

ACGS BOARD OF DIRECTOR'S MEETING

August 21, 2016

MEETING CALLED TO ORDER: at 9:58 a.m. by President Jim Gaudet

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

Excused Absence: *Arlene Labrie*

Review/Approval of June minutes:

Motion by Jackie to accept the minutes with corrections and seconded by Cécile.

Motion carried

- **PRESIDENT'S REPORT :**

Jim brought up the issue of our agreement with the church regarding the parking lot maintenance. The discussion was on renegotiating our lease so we pay the \$700/month from November through April, and we have control over both entrances to our building. It was agreed that Jim, Bernadette and Ron would approach church officials regarding our contract.

Jim also suggested we make a Master Calendar to mark the dates of things done yearly, such as elevator and Johnston boiler inspection, renewing contract etc.

- **TREASURER'S REPORT:**

Updated Quick-books enabled Pauline to send her Treasurer's report electronically. All agreed that the treasurer's report be filed for audit.

- **CORRESPONDENCE:**

None

- **MEMBERSHIP:**

Electronically sent

Bernadette requested that we eliminate "Method of Payment" on the renewal cards and replace it with "would like to receive the Genealogist electronically" It was agreed that Larry would use up the labels he has and Bernadette will restructure the labels and pass it on to Larry.

- **PUBLICATIONS:**

Pauline reported that Keesville is almost done and there is only one more listing left on FE5 that need to be converted.

- **BUILDING/GROUNDS/SAFETY:**

Herb reported a few issues with the board regarding Girls at Work. One was that she not have extension cords and/or hoses running through the hallway on days we are open. He stated that if a fire inspector would come in we could be cited for violations. Also that having all her tools inside the door looks tacky. We need to make her aware that the lawn gets mowed on Thursday and ask she not have things all over the grass on that day. Jim suggested that Girls at Work could use some of their wood and make a utility shed for their tools. Pauline suggested that they could use the publication room for storage, at least in the summer. Jackie & Jeanne will speak to Elaine regarding these issues. It was also agreed that there isn't a problem with her installing a new utility sink in the downstairs bathroom.

Herb also suggested that for the future we look into putting LED lighting in the library. According to a quote from Richard Untaet, made a while ago we are looking at a cost of approximately \$134 for a 4 foot section. The suggestion that we do one section, see how we like it and do it peace-meal. It would, in time, bring down our electrical bill. It was agreed that this is an issue for the new board. Herb will contact Richard to get an updated quote on prices.

- **COMPUTERS**

- Jim reported that Gerry & Chris have been working on our Website and that the number of spam has been greatly reduced. Kevin is changing e-mail address links. It was brought up that if someone unsubscribes from the newsletter it also automatically unsubscribes them from the "Genealogist". One would have to re-subscribe to get the journal. There is no filter. It was suggested that someone look into that to unsubscribe, would be for the news letter only. Janine will check with Constant Contact on this issue.

Jim said the archives have been reinstalled, all the computers have been upgraded to Windows 10, a color copier was purchased for office for limited use. There is wireless now available upstairs. Team viewer was installed, except for upstairs. He said one thing on the to-do list was to install an anti-virus. He said that Gerry & Chris know what needs to be done. Also we want to segregate wireless, so there is a separate wireless for guests. The Franco-Center is willing to share an intern with us for a couple of hours a week.

IT WAS SUGGESTED AND AGREED BY ALL THAT KEVIN GROOMS BE GIVEN A FREE YEARLY MEMBERSHIP WITH AUTOMATIC RENEWALS AS LONG AS HE IS WEB-MASTER.

- **RESEARCH SERVICES:**

None

- **WEBSITE:**

See Computers

- **LIBRARY :**

Jeanne reported that so far we have collected \$250 from the sale of ads for the Fall Conference booklet. Pauline stated she thinks the cost of printing the booklet should be around \$100. More money for ads is expected. Jeanne stated that her goal is to raise about a total of \$400. There is need for more raffle items. It was suggested that each board member contribute a few dollars toward the purchase of raffle items but Pauline suggested we take the monies from the ads to pay for raffle items such as the lotto tickets.

- **COMMUNITY- EDUCATION- OUTREACH:**

Paula suggested that we contribute school supplies for the students involved at Girls at Work on a volunteer basis. She pointed out how the Library Committee members paired up with one of the girls at X-mas time and donated a bag of gifts for each girl.

- **OLD BUSINESS:**

NERGC UPDATE: Pauline reported that the position of president is in flux. Gerry has agreed to serve as V.P. Registration does not have a program available yet. Pauline said she will put an ad in our Fall Conference booklet or NERGC at her expense.

- **NEW BUSINESS:**

Ron Blais investigated and purchased a reader and an impaired vision reader for a cost of \$475.43 to replace the ones that were inadvertently removed from the library. It was suggested that a process on directions for the disposing of equipment or items of value be brought to the board for approval.

Bernadette made a motion to reimburse Ron Blais for the purchase of replacement equipment for the library. Seconded by Cécile, motion carried.

Cécile returned the Post Office key to Paula - she is now available to resume P. it-up

- **ADJOURNMENT:**

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Motion to adjourn made by Gerry and seconded by Bernadette
Meeting adjourned at 1:00 p.m.

Respectfully submitted,

Jeanne Boisvert

Recording Secretary