

AMERICAN CANADIAN GENEALOGICAL SOCIETY

Minutes of the board
November 10, 2005

Meeting called to order by the President at 6:15 PM

Attending: Benoit Shoja, Pauline Cusson, Julie Smith, Paul Lambert, Gerry Savard, Gerry Lalonde, Jeanne Boisvert, Lorette Leafe, Anne Gleason, Muriel Normand

Excused; Roger Lanctot, Lorraine Huppe

REPORT OF OFFICERS

Recording Secretary: Minutes of the October meeting were read. **Motion to approve by Julie Smith, second Gerry Lalonde, carried.**

Treasurer's Report:

- October report presented, Pauline requested clarification regarding the total collected in Drouin donations. Paul and Anne responded that the total includes accounts # 4701, 4709, 4404 and 4502.
- Report filed for audit.

Corresponding Secretary: Submitted electronically

President's Report:

- A Survey will be done, via the Genealogist to identify if members will accept CD rather than a printed copy of the quarterly. Jeanne suggested posting articles in a for members only section of the website. Gerry S. suggested emailing the entire issue. Pauline will follow up.
- More under new business

COMMITTEE REPORTS

The following reports were submitted electronically and required to further action.

- Publications
- Membership
- Web site, Gerry added that hits continue to increase as do downloads of various sections including holdings.

Building and Grounds:

- Keys: access to the finance room and files was discussed. No changes in key policy but Gerry L will explore levels of security on Quick Book so that finance committee members have read only access.
- Plaster is crumbling around the front hall window.

Finance Committee

- Gerry's group met last night and will generate a report of their audit.(NB attached)
- Currently are working on 06 budget.

Acquisitions:

- Larry will order the next 5 years of Mass vitals, more if available

Computer Committee:

- We are changing email providers due to ongoing problems. Verizon will be installed once the package arrives. In the interim, all ATT global research emails will go to Gerry who will send them on to Constance.

Marketing

- Changes in packaging have reduced the costs per mailing from \$.60 to \$.37 this will save us approximately \$30, as well as a great deal of labor. Diane's group will meet on Saturdays to stuff 500 envelopes.

Conference Cte

- Report of costs: Total Income: \$2260. Expenses: \$2254. We would have done well had we had 3 speakers instead of 4 and this will be considered next year. There is still no chair for the group.

New Business;

- Gerry Savard has begun the process of burning CDs of the older reps. These can be sold much less expensively and will generate greater profit.
- Drouin assistants and collectors: Lucie has offered to gather a group to download copies of Drouin searches requested with all data required (collectors) as well as assistants to work with clients in the library. NB the research department will only work with Drouin requests that require actual research.
- **Motion to establish and ad hoc committee of Drouin collectors and assistants mad by Muriel, second Julie.. Motion carried. Lucie approved as chair and will clarify role with research.**
- Constance Hebert submitted a request to use upstairs room one Saturday per month for a TMG group. No objections from the board and Pauline will follow up.

Motion to adjourn at 8:25 by Diane, second Gerry L.

Respectfully submitted

Muriel Normand
Recording Secretary

ADDENDA TO NOVEMBER MINUTES:

On November 15, 2005 Pauline requested an electronic vote authorizing repairs of the overflow pipe that would cost \$350 to \$450. 10 board members responded, all affirmative and the motion is carried

Muriel Normand, Recording secretary

On November 20, 2005, Pauline requested an electronic vote authorizing the cessation of the practice of giving out Drouin coupons to volunteers for service as of January 1, 2006. 7 board members responded, all affirmative and the motion carried.

Muriel Normand, Recording secretary

Board of Directors Meeting
November 10, 2005
Agenda

1. Call to Order 6:00 p.m.
2. Roll Call
3. Introduce Committee Chairs present
4. Reports of Officers:

Recording Secretary – Minutes of October 13, 2005 Meeting [electronic]

Corrections

Additions

Treasurer's Report – October 2005 - Anne Gleason

Drouin Fund – Total rec'd since May 05?

Corresponding Secretary [electronic]

President:

Drouin Assistants/Collectors [sets of assistants]: Ad Hoc committee
Lucie Consentino has volunteered to coordinate this team.

5. Committee Reports: [some presented electronically]

- ✓ Acquisitions: Larry Autotte
- ✓ Building: Herb Boyce
- ✓ Computer: Bob Paquette, Chair [electronic]
- ✓ Finance: Gerry Lalonde
- ✓ Inventory: Muriel Normand
- Library Board: Bob Labelle
- ✓ Marketing: Diane Thibault
- Membership: Jeanne Boisvert (
- Publicity: Norma Boyce
- ✓ Publications: Pauline Cote [electronic]
- Shipping: Roger Lanctot
- ✓ Web Site: Gerry Savard [electronic]

