

ACGS Board of Directors Meeting
Agenda
Sunday, September 15th, 2013

Start of Meeting: 10:00 a.m.

Excused: Muriel Normand

Review/Approval of August's minutes [electronic]

President's Report

Report of Officers

- Treasurer's reports
- Correspondence
- Membership

Committee Reports – some electronic

- Buildings/Grounds/Safety – *Fire drill - Volunteer education*
- Library
- Research Services
- Speakers' Bureau
- Web site
- Computer Committee – New NAS Drive
- Publications
- Nominating

Old Business:

- 40th anniversary planning committee
- Insurance
- Snow removal contract

New Business:

- Maintenance Contract for chair
- NERGC 2015
- Open discussion
- Next meeting – Oct 20th, 2013

Adjourn –

ACGS BOARD OF DIRECTOR'S MEETING

AUGUST 18, 2013

ATTENDANCE: Cecile Durocher, Constance Hebert, Ron Blais, Gerry Savard, Jeanne Boisvert, Bernadette Meunier, Muriel Normand, Pauline Cusson, Denis Joyal, Jim Gaudet

EXCUSED: Jackie Watson, Janine Penfield

MEETING STARTED: 10:10 a.m.

SECRETARY'S REPORT: Electronically submitted. **Motion to accept the report as written by Constance, seconded by Muriel.**

PRESIDENT'S REPORT: Gerry announced that we received a \$5000 grant from Van Weber Trust for the building fund.

TREASURER'S REPORT: Pauline reported that we have a \$56,000 book inventory. Report filed for audit

CORRESPONDENCE: No report. Jim will inquire about having a plaque made for our 40th Anniversary commemorating our founders.

MEMBERSHIP: Electronically submitted. Bernadette discussed the questionnaire to update our membership to reflect our operations. ~~(A suggestion was made to explore the possibility of offering to new members a \$5.00 discount when joining if they accept the Genealogist electronically once our new website is up and running.)~~

LIBRARY: Jeanne reported the purchase of 140 post-it booklets and gold emblems that will be put on the booklets for our 40th Anniversary.

RESEARCH: Report submitted: Constance reported that almost all of the requests are difficult finds.

SPEAKER'S BUREAU: An October presentation is planned for Medvil Co-op in Goffstown

WEBSITE: No report submitted

COMPUTER COMMITTEE: New NAS Drive was purchased for \$397 and will be installed soon.

Publications: Pauline reported that baptism of St. Joseph of Albany is done. Also marriages and baptism for Troy is also done.

FUNDRAISING: Ron submitted a report on the summary of activity of the fundraiser, and considers the fund raising drive is closed. Ron suggested that we publish the list of contributors in the Genealogist in the future.

*Memb to stay @ 35.00 w elec.
+ then add \$5.00 if hard copy of Gen. is requested*

Tabled to Jan meet.

40th ANNIVERSARY: Pauline reported that she has not received any response from ~~SEA~~^{FAG} as to what they will contribute. We're hoping they will pay for Josee's hotel room. A discussion on publishing a booklet and it was decided a pamphlet would be sufficient and cost effective at this time.

INSURANCE: It was agreed to look into bids for the liability of the building and its contents and compare with what we have now.

SNOW REMOVAL CONTRACT: Pauline says what we are looking for is a contract that specifies what we are getting for the money.

NOMINATION: Jim has agreed to chair the nomination committee.

SURVEYS: Muriel reported the results of an educational survey to find out what our members would like us to offer in classes. She had 26 responses and suggested the survey be handed out to our in house patrons to get a larger input on what they would be interested in.

CHAIR REPAIRS: The lift chair was purchased and installed in 2005. Since 2007 we have spent about \$5000, including the yearly inspection of \$150.00. Pauline suggested we look into getting a maintenance agreement for parts and labor.

Motion made by Ron to authorize Herb to negotiate the repair of the chair at no more the \$1,950 or less. Seconded by Cecile and Bernadette

FUTURE NEEDS ANALYSIS: Ron submitted an in depth report on a strategic plan for where we hope to lead this society in the next 20 years. The report was broken into three phases and it was suggested that the board charge the Strategic Planning Committee with this task. It was suggested that a 3rd party, non board member and someone from the outside be asked to review objectives and give a new and perspective opinion.

