

AMERICAN CANADIAN GENEALOGICAL SOCIETY

Minutes of the Board of Directors

November 11, 2004

The ACGS board meeting was called to order at 6:05 PM by President, Pauline Cusson

Board members present included: Roger Lanctot, Jeanne Boisvert, Constance Hamel, Lorraine Huppe, Julie Smith, Paul Lambert, Loretta Leafe, Gerry Savard, Richard Guillemette, Gerry Lalonde and Muriel Normand.

Motion to delay the president's report so that attending department chairs could speak first made by Julie Smith, 2nd by Connie Hamel, carried.

[Corrections were made to the Minutes of the October 14th Board of Directors as published. Motion to approve the minutes as corrected made by Connie Hamel, 2nd by Paul Lambert.....carried.

Treasurers report present by Paul Lambert, No rental payment from the state for the past 4 months. We now have a 5 yr. Contract and once approved by the State AG office , we will receive payment. There was a questions as to what "other" was under the 4100 account and Paul will report back.

Loretta asked where donations were credited as the amount she had received differed. Jeanne answered that she had included the first week of November in her tally and Loretta had not. Report filed for audit.

Membership report received electronically. Jeanne suggested adding a line for email addresses on membership enrollment form. Agreed

Reports from attending chairs.

- Grants and Elevator committee: Norma is presently working on obtaining chair lift comparison prices and will present a report to the board. Motion made by Muriel, 2nd Jeanne, to have Norma continue investigating the cost of purchase and installation of a chair lift. Carried
- Sales and Marketing: Diane and Norma would like to combine their committees for the purpose of earmarking a portion of the funds raised from commercial account sales to be placed in the Elevator fund. Much discussion ensued. A motion was made by Connie, 2nd Julie to table the proposal until next month while Norma pursues alternatives to an elevator. Carried
 - Norma and Muriel will tally the actual commercial sales in 03 and 04 and report next month.
- Building and Grounds: Herb Boyce presented the following information:

- New key pad numbers may be entered by Herb, Bob Neveux and Gerry Lalonde
- Snowplow contract; Herb would like to obtain other bids as he finds the current price costly, Pauline and Herb will research pricing.
- Roof: Skyline and evaluated the roof leak and the hatch. Total cost for repairing the roof and replacing the hatch is estimated at \$1000.
- Julie moved to approve the above repairs, Gerry 2nd, Carried.
- Back hall windows: they are only single pane and are badly in need of caulking, Cost to replace with double pane on both 2nd and 3rd floor is estimated to be \$2100.
- Julie moved to approve the expense to replace the windows, 2nd Connie. Carried.
- The pastor at Blessed Sacrament would like the parking lot to be sealed and lines repainted. Deferred until springtime, as was a request to install 2 air conditioners in the 3rd floor conference room.

Muriel and Julie left at 8 PM, recording transferred to Jeanne Boisvert.
Roger left at 8:15 PM.

President's Report:

- A book has been added to inventory without a contract. We need a policy from the board regarding adding books to inventory: Who decides?
- "Postcards of Acadia" . we need a contract or approval to purchase at \$12.25. We would make about \$10 per book. With a purchase of over \$80, we would not pay shipping and if they don't sell, we can return them for cost.
Motion to purchase the above book made by Gerry Lalonde, Connie 2nd, Carried.
Loretta moved to separate purchasing responsibilities: Gerry to purchase library items and Herb, building related items, 2nd Loretta.. Carried
- Discussion regarding the current policy re: transfer of dues monies to the book fund. Three years ago the board voted not to put 20% of dues into the fund. Pauline questions this in regards to what is in our charter. Pauline will ask Craig for a copy of the state charter from the office of the secretary of state. The allocations are being tracked and recorded by the Treasurer but they just don't appear in a separate fund.
- Recommend that the library reimburse Constance Hebert and Muriel Normand for their NEHGS membership, as they research for the library. Motion to reimburse Muriel and Constance for NEHGS membership made by Gerry Lalonde, 2nd Gerry Savard. Carried
- The new web site's message board has been checked out by a few board members. We need an administrator to check the board and delete any messages not proper to our site. Gerry Savard volunteered to be administrator, assuming one is set up. Pauline to follow up with Nicole.

