

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

Minutes of the Meeting of the Officers and Board of Directors

April 8, 2004

Meeting was called to order at 6:00 PM.

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

Excused: Norma Boyce, Roger Lanctot

Minutes of the previous meeting were not accepted since most people had not received a copy. Minutes will be reviewed at the next meeting.

Corresponding Secretary – report submitted.

Treasurer's Report – no report - did mailing all day. Mailed out approximately \$2,000 of books. Also, worked with the insurance company regarding water damage. They need pictures that Marcel has taken. Marcel said that he would print them out for the insurance company. Marcel said that the state had submitted their report of losses, for a total of nearly \$13,000. We are finding out if our insurance will cover those losses.

Vice President – no report.

President's Report – no written report. Worked on the letter for Quintin and it has been reviewed by Diane. It is ready to mail out. According to our records, we owe him \$944. Marcel asked for and received approval from the board to send the letter out.

Marcel did a Family Tree Maker Presentation to the Immigrant Society in Lawrence, MA. He also handed out flyers for our conference. Also, he was a guest of a gentleman from Pelham. That town is starting a historical & genealogy library. Marcel spoke about our records that we have available and made them aware of our presence. Also handed out flyers for our conference.

Acquisitions – Dropped off 20 more books to Atlantic Book Binding to be bound. Some of the books were new repertoires, some were donations. The Cote Family 5 volume were sent out to be rebound.

Building & Grounds – Submitted

Computer and Internet – no report.

Conferences – No written report – Everyone has received a copy of the workshops. Jeanne sent out our flyer to approximately 20 libraries in the area. Bob Fournier has sent out over 40 public relations articles to area newspapers. I will announce it at the Auburn Historical meeting this week. We have a lunch van coming in, the hot dog mad at Home Depot. Hopefully all of the board members can attend the workshops. We have lots of members attend the workshops and they like to see the Board of Directors there.

Editorial – no report. Journal should be printed and sent out in May.

Grants/Elevator – no report

Inventory – no report. More repertoires need to be ordered. Jettes have been ordered and should be in the mail. Whites have been ordered and should be here by the end of the week.

Library – report submitted.

Membership – report submitted.

Parliamentary Advisor – no report.

Public Presentations - no report.

Publications – no report.

Publicity – no report.

Research Services – no report.

Website – no report.

New Business –

NERGC 2005 - Marcel spoke with Melinda of New England Genealogy Conference. He is interested in doing a presentation at the Annual Conference next year in Portland. By having representation there, we will have good exposure as well have an opportunity to benefit from the conference. All participating societies split the profits (or losses). The last few years, there have been several hundreds of dollars profits for each society. Marcel will attend a meeting and report to the board.

Donations of Computers and Monitors – Since it now costs the society money to rid the library of this extra equipment, it was discussed how we can no longer accept equipment without it being reviewed by the library board or the computer department. Also discussed was how to best communicate to the members. Marcel is adding information regarding this in his president's letter. Connie will also add the information to the library volunteer memo.

Diane Thibault asked if the Harriman Family Association could rent the conference room for \$150, giving their members access to the library during their reunion the 18th of September. It was approved.

Meeting adjourned at 8:00 PM

Next meeting Thursday May 13, 2004 at 6:00.

Respectfully submitted,

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

**American Canadian Genealogical Society
Board of Directors Meeting**

08 April, 2004

Roll Call:

Excused:

Absent:

Recording Secretary's Minutes:

Motion to accept?

Officers Reports:

- A. Corresponding Secretary
- B. Treasurer
- C. Vice President
- D. President

File for Audit.

Committee Reports:

- Acquisitions
- Buildings Ground & Safety
- Computers/Internet
- Conferences
- Editor
- Grants & Elevator
- Inventory
- Library Director
- Membership
- Parliamentary Advisor
- Public Presentations
- Publications
- Publicity
- Research Services
- Web Site

Old Business:

Water Damage to Journals and Fr. Croteau Repetitoires and State Library Books

Acquisitions

Book Binding

Exit Signs

Safety Issues and Locks

→ Microfilm Readers *2 vs 3*

Spring Workshops

New Business:

CMA 2004

NERGC 2004

FAC
FCA French class use of third floor class rooms

Donations of Computers and monitors

Removal of Trash items

Harreman

Meeting adjourned:

Next Meeting: 13 May 2004, at 6 pm

April 8, 2004

Hello Bob,

I have gone through and put together several spreadsheet pages that document as much of the facts and details as I know them. Obviously I was not privy to the details of the arrangement between you and Gerry Lalonde concerning the exchange and sale of these repertoires.

