

ACGS Board of Directors Meeting
Agenda
Sunday, May 20th, 2012

Start of Meeting: 9:00 a.m.

Excused:

Review/Approval of March minutes [electronic]

President's Report

Report of Officers

- Treasurer's reports
- Correspondence
- Membership

Committee Reports – some electronic

- Conference
- Shipping
- Buildings/Grounds/Safety
- Library
- Research Services
- Speakers' Bureau
- Web site
- Publications

Old Business:

- Spring Conference Wrap-up
- Building repairs
- Publication copies scanning project
- Obituary project
- Lowell Baptisms Project
- Fall Conference
- People Fest

New Business:

- Open discussion
- Next meeting – June 17, 2012
- Fundraising

Adjourn –

ACGS BOARD OF DIRECTORS MINUTES

APRIL 15, 2012

MEETING STARTED AT: 10:15am

IN ATTENDANCE: Pauline Cusson, Jeanne Boisvert, Constance Hebert, Jim Gaudet, Dan Champagne, Denis Joyal, Gerry Savard, Julie Smith, and Jackie Watson

EXCUSED: Muriel Normand and Bernadette Meunier

SECRETARY REPORT: Motion to accept by Jim, seconded by Constance, all in favor

PRESIDENT'S REPORT: --Over 10,000 church records have been completed. --The Lowell record copying is about 3/4's done and the Lowell people will be doing the data entry. --The Obits project is moving forward. The old index still exists so we will be using the existing data base.

NERGC—the walk through at the hotel will happen next Saturday.

TREASURER'S REPORT: written report submitted and discussed—file for audit.

CORRESPONDENCE REPORT: written report submitted.

MEMBERSHIP REPORT: electronic report submitted.

**We took a break in the scheduled agenda to discuss the submitted bid for the work to be done to the exterior of our building. A motion was made by Jeanne to accept the bid and to go forward with the repairs. The motion was seconded by Julie and all were in favor.

SPRING CONFERENCE: Everything is moving forward as planned.

SHIPPING REPORT: electronic report submitted.

Jackie talked about getting prices for snack products that we could sell in our break room for our patrons and as a small revenue maker. The idea was turned down.

LIBRARY BOARD REPORT: Written report submitted.

The Wisconsin Genealogy Society is closing so Jeanne sent a letter to find out if they have anything in their holdings that we might be able to use.

One of the office chairs has broken and we needed a chair for the digital fiche/film reader station so two chairs were bought from Staples.

Jeanne discussed the Volunteer Appreciation Day which is to be held on May 20th at noon. Board members volunteered to bring various items to support this event. It was decided to start our board meeting at 9am on that day so that we have enough time to conduct our business.

RESEARCH DEPT. REPORT: written report submitted

SPEAKER'S BUREAU REPORT: Pauline did a presentation at the Wolfeboro Library (40 people attended)

May 17th Gerry will be in North Hampton to make a presentation on "Immigration from Canada"

WEB SITE REPORT: nothing to report

PUBLICATIONS REPORT: Nothing new. We talked about the "Team Viewer" system that is now in place for the computer committee to do updates/repairs remotely. We asked that they try to do the updating on Monday nights or all day on Tues. as we have left the computers turned on for that purpose. That way patrons and office help isn't interrupted during operation hours.

OLD BUSINESS: Fall conference, Janine Penfield is willing to chair this program but has requested a co-chair that has done this job before so that she has some guidance in the process. (Muriel is to be asked to help)

NEW BUSINESS: People Fest will be happening at Victory Park on Sat. Aug. 25th.

NEXT MEETING: May 20th at 9 am

MOTION TO ADJOURN: Made by Constance, seconded by Julie, all in favor. 12:05pm

05/12/12

American-Canadian Genealogical Society
Balance Sheet
As of April 30, 2012

Apr 30, 12

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

1001 · CHECKING ACCOUNT-BNH	13,276.68
1002 · CHEQUING - CANADIAN FUNDS	889.44
1003 · BUILDING FUND-BNH	15,342.48
1004 · BOOK FUND-SMB	1,959.21
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	31,712.99