Postage and handling proposal presented by Paul last month was discussed. made:
Gerry Lalonde moved to adopt a no charge policy for purchases over \$500 in the US
and \$20 for shipping and handling to Canada, 2nd Connie. Carried.

. 9:45 PM Motion to adjourn made by Jeanne, 2nd by all.

Respectfully submitted

Muriel Normand
Recording Secretary.

11/08/04

American-Canadian Genealogical Society
Balance Sheet
 As of October 31, 2004

	Oct 31, 04
ASSETS	
Current Assets	
Checking/Savings	
1000 · BANK ACCOUNTS	
1001 · CHECKING ACCOUNT-BNH	44,244.29
1002 · CHEQUING - CANADIAN FUNDS	2,874.69
1003 · BUILDING FUND-BNH	14,838.30
1004 · BOOK FUND-SMB	<u>6,366.40</u>
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	<u>1,705.15</u>
Total 1000 · BANK ACCOUNTS	<u>74,101.74</u>
Total Checking/Savings	74,101.74
Accounts Receivable	
1100 · ACCOUNTS RECEIVABLE	<u>921.67</u>
Total Accounts Receivable	921.67
Other Current Assets	
1300 · INVENTORY-RESALE	<u>64,908.85</u>
Total Other Current Assets	<u>64,908.85</u>
Total Current Assets	139,932.26
Fixed Assets	
1500 · Fixed Assets	
1501 · LIBRARY BUILDING	222,172.38
1502 · FURNITURE & EQUIPMENT	97,520.26
1503 · ACGS HOLDINGS	<u>207,815.66</u>
Total 1500 · Fixed Assets	<u>527,508.30</u>
Total Fixed Assets	<u>527,508.30</u>
TOTAL ASSETS	667,440.56
LIABILITIES & EQUITY	
Equity	
3000 · OPENING BALANCE EQUITY	516,673.46
3900 · RETAINED EARNINGS	132,140.94
Net Income	<u>18,626.16</u>
Total Equity	<u>667,440.56</u>
TOTAL LIABILITIES & EQUITY	667,440.56

11/08/04

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

October 2004

	Oct 04	Jan - Oct 04
Income		
4100 · MEMBERSHIP		
4101 · Dues	2,583.00	45,123.55
4102 · Lifetime Dues	0.00	450.00
4100 · MEMBERSHIP - Other	1,055.00	1,888.00
Total 4100 · MEMBERSHIP	3,638.00	47,461.55
4200 · PUBLICATIONS		
4201 · Used Book Sales	0.00	261.00
4202 · AFGS Income	0.00	409.50
4203 · Repertoires	513.00	10,122.98
4204 · Index & Holdings ,	0.00	667.80
4205 · Jette & White	200.00	3,808.50
4206 · CD Roms	32.50	271.80
4207 · Fr, Croteau Publications	87.00	1,416.84
4208 · Orphan Publications	36.50	2,164.16
Total 4200 · PUBLICATIONS	869.00	19,122.58
4300 · GENEALOGIST		
4301 · Back Issues	3.00	691.59
4302 · Advertising	0.00	44.15
Total 4300 · GENEALOGIST	3.00	735.74
4400 · LIBRARY		
4401 · All Copies	71.85	1,291.76
4402 · Maps-Charts-Guides	313.38	1,681.67
4403 · Guest Fees	60.00	831.00
4404 · Pins	3.00	69.00
4405 · Beverages	6.00	256.92
4406 · Candy & Snacks	0.00	50.50
4408 · Gift Certificates	0.00	135.00
Total 4400 · LIBRARY	454.23	4,315.85
4500 · RESEARCH		
4501 · Reasearch Income	260.00	3,496.00
Total 4500 · RESEARCH	260.00	3,496.00
4600 · CONFERENCE		
4601 · Attend Fees	0.00	2,475.00
4602 · Raffle	0.00	91.00
4607 · Used Books Sales	0.00	2.00
Total 4600 · CONFERENCE	0.00	2,568.00