I would ask that you look over the spreadsheets and review and comment as you see appropriate for resolving and closing out this issue.

The first sheet (Quintin Inventory I returned) documents the inventory I took of what we had in Manchester that I returned to you. Some of these do not show up or I did not know which they mapped to on the second sheet. Most notably the "French Canadian & Acadian Genealogical Review" series of books for which I could find no price listing for on our end.

The second sheet (Quintin Inventory from Gerry) is our inventory listing and the QP numbers we (Gerry Lalonde) assigned to them along with what was a Cost and Sale Price. My assumptions here were being charged for the Cost price. Again here showing the quantity returned to you in June. The one copy I was able to find of the 'original' list from Gerry's doings had some quantities crossed out and an adjusted Inventory quantity. This gap only comes into play for a couple of items such as QP001 where I do not know if this adjustment was based on what we really originally received or if some were returned to you at some point because of shortages. Again here I do not know why the difference. The dilemma here is that the Tanguay Dictionaire was originally quantity 5, adjusted quantity 4 yet we returned 5 sets to you. So I am not sure what Gerry's adjusted quantity means.

The third sheet (Sales Info) shows a listing of what we originally shipped to you and what you returned to me when I came down last June.

I would like to close this out as much as you and hope that you can look this over and let me know what your take is on all of the amounts. Excluding the few open questions such as the ones I mentioned in earlier paragraphs.

I will await your reply via mail or phone if you wish to talk through some of this to finalize this accounting. As it stands right now excluding the couple of gaps, we owe you just about \$944 by my accounting thus far. I would like to get this resolved within the next 3 weeks.

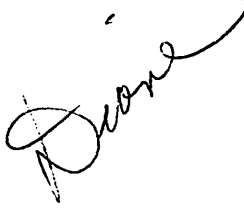
Best Regards,
Marcel Jussaume
ACGS President

April 8, 2004

TO: Board of Directors

From: Diane Thibault

Subject: Correspondence Report for Month of March 2004



The following correspondence was sent for the month of March

- 23 "Thank you" for donations of money
- 1 "Thank you" for donations of books / equipment
- 1 Request for information
-
- 25 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	16	3	0		19
March	23	1	1		25
April					
May					
June					
July					
August					
Totals	106	7	8		121

Good Evening Board Members,

Since the last board meeting a few things have happened and some projects have been completed.

First thing all the Exit lights have been installed on all three floors and are in working order.

I have replaced the light bulb on the neighborhood fire box on the front of the building.

The ceiling tiles have been replaced on the third floor large conference room.

Upon further inspection, the birds have been building nests on the five remaining roof vents that were not covered. Since that inspection, I have covered the five remaining roof vents with aluminum wire and crossed wrapped them with wire to secure them.

The blackboard on the third floor small conference room has been removed. It was requested/suggested so that the wall could then be used as a screen for videos at conferences and workshops.

The Cannon reader/printer was delivered and set up by Frank. During the first week it was in the library, someone broke the lens/bracket. No one reported the damage. It was first thought that the repairs would cost \$500 to \$700 if the lens was broken. The lens was not broken....just the bracket itself and the gears on the top....and Frank was able to get it repaired for us for about \$40 to \$50. Frank went out of his way for ACGS, and we should send him a Thank You note. The warranty does not cover negligence and abuse on our part.....only if the equipment is defective. Frank suggested that when people wish to use the reader/printer, we should have a policy that they ask for assistance first. A large note has been posted to the front of the reader since then.

The first of the Gideon readers has been delivered, and will be installed by Frank during the first part of April.

This was done in conjunction with the removal and cleanout of all the old computers and readers that were in several areas of the library.

