

## AMERICAN-CANADIAN GENEALOGICAL SOCIETY

Minutes of the Meeting of the Officers and Board of Directors

Thursday, March 11, 2004

Meeting was called to order at 6:10 p.m.

Present were Marcel Jussaume, Don Chaput, Paul Lambert, Diane Thibault, Mary Alice Chatis, Amber Beland, Julie Smith, Lorraine Huppe, Jeanne Boisvert, Constance Hamel, Roger Lanctot.

Norma Boyce was excused.

Guests were Herb Boyce and Pauline Cusson.

Minutes of the previous meeting were reviewed and corrections made. Motion to accept the minutes as corrected was made by Julie Smith and seconded by Constance Hamel. Approved as corrected.

**Corresponding Secretary** – report submitted.

**Treasurer's Report** – reported a \$1,200 loss this month. The \$1,300 was paid for the commission on the Father Croteau collection of repertoires we are selling. The Federal 990 Form still has not been received. The Treasurer will get a blank one and file it by the deadline. The Annual Report to the membership has been given to the Editor and will appear in Issue #100.

**Vice President** – no report.

**President's Report** –

The Maine Franco-American Genealogical Society in Lewiston, had a repertoire with some missing pages and asked if we could provide copies of the missing pages. Marcel took care of the request.

BJ Shoja submitted a Canadian group of singers for possible future entertainment at a conference or Franco event.

**Acquisitions** – Marcel picked up the 53 books that were bound at Atlantic Book Binders. These books do not appear on the list of Acquisitions that appeared in the last issue of the Genealogist. Once the list of Acquisitions is corrected, we will be able to have a better picture of what to purchase in 2004.

**Computers/Internet** – Julie Smith brought up the subject of having a computer at the librarian's desk. Discussion followed regarding the usability of many of the computers being donated to us. Most of the donated hardware is not of use to us anymore and Herb Boyce is trying to find a place to dispose of the equipment. Most recycle centers charge for computers & peripherals. That being the case, Marcel will include a message in his next President's Letter in the journal thanking people for

thinking of us, but that we can no longer accept equipment donations without prior approval by the Board.

**Conferences** – Report submitted.

**Editorial** – Besides the report that was submitted, discussion followed regarding the statement to be added to the order form – “4-6 weeks delivery time” . Statement will be included from here on.

**Grants & Elevator** – no report

**Building & Grounds** – report from Herb Boyce

- He informed us that he had to ask the cleaning company to replace the person who was doing our building because of inadequate service. They assured him a new crew would be doing the cleaning beginning tomorrow.
- Herb met with a repairman for the low-pressure switch on the boiler. That has been replaced.
- Arrangements have been made to take all excess computers, film readers, fiche readers, etc. etc. to a recycle center on March 20<sup>th</sup> or 27<sup>th</sup>. He asked that all the equipment be tagged and ready for removal before the day that is chosen. There may be a substantial fee depending on where we have to bring the parts.
- Herb is preparing for a Fire Inspection that will probably happen in the next month or so. All exit signs will be upgraded to more modern/functioning fixtures. Fire Code no longer allows padlocks or deadbolts on doors in public buildings. Those few doors that now have them will get new handle key locks and the padlocks will be removed. The Board approved these expenditures at a prior meeting.
- The group using the 3<sup>rd</sup> floor on Sunday evenings has been leaving food wrappers, pizza boxes, toilet paper/trash in the bathroom, etc. Marcel will contact Jack Stanton who is responsible for the group and remind him that the agreement was that no food/drinks would be brought up to the 3<sup>rd</sup> floor by anyone.
- Herb also noted that the closing librarians are leaving on computers & monitors.

**Inventory** – Roger Lanctot quickly reviewed the procedures he uses in filling orders & shipping, again reiterating the need for the notification on our order forms for at least a 4-week lead-time. In the event his new job training requires him to be gone for more than the month of April, a few other volunteers have agreed to pitch in for a while. If Roger finds it necessary to resign his duties as shipper and/or director, the board will decide then how to proceed.

**Membership** – Report submitted by Julie Smith. There was a very slight increase this month, which means we finally renewed and got more new members than we lost to attrition.

**Parliamentary Advisor** – no report

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**Public Presentations** – Constance & Al Hamel will be doing a public presentation in Keene at the Cheshire County Genealogical Society on March 17, 2004; and at the Friends of the Library at Amesbury, MA shortly thereafter. Marcel Jussaume will be doing a Family Tree Maker and general Genealogy presentation in Lawrence or Lowell on March 25<sup>th</sup> 2004.