11/08/04

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

	Oct 04	Jan - Oct 04
4700 · SOCIETY		
4701 · Elevator Fund	213.00	2,427.05
4702 · Bldg Fund	20.00	300.00
4703 · Book Fund	65.00	1,045.00
4704 · Currency Exchange	0.00	1,949.78
4705 · Cash Over & Short	-10.40	37.98
4706 · Ckg Act Int	3.80	36.02
4707 · Bld Fnd Int	1.22	12.05
4708 · Sav Act Int	5.57	48.62
4709 · Other	0.00	2,148.97
Total 4700 · SOCIETY	298.19	8,005.47
4800 · BUILDING		
4801 · Rent	0.00	5,250.00
Total 4800 · BUILDING	0.00	5,250.00
Total Income	5,522.42	90,955.19
Gross Profit	5,522.42	90,955.19
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	0.00	1,069.20
6202 · Supplies		
Print Reps	0.00	36.00
6202 · Supplies - Other	34.99	379.33
Total 6202 · Supplies	34.99	415.33
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	0.00	2,795.00
Total 6200 · PUBLICATIONS EXP	34.99	17,335.54
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	89.34	762.52
6403 · Printing Maps & Info Sheets	0.00	50.75
6404 · Equip. Maint	364.50	1,732.14
6405 · Beverages	0.00	23.29
6406 · Candy/Snack	0.00	220.00
Total 6400 · LIBRARY EXP	453.84	2,842.10

11/08/04

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

October 2004

	Oct 04	Jan - Oct 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	219.31	1,734.15
6605 · Caterer & Refreshments	0.00	259.44
Total 6600 · CONFERENCE EXP	219.31	2,945.45
6700 · SOCIETY EXP		
6701 · Postage	0.00	453.81
6702 · Supplies	29.98	160.66
6703 · Telephone	109.72	1,127.36
6704 · Insurance Content/Bond	0.00	4,237.00
6705 · Subscriptions	0.00	475.50
6707 · Bank Charges	-19.00	39.00
6708 · Fund Raising Exp	0.00	75.00
6709 · Other	232.40	232.40
6710 · Credit Card Charges	66.50	505.25
6712 · Internet Services	54.95	-814.48
Total 6700 · SOCIETY EXP	474.55	8,120.46
6800 · BUILDING EXP		
6801 · Heat	26.61	7,776.43
6802 · Electricity	308.12	2,610.28
6803 · Water-Sewer	0.00	394.25
6805 · Building Maint.	235.00	10,110.67
6806 · Grounds Maint.	60.00	2,950.00
6807 · Fire Alarm Fee	0.00	480.00
Total 6800 · BUILDING EXP	629.73	24,321.63
Total Expense	1,812.42	72,329.03
Net Income	3,710.00	18,626.16

NOVEMBER 7, 2004

TO: ACGS BOARD OF DIRECTORS
FROM: DIANE THIBAUT
SUBJECT: SALES AND MARKETING REPORT
DATE: 11/11/04

In 2003 – 2004, approximately 300 information packets were sent to Genealogy Libraries and Societies. This mailing helped in our book sales over the past two years, sales that totaled over \$30,000. There are well over 5,000 Genealogy Libraries and Societies in the United States alone, not counting the ones that are in Canada. This is a vast untouched market for the wonderful works that Pauline Cote and her team publish.

My goal is to mail out 100 – 500 packets per month to these facilities. Also, I will be looking at setting up standing orders with facilities that are looking to add to their collection from our always growing number of repertoires. An extra bonus will be adding new members from these mailings.

Muriel Normand

From: "Pauline G Cote" <geco2@juno.com>
To: <PCusson@worldnet.att.net>
Cc: <RWMLawrenc@aol.com>; <rocksmithj@comcast.net>; <lambpaul@AOL.com>;
 <mcnyankee@adelphia.net>; <laleafe1@msn.com>; <JMV42@AOL.COM>; <Rguil3@aol.com>;
 <cmhh27@gsinet.net>; <LRHuppe@aol.com>; <lalo@worldpath.net>; <rlanctot@bit-net.com>;
 <Gsavard@comcast.net>; <LAUTOTTE@COMCAST.NET>; <h-n-boyce-sr@comcast.net>;
 <bobpaquette@comcast.net>; <cw3jack_stan@mindspring.com>; <cl-hebert@comcast.net>;
 <doirond@yahoo.com>; <Arbrside@wmconnect.com>; <NYChurchrecords@aol.com>;
 <GECO2@JUNO.COM>
Sent: Saturday, November 06, 2004 5:56 PM
Subject: Board meeting 11 Nov 2004

