

ACGS BOARD OF DIRECTOR'S MEETING

November 15, 2015

MEETING CALLED TO ORDER: at 10:00 a.m. by President Jim Gaudet

IN ATTENDANCE: *Jim Gaudet; Bernadette Meunier; Pauline Cusson; Paula Schulz; Jeanne Boisvert; Denis Joyal; Cécile Durocher; Arlene Labrie; Larry Autotte; Mel Montpelier; Janine Penfield, Jackie Watson*

EXCUSED ABSENT: *Gerry Lalonde*

- **SECRETARY'S REPORT:** Electronically sent

Motion by Cécile to accept the minutes and seconded by Bernadette. Motion carried unanimously.

- **PRESIDENT'S REPORT :**

- **TREASURER'S REPORT:**

There were no issues on the treasurer's report.

It was voted unanimously to file the treasurer's report for audit

Pauline reported on the work done on the furnace, with a bill of about \$3000. We are still waiting for the rent money from the NH Library. It was suggested we have Craig send a letter as a last resort. Until we receive the rent money from the NH State Library, the money to pay for the heating bill will have to be taken from the Money Market account.

Pauline also reported what we would need to do if we decided to add PayPal. She proceeded to tell us all the various things that would have to be done in regard to our website, the bank, added fees etc. Jim said he is meeting with the Franco Center to discuss set up.

- **CORRESPONDENCE:** Electronically sent

- **MEMBERSHIP:** Electronically sent

There were no issues and/or discussion on the membership report

- **PUBLICATIONS:**

Pauline reported that we got an order from AFGS for \$1500 worth of repertoires. There has not been any added sale of Roger's book that has come in. There were different marketing strategies discussed, and it was suggested that the Table of Contents of Roger's book, which includes the names of captives, be added to our Facebook and Newsletter to maximize

exposure. Larry offered to mail flyers to the New England Genealogical Societies. Pauline will send the Table of Content to Paula, Janine & Bernadette.

- **BUILDING/GROUNDS/SAFETY:**

- **COMPUTERS:**

Jim & Gerry Savard are scheduled to meet during the week to add the new computers. Gerry ran a 4 hour Virus Scan on Muriel's computer and he does not think he got it all.

Janine made a motion to authorize Jim to buy 4 licenses at \$29.00 each for the 4 new computers. Seconded by Larry

- **RESEARCH SERVICES:**

No report submitted

- **WEBSITE:**

Kevin is to be notified in updating our Holiday Hours on the website.

A discussion ensued on having a meeting with the Franco center in which we will be working with them for the purpose of setting up a plan to attain a college intern to help us with our web site. A start would be to have a focus meeting with the Franco center that would determine what we need. Several board members volunteered to be part of that meeting.

- **LIBRARY :**

Jeanne requested that we check to make sure all the obits that have been scanned are backed up. Jim said he will check with Gerry. Jeanne suggested that the back-up be put on a portable external drive for safety. Once this is done the library board would like to remove the binders of obits to another area and keep them until the obit situation is resolved and can be used by patrons.

- **STRATEGIC PLANNING: (COMMUNITY OUTREACH & EDUCATION):**

Pauline suggested that a procedure be written up on the duties of the Conference Chairs so anyone assigned or volunteer for that duty knows exactly what they need to do and what they are responsible for. She will make up what she feels would be the duties of a conference chair and the Library board will also offer an account of the duties of a conference chair and it will be submitted to Mel who will put it all together. It was also suggested that a written procedure should be in place for all committee chairs. These procedures would facilitate the position when someone new takes over.

- **WEBSITE:**

There was nothing new with the website, other than what is mentioned in other department comments.

NEW BUSINESS:

Cécile asked if we have noted an increase in our electricity bill now that the Girls at Work have added several outlets for their electrical equipment. Cécile offered to do an analysis to track any spike in our electricity bill over time. *↘ also the number of classes from 1 to 3*

FALL CONFERENCE DISCUSSION:

Janine showed everyone the brochure put out by MSOG as an example on how they conduct their conference. She reported that their business meeting was done first. Other things were mentioned as something we could take into consideration for our conferences. Everyone looked over the brochure.

UPDATED PROJECTOR REQUEST:

It was also discussed that the TMG group uses our equipment and they do not pay any rental fee. It was stated that the group pay for the use of our equipment and that the money be used to upgrade our equipment.

- **ADJOURNMENT:**

Motion made by Bernadette to adjourn and seconded by Jackie
Meeting adjourned at 12:55 p.m.

Respectfully submitted,

Jeanne Boisvert

Recording Secretary