

ACGS BOARD OF DIRECTOR'S MEETING

Sept 18, 2016

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

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

Excused Absence: *Mel Montpelier, Pauline Cusson;*

Members in Attendance: Herb & Norma Boyce, Ron Blais

Review/Approval of August minutes:

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

• **PRESIDENT'S REPORT :**

Jim deferred to Norma & Herb Boyce for their reports covered under Building & Grounds and Old Business. After listening to Norma's report he suggested we show our appreciation for her efforts.

✂ Denis made a motion to purchase a \$300 Visa gift card for Norma in appreciation for her work on the audit. Seconded by Bernadette, motion passed unanimously

• **TREASURER'S REPORT:**

Report reviewed and voted to be filed for audit.

Ron, acting for Pauline, reported that after an analysis of the August Credit Card Fees Report, we should stop accepting Debit Card Transaction, as the fees are very high for these type of transactions, in addition, we are being charge a monthly fee of \$20 for not being in compliance with the banking PSI security requirements. He will work with TD Bank in order to determine why we are not in compliance, as well as what has to be done to become compliant. We also need to consider raising our minimum dollar value from \$10 per transaction to something more suitable, since small dollar transactions are the most costly, from a bank fee perspective. We have been at \$10 minimum for numerous years.

He reported that the cost of printing the booklets at Lafayette was \$180.00/\$1.80 per booklet.

Jim thought it would be a good idea to set up a budget for different departments, using the last three years as a guide.

Although our electricity bills have gone down, a rate increase is anticipated in the future. The Building Fund, , has \$6500 contributed to it so far this year, but the TD Bank dedicated Account has not been credited with it, rather, the moneys have been deposited into the Operating Account. Ron asked if we should want to use monies in the Building Fund for future lighting and furnace replacements.

He was told that the Board had earlier decided to transfer surplus money from the Operating Account to the Money Market Account in order to accrue some interest. He then reported that \$2,000 had been transferred to the Money Market Account in August.

Ron suggested we add a signature at St. Mary's bank as we now only have one. We have two Society credit card, one held by Herb Boyce and one by Gerry Savard. Jim recommended that we should explore a non-profit card for Herb, Gerry, and the Library Board for better management accountability. The library board currently uses a Staple card.

An effort should be made to eliminate late fees.

- **CORRESPONDENCE:**

Submitted Electronically

Plaque ordered for David Guimont was in error. It was returned and is still wrong. It has been re-ordered and it was decided that if they don't request the one that is wrong we will give it to the family.

- **MEMBERSHIP:**

Electronically sent

Bernadette restated that the renewal notices are sent out 30 days before their expiration dates.

- **PUBLICATIONS:**

N/A

- **BUILDING/GROUNDS/SAFETY:**

Herb reported an issue with lighting downstairs. He inserted Omni directional LED lighting. These lights improve the lighting for the girls and are safer. He said we can expect a bill for our annual inspections from Johnson Control for the furnace inspection and also from Skyline for a roof check. He also reported that our furnace is old and we should be prepared to address this issue in the future.

- **COMPUTERS**

Jim reported that he met with the Computer Committee. They returned the new hard-drive, under warranty for replacement. Now we will have a back-up. There's also an anti-virus protection.

The wireless extension for the treasurer's office has been installed.

Chris named and labeled all the computers for protection, which facilitate tech help if needed.

Team-viewer is on all the computers so the computers should be left on at all times. Jackie will inform the desk volunteers about leaving the computers on. Any problems can be directed to Computer-Committee@ACGS. Any Computer issues should be directed to Jim as a liaison between the board and Kevin, the webmaster.

Janine addressed the problem she reported last month about people who have unsubscribe from our newsletter that they are automatically unsubscribed from the Genealogist. She contacted Constant Contact, now when someone unsubscribes they will get a list and they get a choice of what they want to eliminate.

- **RESEARCH SERVICES:**

In Muriel's absence, Ron reported that we need to take another look at our pricing scheme, and Member Discount rate. The hours that are now required to provide adequate services to our members and clients far exceed the revenue generated. The Research Chair will present pricing alternatives to the Board before year-end.

- **WEBSITE:**

See Computers

- **LIBRARY :**

Jeanne reported on finalizing all the details for the conference were being made by the Library committee. She also paid tribute to Jim, Arlene and Larry, and Gerry for serving on the board and for their dedication to ACGS.

- **COMMUNITY- EDUCATION- OUTREACH:**

N/A

- **OLD BUSINESS:**

Audit Report, see attached

- **NEW BUSINESS:**

Janine reported on the advantages of joining the Federation of Genealogical Societies, (FGS). A discussion on joining and trying it for one year, than re-evaluate whether we want to continue membership. Janine stated that she will serve as our delegate.

✂ Janine made a motion for ACGS to join FGS at a cost of \$115/year subscription. Cecile Seconded, motion passed unanimously

- **ADJOURNMENT:**

- Motion to adjourn made by Bernadette and seconded by Gerry
- Meeting adjourned at 12:35 p.m.

Respectfully submitted,

Jeanne Boisvert

Recording Secretary

Results and discussion on the audit report, submitted by Norma Boyce

- First, Norma said that although she found some problems she did not see that there was any fraud committed and that her concerns were mostly with procedures and especially a lack of control of Quick-Books. A tightening of control should be a priority. The IRS would require check and balances. *She suggested that a receipt should always accompany any check issued.* Quick-Book has been upgraded and system is OK. There was a problem migrating, the old system to the new but that was finally taken care of.
- She questioned having a Certificate of Insurance with Girls at Work. Jim reported that we do have that on file. Also we should have a Certificate of Insurance for anyone and/or business that does work for us, i.e. Cleaning crew, Lawn service etc.
- She reminded us that we should use ® for our Trade Mark instead of the TM, because our Trade Mark is registered. It was suggested that we change this going forward with new printing of any of our paperwork.
- She said that our inventory is underinsured and that the content insurance is less than we have on the books. We should review this as some of our books cannot be replaced, and also to consider the value and the depreciation of equipment. Any leased equipment does not have to be included.
- She recommended that we do a physical inventory yearly as prescribed by our by-laws on contents, equipment and finances, as the laws change yearly and we should be sure that we are in compliance to these new laws. She recommended that we leave our tax returns as is but amend going forward.
- Some of our corresponding material states that any purchase of our membership can be used as a *tax deductible item*. Norma said the law does not allow this. A basic \$35 membership is a donation and cannot be used as a deduction. By putting that statement on our letterhead and membership application renders a tax opinion and/or advice.
- Norma spoke to several people in the society, using questions to determine the way business is conducted. Jim requested a copy of the questions Norma asked and a copy of the answers that led her to issuing the results of her audit. Norma said she would provide copies.