

**ACGS Board of Directors  
Meeting Agenda  
May 21, 2017**

**I. Call to Order Time:**

**II. Determination of Quorum -**

**III. Approval of April 9, 2017 minutes**

**IV. Report of Officers**

Treasurer's Report –  
Correspondence –

**V. Committee Reports**

- a. Membership (electronic)
- b. Publications - Constance -
- c. Buildings/Grounds/Safety –
- d. Computer – Web site update
- e. Library (electronic) –

**VI. Action Items/Old Business**

- a. Inventory management, including marketing and order fulfillment
- b. Poutine Fest
- c. NERGC update - Janine
- d. Library Volunteer Manual & retraining – Jackie/Jeanne

**VII. New Business**

- a) Croteau Books
- b) Albany Bishop's cease and desist letter
- c) GAW lease Issues
- d) Electronic Voting - Mel

**VIII. Announcements:**

**IX. NEXT MEETING 18, 2017**

**Refreshments next:**

**Adjournment:**

## ACGS BOARD OF DIRECTORS MEETING

May 21, 2017

**MEETING CALLED TO ORDER:** at 10:05 AM by President Bernadette Meunier

**IN ATTENDANCE:** *Bernadette Meunier, Ronald Blais, Jeanne Lundell, Paula Schultz, Cecile Durocher, Jeanne Boisvert, Steve LeFoley, Denis Joyal, Jackie Watson, Janine Penfield*

**Apologies:** *Mel Montpelier, Muriel Normand* Absent: *Constance Hebert*

### **Review/Approval of January minutes:**

Motion made by Jeanne Boisvert and seconded by Steve LeFoley to accept April minutes as presented. Motion passed.

### **REPORT OF OFFICERS:**

#### **TREASURER'S REPORT:**

The Treasurer's report was sent electronically to all members.

Ron reports that YTD we have no deficit mainly due to the sale of books to the Dallas Library. All bills are current and are being paid on a monthly basis.

We have purchased more insurance coverage, but have kept costs down by agreeing to a higher deductible. If we do online purchases in the future this will cost us \$98/month for insurance. Comcast will be installed this coming Thursday.

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

#### **CORRESPONDENCE:**

The Corresponding Secretary's report was sent electronically to all members. We have received \$911 in donations for the month.

#### **COMMITTEE REPORTS:**

#### **MEMBERSHIP:**

Membership report was sent electronically to all members.

Membership contact information continues to be updated in Constant Contact. At this time, we have 200 members taking the Genealogist in digital format.

## **PUBLICATIONS:**

We have reprinted seven repertoires –three copies of each; two for us and one each for Dallas. This week we will send out five more to be reprinted, and several more will be sent next week.

The price for the Genealogist has been increased from \$1/issue to \$3/issue.

A new up-to-date inventory list will be printed out and will be ready for our upcoming marketing campaign.

## **BUILDING/GROUNDS:**

The floor downstairs was replaced. The library will be closed on June 4<sup>th</sup> because the floors will be waxed.

As more groups are using the library facility for meetings and classes, we need to get a schedule of who is using the building when. We hope to create a new volunteer position to keep track of the building schedule.

Comcast will be here on Thursday to install wifi in the building. The phone lines will be cut on Wednesday night and Comcast will pick them up on Thursday. We discussed replacing the library phones in the future with portable phones. This would make it easier for library volunteers to assist clients.

New signage has been installed at various points in the building. The boiler has been shut down and the A/C can be turned on. We have a new carpet runner for the entrance hallway. Elaine would like the old carpet to put down to help decrease the amount of sawdust that is tracked down the hallway. She has been told that the back entrance needs to be kept clean because it is the entrance to the library. The chairlift has passed inspection.

The board expressed appreciation to Herb for all the hard work he does for the society on a regular basis.

## **COMPUTERS:**

Some members of the board have met with Altos (a web design firm) after looking into several companies. In addition to creating the website, they provide 24/7 support and training. We are considering this company. If we go forward to this project, we will need to do some fundraising. This effort will include a membership campaign and donations from board members. A ballpark figure for the website is \$15,000 to \$30,000. This company provides a discount for nonprofits and support is free for the first 12 months. We will also need to write grant proposals for this project. We will be looking to forming

a fundraising committee to help with this endeavor. Ron is willing to mentor a grant writer.

### **RESEARCH SERVICES:**

A quarterly report will be submitted in April.

### **LIBRARY:**

Jeanne B. received an email from Pauline Cusson regarding a large donation of used book to the library. We would like to clean up the publications room so that it can be used as a staging area for such donations.