**Publicity** – Diane Thibault reported in her Conference Report that Bob Fournier is sending out several pieces of publicity in conjunction with the Workshops to be held in April.

**Research Services** – Marcel reported that Constance Hebert had been having problems with the RS computer. That seems to be resolved.

**Web Site** – everything seems to be in order. At the present time, Diane Thibault is receiving all the e-mail addressed to the ACGS@acgs.org . Pauline Cusson noted that Tyler Hains seems to be taking corrections from her only and felt that, because most of the additions or changes have to do with the journal and the catalog items, he is presuming that all changes are being funneled through Pauline. She is willing to continue this way, with the exception of board member items, i.e., individual e-mails, conference postings, etc. that should be handled by an officer or board member.

#### **Unfinished Business:**

The report of the **damaged inventory** from the water pipe break is nearly complete and will be sent to the insurance company. The State's report of book damage has not been submitted yet. Marcel will contact them again.

**Microfilm Readers** – The cost to repair our existing microfilm readers and reader/printers is becoming prohibitive when and if the supplier can even find the parts. Herb Boyce obtained quotes for 3 refurbished microfilm readers at a cost of about \$2800 each and one microfilm reader/printer at a cost of about \$5500. The Treasurer stated our checkbook balance at \$40,000 and the board approved the purchase of the 4 pieces of equipment. We will continue to use the existing reader/printer until it stops running. Motion made by Diane T. and seconded by Don Chaput. Motion carried.

**Quintin Publications** – Marcel will draft a letter for board review before sending.

#### **New Business:**

Don Chaput indicated that the **Franco-American Center** in Manchester, is looking for a place to hold French classes for children. They expect from 10-20 students. We would encourage the FAC to use the first level that would be a little cooler in the summer and be easier access for the kids. Don will inform the director of the FAC that the board is in favor of them using our facility.

**New England Regional Genealogical Conference [NERGC]** – Pauline Cusson gave us a little background on the organization but wanted to emphasize the responsibilities involved with participating should the ACGS decide that the benefits of participating in

a Portland Conference in April 2005 might outweigh the work involved in fulfilling the responsibilities required. Board members will think about it and decide at the April 8<sup>th</sup> board meeting.

Diane Thibault reported that ACGS will be allowed to do some publicity at the **Fisher Cats game** on Saturday, May 1, at Gill Stadium. We will also be getting a block of tickets @ group rates.

Constance Hamel & Diane Thibault are planning a **Volunteer Training and Appreciation Day**. Volunteers will be allowed to do some round table discussion groups to discuss their problems, if any; and help each other with procedures and reminders.

Jeanne Boisvert asked the question, "if we are asking for volunteers for certain positions and someone or two people volunteer, why is the President rejecting these offers?" He explained that he didn't want co-directors in that position and when he offered it to only one of the two volunteers, that volunteer turned it down. The board seemed perplexed at this and still could not understand why 'two volunteers for the price of one' should be rejected. It was noted in the discussion that although a set of guidelines stating that the President appoints chairs, is in conflict with bylaws in that our bylaws state vacancies and committee chairs are appointed by the President with the approval of the Board. The board was never asked for its approval or disapproval of the aforementioned volunteers. It was also noted that any guidelines, no matter who approved them, in direct conflict with our bylaws are null and void.

Julie Smith moved to ask Mary Anna Paquette and Pauly Labbe to serve as co-directors for the Library Board. Roger Lanctot seconded. During discussion it was brought to the board's attention that Constance Hamel who is currently doing the scheduling would be willing to be **Library Director**. Julie withdrew her motion and Roger agreed. Julie Smith then moved to approve Constance Hamel as Library Director and Roger Lanctot seconded. Motion carried.

Meeting adjourned at 8:30 p.m.  
Next Meeting: April 8, 2004, at 6 p.m.