Motion to adjourn was made by Constance and seconded by Cecile

Respectfully submitted by: Jeanne Boisvert

09/14/13

American-Canadian Genealogical Society

Balance Sheet

As of August 31, 2013

Aug 31, 13

ASSETS

Current Assets

Checking/Savings

1000 · BANK ACCOUNTS

1001 · CHECKING ACCOUNT-BNH 10,329.95

1002 · CHEQUING - CANADIAN FUNDS 805.44

1003 · BUILDING FUND-BNH 1,349.03

1004 · BOOK FUND-SMB 1,596.93

1005 · CASH ON HAND-CASH REG 150.00

1006 · PETTY CASH-VOLUNTEERS 200.00

1007 · C.D. SMB 10/18/2002 1,753.13

1010 · MONEY MKT - TDBank 2,736.71

Total 1000 · BANK ACCOUNTS 18,921.19

Total Checking/Savings 18,921.19

Other Current Assets

1300 · INVENTORY-RESALE 25,000.00

Total Other Current Assets 25,000.00

Total Current Assets 43,921.19

Fixed Assets

1500 · Fixed Assets

1501 · LIBRARY BUILDING 230,172.38

1502 · FURNITURE & EQUIPMENT 131,741.21

1503 · ACGS HOLDINGS 339,822.35

1504 · Capital Improvement - Building 88,500.00

Total 1500 · Fixed Assets 790,235.94

Total Fixed Assets 790,235.94

TOTAL ASSETS 834,157.13

LIABILITIES & EQUITY

Equity

3000 · OPENING BALANCE EQUITY 517,215.01

3900 · RETAINED EARNINGS 290,476.99

Net Income 26,465.13

Total Equity 834,157.13

TOTAL LIABILITIES & EQUITY 834,157.13

11:47 AM
09/14/13
Accrual Basis

American-Canadian Genealogical Society
Income/Expense
August 2013

	<u>Aug 13</u>
Income	
4100 · MEMBERSHIP	
4101 · Dues	2,940.00
Total 4100 · MEMBERSHIP	<u>2,940.00</u>
4200 · PUBLICATIONS	
4201 · Used Book Sales	5.00
4203 · Repertoires	2,556.50
4208 · Orphan Pub. & Index	60.00
Total 4200 · PUBLICATIONS	<u>2,621.50</u>
4400 · LIBRARY	
4401 · All Copies except Drouin copies	154.46
4402 · Maps-Charts-Beginners' Course	50.00
4403 · Guest Fees	110.00
Total 4400 · LIBRARY	<u>314.46</u>
4500 · RESEARCH	
4501 · Reasearch Income	335.00
Total 4500 · RESEARCH	<u>335.00</u>
4600 · CONFERENCE	
4601 · Attend Fees	695.00
Total 4600 · CONFERENCE	<u>695.00</u>
4700 · SOCIETY	
4702 · Bldg Fund	177.80
4705 · Cash Over & Short	0.05
4706 · Ckg Act Int	0.55
4708 · Sav Act Int	0.35
4711 · Bldg Fund Drive 2012	5,050.00
Total 4700 · SOCIETY	<u>5,228.75</u>
4800 · BUILDING	
4801 · Rent	1,750.00
Total 4800 · BUILDING	<u>1,750.00</u>
Total Income	<u>13,884.71</u>
Gross Profit	13,884.71
Expense	
6200 · PUBLICATIONS EXP	
6201 · Postage	61.00
6203 · Print Reps	923.45
Total 6200 · PUBLICATIONS EXP	<u>984.45</u>
6300 · GENEALOGIST EXP	
6302 · Supplies	1,000.00
6303 · Printing	3,980.00
Total 6300 · GENEALOGIST EXP	<u>4,980.00</u>

