ACA on an annual basis for tax return. The cost of the audit and the tax return is approximately \$1600.

Paul stated that we have not received the non profit return, 990 from the Federal Government, due May 1st. Paul is preparing for the Federal Return and will have a short financial statement for the next Genealogist.

Don Chaput asked about the Building Fund decrease. The money was used to pay part of the building expense due to the boiler damage. The question was asked why the petty cash fund was only \$200 last year and now is \$700. The reason the petty cash fund was increased is due to the fact the credit card for the Building & Grounds Chair has not been received yet. This extra money allows for small purchases of supplies to be made that would usually be made with a credit card.

Report of damage from the boiler incident has not been done yet. When complete list of damage is done, it will be sent to the insurance company.

Connie Hamel asked if ACGS has to replace the State Library stock that was damaged during the boiler incident. Marcel stated that he is getting a value from the State. Marcel also said that the State lost more stock than ACGS did. The contract with the State says we have some responsibility for certain insurability. In regards to ACGS loss, we are looking at a net value of approximately \$2600, mostly Father Croteau books and Genealogist. In addition, there is the cost of the boiler repair.

Vice President – no report.

President's Report – no written report.

The Department of Elderly Services is holding a Resource Festival on Tuesday April 13 from 10 am to 2 pm at the Bishop O'Neil Center and they are seeking extra parking space. It was discussed that the Manchester Police Department used our lot last summer to park their vehicles and horse trailers while they trained their horses in the area. This was done without requesting our permission.

Diane Thibault made a motion that we allow the Department of Elderly Services to use our parking lot on April 13 at their own risk and that a letter be sent to them. Connie Hamel seconded the motion. The motion passed.

Regarding the boiler incident. No further damage has been found. Damaged books are on the tables on the first floor along the side by the State Library. The insurance company may want to inspect them. They are dried out, but the pages are curled and they have a musty smell, so have no known value. Marcel took digital photos of the damaged boxes.

Acquisitions – Atlantic Book Binders have been contacted. Marcel is coming in on Saturday to send out the books for binding. Now that a list of 2003 acquisitions has been completed, their will be a review of what is needed to be purchased.

Maps of France will need to be re-ordered. Paul will check to see where these are purchased so Maya Anna Paquette can order them.

Building & Grounds – Submitted

The first part of the document is a letter from the Director of the Bureau of the Census to the Director of the Bureau of Economic Analysis. The letter discusses the need for a more comprehensive system of national accounts and the role of the two bureaus in this regard. It mentions the work of the National Commission on National Accounts and the need for a unified system of accounts that would be consistent with the requirements of the International System of Accounts.

The second part of the document is a report from the National Commission on National Accounts. The report discusses the work of the commission and the need for a unified system of national accounts. It mentions the work of the National Commission on National Accounts and the need for a unified system of accounts that would be consistent with the requirements of the International System of Accounts.

The third part of the document is a report from the National Commission on National Accounts. The report discusses the work of the commission and the need for a unified system of national accounts. It mentions the work of the National Commission on National Accounts and the need for a unified system of accounts that would be consistent with the requirements of the International System of Accounts.

The fourth part of the document is a report from the National Commission on National Accounts. The report discusses the work of the commission and the need for a unified system of national accounts. It mentions the work of the National Commission on National Accounts and the need for a unified system of accounts that would be consistent with the requirements of the International System of Accounts.

The fifth part of the document is a report from the National Commission on National Accounts. The report discusses the work of the commission and the need for a unified system of national accounts. It mentions the work of the National Commission on National Accounts and the need for a unified system of accounts that would be consistent with the requirements of the International System of Accounts.

The sixth part of the document is a report from the National Commission on National Accounts. The report discusses the work of the commission and the need for a unified system of national accounts. It mentions the work of the National Commission on National Accounts and the need for a unified system of accounts that would be consistent with the requirements of the International System of Accounts.

The seventh part of the document is a report from the National Commission on National Accounts. The report discusses the work of the commission and the need for a unified system of national accounts. It mentions the work of the National Commission on National Accounts and the need for a unified system of accounts that would be consistent with the requirements of the International System of Accounts.

The eighth part of the document is a report from the National Commission on National Accounts. The report discusses the work of the commission and the need for a unified system of national accounts. It mentions the work of the National Commission on National Accounts and the need for a unified system of accounts that would be consistent with the requirements of the International System of Accounts.

The crash bars on the first and second floor had pieces that were on the floor. The locksmith stated that it was from wear and tear. The question was made wondering if they had been tampered with since it was odd that both floors would wear out at the same time when the second floor gets a lot more use than the first floor.

The third floor office has been re-keyed.

The entry door is still sticking and not always locking. It was stated that we need to have a locksmith get us a price to replace the door.

New readers are needed. Marcel will ask Herb to get classification on what is available.

