

ACGS Board of Directors Meeting  
Agenda  
Sunday, March 18, 2012

Start of Meeting: 10:00 a.m.

Excused:

Review/Approval of February minutes [electronic]

President's Report

Report of Officers

- 1 Treasurer's reports
- 2 Correspondence
- 3 Membership

Committee Reports – some electronic

- 1 Conference
- 2 Shipping
- 1 Buildings/Grounds/Safety
- 2 Library
- 3 Research Services
- 4 Speakers' Bureau
- 5 Web site
- 6 Publications

Old Business:

- 1 Consolidating Accounts
- 2 Outside repairs
- 3 Publication copies scanning project
- 4 Obituary project
- 5 Lowell Baptisms Project
- 6 Spring Conference

New Business:

- 1 Spring Conference
- 2 Fall Conference
- 1 Open discussion
- 2 Next meeting – April 15, 2012

Adjourn –

## ACGS Board of Director's Meeting

February 19, 2012

**Present:** Pauline Cusson, Bernadette Meunier, Jeanne Boisvert, Constance Hebert, Jim Gaudet, Dan Champagne, Denis Joyal, Gerry Savard, Julie Smith and Jackie Watson.

**Excused:** Ron Blais and Muriel Normand

**Meeting started @:** 10:00 am

**Secretary's Report:** Jim made a motion to accept the minutes as written, with the minor changes. This was seconded by Constance, all were in favor.

**President's Report:** nothing to report

**Treasurer's Report:** Written report submitted. After some discussion on some of our accounts Pauline will see about moving some operating funds from our checking account to the Money Market Account. She will also close the Canadian Funds account and transfer those funds into the operating account. Pauline will also look into consolidating all our funds into one bank location.

File for audit.

**Membership Report:** Written report submitted.

**Spring Conference:** Constance was looking for ideas for speaker for the upcoming conference. We discussed various ideas and came up with some names for Constance to look into. Jeanne suggested that we create a form to be made available at the conference/s for our patrons to suggest topics and speakers that they might be interested in having at future conferences.

We had a discussion about doing pod-casting of interesting topics and speakers during our conferences that could be put on the web site for viewing for those unable to attend the conference.

**Shipping:** written report submitted

**Building and Grounds:** (covered under Old Business) the chair lift was repaired recently at the cost of \$309.00. Wheels and brake/gears were replaced. An offer to contract for repair work was tabled and will be looked into before a decision is made.

**Library Board:** Projects on going, nothing new to report.

**Research Department:** Written report submitted. Constance said that requests for payment for research that was done and was now overdue were sent out and some funds have come back.

**Speaker's Bureau:** nothing new.

**Publications:** Wrapping up on two projects: St. Pat's/Cambridge and Holy Cross, Salem, N.Y. B-M-D records.

Some of Pauline Cote's records are now ready for proofing. Proofers needed.

We had a discussion about what to reprint and how many. We had a brief talk about having some kind of policy for doing reprinting. We tabled this until next meeting.

**Old Business:** John Cooke has started doing the scanning of the old publication records.

We will need to have someone to start on scanning the obits.

The Lowell baptism records have been started. (abt. 2000 records) We need a data entry form for this project. Bernadette was asked to help.

**New Business:** Fall Conference—We need chair people and speakers.

We talked about the outside building repairs: The contractor has been checked with the AG's office, Better Business Bureau and one major customer and found to be well recommended.

Pauline gave us some figures from TD Bank about applying for a loan to cover the cost of the building repairs. We also discussed other ways of getting the money needed. Gerry will talk to Herb to see if the contractor will break the job into sections to be done over a 3 or 4 year period. We know that the cost will most likely go up because of the extra work in setting up and taking down of the staging that will be needed. Pauline plans to send out a letter explaining the work needed to the membership via the Genealogist and put a start to a building drive for funds. We are looking for other means to raise funds to meet the cost of this very expensive and needed job.

Jim has confirmed that our upstairs conference room will be used for Softball meetings. March 17<sup>th</sup> will be a coaches meeting and March 31<sup>st</sup> will be the team meetings.

