

ACGS BOARD OF DIRECTORS MEETING

December 18, 2016

MEETING CALLED TO ORDER: at 10:24 AM by President Bernadette Meunier

IN ATTENDANCE: *Bernadette Meunier, Muriel Normand, Ronald Blais, Jeanne Lundell, Paula Schultz, Constance Hebert, Janine Penfield, Cecile Durocher, Jeanne Boisvert, Steve Lefoley, Jackie Watson*

Excused absence: *Mel Montpelier*

Absent: *Denis Joyal*

Members in attendance: *John Cook*

Review/Approval of November minutes:

Motion made by Constance Hebert and seconded by Ron Blais to accept November minutes as presented. Motion passed.

REPORT OF OFFICERS:

PRESIDENT'S REPORT:

TREASURER'S REPORT:

The Treasurer's report was sent electronically to all members. Ideally, Ron would like inventories by the end of December. Richard is counting our stock of repertoires for sale. Repertoire inventory in the library is almost completed. The furniture/holdings inventory is being completed: main floor is done, upstairs is almost done, and the downstairs stills needs to be done. It is crucial that a budget be formed as we cannot continue operating at a deficit. We should receive a rent check this week from GAW then the account will be set up for automatic payment on the 1st of each month. We need to determine if they can afford to rent more space. Our Monthly payments to Blessed Sacrament Church are now paid up to date. Cecile and Mel were named to the Insurance Review Committee, and, along with Bernadette Meunier and Ron Blais, will review the current status of our insurance

and determine if we are adequately covered regarding building, contents, and liability.

The state of New Hampshire notified us that we omitted names and contact information for last year's officers and board members. This was corrected. This is on Federal Form 990 and the State will all get all pages this year.

Motion made by Jeanne Boisvert and seconded by Constance Hebert to accept the Treasurer's report. Motion passed.

CORRESPONDENCE:

The third Guimond plaque has arrived and it is correct. The first one that was sent has been given to the family.

Bernadette would like copies of the standardized thank you letters that are sent out to donors. Paula will supply these for her.

Motion made by Jackie Watson and seconded by Constance Hebert to accept the Correspondence report. Motion passed.

COMMITTEE REPORTS:

MEMBERSHIP:

Steve is working on updating member addresses. Several journals are returned after each mailing due to incorrect addresses.

PUBLICATIONS:

Constance has tried several times to set up a meeting date with Pauline to discuss publications. Pauline has not responded with a possible date therefore no meeting has been planned. Constance will try again.

BUILDING/GROUNDS:

Herb is doing better, but his activities are very limited.

There was a problem with plowing after the first storm and this has been addressed.

Herb would like a liaison person to contact him with all issues. There have been too many people contacting him and this has led to some confusion. Jackie will be his liaison.

Roofing cost this month was \$813 as the chimney had to be resealed.

COMPUTERS:

Bernadette has not been able to meet with the committee yet. Kevin is not responding to emails. Gerry has been able to retrieve passwords and reset links on the website. Chris and Gerry will meet to discuss revamping and updating the website. We will need someone to maintain the site.

Jeanne B. would like to see the obituaries offered on the website. This would be beneficial in offering a service for our long distance members.

We are looking at local colleges to possibly provide help with the website.

RESEARCH SERVICES:

Muriel requested that she be allowed to submit a bi-monthly report rather than monthly. Bernadette suggested that a quarterly report might be more appropriate and this time frame was agreed upon.

LIBRARY:

A library report was sent to all members electronically.

Jeanne B. has started tagging books that are available for borrowing. The committee is planning a special shelf of "staff picks" to generate interest in books that can be borrowed from the library.

We have some family genealogies on CD's: this information will be put in the newsletter as many patrons are not aware of this.

STRATEGIC PLANNING:

There is nothing new to add to the report and the previous report will hold until the need arises to change it.

ACTION ITEMS/OLD BUSINESS:

GAW are now being charged \$6/square foot for rent. This is very low. We would need an appraisal to determine what would be a fair rent to charge.

EXECUTIVE SESSION:

Ron has discussed the cost of appraisal with Louis Manias of Capital Appraisal Assoc. Inc. Fruit St., Concord, NH and learned that the cost to determine the amount of rent that should be charged is about \$880. A further appraisal as to market value, quick sale value, and insurance value would cost \$2500-\$3,000. The cost to have all the appraisals performed at the same time would be \$3,000. He would start this appraisal in January or February. We have not had a complete appraisal performed since we acquired the building. All agreed that it would be beneficial to know what our property is worth for both insurance and rental purposes.

