

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

Minutes of the meeting of the Board of Directors

October 14, 2004

The ACGS Board Meeting was called to order at 6:40 PM by President, Pauline Cusson.

All Board members, old and recently elected, introduced themselves as they began the 2004-05 year.

The following Board members present were: Pauline Cusson, Paul Lambert, Lorraine Huppe, Gerry Lalonde, Roger Lanctot, Connie Hamel, Jeanne Boisvert, Lorette Leafe, Richard Guilmette, and Julie Smith.

Gerard Savard was absent and excused.

Bob Neveux, elected President at our Annual Meeting at the September Conference, was present at the beginning of this meeting to reaffirm his resignation from the office of President due to his health. Upon his resignation on October 11th and according to the Bylaws, he turned his responsibilities over to our elected Vice President, Pauline Cusson. Bob also turned in a credit card issued to Lucie Consentino to purchase Acadian Books and to maintain the Web Hosting Company. He had already cancelled the one in her name and had it re-issued in his name as President. He indicated that when that one came in, he would turn it over to the Treasurer.

Pauline Cusson has accepted the office of President, leaving the Vice President position open.

Our present web manager, Tyler Haines, has requested we find a replacement for him as his other activities are keeping him extremely busy and he needs to spend more time on those. Nicole Pennell, a web manager, presented to the board a proposal for the maintenance and on going improvement of our web site. Nicole's presentation promised maintenance and updated information as needed. The use of the web tools to facilitate communications as well as other improvements. Nicole will need to look into our site if her proposal is accepted to determine our space, needs and availability. Nicole's fees are \$35.00 per hour (Tyler's were \$25.00) after the initial site is established. The establishment fees are unknown at this time, but probably between \$300. and \$400. Many other possible uses for our web site were discussed, but nothing firmly decided upon.

- I. The President's Report discussed a review of Rules of Order for the 2004/05 year.

The roll call-excused absences according to our By-Laws state:

- a) That the President has sole authority to excuse a member from a board meeting.
- b) That the President has sole authority to excuse a member from a committee meeting.
- c) The board discussed that for this year the above (a,b) rules of the absence procedure will be suspended. To be excused from a board meeting, a board member must notify the President, Vice President, or Recording Secretary. In other words be sure to tell one of the above mentioned board members if you can't make it to a meeting.
- d) If school has been canceled due to inclement weather, the scheduled board meeting will also be cancelled.
- e) Cancellation of a meeting due to lack of quorum can't be determined until the meeting.

Meetings of the Board will take place on the second Thursday of the month at 6:00 PM.

Meeting reminders/notices will be submitted electronically one week before scheduled meeting.

Officers and Committee Reports will be submitted electronically.

Open Board Meetings were discussed.

Committee chairs are welcomed, but out of courtesy to the Board, need to be put on the agenda when they plan to attend a board meeting. Non-board members can be present but cannot participate in board discussion.

Our By-Laws do not clearly state how committee chairs are to be appointed. When Bylaws are unclear, Robert's Rules of Order prevail, i.e., committee chairs are appointed by the President. The President asked if the Board felt they should have approval. They voted in the affirmative. All committee chairs should be submitted for Board approval.

Jeanne Boisvert made a motion to accept the Rules of Order for the board to follow this 2004-2005 year. Connie Hamel seconded the motion. Motion carried.

The list as drawn up by Bob Neveux while he was President, was reviewed. All had given their acceptance to Pauline Cusson via e-mail **if approved by the board**. One change occurred in the appointment of Pauline Cusson as liaison to the web manager for the initial change-over since she was the liaison with Tyler Hains during the past 9 months. Most changes occur on the web site because of the *Genealogist* – first 3 pages of each new issue; new publications and or books for sale; deletion of Croteau books as they are depleted. It made sense to keep the Editor involved with the web manager for a while.

Gerry Lalonde moved and Connie Hamel seconded, to accept and approve of all Committee Chairs as stated. Motion carried.

Minutes of the September 9, 2004 meeting were passed out to new members to read and approve.

II. Recording Secretary:

Julie Smith resigned the position of Recording Secretary. Accepted by the Board. Muriel Normand was nominated [not present] for the office of Recording Secretary. Motion made by Gerry Lalonde; seconded by Richard Guilmette. Muriel agreed to serve via a phone call, if elected. Motion Carried.

III. Vice President:

Julie Smith was nominated for the office of Vice President. Motion to approve made by Jerry Lalonde; seconded by Jeanne Boisvert. Motion Carried.

IV. Corresponding Secretary:

Partial report was given by Lorette Leafe as was carried over from the former Secretary. Jeanne Boisvert suggested that the Corresponding Secretary might consider using e-mail to send some of her thank you notes. More discussion and investigation is needed.