**Meeting adjournment:** Jeanne made a motion to adjourn at 12:19pm, seconded by Bernadette, all were in favor.

03/15/12

## American-Canadian Genealogical Society

## Balance Sheet

As of February 29, 2012

Feb 29, 12

**ASSETS****Current Assets****Checking/Savings****1000 · BANK ACCOUNTS**

1001 · CHECKING ACCOUNT-BNH 37,207.57

1002 · CHEQUING - CANADIAN FUNDS 927.44

1003 · BUILDING FUND-BNH 5,341.25

1004 · BOOK FUND-SMB 1,981.71

1005 · CASH ON HAND-CASH REG 150.00

1006 · PETTY CASH-VOLUNTEERS 200.00

1007 · C.D. SMB 10/18/2002 1,621.34

1010 · MONEY MKT - TDBank 26,702.58

**Total 1000 · BANK ACCOUNTS** 74,131.89**Total Checking/Savings** 74,131.89**Other Current Assets**

1300 · INVENTORY-RESALE 65,937.69

**Total Other Current Assets** 65,937.69**Total Current Assets** 140,069.58**Fixed Assets****1500 · Fixed Assets**

1501 · LIBRARY BUILDING 230,172.38

1502 · FURNITURE &amp; EQUIPMENT 131,741.21

1503 · ACGS HOLDINGS 336,297.05

**Total 1500 · Fixed Assets** 698,210.64**Total Fixed Assets** 698,210.64**TOTAL ASSETS** 838,280.22**LIABILITIES & EQUITY****Liabilities****Long Term Liabilities****2700 · NOTE PAYABLE**

2701 · NOTES PAYABLE (DROUIN) 80,000.00

**Total 2700 · NOTE PAYABLE** 80,000.00

2703 · . DROUIN PRINCIPLE -80,000.00

**Total Long Term Liabilities** 0.00**Total Liabilities** 0.00**Equity**

3000 · OPENING BALANCE EQUITY 543,867.62

3900 · RETAINED EARNINGS 282,459.47

Net Income 11,953.13

**Total Equity** 838,280.22**TOTAL LIABILITIES & EQUITY** 838,280.22



3:17 PM  
03/15/12  
Accrual Basis

American-Canadian Genealogical Society  
Income/Expense  
February 2012

	<u>Feb 12</u>
<b>Income</b>	
<b>4100 · MEMBERSHIP</b>	
4101 · Dues	5,415.00
<b>Total 4100 · MEMBERSHIP</b>	<u>5,415.00</u>
<b>4200 · PUBLICATIONS</b>	
4203 · Repertoires	4,624.29
4208 · Orphan Pub. & Index	30.00
<b>Total 4200 · PUBLICATIONS</b>	<u>4,654.29</u>
<b>4400 · LIBRARY</b>	
4401 · All Copies except Drouin copies	124.65
4402 · Maps-Charts-Beginners' Course	50.00
4403 · Guest Fees	95.30
4405 · Beverages	120.00
4410 · Drouin Copies & CDs	2.25
<b>Total 4400 · LIBRARY</b>	<u>392.20</u>
<b>4500 · RESEARCH</b>	
4501 · Reasearch Income	385.00
<b>Total 4500 · RESEARCH</b>	<u>385.00</u>
<b>4700 · SOCIETY</b>	
4701 · Drouin Fund Donations	100.00
4702 · Bldg Fund	1,285.00
4703 · Book Fund (Border crossings)	255.00
4705 · Cash Over & Short	11.00
4706 · Ckg Act Int	2.13
4708 · Sav Act Int	4.23
<b>Total 4700 · SOCIETY</b>	<u>1,657.36</u>
<b>4800 · BUILDING</b>	
4801 · Rent	875.00
<b>Total 4800 · BUILDING</b>	<u>875.00</u>
<b>Total Income</b>	<u>13,378.85</u>
<b>Gross Profit</b>	13,378.85
<b>Expense</b>	
<b>6100 · MEMBERSHIP EXP</b>	
6101 · Postage	50.00
<b>Total 6100 · MEMBERSHIP EXP</b>	<u>50.00</u>
<b>6200 · PUBLICATIONS EXP</b>	
6201 · Postage	100.00
6202 · Supplies	0.00
<b>Total 6200 · PUBLICATIONS EXP</b>	<u>100.00</u>

3:17 PM  
03/15/12  
Accrual Basis

**American-Canadian Genealogical Society**  
**Income/Expense**  
February 2012

	<u>Feb 12</u>
<b>6400 · LIBRARY EXP</b>	
6402 · Supplies	208.22
6404 · Equip. Maint	59.55
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<b>Total 6400 · LIBRARY EXP</b>	267.77
<b>6700 · SOCIETY EXP</b>	
6701 · Postage	320.00
6707 · Bank Charges	60.59
6709 · Computer Expenses	39.00
6712 · Internet Services	9.95
	<hr/>
<b>Total 6700 · SOCIETY EXP</b>	429.54
<b>6800 · BUILDING EXP</b>	
6801 · Heat	852.00
6802 · Electricity	261.84
6805 · Building Maint.	756.99
6806 · Grounds Maint.	1,750.00
	<hr/>
<b>Total 6800 · BUILDING EXP</b>	3,620.83
	<hr/>
<b>Total Expense</b>	4,468.14
	<hr/>
<b>Net Income</b>	<u><u>8,910.71</u></u>