To the Officers, Board members, Chairpersons & Committee;

First I should advise you who the members of this committee are:

David R Bonitatibus, NY Representative;
 Kathleen Pierce Pasko, Representative at large;
 Theresa Lambert Beaudoin & Pauline Cusson

This department has data entry volunteers from all over; proof readers from the local area; & numerous individuals who work, generally speaking, in teams copying Parish registers

Now said, it shall not be repeated for some time

On the MA front:

If you are disappointed think how I must feel when I have to tell you that we have not yet published the baptisms of Precious Blood Holyoke. Still awaiting for pages that were missed in copying. Maybe the turkeys will come in time to be roasted for your next meeting

Proof reading has commenced on the marriages of OLPH of that same town. This material is not too large & hopefully will be available shortly after the 1st of the year

On the NY front:

Proof readers are still working on the baptisms of St Joseph, Cohoes; Data entry people are working jointly & concentrating on M-B-D of St Paul Hudson Falls & St Anthony, Schenectady which will be our next attack in that rotation

The copying teams have completed St Joseph, Fort Edward; They have started to copy 3 Parishes in Troy, namely St Joseph, Holy Trinity & St Lawrence.

Immaculate Conception, Hoosick Falls is also on the agenda. This town is

on the Bennington VT border in Rensselaer County

Our Lady of Fatima, Delanson which is a small Parish in the far side of Schenectady county hopefully will follow suit

Something new may also be copied in the near future: Funeral Home Fort Edward & Hudson Falls. These will require new format, which we already have, for data entry people

David is indeed a very busy young man who keeps his volunteers jumping around. All his material is of top quality but sometimes has proof readers biting their nails at the trying to be as accurate as possible interpreting what some Rev's were trying to say

ON the NH front:

We are in a hold pattern for St Francois Xavier Nashua for baptisms.

We are doing the burials & will start the marriage & may be on sitting on material almost ready to publish till Rev finds time to sort out his material & give us the last fews years we need to have complete parish from opening to close. Think the wait is worth while

Data entry people here are still working on St John Evangelist Concord & slipping in a few files of the reproduction of St Joseph, Cathedral, Manchester that is out of print. Proofing is also under way

The final analysis is that we are circling the airports, (MA, NY, NH) and when we land the treasurer hopefully will have his wallet ready to be opened

Really believe that we at ACGS have a great deal to be thankful for and should so remember when we sit with our love ones on the 25th

Respectfully submitted

Pauline Genest Cote
Publication Coordinator

PGCOTE

Dear Board of Directors:

For the past two years the Research Department has been placing could not find (CNF) items in a folder for New England Historic Genealogical Society (NEHGS).

Muriel Normand and I have been looking up these CNF files and have solved many on our visits to NEGHS. Just this past week, Muriel worked on a file for 4 hours and found many births that a particular member wanted. This resulted in a total of \$150 in fees for the ACGS Research Department. On another occasion I worked on a CNF in Tignish and found clues for 4 out of 6 lines and that resulted in a \$120 fee for the ACGS Research Department.

The Research Department is asking that the Board approve a membership to NEHGS for the purpose of doing research on CNF lines. The Drouin Films is the answer in most cases and people are very happy to have their lines completed. NEGHS also has extensive records for Nova Scotia, Prince Edward Island, Ontario, etc which we do not have.

This membership will be used exclusively for the Research Department and would cost \$75 for an annual membership.

Thank you for your consideration of this request.

Constance G. Hébert. #5175
Research Coordinator

**MEMBERSHIP REPORT
FOR MONTH OF
OCTOBER 2004**

New Members (3 Family)	17
Renewals (3 Reactivated)	95
Inactivated	74
Donations	\$295.00
Total Number of Active Members	2211
Active Members	1771
Family Members	190
Student	4
Exchange	118
Life	115
Life Family	5
Life Genealogist (1st Class Postage)	0
Active Genealogist (1st Class Postage)	8

Submitted by:

Jeanne Boisvert #6394

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Constance G. Hébert. #5175
Research Coordinator