Total 1000 · BANK ACCOUNTS 65,152.14

Total Checking/Savings 65,152.14

Other Current Assets

1300 · INVENTORY-RESALE 65,988.69

Total Other Current Assets 65,988.69

Total Current Assets 131,140.83

Fixed Assets**1500 · Fixed Assets**

1501 · LIBRARY BUILDING	230,172.38
1502 · FURNITURE & EQUIPMENT	131,741.21
1503 · ACGS HOLDINGS	336,855.15

Total 1500 · Fixed Assets 698,768.74

Total Fixed Assets 698,768.74

TOTAL ASSETS

829,909.57

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 517,215.01

3900 · RETAINED EARNINGS 304,112.08

Net Income 8,582.48

Total Equity 829,909.57

TOTAL LIABILITIES & EQUITY

829,909.57

5:00 PM
05/12/12
Accrual Basis

American-Canadian Genealogical Society
Income/Expense
April 2012

	<u>Apr 12</u>
Income	
4100 · MEMBERSHIP	
4101 · Dues	4,020.00
Total 4100 · MEMBERSHIP	<u>4,020.00</u>
4200 · PUBLICATIONS	
4201 · Used Book Sales	189.25
4207 · Fr, Croteau Publications	35.00
4208 · Orphan Pub. & Index	36.95
Total 4200 · PUBLICATIONS	<u>261.20</u>
4300 · GENEALOGIST	
4301 · Back Issues	20.00
Total 4300 · GENEALOGIST	<u>20.00</u>
4400 · LIBRARY	
4401 · All Copies except Drouin copies	57.75
4402 · Maps-Charts-Beginners' Course	84.95
4403 · Guest Fees	120.00
Total 4400 · LIBRARY	<u>262.70</u>
4500 · RESEARCH	
4501 · Reasearch Income	205.00
Total 4500 · RESEARCH	<u>205.00</u>
4600 · CONFERENCE	
4601 · Attend Fees	9.25
4602 · Raffle	67.50
Total 4600 · CONFERENCE	<u>76.75</u>
4700 · SOCIETY	
4701 · Drouin Fund Donations	55.00
4702 · Bldg Fund	723.25
4703 · Book Fund (Border crossings)	60.00
4705 · Cash Over & Short	-1.90
4706 · Ckg Act Int	1.43
4708 · Sav Act Int	5.20
Total 4700 · SOCIETY	<u>842.98</u>
4800 · BUILDING	
4801 · Rent	875.00
Total 4800 · BUILDING	<u>875.00</u>
Total Income	<u>6,563.63</u>
Gross Profit	6,563.63

5:00 PM
05/12/12
Accrual Basis

American-Canadian Genealogical Society
Income/Expense
April 2012

	<u>Apr 12</u>
Expense	
6200 · PUBLICATIONS EXP	
6201 · Postage	14.84
6202 · Supplies	137.41
6203 · Print Reps	1,453.00
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Total 6200 · PUBLICATIONS EXP	1,605.25
6300 · GENEALOGIST EXP	
6301 · Postage	1,172.53
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Total 6300 · GENEALOGIST EXP	1,172.53
6400 · LIBRARY EXP	
6402 · Supplies	108.87
6404 · Equip. Maint	119.10
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Total 6400 · LIBRARY EXP	227.97
6500 · RESEARCH EXP	
6503 · Refunds	10.00
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Total 6500 · RESEARCH EXP	10.00
6600 · CONFERENCE EXP	
6605 · Caterer & Refreshments	37.95
6608 · New England Regional Gen Conf	430.00
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Total 6600 · CONFERENCE EXP	467.95
6700 · SOCIETY EXP	
6701 · Postage	45.00
6703 · Telephone	250.75
6704 · Insurance Content/Bond	2,108.00
6707 · Bank Charges	30.00
6709 · Computer Expenses	39.00
6710 · Credit Card Charges	50.55
6712 · Internet Services	73.87
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Total 6700 · SOCIETY EXP	2,597.17
6800 · BUILDING EXP	
6801 · Heat	852.00
6802 · Electricity	307.71
6804 · Insurance - Bldg. & Liab.	3,676.00
6805 · Building Maint.	1,791.36
6806 · Grounds Maint.	765.00
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Total 6800 · BUILDING EXP	7,392.07
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Total Expense	13,472.94
	<hr/>
Net Income	<u><u>-6,909.31</u></u>