6. Unfinished Business -computer
7. New Business - Muriel Collectors -
8. Adjournment

11/06/05

American-Canadian Genealogical Society

Balance Sheet

As of October 31, 2005

	<u>Oct 31, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · BANK ACCOUNTS	
1001 · CHECKING ACCOUNT-BNH	21,182.04
1002 · CHEQUING - CANADIAN FUNDS	1,494.25
1003 · BUILDING FUND-BNH	2,960.04
1004 · BOOK FUND-SMB	6,868.62
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	618.10
Total 1000 · BANK ACCOUNTS	<u>37,195.96</u>
2702 · Interest Payable	<u>21,253.27</u>
Total Checking/Savings	<u>58,449.23</u>
Accounts Receivable	
1100 · ACCOUNTS RECEIVABLE	<u>4,483.50</u>
Total Accounts Receivable	<u>4,483.50</u>
Other Current Assets	
1300 · INVENTORY-RESALE	<u>64,908.85</u>
Total Other Current Assets	<u>64,908.85</u>
Total Current Assets	<u>127,841.58</u>
Fixed Assets	
1500 · Fixed Assets	
1501 · LIBRARY BUILDING	230,172.38
1502 · FURNITURE & EQUIPMENT	108,855.33
1503 · ACGS HOLDINGS	313,003.87
Total 1500 · Fixed Assets	<u>652,031.58</u>
Total Fixed Assets	<u>652,031.58</u>
TOTAL ASSETS	<u><u>779,873.16</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
2700 · NOTE PAYABLE	
2701 · NOTES PAYABLE (DROUIN)	80,000.00
2700 · NOTE PAYABLE - Other	<u>-28,589.43</u>
Total 2700 · NOTE PAYABLE	<u>51,410.57</u>
Total Long Term Liabilities	<u>51,410.57</u>
Total Liabilities	51,410.57

11/06/05

American-Canadian Genealogical Society
Balance Sheet
As of October 31, 2005

	<u>Oct 31, 05</u>
Equity	
3000 - OPENING BALANCE EQUITY	537,798.15
3900 - RETAINED EARNINGS	153,472.95
Net Income	37,191.49
Total Equity	<u>728,462.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>779,873.16</u></u>

11/06/05

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 October 2005

	Oct 05	Jan - Oct 05
Income		
4100 · MEMBERSHIP		
4101 · Dues	3,785.00	46,089.00
4102 · Lifetime Dues	0.00	450.00
4100 · MEMBERSHIP - Other	495.00	495.00
Total 4100 · MEMBERSHIP	4,280.00	47,034.00
4200 · PUBLICATIONS		
4201 · Used Book Sales	130.20	286.20
4203 · Repertoires	2,033.22	14,717.27
4204 · Index & Holdings	15.50	323.00
4205 · Jette & White	489.50	2,552.91
4206 · CD Roms	98.60	472.60
4207 · Fr, Croteau Publications	0.00	1,336.00
4208 · Orphan Pub. & Index	44.00	1,391.15
4209 · Other	-9.49	-9.49
Total 4200 · PUBLICATIONS	2,801.53	21,069.64
4300 · GENEALOGIST		
4301 · Back Issues	45.00	190.60
4302 · Advertising	0.00	25.00
Total 4300 · GENEALOGIST	45.00	215.60
4400 · LIBRARY		
4401 · All Copies except Drouin copies	38.95	1,155.83
4402 · Maps-Charts-Beginners' Course	104.59	1,207.95
4403 · Guest Fees	95.00	922.65
4404 · DROUIN COMPUTER TIME	340.00	1,614.30
4405 · Beverages	39.00	171.39
4407 · LOGO Mdse (resale items)	47.00	255.40
4410 · DROUIN COPIES & CDs	290.50	421.75
Total 4400 · LIBRARY	955.04	5,749.27
4500 · RESEARCH		
4501 · Reasearch Income	320.00	3,734.00
4502 · DROUIN RESEARCH INCOME	156.45	228.40
Total 4500 · RESEARCH	476.45	3,962.40
4600 · CONFERENCE		
4601 · Attend Fees	708.00	1,998.00
4602 · Raffle	10.00	201.00
4605 · Refreshments	0.00	35.50
4606 · NERGC Conference	0.00	1,377.00
Total 4600 · CONFERENCE	718.00	3,611.50

11/06/05

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 October 2005

	<u>Oct 05</u>	<u>Jan - Oct 05</u>
4700 · SOCIETY		
4701 · DROUIN FUND	2,036.00	16,366.16
4702 · Bldg Fund	15.00	450.00
4703 · Book Fund (Border crossings)	75.00	984.00
4704 · Currency Exchange	0.00	-7.22
4705 · Cash Over & Short	13.10	54.07
4706 · Ckg Act Int	1.39	21.98
4707 · Bld Fnd Int	0.00	5.89
4708 · Sav Act Int	6.01	56.92
4709 · DROUIN DONATIONS	0.00	9,500.00
Total 4700 · SOCIETY	<u>2,146.50</u>	<u>27,431.80</u>
4800 · BUILDING		
4801 · Rent	0.00	8,750.00
Total 4800 · BUILDING	<u>0.00</u>	<u>8,750.00</u>
Total Income	<u>11,422.52</u>	<u>117,824.21</u>
Gross Profit	11,422.52	117,824.21
Expense		
6100 · MEMBERSHIP EXP		
6101 · Postage	0.00	751.60
6102 · Supplies	0.00	198.61
6103 · Advertysing Expense	0.00	100.00
Total 6100 · MEMBERSHIP EXP	<u>0.00</u>	<u>1,050.21</u>
6200 · PUBLICATIONS EXP		
6201 · Postage	0.00	725.73
6202 · Supplies	348.14	1,100.75
6203 · Print Reps	1,164.83	6,210.89
6205 · Jette & White	0.00	3,194.26
6206 · CD Roms	0.00	504.88
6208 · Orphan Publications	0.00	705.00
6200 · PUBLICATIONS EXP - Other	0.00	0.00
Total 6200 · PUBLICATIONS EXP	<u>1,512.97</u>	<u>12,441.51</u>
6300 · GENEALOGIST EXP		
6301 · Postage	289.60	2,968.73
6303 · Printing	0.00	13,991.80
Total 6300 · GENEALOGIST EXP	<u>289.60</u>	<u>16,960.53</u>
6400 · LIBRARY EXP		
6401 · Postage	0.00	0.00
6402 · Supplies	0.00	738.73
6403 · Printing Maps & Info Sheets	0.00	221.00
6404 · Equip. Maint	84.99	971.49
6400 · LIBRARY EXP - Other	0.00	31.98
Total 6400 · LIBRARY EXP	<u>84.99</u>	<u>1,963.20</u>