V. Treasurer's Report:

- a) Paul reported that the \$3098.00 copy machine was not priced out last month, so balance sheet shows a difference from last month.
- b) Documents were signed and notarized for rental space by the state on our first floor. Agreement is for \$875.00 a month rent.
- c) A proposal was discussed for a proposed budget based on expenses from our last 3 years of operation.

VI. New Business

Discussion was held on placing ads in publications for exposure. Nothing was decided, but will continue to be discussed in future meetings.

Objectives and goals for this year are to determine ways to build-up membership. Much discussion followed—more to follow.

Postage costs have increased especially to Canada. Paul has checked many catalogues and compared shipping/handling charges. He gave us a chart to consider and more will be discussed again next month.

VII. Unfinished Business:

The treasurer presented additional bills for the 2004 conference speakers. (corrected at November meeting to include "which did not include motel charges".

Richard Guilmette moved; Gerry Lalonde seconded that we pay \$219.00 for meals, motel, for the Conference speaker. Motion carried.

The Bylaws Committee [a standing committee according to our bylaws] was not listed with the others. Gerry Lalonde indicated that Craig Donais, Al Hamel, and Bob Paquette are interested in being on that committee. That will have to be brought up for approval by the Board at the next meeting.

Paul made a motion to adjourn, Gerry seconded. Meeting adjourned at 9:35.

Addendum taken October 17, 2004 electronically follows:

The ACGS Board accepts Nicole Pennell's proposal, as presented, to serve as our Web Manager. The proposal is for an hourly rate of \$35.00. Except for the proposed initial changes, no other major changes will be made without a projected estimate and presented for approval by the Board of Directors. Electronic "yes" responses were 8 in favor, 2 members did not respond.

Respectfully submitted,

Julie Smith #3147
Recording Secretary
American-Canadian Genealogical Society

09/30/04

American-Canadian Genealogical Society

Balance Sheet

As of September 30, 2004

	<u>Sep 30, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · BANK ACCOUNTS	
1001 · CHECKING ACCOUNT-BNH	41,743.81
1002 · CHEQUING - CANADIAN FUNDS	2,880.69
1003 · BUILDING FUND-BNH	14,837.08
1004 · BOOK FUND-SMB	6,360.83
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
1000 · BANK ACCOUNTS - Other	1,705.15
Total 1000 · BANK ACCOUNTS	<u>71,600.47</u>
Total Checking/Savings	71,600.47
Accounts Receivable	
1100 · ACCOUNTS RECEIVABLE	688.67
Total Accounts Receivable	<u>688.67</u>
Other Current Assets	
1300 · INVENTORY-RESALE	64,908.85
Total Other Current Assets	<u>64,908.85</u>
Total Current Assets	137,197.99
Fixed Assets	
1500 · Fixed Assets	
1501 · LIBRARY BUILDING	222,172.38
1502 · FURNITURE & EQUIPMENT	96,397.13
1503 · ACGS HOLDINGS	207,815.66
Total 1500 · Fixed Assets	<u>526,385.17</u>
Total Fixed Assets	<u>526,385.17</u>
TOTAL ASSETS	<u><u>663,583.16</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · OPENING BALANCE EQUITY	516,673.46
3900 · RETAINED EARNINGS	131,998.44
Net Income	14,911.26
Total Equity	<u>663,583.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>663,583.16</u></u>

August 2004 Balance Sheet adjusted by \$3,098.63 to increase Acct. 1502 for the film readers, which had been expensed.

09/30/04

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
September 2004

	Sep 04	Jan - Sep 04
Income		
4100 · MEMBERSHIP		
4101 · Dues	5,582.00	42,540.55
4102 · Lifetime Dues	250.00	450.00
4100 · MEMBERSHIP - Other	0.00	833.00
Total 4100 · MEMBERSHIP	5,832.00	43,823.55
4200 · PUBLICATIONS		
4201 · Used Book Sales	261.00	261.00
4202 · AFGS Income	0.00	409.50
4203 · Repertoires	752.00	9,609.98
4204 · Index & Holdings	19.80	667.80
4205 · Jette & White	419.00	3,608.50
4206 · CD Roms	62.45	239.30
4207 · Fr, Croteau Publications	269.90	1,329.84
4208 · Orphan Publications	441.55	2,127.66
Total 4200 · PUBLICATIONS	2,225.70	18,253.58
4300 · GENEALOGIST		
4301 · Back Issues	0.00	688.59
4302 · Advertising	0.00	44.15
Total 4300 · GENEALOGIST	0.00	732.74
4400 · LIBRARY		
4401 · All Copies	40.45	1,219.91
4402 · Maps-Charts-Guides	136.86	1,368.29
4403 · Guest Fees	185.00	771.00
4404 · Pins	20.00	66.00
4405 · Beverages	61.00	250.92
4406 · Candy & Snacks	0.00	50.50
4408 · Gift Certificates	0.00	135.00
Total 4400 · LIBRARY	443.31	3,861.62
4500 · RESEARCH		
4501 · Reasearch Income	260.00	3,236.00
Total 4500 · RESEARCH	260.00	3,236.00
4600 · CONFERENCE		
4601 · Attend Fees	2,475.00	2,475.00
4602 · Raffle	0.00	91.00
4607 · Used Books Sales	0.00	2.00
Total 4600 · CONFERENCE	2,475.00	2,568.00