05/12/12

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

	<u>Jan - Apr 12</u>	<u>Jan - Apr 11</u>	<u>\$ Change</u>
Income			
4100 · MEMBERSHIP			
4101 · Dues	17,720.00	20,346.00	-2,626.00
Total 4100 · MEMBERSHIP	17,720.00	20,346.00	-2,626.00
4200 · PUBLICATIONS			
4201 · Used Book Sales	199.25	0.00	199.25
4203 · Repertoires	5,553.29	2,229.50	3,323.79
4207 · Fr, Croteau Publications	205.00	96.50	108.50
4208 · Orphan Pub. & Index	66.95	21.95	45.00
4209 · Other	0.00	60.00	-60.00
Total 4200 · PUBLICATIONS	6,024.49	2,407.95	3,616.54
4300 · GENEALOGIST			
4301 · Back Issues	30.00	139.10	-109.10
Total 4300 · GENEALOGIST	30.00	139.10	-109.10
4400 · LIBRARY			
4401 · All Copies except Drouin copies	279.55	457.59	-178.04
4402 · Maps-Charts-Beginners' Course	207.70	318.45	-110.75
4403 · Guest Fees	315.30	285.60	29.70
4405 · Beverages	120.00	39.00	81.00
4410 · Drouin Copies & CDs	9.00	27.70	-18.70
Total 4400 · LIBRARY	931.55	1,128.34	-196.79
4500 · RESEARCH			
4501 · Reasearch Income	1,272.50	1,044.00	228.50
4502 · Drouin Research Income	0.00	1.00	-1.00
Total 4500 · RESEARCH	1,272.50	1,045.00	227.50
4600 · CONFERENCE			
4601 · Attend Fees	9.25	0.00	9.25
4602 · Raffle	67.50	0.00	67.50
Total 4600 · CONFERENCE	76.75	0.00	76.75
4700 · SOCIETY			
4701 · Drouin Fund Donations	320.00	175.00	145.00
4702 · Bldg Fund	2,778.25	1,619.00	1,159.25
4703 · Book Fund (Border crossings)	515.00	756.50	-241.50
4705 · Cash Over & Short	4.40	-8.76	13.16
4706 · Ckg Act Int	7.66	13.11	-5.45
4707 · Bld Fnd Int	1.68	0.86	0.82
4708 · Sav Act Int	19.16	0.00	19.16
4709 · Other	0.00	50.00	-50.00
4710 · Grants & Bequests	5,000.00	230.00	4,770.00
Total 4700 · SOCIETY	8,646.15	2,835.71	5,810.44

05/12/12

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

	<u>Jan - Apr 12</u>	<u>Jan - Apr 11</u>	<u>\$ Change</u>
4800 · BUILDING			
4801 · Rent	3,500.00	4,375.00	-875.00
Total 4800 · BUILDING	<u>3,500.00</u>	<u>4,375.00</u>	<u>-875.00</u>
Total Income	<u>38,201.44</u>	<u>32,277.10</u>	<u>5,924.34</u>
Gross Profit	38,201.44	32,277.10	5,924.34
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	236.00	186.00	50.00
6102 · Supplies	64.00	196.96	-132.96
Total 6100 · MEMBERSHIP EXP	<u>300.00</u>	<u>382.96</u>	<u>-82.96</u>
6200 · PUBLICATIONS EXP			
6201 · Postage	214.84	433.58	-218.74
6202 · Supplies	137.41	470.08	-332.67
6203 · Print Reps	1,453.00	1,952.65	-499.65
6208 · Orphan Publications	0.00	30.00	-30.00
Total 6200 · PUBLICATIONS EXP	<u>1,805.25</u>	<u>2,886.31</u>	<u>-1,081.06</u>
6300 · GENEALOGIST EXP			
6301 · Postage	1,172.53	2,123.36	-950.83
6303 · Printing	3,764.18	9,125.00	-5,360.82
Total 6300 · GENEALOGIST EXP	<u>4,936.71</u>	<u>11,248.36</u>	<u>-6,311.65</u>
6400 · LIBRARY EXP			
6402 · Supplies	522.15	55.83	466.32
6404 · Equip. Maint	297.75	258.90	38.85
6405 · Beverages	0.00	30.00	-30.00
Total 6400 · LIBRARY EXP	<u>819.90</u>	<u>344.73</u>	<u>475.17</u>
6500 · RESEARCH EXP			
6501 · Postage	0.00	48.20	-48.20
6503 · Refunds	10.00	0.00	10.00
Total 6500 · RESEARCH EXP	<u>10.00</u>	<u>48.20</u>	<u>-38.20</u>
6600 · CONFERENCE EXP			
6605 · Caterer & Refreshments	37.95	0.00	37.95
6608 · New England Regional Gen Conf	430.00	100.00	330.00
Total 6600 · CONFERENCE EXP	<u>467.95</u>	<u>100.00</u>	<u>367.95</u>
6700 · SOCIETY EXP			
6701 · Postage	365.00	295.22	69.78
6702 · Supplies	0.00	420.93	-420.93
6703 · Telephone	500.99	493.26	7.73
6704 · Insurance Content/Bond	2,208.00	2,183.00	25.00
6707 · Bank Charges	266.70	201.85	64.85
6709 · Computer Expenses	156.00	421.40	-265.40
6710 · Credit Card Charges	50.55	55.04	-4.49