11:47 AM
09/14/13
Accrual Basis

American-Canadian Genealogical Society
Income/Expense
August 2013

	<u>Aug 13</u>
6400 · LIBRARY EXP	
6402 · Supplies	559.94
Total 6400 · LIBRARY EXP	<u>559.94</u>
6700 · SOCIETY EXP	
6703 · Telephone	269.59
6709 · Computer Expenses	118.95
6710 · Credit Card Charges	116.83
6712 · Internet Services	63.92
Total 6700 · SOCIETY EXP	<u>569.29</u>
6800 · BUILDING EXP	
6801 · Heat	2,360.65
6802 · Electricity	452.31
6803 · Water-Sewer	112.22
6805 · Building Maint.	620.00
6806 · Grounds Maint.	220.00
Total 6800 · BUILDING EXP	<u>3,765.18</u>
Total Expense	<u>10,858.86</u>
Net Income	<u><u>3,025.85</u></u>

09/14/13

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through August 2013

	<u>Jan - Aug 13</u>	<u>Jan - Aug 12</u>	<u>\$ Change</u>
Income			
4100 · MEMBERSHIP			
4101 · Dues	28,755.00	29,375.00	-620.00
4102 · Lifetime Dues	555.00	0.00	555.00
Total 4100 · MEMBERSHIP	<u>29,310.00</u>	<u>29,375.00</u>	<u>-65.00</u>
4200 · PUBLICATIONS			
4201 · Used Book Sales	98.00	222.25	-124.25
4203 · Repertoires	14,483.00	7,522.29	6,960.71
4206 · CD Roms	32.50	32.50	0.00
4207 · Fr, Croteau Publications	411.50	205.00	206.50
4208 · Orphan Pub. & Index	131.90	108.90	23.00
4209 · Other	169.99	60.00	109.99
Total 4200 · PUBLICATIONS	<u>15,326.89</u>	<u>8,150.94</u>	<u>7,175.95</u>
4300 · GENEALOGIST			
4301 · Back Issues	106.90	47.50	59.40
Total 4300 · GENEALOGIST	<u>106.90</u>	<u>47.50</u>	<u>59.40</u>
4400 · LIBRARY			
4401 · All Copies except Drouin copies	965.93	822.26	143.67
4402 · Maps-Charts-Beginners' Course	288.52	357.60	-69.08
4403 · Guest Fees	440.00	670.30	-230.30
4405 · Beverages	53.20	188.00	-134.80
4410 · Drouin Copies & CDs	0.50	9.45	-8.95
Total 4400 · LIBRARY	<u>1,748.15</u>	<u>2,047.61</u>	<u>-299.46</u>
4500 · RESEARCH			
4501 · Reasearch Income	3,031.00	1,775.00	1,256.00
Total 4500 · RESEARCH	<u>3,031.00</u>	<u>1,775.00</u>	<u>1,256.00</u>
4600 · CONFERENCE			
4601 · Attend Fees	2,723.03	9.25	2,713.78
4602 · Raffle	0.00	67.50	-67.50
Total 4600 · CONFERENCE	<u>2,723.03</u>	<u>76.75</u>	<u>2,646.28</u>
4700 · SOCIETY			
4701 · Drouin Fund Donations	260.00	435.00	-175.00
4702 · Bldg Fund	3,256.65	4,134.95	-878.30
4703 · Book Fund	436.35	730.00	-293.65
4705 · Cash Over & Short	31.08	52.92	-21.84
4706 · Ckg Act Int	5.79	12.14	-6.35
4707 · Bld Fnd Int	0.73	7.50	-6.77
4708 · Sav Act Int	136.52	34.17	102.35
4711 · Bldg Fund Drive 2012	18,346.30	6,625.00	11,721.30
Total 4700 · SOCIETY	<u>22,473.42</u>	<u>12,031.68</u>	<u>10,441.74</u>