11/06/05

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

October 2005

	Oct 05	Jan - Oct 05
6500 · RESEARCH EXP		
6501 · Postage	0.00	180.00
6502 · Supplies	0.00	180.90
Total 6500 · RESEARCH EXP	0.00	360.90
6600 · CONFERENCE EXP		
6603 · Printing & Supplies	0.00	25.84
6604 · Speakers	52.00	1,052.00
6605 · Caterer & Refreshments	43.26	71.84
Total 6600 · CONFERENCE EXP	95.26	1,149.68
6700 · SOCIETY EXP		
6701 · Postage	0.00	459.39
6702 · Supplies	0.00	1,062.55
6703 · Telephone	134.06	1,238.87
6704 · Insurance Content/Bond	0.00	2,184.00
6705 · Subscriptions	0.00	665.50
6707 · Bank Charges	6.00	925.07
6708 · Fund Raising Exp	50.95	4,207.62
6709 · Other	0.00	25.00
6710 · Credit Card Charges	107.52	587.92
6712 · Internet Services	54.95	1,084.10
6713 · LEGAL EXPENSES	0.00	1,714.99
6714 · Drouin-Interest Exp.	335.54	2,410.57
Total 6700 · SOCIETY EXP	689.02	16,565.58
6800 · BUILDING EXP		
6801 · Heat	81.29	8,939.01
6802 · Electricity	398.76	2,889.06
6803 · Water-Sewer	0.00	400.11
6804 · Bldg & Liab Ins.	0.00	2,194.00
6805 · Building Maint.	1,974.66	10,638.93
6806 · Grounds Maint.	83.00	4,600.00
6807 · Fire Alarm Fee	0.00	480.00
Total 6800 · BUILDING EXP	2,537.71	30,141.11
Total Expense	5,209.55	80,632.72
Net Income	6,212.97	37,191.49

TO: BOARD OF DIRECTORS
FROM: LORETTE LEAFE
SUBJECT: CORRESPONDENCE REPORT FOR MONTH OF OCTOBER- 2005
DATE: NOVEMBER 5, 2005

The following correspondence was sent for the month of October:

“Thank you” for Drouin Collection	23
“Thank you” for donations of money	0
“Thank you” for donations of money for Drouin	4
“Thank you” for donations of books / equipment	7
Request for information	10
Requests forwarded to other dept.	<u>10</u>
Total	54

Respectfully submitted,
Lorette Leafe

Totals –2005

<u>Month</u>	<u>Donations</u>	<u>Drouin</u>	<u>Books</u>	<u>Inquires</u>	<u>Total</u>
January	18		3	0	21
February	28		0	14	42
March	19		5	14	38
April	15	3	0	11	29
May	14	2	0	20	36
June	11	0	0	35	46
July	20	3	4	40	67
August	40*	1	0	35	76
September	91	4	1	26	122
October	26	1	7	20	54
Total	282	14	20	215	533

Drouin column is specifically for \$500 and up donations.

*Smaller donations for Drouin are incorporated into the Donations column.

August – Thirty-Two out of forty donations were monies for Drouin, \$1,145.00

September – Eighty-Nine of ninety-one were monies for Drouin. Smaller donations amounted to \$4,175.00.

Larger donations (over \$500.) amounted to \$4,850.00.

OCTOBER: SLOW MONTH: \$1,430.00 IN SMALL DONATIONS FOR DROUIN
500.00 IN DROUIN FUND

MEMBERSHIP REPORT
FOR MONTH OF
OCTOBER, 2005

New Members	14
Renewals (3 Re-activated)	91
Inactivated (2 Family, 1 Student, 1 AG)	46
Donations (Drouin \$115.00)	\$240.00
Total Number of Active Members	<u>2143</u>
Active Members	1723
Family Members	171
Student	2
Exchange	119
Life	118
Life Family	5
Life Genealogist (1 st Class Postage)	0
Active Genealogist (1 st Class Postage)	5

Submitted by:

Jeanne Boisvert #6394

Membership Reminder Notices Report

October 2005

	Renewals	Reminders	Renewals (Previously sent out)
<u>Membership Type</u>	<u>November 2005</u>	<u>August 2005</u>	<u>August 2005</u>
US Individual (\$30)	86	71	169
US Family (\$45)	6	5	21
Canadian Individual (\$38)	2	1	1
Canadian Family (\$57)	-	-	-
Overseas Individual (\$50)	-	-	-
Institutional (\$50)	1	3	5
Total:	<u>95</u>	<u>80</u>	<u>196</u>