Motion made by Ron Blais and seconded by Jackie Watson that we hire Louis Manis, a professional appraiser, to do a full appraisal for regular market value, quick sale value, and rental value of the facility located at 4 Elm St., Manchester, NH for an amount not to exceed \$3,000.

Discussion: we need a second person from the society involved as Louis is a personal friend of Ron. It was agreed that Bernadette will be that second person.

Motion passed unanimously.

The research pricing structure is being revamped. This will be discussed next month.

NEW BUSINESS:

Amazon Smiles: It was agreed that the society will participate in this program. While it may not bring in a large amount of money, it cannot hurt to participate.

Ads on site/newsletter: It was agreed that this is not something we want to be involved in.

Plotter: This was donated several years ago and has not been used. John Cook and Dave Lebel have been working on it and believe they can make it work. It was discussed that this would not be a money maker for the society and therefore not worth putting money into repair and supplies. A sale on Ebay was suggested. John and Dave will work with it this month with the supplies that we have and will report back in January as to their progress. We will then decide what to do with the machine.

Mailbox: Elaine wants a mailbox installed on the Elm St. side of the building. It had been decided previously that we would not put in a special mailbox for GAW.

ADJOURNMENT:

Motion made by Jeanne Boisvert and seconded by Janine Penfield to adjourn meeting at 12:35PM. Motion passed.

Refreshment for next meeting: Janine Penfield and Jeanne L.

Respectfully submitted,

Jeanne Lundell

Recording Secretary

December 17, 2016
Corresponding Secretary

E-mails sent - 6

Donations in Memorium \$150.00
Building Fund \$645.00

Total donations for November \$795.00

We have finally received the rock edge plaque after 3 tries. I have delivered one of the plaques to the family. They will also accept the 3rd plaque if it doesn't need to be returned.

Submitted by Paula Schulz

Library Board Meeting

December, 2016

On Nov. 28th the Library board met and discussed the acceptance of a book to be put on our shelf. The book is being donated by Ronald Heroux from RI, the title is *Généalogie de Joseph et Georges-Félix Héroux, Batissures d'Églises*. The book is about all the churches, parishes, schools, homes, etc. designed by the Héroux brothers including an extensive section regarding their genealogy.

Also on the 28th, after much discussion we have decided to make a *Reader's Corner*. This will include books that can be taken out by our patrons for 2 weeks. The books will be mostly stories in novel form about French-Canadians. The collection we have will be periodically rotated. Where to place these books is still being looked into. We are still going through the Main Collection shelves and identifying the books that may be taken out.

On December 5th, we ordered dots that says "2 week loan". These will be placed on the spine of the books so they can easily be seen on the regular shelves. We will also insert a pocket in the book with a blue card that must be filled out by the borrower. Librarians will be responsible that the card is totally and properly filled out before the book leaves the library.

The library board has not met due to the weather. I am forwarding this report at this time because snow is predicted again for next Monday, the 12th. Anything new that arises between now and the next board meeting will be reported at that time.

Respectfully submitted,

Jeanne Boisvert, #6394

Total recorded between 11/1/16 and 12/1/16 = \$5,019.00

<u>Payment Type</u>	<u>Count</u>	<u>Sum</u>	
Individual US	110	\$3,845.00	
Individual US	1	\$34.00	Check for \$34.
Family	9	\$90.00	
Building Fund	19	\$645.00	
Institutional	2	\$100.00	
Individual - Canada	3	\$120.00	
Overseas	1	\$35.00	
Memorium	2	\$150.00	Roger Lawrence Memorial

Monthly Summary between 11/1/16 and 12/1/16

Active Members

1238

Exchange

94

Active Member by Type

Family	106
Family Life	10
Individual	988
Individual Canada	9
Individual Foreign	1
Institution	19
Institution Canada	2
Life	103

New Members

Family	1
Individual	8

Active Members by Country

CANADA	17
France	1
USA	1220

YTD Summary as of 12/1/2016

PaymentType

Count

Sum

Individual US	909	\$31,759.00
Family	97	\$960.00
Life -US	1	\$535.00
Eternal	2	\$0.00
Building Fund	153	\$4,890.00
Other	2	\$505.00
Institutional	13	\$650.00
Individual - Canada	8	\$320.00
Overseas	1	\$35.00
Research Services	3	\$55.00
Conference	1	\$55.00
Memorium	4	\$1,200.00
Bank Charges	2	\$40.00