Submitted,

Pauline Cusson #2572  
Acting Recording Secretary  
American-Canadian Genealogical Society

From: "Pauline Cusson" <pcusson@worldnet.att.net> Add to Address Book  
To: marcelj@comcast.net, lambpaul@AOL.COM, "Diane Thibault"  
<dithibault@yahoo.com>, h-n-boyce-sr@comcast.net, JeanneBoisvert@acgs.org,  
DonChaput@acgs.org, alicechatis@acgs.org, cmhamel@gsinet.net,  
LorraineHuppe@acgs.org, rlanctot@bit-net.com, "Julie Smith"  
<rocksmithj@comcast.net>, "Roger Lawrence" <rwmlawrenc@aol.com>  
CC: sonoflouis@aol.com, mapaquette@myway.com, cl-hebert@worldnet.att.net,  
JoeRL@aol.com, Acado@aol.com, "William F Kane" <wfkane@juno.com>, "Lucie  
LeBlanc Consentino" <LucieMC@comcast.net>  
Subject: Issue #100  
Date: Thu, 19 Feb 2004 16:34:08 -0500

To all the board members,

So that there is no misunderstanding of the deadlines for the Genealogist, I have listed my target dates for bringing each issue to the printer. That will also give you an estimate of when things should be submitted to the editor to be included in an upcoming issue. Keep in mind that Lafayette Press usually requires 3-4 weeks to print our journal. Once the mailers get the journal and our mailing list, they mail within 2-3 days. Because it is bulk mail it is taking about 1 week for our local members to receive the journal and upwards of 2-3 weeks for our more distant members. That is the reasoning for the schedule below:

For the 2nd issue of the year:

Should go to press in the first week of the 2nd quarter, i.e. early April. Therefore, the recap of the Spring Workshops will have to go in the next issue. This issue should contain the Treasurer's Annual Report which is, I believe, a requirement of our bylaws. This issue should have some mention of the Fall Conference and perhaps some notes on a tentative program. This issue should be mailed in the first week of May. In order to include New Members in this issue I would need the new members downloaded to me by mid-March. Queries, From Other Pubs, Family Association News, Book Reviews, [the standard features] should also be sent to the editor by mid-March.

The 3rd issue of the year:

Should go to press in the first week of the 3rd quarter, i.e., July. This issue should contain the program for the Fall Conference to include registration etc. etc. With an August mailing this should give our members nearly two months notice for the Conference. All the standard features as mentioned above should be sent to the editor by mid-June.

The 4th issue of the year:

Should go to the printer no later than the second week in October and should include election results as well as a recap of the fall conference. This issue also will contain a surname index for the current year including this issue. That means that our indexer needs to have a nearly finished draft by the last week of September in order for me to format it and include it in this issue. Any delay in getting this issue to the printer could land this issue in the 'holiday' mailing season. Not a good thing for our journal. Standard feature material as noted above should be sent to the editor by mid-September.

The 1st issue of the year:

Should go to the printer in the 1st week of the first quarter and should contain the program details for the Spring Workshop Weekend and a complete listing of cairmen/chairwomen and their committees on the inside covers. Standard feature material as noted above should be sent to the editor by mid-December.

The membership list for mailing each issue should not be downloaded to the editor until the issue is ready to go to the mailers thus affording our newest members will get a current issue and allowing our membership chairperson time to drop those who are two months or more delinquent in renewing their membership.

I've included the entire board because of the number of you who are directly and indirectly involved in the production of your journal once a year or for all four issues. It may also spark some of you to submit articles on your research, your genealogy, your queries, etc. etc. etc.

I trust you will all keep copies of this schedule and that the president will forward this e-mail to the current or any future appointed committee chairs who are not on the Board and who may be involved with submittals for the various issues as outlined above.

I can be reached at [pcusson@att.net](mailto:pcusson@att.net) or [pcusson@worldnet.att.net](mailto:pcusson@worldnet.att.net) . Also, if you wish to submit articles for consideration, leave them in my mail box at the library. If you have any questions, feel free to call me at 497-4245.

Articles or letters that don't have time-dated material included in them, can be submitted anytime in the cycle and will be published as quickly as possible. If you are submitting to other journals at the same time, please let me know so that we don't all publish the same article in the same time frame.

Thank you for taking the time to print and read this e-mail.

Pauline Cusson,  
Editor

MEMBERSHIP REPORT  
FOR MONTH OF  
March 2004

New Members:	26
Renewals:	182
Donations to Building Fund/Acquisitions:	\$445.00
Total Number of Active Members:	2329
Active Members	1884
Family Members	192
Student	5
Exchange	122
Life	116
Life Family	4
<u>Life Genealogist</u> (1 <sup>st</sup> class postage)	0
<u>Active Genealogist</u> (1 <sup>st</sup> class postage)	6

Submitted by:

Julie Smith #3147



# 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@gsi.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 1<sup>st</sup>. 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 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