Submitted by Michael B. Melanson, #2803

Muriel Normand

From: "Pauline G Cote" <geco2@juno.com>
To: <Board@acgs.org>
Cc: <LAutotte@comcast.net>; <h-n-boyce-sr@comcast.net>; <cl-hebert@comcast.net>; <cmhh27@gsinet.net>; <labelle@unitil.com>; <bobpaquette@comcast.net>; <cw3jack_stan@mindspring.com>; <Arborside@aol.com>; <NYChurchrecords@aol.com>; <kmpasko@comcast.net>; <GECO2@JUNO.COM>
Sent: Saturday, November 05, 2005 7:19 PM
Subject: Board meeting 10 Nov 2005

To the Officers, Directors, Chairpersons & Committee

On the MA front:

We continue to proof read the baptisms of Our Lady of Perpetual Help, Holyoke

We at home continue to do data entry of St Joseph, Springfield MA

On the NY front:

Hoping that in my next report I can say we have finally published the M-B-D of St Paul, Hudson Falls NY

We have commence proof reading St Anthony, Schenectady NY. You will recall that this is Mr Bonitatibus family parish. The names, given & surnames, are somewhat foreign to our proof readers and they have to go letter by letter. The conclusion is that the project is as slow as molasses going up the hill in February, but we will work harder at it

Unusual as I reported last month is that proof reading of St Mary, Troy is under the direction of Kay Brearton of the Schenectady area. She was presented with 30 files of marriages and very quickly distributed them to volunteers who do not normally work for ACGS but are versed in doing this type of work. To date she has had returned most of the files. She reported today that she will redistribute the files done to someone else who will do a "sort of 2nd proof".

These files will not be sent via snail mail but be brought in when David hits town next. He will then bring back the remainder of the marriage files that are now a mixture of M-B-D.

If the plan works, with luck we might be able to publish sometimes next year some parts of this parish. Had we kept the material here for NH to proof read, which is the general norm, I have a very strong feeling that many of us would have bid the dust, or should I say turn into dust before something was completed. Paul Lambert who contributed a great deal in data entry can I am certain shout at top of his lungs how horribly difficult this parish is not to mention its magnitude

difficult this parish is not to mention his magnitude
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We have commenced proof reading St Anthony, Schenectady, NY. You will

M-B-D of St Paul Hudson Falls NY
Hoping that in my next report I can say we have finally published the

in the NY front:

We at home continue to do data entry of St Joseph, Springfield MA

photos

We continue to proof read the baptisms of Our Lady of Perpetual Help.

on the MA front:

To the Officers, Directors, Chairpersons & Committee

Subject: Board meeting 10 Nov 2005
Sent: Saturday, November 05, 2005 7:19 PM
From: "Pauline G Cote" <gpcos@junq.com>
To: <Board@accs.org>
Cc: <Autotites@comcast.net>; <fr-n-boyce-st@comcast.net>; <cl-frederf@comcast.net>;
<cmph27@stainet.net>; <labelie@unilil.com>; <bobpaduette@comcast.net>;
<owjlsck_stan@mindsping.com>; <Anonaiside@aol.com>; <NYChurchrecords@aol.com>;
<kmprsko@comcast.net>; <GECOS@JUNO.COM>

Initials Normand

On the NH front:

Marriage proof reading is almost complete on Our Lady of Perpetual Help, Manchester & I hope to also include in my next report that it is published.

Baptisms are immediately behind

Terry Beaudoin has volunteers to do the burials that came in last Wednesday. She will do this at her pace & perhaps the oldest book of burials will be returned so the secretary can copy them for us to add before they close the doors

Last month I promised I would not be so elongated, & if you came aboard after that meeting and want some punishment ask the for a copy

Hope you & yours have a pleasant Thanksgiving. Here I think the bird will be flying over the coo coo's nest

Respectfully submitted

Pauline Genest Cote
Publication Coordinator

PGCOTE

Muriel Normand

From: "Bob Paquette" <bobpaquette@comcast.net>
To: <board@acgs.org>
Cc: "Sam Harris" <chrysler54@comcast.net>; "Roland Marchand" <r.marchand1@comcast.net>
Sent: Monday, November 07, 2005 7:35 PM
Subject: Computer Committee Report Nov05

Computer Committee Report
November 2005

The Drouin collection is up and running and we are receiving fewer complaints regarding problems with access. It's a slight learning curve and folks are getting more comfortable with the software. A couple of empty folders have been found and Mr. Pepin has been contacted; awaiting a reply.

The big issue this month has been e-mail or lack thereof. It seems that AT&T got hacked and they haven't been very helpful in resolving the problem. A service order has been placed with Verizon to change internet providers. We are currently awaiting delivery of the install kit.

Computer Committee members are:

Roland Marchand	r.marchand1@comcast.net
Sam Harris	chrysler54@comcast.net
Gerry Savard	gsavard@comcast.net
Bob Paquette	bobpaquette@comcast.net

Respectfully submitted:
Bob Paquette, 3262

To: AGCS Board
From: Gerry Savard
Date: 11/7/2005
Subject: Web Site statistics for October, 2005

In October we averaged 213 visitors per day to our web site. A new high again!! That's 6,615 visits for the month. Over 1,000 more visits this month. A very big part of this can be attributed to Dick Eastman's article on the Drouin files.
See graphs and data on next page.

I updated the Directors and Volunteers pages to reflect the changes made last month.