09/14/13

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through August 2013

	<u>Jan - Aug 13</u>	<u>Jan - Aug 12</u>	<u>\$ Change</u>
4800 · BUILDING			
4801 · Rent	7,000.00	7,000.00	0.00
Total 4800 · BUILDING	<u>7,000.00</u>	<u>7,000.00</u>	<u>0.00</u>
Total Income	<u>81,719.39</u>	<u>60,504.48</u>	<u>21,214.91</u>
Gross Profit	81,719.39	60,504.48	21,214.91
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	289.61	504.52	-214.91
6102 · Supplies	135.27	95.48	39.79
Total 6100 · MEMBERSHIP EXP	<u>424.88</u>	<u>600.00</u>	<u>-175.12</u>
6200 · PUBLICATIONS EXP			
6201 · Postage	914.86	303.84	611.02
6202 · Supplies	52.48	137.41	-84.93
6203 · Print Reps	2,675.35	1,453.00	1,222.35
6208 · Orphan Publications	59.00	0.00	59.00
Total 6200 · PUBLICATIONS EXP	<u>3,701.69</u>	<u>1,894.25</u>	<u>1,807.44</u>
6300 · GENEALOGIST EXP			
6301 · Postage	1,000.00	1,588.88	-588.88
6302 · Supplies	1,704.27	0.00	1,704.27
6303 · Printing	11,088.20	11,887.42	-799.22
Total 6300 · GENEALOGIST EXP	<u>13,792.47</u>	<u>13,476.30</u>	<u>316.17</u>
6400 · LIBRARY EXP			
6402 · Supplies	2,664.46	535.14	2,129.32
6403 · Printing Maps & Info Sheets	6.98	0.00	6.98
6404 · Equip. Maint	148.88	476.40	-327.52
6405 · Beverages	27.98	0.00	27.98
6406 · Candy/Snack	38.00	0.00	38.00
Total 6400 · LIBRARY EXP	<u>2,886.30</u>	<u>1,011.54</u>	<u>1,874.76</u>
6500 · RESEARCH EXP			
6501 · Postage	103.60	42.00	61.60
6503 · Refunds	0.00	0.00	0.00
Total 6500 · RESEARCH EXP	<u>103.60</u>	<u>42.00</u>	<u>61.60</u>
6600 · CONFERENCE EXP			
6605 · Caterer & Refreshments	300.00	37.95	262.05
6608 · New England Regional Gen Conf	13.28	430.00	-416.72
6609 · Other	900.00	0.00	900.00
Total 6600 · CONFERENCE EXP	<u>1,213.28</u>	<u>467.95</u>	<u>745.33</u>

09/14/13

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through August 2013

	<u>Jan - Aug 13</u>	<u>Jan - Aug 12</u>	<u>\$ Change</u>
6700 · SOCIETY EXP			
6701 · Postage	0.00	403.25	-403.25
6702 · Supplies	59.24	788.91	-729.67
6703 · Telephone	1,175.14	1,008.77	166.37
6704 · Insurance Content/Bond	2,209.00	2,208.00	1.00
6707 · Bank Charges	115.99	553.88	-437.89
6708 · Fund Raising Exp	53.50	0.00	53.50
6709 · Computer Expenses	888.72	312.00	576.72
6710 · Credit Card Charges	516.35	50.55	465.80
6712 · Internet Services	435.29	335.28	100.01
6717 · Misc Society Expenses	442.45	686.60	-244.15
Total 6700 · SOCIETY EXP	<u>5,895.68</u>	<u>6,347.24</u>	<u>-451.56</u>
6800 · BUILDING EXP			
6801 · Heat	7,112.65	5,405.69	1,706.96
6802 · Electricity	2,662.25	2,520.52	141.73
6803 · Water-Sewer	539.58	454.31	85.27
6804 · Insurance - Bldg. & Liab.	3,777.00	3,676.00	101.00
6805 · Building Maint.	4,759.88	8,100.02	-3,340.14
6806 · Grounds Maint.	7,905.00	2,785.00	5,120.00
6807 · Fire Alarm Fee	480.00	480.00	0.00
Total 6800 · BUILDING EXP	<u>27,236.36</u>	<u>23,421.54</u>	<u>3,814.82</u>
Total Expense	<u>55,254.26</u>	<u>47,260.82</u>	<u>7,993.44</u>
Net Income	<u><u>26,465.13</u></u>	<u><u>13,243.66</u></u>	<u><u>13,221.47</u></u>

Total recorded between 8/1/2013 and 8/31/2013 = \$2,445.00

<u>Payment Type</u>	<u>Count</u>	<u>Sum</u>
Individual US	59	\$2,065.00
Family	6	\$60.00
Building Fund	5	\$70.00
Institutional	3	\$150.00
Individual - Canada	1	\$40.00
Research Services	1	\$60.00