03/15/12

**American-Canadian Genealogical Society**  
**Income/Expense Year-to-Date Comparison**  
 January through February 2012

	<u>Jan - Feb 12</u>	<u>Jan - Feb 11</u>	<u>\$ Change</u>
<b>Income</b>			
<b>4100 · MEMBERSHIP</b>			
4101 · Dues	9,305.00	10,682.50	-1,377.50
<b>Total 4100 · MEMBERSHIP</b>	9,305.00	10,682.50	-1,377.50
<b>4200 · PUBLICATIONS</b>			
4203 · Repertoires	5,220.29	1,394.00	3,826.29
4207 · Fr, Croteau Publications	0.00	96.50	-96.50
4208 · Orphan Pub. & Index	30.00	21.95	8.05
<b>Total 4200 · PUBLICATIONS</b>	5,250.29	1,512.45	3,737.84
<b>4300 · GENEALOGIST</b>			
4301 · Back Issues	0.00	33.10	-33.10
<b>Total 4300 · GENEALOGIST</b>	0.00	33.10	-33.10
<b>4400 · LIBRARY</b>			
4401 · All Copies except Drouin copies	183.00	220.90	-37.90
4402 · Maps-Charts-Beginners' Course	67.00	145.90	-78.90
4403 · Guest Fees	155.30	130.00	25.30
4405 · Beverages	120.00	30.00	90.00
4410 · Drouin Copies & CDs	5.00	20.50	-15.50
<b>Total 4400 · LIBRARY</b>	530.30	547.30	-17.00
<b>4500 · RESEARCH</b>			
4501 · Reasearch Income	722.50	601.00	121.50
<b>Total 4500 · RESEARCH</b>	722.50	601.00	121.50
<b>4700 · SOCIETY</b>			
4701 · Drouin Fund Donations	170.00	95.00	75.00
4702 · Bldg Fund	1,410.00	565.00	845.00
4703 · Book Fund (Border crossings)	370.00	570.50	-200.50
4705 · Cash Over & Short	6.90	-0.80	7.70
4706 · Ckg Act Int	4.11	6.60	-2.49
4707 · Bld Fnd Int	0.45	0.00	0.45
4708 · Sav Act Int	8.75	0.00	8.75
4710 · Grants & Bequests	0.00	160.00	-160.00
<b>Total 4700 · SOCIETY</b>	1,970.21	1,396.30	573.91
<b>4800 · BUILDING</b>			
4801 · Rent	1,750.00	2,625.00	-875.00
<b>Total 4800 · BUILDING</b>	1,750.00	2,625.00	-875.00
<b>Total Income</b>	19,528.30	17,397.65	2,130.65
<b>Gross Profit</b>	19,528.30	17,397.65	2,130.65
<b>Expense</b>			
<b>6100 · MEMBERSHIP EXP</b>			
6101 · Postage	236.00	0.00	236.00
6102 · Supplies	64.00	0.00	64.00
<b>Total 6100 · MEMBERSHIP EXP</b>	300.00	0.00	300.00