For October, the repertoire list was downloaded 1507 times, and the main collection list 1695 times. I plan to add a third file with our CD and Microfilm/fiche listings and also a PDF version of our catalog.

Our catalog page was accessed 493 times.
115 membership applications were downloaded.
The Drouin page was accessed 744 times.
The What's New page was accessed 369 times.
The 'Tree of Life' page got 327 hits.

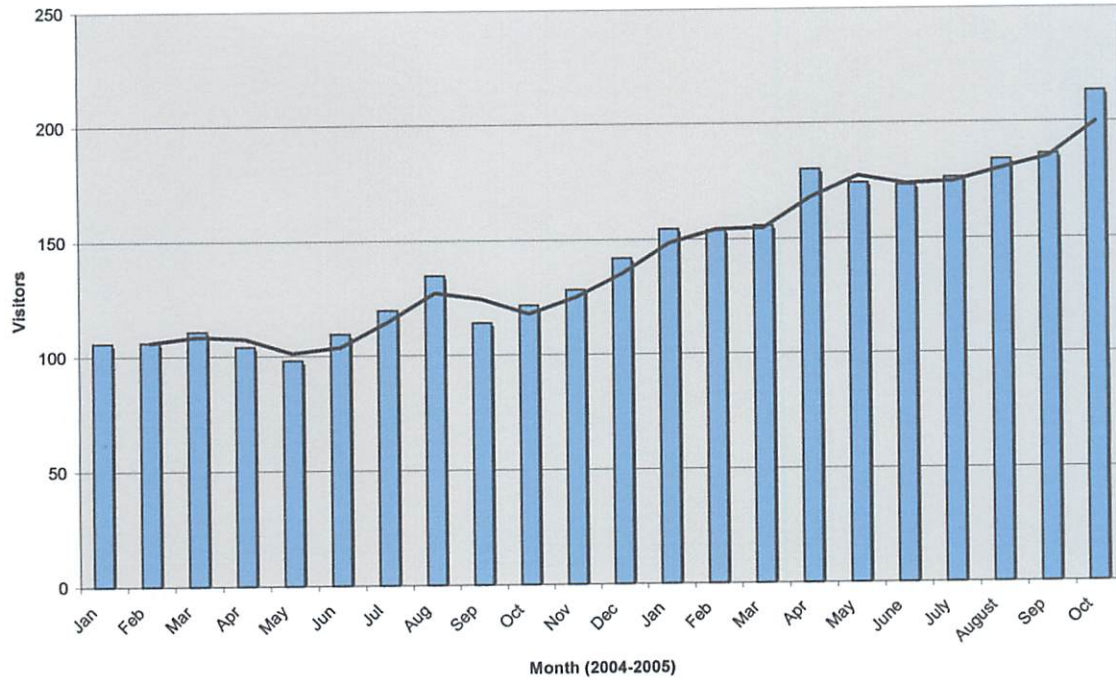
Google still brings us over 800 hits to our site.
Lucie Leblanc Consentino's site brought us 70 hits to learn about Drouin.
AFGS site generated 86 hits.
Dick Eastman's newsletter generated over 260 hits. These are referrals from the sites and don't include the visitors that they generate but that type in the URL by themselves.

The message board: We have 200 messages and 124 registered users. I had to delete about a about half a dozen users and a dozen messages that were not about genealogy, apparently posted by spammers.

Again, I encourage everyone to drop by the message board and possibly help someone with a query or even encourage them to stop by our library if they are local to us.

Gerry Savard
Web Site Liaison

Web Traffic - Visitors Per Day



Year	Month	Visitor Total	Visitors/Day
2004	Jan	3,279	105.77
	Feb	3,079	106.17
	Mar	3,436	110.84
	Apr	3,127	104.23
	May	3,039	98.03
	Jun	3,285	109.50
	Jul	3,712	119.74
	Aug	4,176	134.71
	Sep	3,421	114.03
	Oct	3,768	121.55
	Nov	3,847	128.23
	Dec	4,401	141.97
2005	Jan	4,788	154.45
	Feb	4,307	153.82
	Mar	4,827	155.71
	Apr	5,397	179.90
	May	5,395	174.03
	June	5,185	172.83
	July	5,460	176.13
	August	5,699	183.84
	Sep	5,583	186.10
	Oct	6,615	213.39

Membership Reminder Notices Report

October 2005

<u>Membership Type</u>	Renewals	Reminders	Renewals <i>(Previously sent out)</i>
	<u>November 2005</u>	<u>August 2005</u>	<u>August 2005</u>
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Submitted by Michael B. Melanson, #2803

Memorandum

To: A.C.G.S. Board members

From: Jeanne Boisvert, Membership

Date: 11/9/2005

Re: Drouin donations

Attached is a list of members that have donated to the Drouin fund from July 2005 until present. A total of \$1365.00 has been collected from membership renewals only.