New Members YTD

<u>Member Type</u>	<u>Count</u>
Family	12
Individual	84

Total to Date: \$41,004.00

AMERICAN-CANADIAN GENEALOGICAL SOCIETY
December 2016
Treasurer's Report

ACTIVITY FOR THE MONTH OF NOVEMBER

1. Jackie Watson and I have been working with Girls at Work to get them current on their 2016 rental obligations. Their new Treasurer has promised to pay the current and past due rent in December. We have received the \$425 payment for December and will receive the \$425 amount in arrears on December 15th.
2. A response has been received from Blessed Sacrament Church regarding my inquiry as to whether we are one month past due on our payments. We are and the \$700 in arrears will be paid on December 13th.
3. I asked Bernadette Meunier to establish an Insurance Review Committee to work on determining what types and amounts of coverage we need. The insurance will be renewed in April 1917. This will be an Agenda item.
4. Our Amazon Smiles Account has been established; however, the issue as to whether ACGS should participate in this charitable venture has been raised and will be discussed at the December Board Meeting.
5. Richard Côté has agreed to complete an inventory of our Repertoires for re-sale and will provide the completed listing by the last week of December.
6. All of the responsible parties have been notified of actions, taken during the last Board Meeting, which will have a direct impact on their areas of control.
7. The latest Strategic Planning Recommendations made in 2014 were e-mailed to the Board Members to refresh their memories regarding same, and to bring our new members up-to-date on past activities of the Strategic Planning Committee.
8. On November 21st, the State of NH notified us that we omitted the names, addresses and telephone numbers of last year's Officers on our Annual Return. This was corrected on December 3rd. The original return was filed on April 22nd.
9. The November 2016 Financial Statements were sent separately.

Respectfully Submitted: Ronald P. Blais, Treasurer

9 December 2016

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American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through December 2016

	<u>Jan - Dec 16</u>	<u>Jan - Dec 15</u>	<u>\$ Change</u>
Income			
4100 · MEMBERSHIP			
4101 · Dues	37,437.21	38,609.00	-1,171.79
Total 4100 · MEMBERSHIP	37,437.21	38,609.00	-1,171.79
4200 · PUBLICATIONS			
4201 · Used Book Sales	0.00	903.00	-903.00
4203 · Repertoires	6,146.40	8,332.99	-2,186.59
4204 · Index & Holdings	15.00	0.00	15.00
4205 · Jette & White	0.00	290.00	-290.00
4206 · CD Romes	49.95	32.50	17.45
4207 · Fr. Croteau Publications	0.00	45.50	-45.50
4208 · Orphan Pub. & Index	284.85	459.89	-175.04
4209 · Captives Book	1,485.45	3,361.47	-1,876.02
Total 4200 · PUBLICATIONS	7,981.65	13,425.35	-5,443.70
4300 · GENEALOGIST			
4301 · Back Issues	241.90	190.90	51.00
Total 4300 · GENEALOGIST	241.90	190.90	51.00
4400 · LIBRARY			
4401 · All Copies except Drouin copies	652.71	779.47	-126.76
4402 · Maps-Charts-Beginners' Course	208.45	428.30	-219.85
4403 · Guest Fees	457.00	515.00	-58.00
4405 · Beverages	244.47	531.10	-286.63
4406 · Candy & Snacks	56.00	0.00	56.00
4407 · Logo Mdse (resale items)	141.00	42.00	99.00
4409 · Used Books	523.85	69.00	454.85
4410 · Drouin Copies & CDs	0.00	7.86	-7.86
Total 4400 · LIBRARY	2,283.48	2,372.73	-89.25
4500 · RESEARCH			
4501 · Reasearch Income	8,109.50	4,479.55	3,629.95
Total 4500 · RESEARCH	8,109.50	4,479.55	3,629.95
4600 · CONFERENCE			
4601 · Attend Fees	3,755.00	3,929.05	-174.05
4602 · Raffle	585.00	411.50	173.50
4603 · Advertising	350.00	0.00	350.00
4606 · NERGC Conference	0.00	1,492.06	-1,492.06

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American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through December 2016