Membership Summary as of 9/14/2013

Active Members

1396

Exchange

99

Active Members by Country

CANADA 20

France 1

USA 1375

Active Member by Type

<u>Member Type</u>	<u>Count</u>
Family	117
Family Life	10
Individual	1128
Individual Canada	14
Individual Foreign	1
Institution	18
Institution Canada	1
Life	107

New Members

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	845	\$29,480.00	Family	8
Family	92	\$925.00	Individual	61
Life -US	3	\$1,585.00	Life	1
Building Fund	118	\$3,480.00		
Drouin	6	\$210.00		
Other	4	\$140.00		
Acquisitions	24	\$575.00		
Institutional	13	\$650.00		
Individual - Canada	7	\$280.00		
Overseas	1	\$50.00		
Research Services	2	\$90.00		
Back Issues	1	\$23.00		
	Total to Date:	\$37,488.00		

Ok, I need a favor, tell them the furnace has been cleaned and inspected by the state and everything passed with flying colors. Tell Pauline she will get a bill from the state labor dept for a \$100. Please pay it promptly which i know she will and they will send us our boiler permit which I will post it in the boiler room when it comes in. Please tell everyone on the board that if thry need to turn the heat on, go to the lunch room and turn the switch on and unplug all the AC Units. I don't think we will need the heat for at least another two weeks. The labor dept handles the permits for the boilers and elevators. Now the chair is scheduled to be repaired tomorrow and we can use it once it is repaired, I will have the paperwork sent to me as I will handle the state inspection aspect of it as I have been in touch with the Labor dept also and they are going to wave to all fines related to the chair issue. The roof will be inspected in the next couple of weeks which I don't expect any issues there either since we have had it inspected every year. To answer your previous question going forward all the people I have asked, no one sees any major issues or expenses in the future. The state inspector suggested that we have an electrician check out our ageing electrical panel as it is located in the boiler room where there is a lot of heat, but he saw nothing wrong so I will ask Richard to take a look at it in the near future so we will know if there are any issues looming. Hope this answers all your questions! Let me know if you or they have anymore issues. Surgery is tomorrow at 9 , I will be there till tues providing there are no issues and then I can drive in five days but after no severe twisting or turning or lifting over 5 to 8 lbs for a couple of months.

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>
7/12/2013	Wheeler	Crowley	Yes			To do
7/12/2013	Andrews	Bouchard	Yes	2013 Jul 18	2013 Jul 18	Pd. w/MC
7/12/2013	Harvey	Poirier	Yes	2013 Jul 18	2013 Jun 24	CGH
7/3/2013	Labelle	Single events	Yes	2013 Aug 16	2013 Jul 28	CGH
7/24/2013	Bellavance	7 events	Yes	2013 Jul 24	2013 Jul 24	Pd/w MC
8/7/2013	Staples	St.Onge	Yes	2013 Aug 9	2013 Jul 29	CGH
8/7/2013	Staples	Deschenes	Yes	2013 Aug 9	2013 Jul 29	CGH
8/7/2013	Staples	Dutilly	Yes	2013 Aug 9	2013 Jul 29	CGH
8/16/2013	Valliers	Vallieres	Yes	2013 Sep 13	2013 Sep 13	CGH
8/16/2013	Valliers	Cote	Yes	2013 Sep 13	2013 Sep 13	CGH
8/16/2013	Murphy	Translation	Yes			CGH
8/16/2013	Mollman	Haverson - singl	Yes			CGH

ACGS Nominating Committee

Potential
Slate of Officers/Directors

2013-2014

(13 slots + the Honorary)

- President:** Gerry Savard
- Vice President:** Bernadette Meunier
- Treasurer:** Pauline Cusson
- Recording Secretary:** Jackie Watson
- Corresponding Secretary:** Jim Gaudet
- Director (exp. 2015):**
 - ~~Ron Blais~~
 - ~~Cecile Durocher~~
 - ~~Janine Penfield~~
 - ~~Christine Bard~~

Director (exp. 2014): Jeanne Boisvert

~~Denis Joyal~~

~~Arlene Labrie (Muriel Normand unexpired term) ✓~~

~~Mary Jean Chaput (Andre Tellier unexpired term) ✓~~

~~Don Chaput~~

1 yr. term

only these to be posted

drop