Jeanne B. and Jackie will invite volunteers to the library for mandatory retraining. This will be in June after the board meeting. An email will be sent to all volunteers requesting that they respond prior to the meeting date. They would like committee heads to be present to answer any questions that the volunteers may have.

### **ACTION ITEMS/OLD BUSINESS:**

Janine Penfield gave an update on activities at NERGC. She attended a group promoting social media as a means of increasing our online presence. Janine suggested creating a new volunteer position to oversee our presence on various aspects of social media. Another suggestions were to create various special interest groups as a means of enlisting new/younger members.

An electronic report was sent regarding inventory management, marketing, and order fulfillment.

Rather than have a physical presence at the Poutine Fest in June, it was suggested that we make a \$350 donation. By contributing this amount ACGS becomes a Bronze Sponsor and will be listed in the brochure as a supporter for the Franco American Center summer events.

Motion made by Ron Blais and seconded by Jackie Watson that the ACGS donate \$350 to the Franco American center to become a sponsor for their summer events. Motion passes.

### **NEW BUSINESS:**

We have lost 15 books from the Croteau collection because the last of the books was sold. We have three to five copies of each remaining book.

Motion made by Jackie Watson and seconded by Ron Blais that we put one copy of each remaining book in our archives for perpetuity. Motion passed.

Motion made by Jackie Watson and seconded by Jeanne Boisvert to rescind the motion of January 8, 2004 to not reprint any copies of the Croteau collection books, thus allowing ACGS to reprint copies as needed. Motion passed.

The amount that ACGS owes the Diocese of Manchester for past commissions on the sale of the Croteau books from 2009 through 2016 will be determined, and the Board advised of this amount. Since we have an agreement and a moral obligation, this liability will be paid to the Diocese of Manchester as soon as we have the funds available.

A letter was received in the past regarding a "cease and desist" order to stop printing church repertoires. We are not aware of any further communication after the original letter. Ron will contact our attorney, Craig Donais, to determine if this order is binding.

GAW wants to pay us \$500/month for the space that will be vacated by the NH State Library. They want this for a one year term instead of the terms of their existing lease which would end in May 2020. After discussion of the pros and cons of this request a motion was made as to what should be offered to GAW for a lease agreement.

Motion made by Jackie Watson and seconded by Denis Joyal that the conditions of the lease be as follows:

- We install, at ACGS expense, a buzzer and light system so that they can let their clients into the building without having to leave the door open and bothering the desk librarians.
- The term of the lease will match the original May 2020 date.
- GAW will pay an additional \$75 per month as an electricity charge.
- GAW will pay an additional \$575 per month for the additional space.
- Their total cost would be \$425 + \$575 + \$75, or \$1,075 per month, through May 2020.
- They will pay for any and all alterations that they make to any of the leased space, after approval of the plans by ACGS. Motion passed.

## **ADJOURNMENT:**

Motion made by Jackie Watson and seconded by Jeanne Lundell to adjourn meeting. Motion passed. Meeting adjourned at 1:05 PM.

Our next meeting will be rescheduled to June 11, 2017.

Refreshment for next meeting: Cecile Durocher

Respectfully submitted,

Jeanne Lundell

Recording Secretary

May 21, 2017

Donations between April 1 and April 30  
Corresponding Secretary

7 e-mails for cash donations  
1 letter for cash donation  
1 e-mail for book donation  
2 letters for book donations

Donations in memorial of Roger Lawrence	\$200.00
Donations in memorial of Raymond Gravelle	\$40.00

The leaf for Raymond Gravelle has been located and installed on our Tree of Life.

Submitted by Paula Schulz

# AMERICAN-CANADIAN GENEALOGICAL SOCIETY

## Father Fernand Croteau Repertoire Collection

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### General Information

When Father Croteau passed away, the American-Canadian Genealogical Society (ACGS) was the beneficiary of his collection of Parish Repertoires that he had created for primarily the small parishes in New Hampshire. According to Pauline Cusson, the conditions in his will (which I need to find in the files) required us to pay a commission of a certain percent on 90% of the sale price of each book. The 90% was used as an adjustment for postage collected, etc. In recent years, this commission was never paid, since the Diocese never cashed the last commission check.

ACGS is the legal owner of the books in this collection, and we have been selling them throughout the years. Some of these books are of the same parishes that ACGS has also published. However, the majority of his books were for small parishes that ACGS did not publish. As such, it is highly likely that ACGS has the sole record, except for the actual Parish Register, of this information. Additionally, some of the actual Parish Registers of these small churches may have been sent to the Diocese's Archives, or given to the church, which merged with that parish, etc. Perhaps many of these registers were lost in the consolidation and closures of these parishes. Until ACGS learns of the location of these actual records, we must assume that we are the final repository of this information.