03/15/12

**American-Canadian Genealogical Society**  
**Income/Expense Year-to-Date Comparison**  
 January through February 2012

	<u>Jan - Feb 12</u>	<u>Jan - Feb 11</u>	<u>\$ Change</u>
<b>6200 · PUBLICATIONS EXP</b>			
6201 · Postage	200.00	133.58	66.42
6202 · Supplies	0.00	44.96	-44.96
6208 · Orphan Publications	0.00	30.00	-30.00
<b>Total 6200 · PUBLICATIONS EXP</b>	<u>200.00</u>	<u>208.54</u>	<u>-8.54</u>
<b>6300 · GENEALOGIST EXP</b>			
6301 · Postage	0.00	409.01	-409.01
6303 · Printing	0.00	5,200.00	-5,200.00
<b>Total 6300 · GENEALOGIST EXP</b>	<u>0.00</u>	<u>5,609.01</u>	<u>-5,609.01</u>
<b>6400 · LIBRARY EXP</b>			
6402 · Supplies	292.19	21.28	270.91
6404 · Equip. Maint	119.10	103.56	15.54
<b>Total 6400 · LIBRARY EXP</b>	<u>411.29</u>	<u>124.84</u>	<u>286.45</u>
<b>6500 · RESEARCH EXP</b>			
6501 · Postage	0.00	48.20	-48.20
<b>Total 6500 · RESEARCH EXP</b>	<u>0.00</u>	<u>48.20</u>	<u>-48.20</u>
<b>6600 · CONFERENCE EXP</b>			
6608 · New England Regional Gen Conf	0.00	100.00	-100.00
<b>Total 6600 · CONFERENCE EXP</b>	<u>0.00</u>	<u>100.00</u>	<u>-100.00</u>
<b>6700 · SOCIETY EXP</b>			
6701 · Postage	320.00	295.22	24.78
6702 · Supplies	0.00	389.00	-389.00
6703 · Telephone	124.00	246.52	-122.52
6704 · Insurance Content/Bond	100.00	100.00	0.00
6707 · Bank Charges	140.54	128.67	11.87
6709 · Computer Expenses	78.00	219.90	-141.90
6712 · Internet Services	51.86	83.82	-31.96
6717 · Misc Society Expenses	0.00	0.00	0.00
<b>Total 6700 · SOCIETY EXP</b>	<u>814.40</u>	<u>1,463.13</u>	<u>-648.73</u>
<b>6800 · BUILDING EXP</b>			
6801 · Heat	1,704.00	1,736.00	-32.00
6802 · Electricity	548.49	552.33	-3.84
6803 · Water-Sewer	0.00	95.90	-95.90
6805 · Building Maint.	1,096.99	3,935.49	-2,838.50
6806 · Grounds Maint.	2,020.00	3,280.00	-1,260.00
6807 · Fire Alarm Fee	480.00	480.00	0.00
<b>Total 6800 · BUILDING EXP</b>	<u>5,849.48</u>	<u>10,079.72</u>	<u>-4,230.24</u>
<b>Total Expense</b>	<u>7,575.17</u>	<u>17,633.44</u>	<u>-10,058.27</u>
<b>Net Income</b>	<u>11,953.13</u>	<u>-235.79</u>	<u>12,188.92</u>

**Correspondence Report  
February 2012**

**Donation Letters: (25)**  
**USPS- 6**  
**Email- 19**

**24 individuals donated along with their membership – some of those to multiple funds; 1 individual donated a family genealogy.**

**Donation amount(s): \$765.00**

<b>Building</b>	<b>11 for \$475.00</b>
<b>Acquisitions</b>	<b>12 for \$240.00</b>
<b>Drouin</b>	<b>4 for \$50.00</b>

**Finally, the stone purchased by Art Geoffrion was received, and it was hung below Roger Lawrence's plaque.**

## Membership Reminder Notices Report

March 2012

	<b>Renewals</b>	<b>Reminders</b>	<b>Renewals (Previously sent out)</b>	<b>Expired Memberships</b>
<u>Membership Type</u>	<u>April 2012</u>	<u>December 2011</u>	<u>December 2011</u>	<u>February 2011</u>
US Individual (\$35)	102	5	6	10
US Family (\$45)	14	-	1	1
Canadian Individual (\$40)	2	-	-	-
Canadian Family (\$57)	-	-	-	-
Overseas Individual (\$50)	-	-	-	-
Institutional (\$50)	-	-	-	-
<b>Total:</b>	<u>118</u>	<u>5</u>	<u>7</u>	<u>11</u>

Submitted by Michael B. Melanson, #2803

**Total recorded between 2/1/2012 and 2/29/2012 = \$5,365.00**

<u>Payment Type</u>	<u>Count</u>	<u>Sum</u>
Individual US	123	\$4,305.00
Family	20	\$200.00
Building Fund	11	\$475.00
Drouin	4	\$50.00
Acquisitions	12	\$240.00
Individual - Canada	1	\$40.00
Research Services	1	\$55.00

**Membership Summary as of 3/4/2012**

<u>Active Members</u>	<u>Active Member by Type</u>	<u>New Members</u>
1485	Member Type	Count
Exchange	Family	132
104	Family Life	8
	Individual	1195
<u>Active Members by Country</u>	Individual Canada	14
CANADA 21	Individual Foreign	1
France 1	Institution	19
USA 1463	Life	116

**Year to Date Summary**

<u>PaymentType</u>	<u>Count</u>	<u>Sum</u>	<u>New Members YTD</u>	
			<u>Member Type</u>	<u>Count</u>
Individual US	285	\$9,970.00	Family	4
Family	37	\$360.00	Individual	19
Building Fund	26	\$825.00		
Drouin	8	\$200.00		
Acquisitions	18	\$455.00		
Institutional	4	\$200.00		
Individual - Canada	1	\$40.00		
Research Services	2	\$100.00		
	<b>Total to Date:</b>	<b>\$12,150.00</b>		

## Resources: In house, online and elsewhere

Welcome and intro; a bit about sources and how to evaluate them.