Computer and Internet – no report.

Conferences – no report.

Marcel said that there is no chairperson for the conferences. Most programs for the spring workshops are all set. Fall Conference has one speaker, Regis Brun from New Brunswick.

Editorial – no report.

Grants/Elevator – no report

Inventory – no report.

Roger Lanctot inventoried the Father Croteau collection and submitted the report to Muriel Normand and Marcel Jussaume. Roger has also inventoried the Repertoires.

Library – no report.

Membership – report submitted.

Parliamentary Advisor – no report.

Public Presentations - no report.

Amesbury Friends of the Library requested that someone from our Library give a presentation at their library. Connie Hamel said she would look into it.

Publications – no report.

Publicity – no report.

Research Services – no report.

Constance Hebert is having a difficult time to get her e-mail. She worked with Marcel today and can now get her e-mail. She is caught up with the research that has been received through the mail.

Website – no report.

Tyler has updated all of the information. Pauline Cusson will be submitting all the information from the Genealogist to him.

Old Business

There are still several positions to be filled. One of them being the Library Director. Mary Anna Paquette and Pauly Labbe are interested in the position. Marcel will meet with them at the library this Saturday at 9:00.

Quintin status: Quintin is looking for the amount paid for a reorder that he made with us. He has been advised to look in his check register or with his cancelled checks. The outstanding balance from the book exchange has to be resolved soon. Marcel will send a proposal letter to him to request resolution by our next Board meeting.

Conference Chair – Connie Hamel has volunteered to chair the Spring Workshops. Since she has not been on the committee, she asked for an update. Diane Thibault said she would assist Connie. The Fall Conference also needs a chairperson and Connie said she would chair if she had some assistance and asked Diane Thibault to co-chair with her. Diane agreed.

Keys – There was discussion about who has keys. It was suggested that a list be made of who has what keys. Also, that keys be stamped with numbers so they can be monitored. Roger Lanctot asked who had keys to get into the mailroom. He said someone comes into the mailroom and messes it up. He continues to have to re-organize the room.

New Business

Attending the NERGC conference next spring in Portland, Maine was discussed. It was voted to not attend the conference due to the large amount of volunteer time needed for the organization to be represented.

Meeting adjourned at 7:35 PM

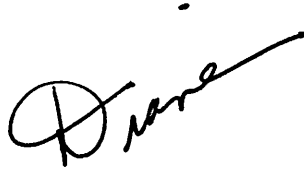
Respectrully submitted,

Diane Thibault #7743
Temporary Recording Secretary
American-Canadian Genealogical Society

February 12, 2004

TO: Board of Directors

From: Diane Thibault



Subject: Correspondence Report for Month of January 2004

The following correspondence was sent for the month of December

- 13 "Thank you" for donations of money
- 2 "Thank you" for donations of books / equipment
- 1 Request for information
-
- 16 Total

Respectfully submitted,

Diane Thibault

Totals – September 2003 to August 2004

<u>Month</u>	<u>\$ Donations</u>	<u>Books</u>	<u>Inquires</u>	<u>Misc</u>	<u>Total</u>
September	15	1	2		18
October	13		2		15
November	12		1		13
December	14		1		15
January	13	2	1		16
February					
March					
April					
May					
June					
July					
August					
Totals	67	3	7		77

Membership Reminder Notices Report

January 2004

	Renewals	Reminders	Renewals (Previously sent out)
<i>Membership Type</i>	<i>February 2004</i>	<i>November 2003</i>	<i>November 2003</i>
US Individual (\$30)	154	31	106
US Family (\$45)	5	2	9
Canadian Individual (\$38)	2	-	-
Canadian Family (\$57)	-	-	-
Overseas Individual (\$50)	-	-	-
Institutional (\$50)	2	1	3
Total:	163	34	118

Submitted by Michael B. Melanson, #2803

MEMBERSHIP REPORT
FOR MONTH OF
December 2003

New Members:	19
Renewals:	149
Donations to Building Fund/Acquisitions:	\$290.00
Total Number of Active Members:	2326
Active Members	1885
Family Members	191
Student	3
Exchange	121
Life	116
Life Family	4
<u>Life Genealogist</u> (1 st class postage)	0
<u>Active Genealogist</u> (1 st class postage)	6

Submitted by:

Julie Smith #3147

TO: ACGS Board of Directors
FROM: Herb Boyce # 8504
SUBJ: Buildings and Grounds Report – January 2004

Crash Bar Repairs

The inside crash bar mechanism on both the 1st and 2nd floors blue doors broke, and both were repaired and are now working. The locksmith seems to think it broke because of normal wear and tear.

Exit Signs

Some exit signs need more than bulb replacement. Some exit signs need to be replaced because the insides have melted. I have found quality replacement signs at Granger at a cost of approximately \$40 each. These new signs, more than likely, will use a different bulb which should also be easier to find and less expensive. I will begin replacing these in the next couple of weeks. Working exit signs are required by the Fire Department.