TreasurerA/BReport

MEMBER#	LNAME	FNAME	B/A	DONATIONS	STATUS
8832	Boudreau	Joseph A.	Drouin	\$20.00	842005
8686	Young	Nancy L.	Drouin	\$10.00	101205
8671	Shine	Dorothea P.	Drouin	\$5.00	842005
8667	Levasseur	Theresa	drouin	\$5.00	922005
8653	Ladouceur	Maxine	Drouin	\$20.00	742005
8479	Poirier	Gerard F.	Drouin	\$70.00	932005
8467	Bourgault	Leo	Drouin	\$25.00	932005
8462	McKinnon	Ronald	Drouin	\$100.00	932005
8438	Butka	William	Drouin	\$20.00	842005
8423	Beique	Henry	drouin	\$5.00	732005
8419	Simmonds	R. Bruce	Drouin	\$20.00	922005
8103	McCauley	Michael A.	drouin	\$10.00	632005
7827	Tardif	Tony	drouin	\$5.00	732005
7640	Jeffery	Gerry	drouin	\$15.00	111205
7453	Roy	Mark	drouin	\$100.00	101205

MEMBER#	LNAME	FNAME	B/A	DONATIONS	STATUS
7431	Weiss	Dorothy A.	Drouin	\$15.00	932005
7387	Regan	Paul M.	drouin	\$55.00	732005
7332	Satterly	Robert P.	drouin	\$15.00	101205
7035	Talbot	Angelique M.	Drouin	\$100.00	932005
7026	Wilcott	Joseph	Drouin	\$70.00	932005
7004	Le Clair	June N.	Drouin	\$70.00	932005
6634	Hickey	Theresa J.	Drouin	\$5.00	104205
6616	Lachance	Robert E.	drouin	\$10.00	104205
6598	Shipko	Sandra	Drouin	\$10.00	932005
6475	Sirois, III	John L.	Drouin	\$70.00	842005
6461	Cyr	Rachel	drouin	\$50.00	732005
6367	Berard	Paul J.	Drouin	\$30.00	732005
6207	Daigle	Albert A.	drouin	\$15.00	622005
6081	Cloutier	Patricia A.	drouin	\$5.00	102205
6064	Angers	Jean Noel	drouin	\$5.00	932005
5923	Voisine	Kathleen Mae	drouin	\$20.00	922005
5580	Thaxton	Yvonne	drouin	\$20.00	102205

MEMBER#	LNAME	FNAME	B/A	DONATIONS	STATUS
5543	Disco	Nelson R.	Drouin	\$20.00	932005
5505	Brown	Nancy Y.	Drouin	\$10.00	842005
5426	Adams	Craig R.	drouin	\$10.00	742005
5307	Connell	Diane Lebel	drouin	\$20.00	732005
4945	Glennon	Richard M.	drouin	\$50.00	104205
4713	Kelley	Louise E.	Drouin	\$20.00	942005
4342	Doran	Lorraine A.	drouin	\$25.00	111205
3916	Murphy	Doreen	drouin	\$100.00	922005
3896	Slack	Suzanne M.	Drouin	\$10.00	732006
3252	Monchamp	Madlyn Babin	Drouin	\$5.00	732005
2784	Taft	Ann P.	drouin	\$10.00	104205
2426	Thibault	Joseph	drouin	\$10.00	104205
2035	Houde	Noella	Drouin	\$5.00	812005
1088	Fagley	Edith M.	Drouin	\$5.00	101205
1045	Daubney	Laura G.	Drouin	\$5.00	842005
1034	Walker	Margaret L.	Drouin	\$10.00	942005
0720	Boucher	Lucille	drouin	\$20.00	842005

MEMBER#	LNAME	FNAME	B/A	DONATIONS	STATUS
0332	Mahaleris	Blanche	Drouin	\$20.00	932005
0133	Boucher	Rev. Gerard	drouin	\$15.00	932005

Diane Thibault

November 10, 2005

Marketing Report – ACGS

Gerry Lalonde worked with Ed Girard at Lafayette Press to rework the packet to mail it for .37 per envelope rather than .60. The changes were to cut out the margins on the list of books and to eliminate the tri-fold. The tri-folds can be sent at a future date to libraries that have shown interest in our organization by placing orders.

The new breakdown of costs:

<i>Envelopes</i>	<i>\$490</i>
<i>Letterhead</i>	<i>\$420</i>
<i>Cards</i>	<i>\$575</i>
<i>Lists</i>	<i><u>\$960</u></i>
<i>Total Mailers</i>	<i>\$2,445</i>
<i>Postage</i>	<i><u>\$1,850</u></i>
<i>Project total</i>	<i>\$4,395</i>

Not only are we saving on postage, by having Lafayette Press print the lists, there is an immense time saved in not printing these lists ourselves.

The first 500 packets will be ready to stuff and mail out this week.

*Diane
Thibault*

October 24, 2005

TO: ACGS Board of Directors

FROM: Contance Hébert & Robert Neveux

SUBJ: Third floor conference room

Several members and non-members to input their genealogy use "The Master Genealogist" software.

We have given some thought to begin a "TMG User's Group" in this area. Several people for such a group have expressed interest.

Would it be possible for this group to meet at ACGS in the Conference Room on the third floor? We would be meeting once a month, probably on a Saturday afternoon from 1 – 4 PM.

Our meeting time would not conflict with the two Irish groups that meet here on Sundays.

A donation will be requested for the use of the room. This money would be deposited in the Drouin Collection Fund.

Thank you for your consideration of this request.

October 24, 2002

TO: ACOG Board of Directors

FROM: Constance Hébert & Robert Naveau

SUBJ: Third floor conference room

Several members and non-members to input their genealogy use "The Master Genealogist" software.

We have given some thought to begin a "TMG User's Group" in this area. Several people for such a group have expressed interest.