	Jan - Dec 16	Jan - Dec 15	\$ Change
4700 · SOCIETY			
4701 · Drouin Fund Donations	0.00	12.85	-12.85
4702 · Bldg Fund	8,501.99	7,293.25	1,208.74
4703 · Book Fund	600.00	15.00	585.00
4705 · Cash Over & Short	-46.06	-2.44	-43.62
4706 · Ckg Act Int	6.01	3.95	2.06
4707 · Bld Fnd Int	4.65	2.65	2.00
4708 · Sav Act Int	13.19	19.17	-5.98
4709 · Other -	56.14	0.00	56.14
4710 · Grants & Bequests	0.00	12,000.00	-12,000.00
Total 4700 · SOCIETY	9,135.92	19,344.43	-10,208.51
4800 · BUILDING			
4801 · Rent	10,785.00	8,955.50	1,829.50
Total 4800 · BUILDING	10,785.00	8,955.50	1,829.50
Total Income	80,664.66	93,210.07	-12,545.41
Gross Profit	80,664.66	93,210.07	-12,545.41
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	576.29	925.30	-349.01
6102 · Supplies	117.97	38.98	78.99
Total 6100 · MEMBERSHIP EXP	694.26	964.28	-270.02
6200 · PUBLICATIONS EXP			
6201 · Postage	535.92	1,249.75	-713.83
6202 · Supplies	107.34	31.99	75.35
6203 · Print Reps	1,302.22	1,525.73	-223.51
6206 · CD Roms	0.00	305.00	-305.00
6209 · Marketing	0.00	125.00	-125.00
6210 · Captives Book	0.00	2,712.62	-2,712.62
Total 6200 · PUBLICATIONS EXP	1,945.48	5,950.09	-4,004.61
6300 · GENEALOGIST EXP			
6301 · Postage	2,974.92	3,043.18	-68.26
6303 · Printing	9,272.20	8,890.00	382.20
Total 6300 · GENEALOGIST EXP	12,247.12	11,933.18	313.94
6400 · LIBRARY EXP			
6402 · Supplies	0.00	0.00	0.00
6403 · Printing Maps & Info Sheets	0.00	266.20	-266.20
6405 · Beverages	179.48	127.95	51.53
6406 · Candy/Snack	0.00	0.00	0.00
Total 6400 · LIBRARY EXP	787.49	1,330.30	-542.81

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American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through December 2016

	<u>Jan - Dec 16</u>	<u>Jan - Dec 15</u>	<u>\$ Change</u>
6500 · RESEARCH EXP			
6501 · Postage	24.00	50.20	-26.20
6502 · Supplies	0.00	45.00	-45.00
Total 6500 · RESEARCH EXP	<u>24.00</u>	<u>95.20</u>	<u>-71.20</u>
6600 · CONFERENCE EXP			
6603 · Printing & Supplies	211.66	56.60	155.06
6604 · Speakers	850.00	1,340.00	-490.00
6605 · Caterer & Refreshments	2,636.43	2,532.47	103.96
6608 · New England Regional Gen Conf	250.00	178.48	71.52
Total 6600 · CONFERENCE EXP	<u>3,948.09</u>	<u>4,107.55</u>	<u>-159.46</u>
6700 · SOCIETY EXP			
6701 · Postage	58.50	201.32	-142.82
6702 · Supplies	1,295.96	317.50	978.46
6703 · Telephone	1,354.87	1,125.67	229.20
6704 · D&O Insurance and Bond	1,022.00	1,022.00	0.00
6705 · Subscriptions	688.08	586.67	101.41
6706 · Bad Checks	0.00	0.00	0.00
6707 · Bank Charges	10.01	19.51	-9.50
6709 · Computer Expenses	1,853.73	2,689.49	-835.76
6710 · Credit Card Charges	889.06	813.35	75.71
6712 · Internet Services	1,297.81	1,346.55	-48.74
6713 · Professional Expenses	300.00	150.00	150.00
6717 · Misc Society Expenses	1,422.85	970.60	452.25
Total 6700 · SOCIETY EXP	<u>10,192.87</u>	<u>9,242.66</u>	<u>950.21</u>
6800 · BUILDING EXP			
6801 · Heat	7,377.35	14,008.00	-6,630.65
6802 · Electricity	4,525.38	3,968.31	557.07
6803 · Water-Sewer	872.28	767.08	105.20
6804 · Insurance - Bldg. & Liab.	3,419.00	3,330.00	89.00
6805 · Building Maint.	13,675.39	19,878.53	-6,203.14
6806 · Grounds Maint.	10,848.15	10,650.00	198.15
6807 · Fire Alarm Fee	540.00	540.00	0.00
Total 6800 · BUILDING EXP	<u>41,257.55</u>	<u>53,141.92</u>	<u>-11,884.37</u>
Total Expense	<u>71,096.86</u>	<u>86,765.18</u>	<u>-15,668.32</u>
Net Income	<u><u>9,567.80</u></u>	<u><u>6,444.89</u></u>	<u><u>3,122.91</u></u>