Regarding the cleanout, the three rooms on the third floor have been cleaned and are in good shape. The readers in the front stairwell and the main floor (library) have been removed as well. The first floor storage room has also been cleaned and the several readers in that area have been removed. More than 50 pieces were removed.

A word of caution..... the rules at landfills are changing and they are going to charge \$15 to \$25 per piece (or 7 1/2 cents per pound) to dispose of this material because some of these contain lead. So I would suggest to the board that they no longer accept any donations of computer equipment, as we are the ones that will get stuck with the financial responsibility of disposing of them.

The cleaning company has also replaced the lady that was cleaning the library, and upon recent inspection, the problems have been addressed.

Also, in the next couple of weeks additional cleaning will be done in preparation for the Spring Conference scheduled for April 24.

In an email from Muriel about the Stephen White material from the Univ. of Moncton, I have ordered 20 copies as instructed by Muriel and applied the charges to my credit card. I would suggest that the library raise the price of the copies we sell by \$5 as the shipping was around \$80, (\$40 per box, two boxes). This Material will be sent to my home and I will deliver them to the library as soon as I receive them as I understand we have members waiting for copies!

Upon inspection of the emergency lighting on the three floors, I have found that the fuse on the first floor was blown, the second floor is ok, and the third floor battery and PC board is burnt. I have ordered all necessary parts from Grainger to repair them, as to replace these fixtures would cost \$350 ea.

We also have been notified that the yellow trash can outside does not conform to the City of Manchester Trash Removal rules and will have to be replaced with one that the city sells for \$45. If it is not replaced, we could be fined \$100. I will pick one up as soon as I can resume lifting.

We have had two small water leaks this past Monday.....one located in the cap on the heater outside the mens room on the main floor, and the other one was a pipe in the mens room on the main floor. Both of these were repaired by Johnson Controls, with no damage to the library or shipping room.

Respectfully submitted,
Herb Boyce, Buildings and Grounds.
April 8, 2004

Report: Library Board
5 April 2004

1. Discussion of Steven White's books and what to do about orders. Resolved after communicating with Muriel. E.g. Books are on order and paid in Canadian currency. We charge the members in American currency, therefore making somewhat of a profit. A list will be posted so that the volunteers can take orders as they are requested. Member will then be notified when the items come in and either come get his volume and pay or it will be mailed to him with request for a credit card # or check.
2. We request access to the supply room downstairs, that we might resupply repertoires, Genealogists, etc. i.e. we need a key.
3. Books retuning from the binder were incorrectly marked. Suggest coordinating with the library Bd. before sending out. Unless this is an error of the binders themselves, then we should return them.
4. Also discussed the fact that acquisition wants/needs should properly be brought before the library Bd. to prevent duplications. This includes **all** material.
5. Need to assess the fact that it appears that the "book fund" no longer is in use. This was established by board action some 15 or more years ago, and needs review. (20% of the membership fees.)
6. Bob Neveux brought up the fact that there is no one responsible for the inventory of assets such as "readers" etc. This is necessary for insurance purposes, and should be attended to. Need a volunteer?

Respectfully submitted,
Constance M. Hamel #2514

Membership Reminder Notices Report

April 2004

	Renewals	Reminders	Renewals <i>(Previously sent out)</i>
<i>Membership Type</i>	<i>May 2004</i>	<i>February 2004</i>	<i>February 2004</i>
US Individual (\$30)	110	46	154
US Family (\$45)	15	4	5
Canadian Individual (\$38)	1	-	2
Canadian Family (\$57)	-	-	-
Overseas Individual (\$50)	-	-	-
Institutional (\$50)	-	-	2
Total:	<u>126</u>	<u>52</u>	<u>163</u>