Would it be possible for this group to meet in ACOG in the Conference Room on the third floor? We would be meeting once a month, probably on a Sunday afternoon from 1-4 PM.

Your meeting time would not conflict with the two Irish groups that meet here on Sundays.

A donation will be requested for the use of the room. This money would be deposited in the Downin Collection Fund.

Thank you for your consideration of this request.

AUDIT OF THE AMERICAN-CANADIAN GENEALOGICAL SOCIETY'S 2004 FINANCIAL RECORDS

There are seven components of the financial records of the society. These are as follows:

- 1. The computer record as recorded in the accounting program "QuickBooks".**
- 2. The hard copies of the computer records, consisting of:**

MONTHLY

- A. Income/Expense Statement**
- B. Balance Sheet**
- C. Reconciliation Report of each Bank account**
- D. Transaction Report by Category and Account Number**

These four reports should be completed soon after the close of each month and so dated and kept in the monthly folder, waiting audit. Board members are furnished with copies of A and B at each monthly meeting. The Board should also feel free to ask for a copy of C and D whenever it seeks more detail or to clarify a point.

- 3. The Bank's Monthly Statements**
- 4. The check stubs on which the treasurer has recorded each disbursement made by check. Each check stub should contain the following:**
 - A. Date**
 - B. Name of payee**
 - C. Reason for the disbursement**
 - D. The number or name of the account to be charged**
 - E. Amount of the check**
 - F. Any deposits or other credits or debits to the account that have not been recorded on the check stubs up to this point**
 - G. The balance of the bank account after this transaction**
- 5. The cancelled and voided checks in numerical order**
- 6. A weekly accounting of the monies collected from the Library cash register, mailed in dues payments, checks for purchase orders for publications etc, donations, Research Dept. receipts and any other monies collected during the current week. This record, along with the cash register tapes, are to be kept in the monthly folder.**
- 7. Paid invoices clearly marked "Paid, date, check number and amount (if not paid in full", and kept in the monthly folder.**

In conclusion, the Audit Committee has found that the books have been kept in good order as outlined above, and the finances of the society have been reported according to Generally Accepted Accounting Practices. The finances of the Society look sound and the Cash Flow looks good to sustain our present level of expenses and obligations.

**2001 FINANCIAL RECORDS
AUDIT OF THE AMERICAN-CANADIAN GENEALOGICAL SOCIETY**

There are seven components of the financial records of the society. These are as follows:

1. The computer record as recorded in the accounting program "QuickBooks".
2. The hard copies of the computer records, consisting of:

MONTHLY

- A. Income Statement
 - B. Balance Sheet
 - C. Reconciliation Report of each Bank account
 - D. Transaction Report by Category and Account Number
- These four reports should be completed soon after the close of each month and so hand and kept in the monthly folder, waiting audit. Board members are furnished with copies of A and B at each monthly meeting. The Board should also take time to look for a copy of C and D whenever it seems more detail or to clarify a point.

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4. The check stubs on which the treasurer has recorded each disbursement made by check. Each check stub should contain the following:

- A. Date
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- C. Reason for the disbursement
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- E. Amount of the check
- F. Any deposits or other credits or debits to the account that have not been recorded on the check stubs up to this point
- G. The balance of the bank account after this transaction

5. The cancelled and voided checks in numerical order
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**REPORT OF THE FINANCIAL & AUDITING COMMITTEE
OF THE 2004 FINANCIAL STATEMENTS OF ACCOUNT**

FORWARD

TO THE BOARD OF DIRECTORS:

The responsibility for the conduct of the affairs of the Society rests entirely with the board of Directors. While all of us were attracted to the Society by our interest in tracing our family roots, none of us came with all the skills necessary to manage all the legal, technical and financial affairs of the Society. Nevertheless, those of you who serve on the Board have volunteered your time and efforts to contribute to the success of our organization. Whenever the complexity of the management task is beyond the Board's expertise, outside specialists are hired. Whenever this specialized help is more expensive than the Board feels the Society can afford, it seeks a solution within its own ranks.

That is what has brought the Finance & Audit Committee the task of auditing the finances of the Society. We have quite a bit of experience in accounting but we are not CPA's and we are not experts. What we bring to this task is our best efforts.

With that in mind, the audit, which follows is more detailed than you would ordinarily get from a CPA. Our reason for going into so much detail is to help the individual Board members understand the Society's financial accounting system, and to show its strengths and expose its weaknesses.

Very truly yours, the Finance & Audit Committee

Gerald Lalonde #3312

Donna Lanctot #8685

James Carroll #8963

Note: Signed copies will be on file in the 2004 folders and in the Audit folder of the Treasurer's files.

REPORT OF THE FINANCIAL & AUDITING COMMITTEE
OF THE 2004 FINANCIAL STATEMENTS OF ACCOUNTS

FORWARD

TO THE BOARD OF DIRECTORS:

The responsibility for the conduct of the affairs of the Society rests entirely with the Board of Directors. While all of us were awarded to the Society by our interest in making our financial records more of an asset than a liability, it is not our job to manage the legal, technical and financial affairs of the Society. Nevertheless, those of you who have served on the Board have volunteered your time and efforts to contribute to the success of our organization. We honor the complexity of the management work beyond the Board's expertise outside specialists are hired. However, this specialized help is more expensive than the Board feels the Society can afford, it seeks a solution within its own ranks.