09/30/04

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 September 2004

	Sep 04	Jan - Sep 04
4700 · SOCIETY		
4701 · Elevator Fund	180.00	2,214.05
4702 · Bldg Fund	0.00	280.00
4703 · Book Fund	100.00	980.00
4704 · Currency Exchange	4.10	1,949.78
4705 · Cash Over & Short	6.70	48.38
4706 · Ckg Act Int	3.70	32.22
4707 · Bld Fnd Int	1.26	10.85
4708 · Sav Act Int	4.99	43.05
4709 · Other	0.00	2,148.97
Total 4700 · SOCIETY	300.75	7,707.28
4800 · BUILDING		
4801 · Rent	0.00	5,250.00
Total 4800 · BUILDING	0.00	5,250.00
Total Income	11,536.76	85,432.77
Gross Profit	11,536.76	85,432.77
Expense		
6100 · MEMBERSHIP EXP		
6101 · Postage	0.00	455.00
6102 · Supplies	0.00	109.63
Total 6100 · MEMBERSHIP EXP	0.00	564.63
6200 · PUBLICATIONS EXP		
6201 · Postage	380.91	1,069.20
6202 · Supplies		
Print Reps	0.00	36.00
6202 · Supplies - Other	59.29	344.24
Total 6202 · Supplies	59.29	380.24
6203 · Print Reps	0.00	2,712.16
6205 · Jette & White	0.00	9,893.50
6207 · Fr. Croteau Publications	0.00	450.35
6208 · Orphan Publications	949.00	2,800.00
Total 6200 · PUBLICATIONS EXP	1,389.20	17,305.45
6300 · GENEALOGIST EXP		
6301 · Postage	0.00	2,363.87
6303 · Printing	0.00	13,599.46
Total 6300 · GENEALOGIST EXP	0.00	15,963.33
6400 · LIBRARY EXP		
6401 · Postage	0.00	53.40
6402 · Supplies	0.00	673.18
6403 · Printing Maps & Info Sheets	0.00	50.75
6404 · Equip. Maint	60.00	1,367.64
6405 · Beverages	23.29	23.29
6406 · Candy/Snack	0.00	220.00
Total 6400 · LIBRARY EXP	83.29	2,388.26

09/30/04

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 September 2004

	Sep 04	Jan - Sep 04
6500 · RESEARCH EXP		
6501 · Postage	0.00	133.90
6502 · Supplies	0.00	71.99
6503 · Refunds	0.00	30.00
Total 6500 · RESEARCH EXP	0.00	235.89
6600 · CONFERENCE EXP		
6603 · Printing & Supplies	0.00	951.86
6604 · Speakers	1,514.84	1,514.84
6605 · Caterer & Refreshments	49.88	259.44
Total 6600 · CONFERENCE EXP	1,564.72	2,726.14
6700 · SOCIETY EXP		
6701 · Postage	0.00	453.81
6702 · Supplies	0.00	130.68
6703 · Telephone	120.30	1,017.64
6704 · Insurance Content/Bond	0.00	4,237.00
6705 · Subscriptions	0.00	475.50
6707 · Bank Charges	6.80	58.00
6708 · Fund Raising Exp	0.00	75.00
6710 · Credit Card Charges	23.94	438.75
6712 · Internet Services	164.85	759.53
Total 6700 · SOCIETY EXP	315.89	7,645.91
6800 · BUILDING EXP		
6801 · Heat	19.19	7,749.82
6802 · Electricity	283.52	2,302.16
6803 · Water-Sewer	30.50	394.25
6805 · Building Maint.	438.95	9,875.67
6806 · Grounds Maint.	60.00	2,890.00
6807 · Fire Alarm Fee	0.00	480.00
Total 6800 · BUILDING EXP	832.16	23,691.90
Total Expense	4,185.26	70,521.51
Net Income	7,351.50	14,911.26

MEMBERSHIP REPORT
FOR MONTH OF
September, 2004

New Members	24
Renewals	169
Inactivated	26
Donations to Building Fund/Acquisitions	\$245.00
Total Number of Active Members	2268
Active Members	1824
Family Members	193
Student	5
Exchange	118
Life	115
Life Family	5
Life Genealogist (1 st class postage)	0
Active Genealogist (1 st class postage)	8

Submitted by:

Jeanne Boisvert #6394