

ACGS BOARD OF DIRECTOR'S MEETING

December 20, 2015

MEETING CALLED TO ORDER: at 10:03 a.m. by President Jim Gaudet

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

EXCUSED ABSENT: *Denis Joyal; Arlene Labrie*

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

Correction top of page 3 after the word equipment add: "and the number of classes from 1 to 3"

Motion by Larry to accept the minutes with the above correction and seconded by Bernadette.

Motion carried unanimously.

- **PRESIDENT'S REPORT :**

Jim started the meeting with a report from Herb regarding the state of our building. See building and grounds below

TREASURER'S REPORT:

Jackie questions why the monies, made from donated books was put under publication instead of an income for the Library. Pauline explained that the reason was that the library did not spend money in attaining the books. There was also a discussion about assigning a key on the cash register for seasonal income such as the money made from ornaments. Jackie noted that there was money missing from the envelope used to keep the money generated from the sale of ornaments. Jackie asked how much we would have to spend to generate new clients.

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

- **CORRESPONDENCE:**

Paula reported a letter she sent was returned due to incorrect e-mail. Pauline reported that Terry Bédard retired. Terry has been working on the desk for many years. Jackie said she send her a Thank You from ACGS for her long service.

- **MEMBERSHIP:** Electronically sent

Jim requested a report of a 5 year analysis on Membership including donations etc.

There was a discussion on the revision of our application for new membership. Because of the Canadian Law, any Canadian applying for membership must give their consent for us to use their e-mail.

A request was made for Jackie to inform all volunteers who work the desk to sign and date any notes forwarded to anyone, and encourage them to use the message book.

- **PUBLICATIONS:**

Pauline reported that some of the data ^{ob}attained regarding the Petigrew family of Georgette Larivière line, ties in to an ~~unfinished~~ ^{improvan} line in Roger Lawrence's book. Pauline is working with her on this matter.

Baptisms of Precious Blood in Holyoke and the last repertoire of St-Bonaventure, NY, was sent for publication.

It was agreed in principle to publish Paul Delaney's book of 70 pages. We will review this in 2016.

- **BUILDING/GROUNDS/SAFETY:**

Herb reported that the outside light was replaced with a sensor LED light which is more dependable at a cost of \$349.00. Richard helped him replace bulbs in the Exit signs. Having used the last light he picked up a case of light bulb for the library. There was a leak in the Girls at Work room downstairs that was repaired and changed at a cost of \$1000. After further inspection by Herb no other issues with the building was found.

At this time Jim presented the cleaning contract returned from Kathy. She accepted the conditions of the contract for a cost of \$400/month. Discussion ensued regarding the contract and putting out bids.

Motion made by Jackie to accept the cleaning contract at \$400/month, seconded by Gerry. The vote was 9 in favor and 3 oppose. Motion passed.

For the record, Pauline requested we note ~~that~~ that given the chance, she would offer to do the cleaning at a cost to us of \$250.00/month

- **COMPUTERS:**

Jim reported that all the new computers are working. Gerry Savard will look into getting another printer, as there are problems printing from ~~the~~ all the computers except for Del1. It was asked who to call when there is a problem with the computers and/or printer when working with patrons.

Jim stated that he and Pauline met with John Tousignant and Joe Theriault regarding our computer issues. Joe recommended that we should not cut our webmaster. Although the crux of the meeting was in regards to Pay-Pal many other issues was discussed. They pointed out that Pay-Pal can be out grown quickly depending on how it is set up. Another meeting will be set up after the holidays.

Jim will generate a letter, to be sent to area colleges, informing them that we would offer a qualified student with an internship.

- **RESEARCH SERVICES:**

The research department reported to Jim a \$600.00 income for Oct. & Nov. They had 11 request for research and they are doing well financially doing translations.

- **WEBSITE:**

See computers above

- **LIBRARY :** Electronically submitted

Jeanne requested the board set a date for both the Spring and Fall Conference. The date of April 23rd was set for the Spring Conference and locating a Chairperson should be done by the end of January.

September 24th was agreed upon for the Fall Conference plus all agreed to return to the Back Room. Jeanne will call after the holidays and set the date with the Back Room and get a date when we have to finalize and commit to it. A Chairperson for the Fall Conference should be assigned by the end of February.

Jeanne also requested that the room downstairs inside the Publication area be cleaned out and all paperwork recycled. Pauline said she would speak to Denis about the recycling.

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

It was recommended that a Chairperson should be sought by this committee. Mel is working out a procedure and guidelines for a Chairperson, with ideas sent to him. The ideas sent to him, was written by Pauline, and reviewed by Jeanne & Jackie.

It was brought to the attention of the board that the subscription for the renewal of Ancestry was due at a cost of about \$299.00.

Motion made by Bernadette and seconded by Jackie to renew the subscription of Ancestry. The motion was passed unanimously.

- **OLD BUSINESS:**

Janine informed us that at MASAW their webmaster was a board position, and all committee heads attended their board meetings. We cannot make these changes except at our Fall Conference. Discussions on this matter can be addressed at further meetings.

- **NEW BUSINESS:**

Jim reported that our trademark expires in December, 2016. Cost to renew \$400.00.

ADJOURNMENT:

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

Respectfully submitted,

Jeanne Boisvert