Water Department

The Manchester Water Works shut off water to the building for repairs somewhere in the area. There were no problems for us.

Water Leaks

There hasn't been any further water leaks on the third floor.

Reader Repair

The repairman came in to repair the readers on January 28, 2004. Three or four of the readers in the corner are junk and cannot be repaired. The smaller readers have been repaired, but in question as to how long they will last. The two main readers to the left – one has been repaired, and the other the repairman is trying to find belts for. These readers are over 20 years old and the parts are obsolete, and very difficult to find. I asked for costs to replace the readers. His suggestion was to replace the two readers on the left at \$2,800 each. The readers that also print behind the copier are also becoming obsolete and parts are hard to find. The repairman suggested replacing one at a cost of \$5,500.

I will leave brochures at the library prior to the February BOD meeting and respectively request that the replacement of some readers be added to the meeting's agenda.

Supplies

I have no problem picking up office supplies at Staples, but this month I was asked to order a France chart by Muriel. To me this is something that falls outside the realm of office supplies, and should be ordered by the person who did so before.

Door Locks

The locks have been re-keyed to the third floor office because of repeated instances of the door not being locked and/or being left open. New keys will be available to the President at the February BOD meeting. The door still has some repairs to be made when the parts come in.

Heating System

The heating system is running fine.

HERVE A. RIEL
CERTIFIED PUBLIC ACCOUNTANT

43 ELM STREET
MANCHESTER, NH 03101
OFFICE (603) 627-3595
FAX (603) 626-7640

September 14, 1995

American-Canadian Genealogical Society
4 Elm Street
Manchester, New Hampshire 03101

FOR THE FOLLOWING PROFESSIONAL SERVICES:

Preparation of 1993 financial statements from
review of client records.

As agreed with Gerald Lalonde.

\$500.00

*paid 10-04-95
#1593*

PLEASE TEAR OFF AND RETURN THIS STUB

American-Canadian Genealogical Society
4 Elm Street
Manchester, New Hampshire 03101

\$500.00

AMERICAN-CANADIAN GENEALOGICAL SOCIETY
MEETING OF BOARD OF DIRECTORS
JANUARY 11, 1999

Call to Order

President Al Hamel opened the meeting at 6:30 p.m. A quorum was present.

Roll Call

Present:

President Al Hamel
Treasurer Gerry Lalond
Director Craig Donais
Director Charles Martel
Director Sam Harris
Assistant Librarian Pauly Labbe
Director Bob Maurier
Director Anne-Marie Perrault
Recording Secretary Carol A. Belmain
Research Department - Constance Hebert
Honorary President Roger Lawrence
Mary Anna Paquette
Pauline Cusson

Excused from the meeting:

Vice President Roland Marchand
Mrs. Mary-Jean Chaput

Also present:

Philip Lessard, Member
Paul Lagasse, Member

The meeting began with a tour of the upstairs conference room to review the extent of the damage done by vandals.

Recording Secretary's Report

The Recording Secretary presented a written report of the December 10, 1998

*1/21/04
To Marcel*

*This is the only
information that I
have located*

Paul

meeting. Suggested changes: Change the name Cantin to Quintin on page two, under President's Report; change the name from Hamel to Hebert on page 5, Research.

Constance Hebert made a motion to accept the minutes as corrected; Craig Donais seconded the motion. Motion carried.

Treasurer's Report - Gerry Lalond

Mr. Lalond presented his year-end financial report; indicating that the Society ended the year with a good cash position. See attached report.

Mr. Lalond indicated that although there were major repairs to the building which had increased the value of the property, \$4,700. of the repairs were charged to maintenance expense.

Mr. Lalond presented a 26-page itemized report for anyone to review. Mr. Lalond also requested whether the Board wanted to hire an outside auditor to audit the books. After some discussion, the board indicated that since Mr. Lalond was bonded that an internal audit would be done. Some discussion was given to the fact that if the Society sought grants, there may possibly be a requirement that an outside audit would be necessary, but the Board decided that that issue would be faced if it became necessary.

Roger Lawrence made a motion that the books be reviewed by internal audit; Pauly Labbe seconded the motion. Motion carried.

With the motion made and carried, the need for volunteers to do the internal audit was indicated. Craig Donais and Constance Hebert volunteered to help with the internal audit.

Gerry Lalond indicated that the candy/snack income loss which was being experienced is no longer a problem, with the new box for collecting the money in place.

Mr. Lalond asked for comments on the financial report which he presented the previous month. Discussion about the membership drive brought about the following motion:

Anne Marie Perrault made a motion to accept Mr. Lalond's membership drive resolution as presented in the December 1998 package. Sam Harris seconded the motion. Motion carried.