That is what has brought the Finance & Audit Committee the task of auditing the finances of the Society. We have quite a bit of experience in accounting but we are not CPAs and we are not experts. What we do bring to the task is our best efforts.

With that in mind, the audit which follows is more detailed than you would ordinarily get from a CPA. Our reason for going into so much detail is to help the Board understand the Society's financial accounting system and to show its strengths and expose its weaknesses.

Very truly yours, the Finance & Audit Committee

Richard Leland #3312

Donna Leland #3682

James Carroll #3903

Three signed copies will be on file in the 2004 folders and in the Audit folder of the Treasurer's files.

Muriel Normand

From: "Pauline Cusson" <pcusson@worldnet.att.net>
To: <board@acgs.org>
Sent: Tuesday, November 15, 2005 9:04 PM
Subject: Storm Drain

Below is a proposal from Herb to have the storm drain that keeps overflowing cleared out as quickly as possible. It is inevitable that it will fill up again [probably by next summer] but, a permanent fix is quite costly for us at this time. I'm proposing that we approve Herb's suggestion of just having it cleared right now for **approximately \$350 and not to exceed \$450**. We can have him give us the details of a more permanent fix next year.

Good Morning Pauline, I have made several phone calls about the storm drain overflow pipe. Most companies don't do this kind of work and some do but as usual some are very pricey up to \$900.00 but I found a company that will do it for about \$350.00. The overflow pipe which is in the catch basin has to be power blown out as it appears to be full of sand and leaves. The other options we talked about are in the \$3000.00 to \$5000.00 mostly labor intensive and time consuming, so I feel this is the least and most reasonable way to go at this time. They can do it this week but I felt you might like to get board approval first. Please let me know. Thanks Herb

Please respond to the board@acgs.org You do not need to reply to me individually also.

Pauline

Mindel Nomand

From: "Pauline Casson" <pcasson@wohlfahrt.net>
To: <board@accg.org>
Sent: Tuesday, November 16, 2009 2:04 PM
Subject: Storm Drain

Below is a proposal from Herb to have the storm drain that keeps overflowing cleared out as quickly as possible. It is inevitable that it will fill up again [probably by next summer] but a permanent fix is quite costly for us at this time. I'm proposing that we approve Herb's suggestion of just having it cleared right now for approximately \$350 and not to exceed \$450. We can have him give us the details of a more permanent fix next year.

Good Morning Pauline, I have water never. I guess calls about the storm drain. Most companies don't do this kind of work and some do but at a very high price. I found a company that will do it for about \$350. The overflow pipe water in the catch basin has to be removed. It appears to be full of sand and leaves. The color of the water is brown and the smell is not good. I would like to go to this time. They can do it this week if the least and not necessarily to get board approval first. Please let me know. The board you might like to get board approval first. Please let me know. The board

Please respond to the board meeting if you do not want to reply to me individually.
Pauline

Muriel Normand

From: "Pauline Cusson" <pcusson@worldnet.att.net>
To: <board@acgs.org>
Sent: Sunday, November 20, 2005 7:48 PM
Subject: Coupons for volunteers

What I thought might be a good idea 6 months ago to encourage more members to volunteer for the desk and as Drouin Assistants does not seem to be such a good idea anymore. I'm not sure we voted to do this [1 coupon for each hour worked] but if we did, we need to visit it again. If we are going to continue giving volunteers 1 Drouin coupon for each hour they sign up for on the desk and to assist with the Drouin Collection, then it seems to me, they aren't really volunteering anymore. They are technically getting paid for their service - at least those who are taking their coupons are.

Without pulling the carpet out from under those who might be relying on accumulating these coupons to get their primary documents, I am proposing that we stop the practice of giving coupons for services on the desk as of January 1, 2006. If the board agrees, we need to make it perfectly clear to them between now and the first of the year. The reason I think we should move on this immediately is because Lucie Consentino is recruiting Assistants and Collectors [2 separate teams] and needs to know what to tell them our policy is [or will be] for volunteers involved in the Drouin collection.

Please respond to board@acgs whether you think we should stop this practice of giving coupons for service as of January 1, 2006 or not stop it.

Pauline Cusson
President

Walter Norman

From: "Pauline Casson" <pcasson@volchar.net>
To: <boards@scgs.org>
Sent: Sunday, November 20, 2006 7:48 PM
Subject: Coupons for volunteers

When I thought might be a good idea 6 months ago to encourage more members to volunteer for the desk and as Dronin Assistants does not seem to be such a good idea anymore. I'm not sure we voted to do this [coupon for each hour worked] but if we did, we need to visit it again. If we are going to continue giving volunteers 1 Dronin coupon for each hour they sign up for on the desk and to assist with the Dronin Collection, then it seems to me, they aren't really volunteering anymore. They are technically getting paid for their service - at least those who are taking their coupons etc.

Without pulling the carpet out from under those who might be relying on accumulating these coupons to get their primary documents, I am proposing that we stop the practice of giving coupons for services on the desk as of January 1, 2006. If the board agrees, we need to make it perfectly clear to them between now and the first of the year. The reason I think we should move on this immediately is because Pauline Casson is recruiting Assistants and Collectors [2 separate teams] and needs to know what to tell them our policy is [or will be] for volunteers involved in the Dronin collection.

Please respond to me by [] whether you think we should stop this practice of giving coupons for service as of January 1, 2006 or not stop it.

Pauline Casson
President