### In House:

Basic Library Tour: <sup>1/2 hr.</sup> on the 2nd floor.

- Indexes:
  - Blue Red, Petit and Fonds Drouin, Tanguay, Jette, Talbot, Charbonneau
  - References: Town names, dit names, dictionaries
  - Films: NH, Ma, Vt and Manchester vitals,
  - Fiches: IGI, Loiseau and female Drouin.
  - Border crossings
- Repts and other vital records on the shelves:
  - Quebec, New England, New York, Midwest and West
  - Ontario and the Maritimes
- Computer Databases: (not online)
  - Drouin, PRDH, Dictionnaire, our holdings, Ma vitals, BMS 2000
  - What did I forget

### In the Stacks and in the back

- Main Collection: Histories, Biographies, state info, wars, natives, loyalists, filles du roy, and other stuff
- Journals (Janine has to do HQ first) obits, directories
- Acadian Heritage Quest & Persi
- Shelf across: Notary indexes, general references, Archives

### Online: <sup>1/2 hr.</sup> <sup>1/2 hr. - Persi</sup>

- Ancestry and Heritage Quest separately, ? Family Search
- Genealogy Bank, Archives, Fold 3, regional sites, cemetery, Quebec genealogy online (and the other provinces), Library and Archives Canada, US gen web, state websites.
- ?Blogs, facebook and whatever else.

### Elsewhere in New England

- State and city libraries, archives and vital records (focus on NH)
- Town and city clerk's offices
- NEHGS

DAR: great example of the use of resources! - Janine

Lib. Board: questionnaire for Speakers/topics

**MAILING & SHIPPING**  
**(& Miscellaneous)**  
**February 2012**

\$72.44 was spent on over one half dozen mailings this month (one was a first class card to Canada).

I will be investigating the purchase of smaller-sized shipping boxes, as we have run out of our old supply of 12" x 10.5" easy-fold kraft mailers. These were good for small orders of one or two books, but the minimum quantity is 100 boxes at \$1.17/ea. I have already have the U-line 4" high boxes on hand – along with a copious supply of packing paper, that we can use.

I will try and find a deal of Coke ® products for the machine. Richard Cote and I have been looking and know the machine is low (or our) in some selections, but the 12 packs have been running at over \$4.00/each, and being the frugal (cheap) Acadian-Franco-American that I am, I am not inclined to pay that kind of money for brand name soda. It will get filled prior to the conference and Jackie already purchased water for the Library. I deposited over \$100.00 in soda and water income into the register after the February Board meeting.

## *Research Dept 2-Month Activity Report*

<u>DATE REC'D</u>	<u>SURNAME</u>	<u>LINE</u>	<u>RS DONE</u>	<u>DATE MAILED</u>	<u>DATE PAID</u>	<u>REMARKS</u>
1/2/2012	Martel	Martel	No		2011 Dec 16	To do
1/4/2012	Lemire	Lemire	Yes			CGH
1/13/2012	LeBlanc	Richard	Yes	2012 Jan 28	2012 Jan 27	CGH Pd w/CC
1/13/2012	LeBlanc	Ledoux	Yes	2012 Jan 28	2012 Jan 27	CGH Pd w/CC
1/20/2012	Briggs	Lafleur	No			To do
1/20/2012	Briggs	Briggs	No			To do
1/20/2012	Lamie	Single event	No		2012 Jan 16	To do
2/17/2012	Lemire #70943	Lemire	No			To do
2/17/2012	Yergeau	Single event	No		03 Feb 2012	To do
2/17/2012	Belanga	Elisha Belanger	NO			To do
2/17/2012	Richard	William Johnso	"			To do
2/17/2012	Langevin	Marie Soulange	No			To do
2/15/2012	Massey	Desfosses	Yes	2012 Mar 7	2012 Feb 22	CGH
2/24/2012	Ramp	Racette - Single	Yes	2012 Mar 16	2012 Feb 5	CGH - Pd remaining \$50 w/DISC
1/28/2012	McLaughlin	Latouche	Yes			CGH