05/12/12

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

	<u>Jan - Apr 12</u>	<u>Jan - Apr 11</u>	<u>\$ Change</u>
6712 · Internet Services	167.64	177.59	-9.95
6717 · Misc Society Expenses	511.60	75.00	436.60
Total 6700 · SOCIETY EXP	<u>4,226.48</u>	<u>4,323.29</u>	-96.81
6800 · BUILDING EXP			
6801 · Heat	3,408.00	3,472.00	-64.00
6802 · Electricity	1,154.84	1,136.70	18.14
6803 · Water-Sewer	124.78	126.95	-2.17
6804 · Insurance - Bldg. & Liab.	3,676.00	3,575.00	101.00
6805 · Building Maint.	5,424.05	5,753.75	-329.70
6806 · Grounds Maint.	2,785.00	4,675.00	-1,890.00
6807 · Fire Alarm Fee	480.00	480.00	0.00
Total 6800 · BUILDING EXP	<u>17,052.67</u>	<u>19,219.40</u>	-2,166.73
Total Expense	<u>29,618.96</u>	<u>38,553.25</u>	-8,934.29
Net Income	<u><u>8,582.48</u></u>	<u><u>-6,276.15</u></u>	<u><u>14,858.63</u></u>

Correspondence Report April 2012

Donation Letters: (15)*
USPS- 5
Email- 10

15 individuals donated along with their membership – some of those to multiple funds.

Donation amount(s): \$490.00

Building	11 for \$375.00
Acquisitions	3 for \$55.00
Drouin	3 for \$65.00

Total recorded between 4/1/2012 and 4/30/2012 = \$3,545.00

<u>Payment Type</u>	<u>Count</u>	<u>Sum</u>
Individual US	81	\$2,825.00
Family	9	\$90.00
Building Fund	11	\$375.00
Drouin	3	\$55.00
Acquisitions	3	\$60.00
Institutional	1	\$50.00
Individual - Canada	1	\$40.00
Overseas	1	\$50.00

Membership Summary as of 5/18/2012

Active Members

1482

Exchange

103

Active Members by Country

CANADA 21

France 1

USA 1460

Active Member by Type

<u>Member Type</u>	<u>Count</u>
Family	128
Family Life	8
Individual	1197
Individual Canada	14
Individual Foreign	1
Institution	18
Life	116

New Members

Family	2
Individual	10

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	543	\$18,985.00	Family	6
Family	66	\$650.00	Individual	31
Building Fund	58	\$1,695.00		
Drouin	16	\$340.00		
Other	1			
Acquisitions	26	\$650.00		
Institutional	5	\$250.00		
Individual - Canada	5	\$200.00		
Overseas	1	\$50.00		
Research Services	3	\$135.00		
	Total to Date:	\$22,955.00		

winner of the free membership at traffic

Research Dept 2-Month Activity Report

<i>DATE REC'D</i>	<i>SURNAME</i>	<i>LINE</i>	<i>RS DONE</i>	<i>DATE MAILED</i>	<i>DATE PAID</i>	<i>REMARKS</i>
3/2/2012	Chartier	Belouin	No			To do
3/2/2012	Auty	Charbonneau	Yes			Close file temporarily
3/2/2012	Courturo Lavoie	Lacroix	No			To do
3/2/2012	Courturo Lavoie	Couture	No			To do
3/7/2012	Butler	Carter	No			To do
3/15/2012	McDermott	Single event	Yes		2012 Mar 16	CGH - Pd w/VISA
3/16/2012	Turner	DeGraff	No			To do
3/22/2012	Massey	10 single events	No			To do
3/16/2012	Fennessey	Dozois	Yes			CGH
3/30/2012	Lendsley	Single events	No			To do
3/2/2012	Maxson	Single event	Yes	2012 Apr 27	2012 Apr 16	CGH
4/5/2012	Meadowcroft	Cohoes marriag	Yes		2012 Apr 11	Pd w/VISA
3/2/2012	Lavoie	Couture/Lavoie	No			To do
4/27/2012	Scott	Buchanan-McN	No			To do