American-Canadian Genealogical Society
Income/Expense Previous Year Comparison
December 2016

	Dec 16	Dec 15	\$ Change
Income			
4100 · MEMBERSHIP			
4101 · Dues	3,496.00	3,966.00	-470.00
Total 4100 · MEMBERSHIP	3,496.00	3,966.00	-470.00
4200 · PUBLICATIONS			
4201 · Used Book Sales	0.00	46.00	-46.00
4203 · Repertoires	384.00	1,586.00	-1,202.00
4208 · Orphan Pub. & Index	53.00	49.99	3.01
4209 · Captives Book	0.00	427.65	-427.65
Total 4200 · PUBLICATIONS	437.00	2,109.64	-1,672.64
4300 · GENEALOGIST			
4301 · Back Issues	138.40	47.00	91.40
Total 4300 · GENEALOGIST	138.40	47.00	91.40
4400 · LIBRARY			
4401 · All Copies except Drouin copies	62.20	7.53	54.67
4402 · Maps-Charts-Beginners' Course	0.00	6.00	-6.00
4403 · Guest Fees	15.00	0.00	15.00
4405 · Beverages	0.00	105.00	-105.00
4407 · Logo Mdse (resale items)	63.00	0.00	63.00
4409 · Used Books	8.00	0.00	8.00
Total 4400 · LIBRARY	148.20	118.53	29.67
4500 · RESEARCH			
4501 · Reasearch Income	217.50	245.00	-27.50
Total 4500 · RESEARCH	217.50	245.00	-27.50
4700 · SOCIETY			
4702 · Bldg Fund	1,191.20	455.00	736.20
4703 · Book Fund	500.00	15.00	485.00
4705 · Cash Over & Short	0.00	3.47	-3.47
4706 · Ckg Act Int	0.53	0.51	0.02
4707 · Bid Frnd Int	0.06	0.00	0.06
4708 · Sav Act Int	0.00	1.46	-1.46
Total 4700 · SOCIETY	1,691.79	475.44	1,216.35
4800 · BUILDING			
4801 · Rent	850.00	855.00	-5.00
Total 4800 · BUILDING	850.00	855.00	-5.00
Total Income	6,978.89	7,816.61	-837.72
Gross Profit	6,978.89	7,816.61	-837.72
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	87.50	0.00	87.50
6102 · Supplies	37.99	0.00	37.99
6200 · PUBLICATIONS EXP			
6201 · Postage	118.18	72.81	45.37
6202 · Supplies	10.00	0.00	10.00
Total 6200 · PUBLICATIONS EXP	128.18	72.81	55.37
6300 · GENEALOGIST EXP			
6301 · Postage	398.34	0.00	398.34
6303 · Printing	3,312.40	3,010.00	302.40
Total 6300 · GENEALOGIST EXP	3,710.74	3,010.00	700.74

01/11/17

American-Canadian Genealogical Society
Income/Expense Previous Year Comparison
December 2016

	Dec 16	Dec 15	\$ Change
6400 · LIBRARY EXP			
6402 · Supplies	27.69	61.58	-33.89
6405 · Beverages	9.99	0.00	9.99
Total 6400 · LIBRARY EXP	37.68	61.58	-23.90
6700 · SOCIETY EXP			
6702 · Supplies	2.99	60.87	-57.88
6703 · Telephone	155.79	0.00	155.79
6709 · Computer Expenses	74.95	50.00	24.95
6710 · Credit Card Charges	99.13	99.40	-0.27
6712 · Internet Services	59.48	9.95	49.54
6717 · Misc Society Expenses	0.00	250.00	-250.00
Total 6700 · SOCIETY EXP	392.35	470.22	-77.87
6800 · BUILDING EXP			
6801 · Heat	501.00	1,196.00	-695.00
6802 · Electricity	439.70	319.11	120.59
6805 · Building Maint.	1,469.00	1,489.21	-20.21
6806 · Grounds Maint.	1,700.00	1,000.00	700.00
Total 6800 · BUILDING EXP	4,109.70	4,004.32	105.38
Total Expense	8,504.14	7,618.93	885.21
Net Income	-1,525.25	197.68	-1,722.93