Submitted by Michael B. Melanson, #2803

To: marcelj@comcast.net
CC: RWMLawrenc@aol.com, donchapat@aol.com, lambpaul@AOL.com,
doirond@yahoo.com, H-N-BOYCE-SR@ATTBI.COM, electraros@aol.com,
AWHAMEL@GSINET.NET, machatis@comcast.net, JMV42@AOL.COM,
LRHuppe@aol.com, rlanctot@bit-net.com, rocksmithj@comcast.net,
Chrysler@attbi.com, mcnyankee@aol.com, CL-HEBERT@WORLDNET.ATT.NET,
NYChurchrecords@aol.com, PCusson@worldnet.att.net, GECO2@JUNO.COM
Date: Sat, 3 Apr 2004 17:31:26 -0800
Subject: Board meeting 8 April 2004
From: "Pauline G Cote" <geco2@juno.com> Add to Address Book

To the Officers, Board Member, Chairpersons & Committee

The meeting has been canceled, April Fool, so, I shall spring ahead

MA front:

Proof reading continues on baptisms of Precious Blood & I wish I could say I can see the light at the end of the tunnel since I am repeating myself from my last report in Dec 2003

The delay is due to various factors including extremely poor penmanship, copies that are not exactly perfect because of the conditions of the registers and the number of records we are dealing with. With patience we will eventually complete this task

Data entry is almost completed on the marriages of OLPH which will be our next project to be proceeded with data entry of baptisms & proofing

St Joseph Springfield is now in house in the rather cluttered publication room

MA front:

We have not published anything from this area since my last report

Proof reading on baptisms & burials that we have in NH on St Patrick Troy

are completed.

To complete these 2 project 3 marriages files & 1 burial are in snail mail on it way from Mr Bonitatibus

Since we did not want to be void in this area for proofing we have started the baptisms of St Joseph Cohoes. You will recall the marriages were published in the summer of 1999 when it was decided that marriage of certain parishes should be published to give the Church personal some clue that we were serious & our ability to publish

In the last few weeks I prepared files for the Parishes of Immaculate Conception, Schenectady which has some 2300 marriage, 6800 baptisms & 2500++ burials; St John the Baptist also of Schenectady which has some 3125 marriages, 11,540 baptisms & 11,149 burials. This last parish is most unusual presented & the first that I encounter with so many of my favorite (I lie) burials

Perhaps when David comes this month, he will relieve me of those

I have no clue where we stand on data entry but I suspect we have done a little of this & a little of that

NH front:

We recently published the burials of St Louis de Gonzague Nashua

We have commenced proofing the baptisms of St Francois Xavier that was closed recently. Our copies go to sometime in 2001 & I suggested to Kathy who copied them that it would complete the project with excellence if we could find the records to the closure of the parish

Data entry has not been done as yet on the burials of that parish

Lorraine Dechenes has complete her courier duties to St John the Evangelist in Concord. Those records are all in & file are ready for data entry. That parish has some 4900 marriages (Done by Rev Croteau of which I confiscated the 2nd to last in our inventory that the Society will buy or I will), 14,500 baptism & the burials that I did not complete since

I believe a register is missing.

If data entry could be sparsely completed, temptation has me to leave Nashua & start on this parish

Mr Robert Paquette was invited by the Phaneuf Funeral Home Manchester do

copy the records recently found of the grandfather's operation in Nashua.

He accepted but when he tried to copy the records found they were too fragile & is doing data entry from the originals. That means he will have

to find a very reliable, capable individuals to proof read from the originals. Not an easy task but I am certain that with some effort it can

be realized & published

Prior to my starting this report I checked my e-mail. Included was one from Roger Lanctot to give me a clue of inventory. Seems we have available only 1 copy of 3 repertoires & 2 of 9 others. Is there a reason

we are allowing inventory to go so low? According to the Wall St Journal

Kinko was sold to Federal Express & changes have been noted in our last purchase. They do not get orders done overnight & 11 orders to prepare are hardly my cup of tea

You will please note the sizes of the repertoires we have recently published. They are 2, 3 & 4 volumes which maybe is one of the reason for our not producing as quickly

If there are any questions, please feel free to ask & if you do not see me physically, we can always use this mode of communication. I or the Committee will attempt to address your inquiries

Next week is Easter, bunnies will be in abundance, waist lines will increase & all that chocolate may make us all a little more hyper

Respectfully submitted

Pauline Genest Cote
Publication Coordinator

PGCOTE