In my discussions with Pauline Cusson and Muriel Normand, I was made aware that these books are prone to errors, however, the errors have not been recorded, nor the information in the books corrected. Even though there may be errors, these books may represent the only known information from these small churches.

By looking at the chronological stock numbers of this collection that is in our sale catalog, we seem to have sold the last known copy of the following books: C07, C10, C18, C19, C20, C21, C22, C24, C25, C26, C27, C30, and C38. I have no idea what parishes these books covered, or whether his books were published in strict chronological order. Therefore, it is speculation that these books ever existed. In any case, it is too late to do something about it now.

### Items to be Determined by the Officers and Board Members of ACGS

1. Does ACGS have a fiduciary responsibility to preserve a copy of each remaining book that is in our possession?
2. Regardless of the answer to question 1, should ACGS store one copy of each of the remaining books in our archives so that we do not sell the last copy?

3. Although ACGS has outright ownership of the collection, and there are no copyright issues, should ACGS reprint those issues (when needed) that were duplicated by the publication of ACGS' own issues? For example, C06 – St-Joseph of Salem, NH; C33 – St-Patrick, Jaffrey, NH; C04, St-François-Xavier, Nashua, NH; C43 & C44 – St-John the Evangelist, Concord, NH; C23 – St-Theresa, Manchester, NH.
4. Does ACGS have a fiduciary responsibility to re-issue the commission check that was never cashed, reconstruct the sales for the years where commission was never paid, and recommence paying commission on these sales?
5. Should ACGS reprint any of these books when the last in-stock copy is sold, or remove the book from our Catalog and just keep the Archive Copy in storage?

#### **Action Taken to Preserve Copies in the ACGS Archives**

For cautionary purposes, one copy of the best copy of each of the Father Croteau Books is being stored in the ACGS Publications Room, in the event that the Board decides to preserve this collection. These books will be used as Master Copies for any reprints.

The Publications Room, which also houses the Master Copies of most of the ACGS published Repertoires, will be kept locked. No Girls at Work gardening supplies, etc., nor ACGS sand & salt, etc. will be housed in that room. Keys will be provided to all who need access, and a key will be kept in the Key Box in the Second Floor Office.

Respectively Submitted: Ronald P. Blais, Treasurer

12 May 2017

AMERICAN-CANADIAN GENEALOGICAL SOCIETY  
MARKETING, INVENTORY MANAGEMENT, AND ORDER FULFILLMENT  
May 2017

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The above is spin-off group from the previously known "Publications Department". In the past, the Publications department was responsible for publishing new repertoires, as well as handling the above functions. Since Connie Hébert has agreed to finish the publication of the Keeseville, NY repertoire, the above functions need to be handled by a separate group.

The above is presently composed of an ad hoc committee of three persons: Richard Coté, David Wilson and I. This is our first formal report to the Board.

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1. As part of the sale of \$8,200 worth of repertoires to the Dallas Public Library, we noted that we were out-of-stock 7 books that were listed in our catalog as "Print-on-Demand". After Rich and David shipped the initial order, we arranged with the Librarian where we would re-print the 7 books that were out-of-stock. After several conversation with persons involved in re-prints in the past, we found the master copies of the repertoires in question.

David and I took a chance and had RP037 & RP038 reprinted at Staples. We found the quality and service to be very fine; the prices were reasonable, and were discounted 20% during a May promotion. We then decided to have the other 5 books, as well as two Croteau books reprinted.

As a result, we sold an additional \$650.00 of books to Dallas, and we have two copies of each of these books now in inventory for resale. The economic order quantity is 3 books or more. We changed the pricing for these repertoires to reflect a markon of 100% of our cost. If the book cost us \$25.00, we are retailing it for \$50.00, and the CD prices were also changed to be 50% of the retail price, as has been the custom.

2. Chris Gonyea was asked to up-date the website catalog and Pauline Cusson was notified to up-date the catalog that is included with the Journal. Janine Penfield will be given a notice for the next edition of the Newsletter, etc.

3. A review of our current pricing for back issues of The Genealogist shows that we are underpricing the old issues – those from #1 through #130. We are proposing to increase the prices of these issues from \$1.00 each to \$3.00 each, which will agree with the price of back issues, numbered #131 and forward. In addition, we were selling issues #1 through #130 as a group for \$130.00 and free shipping. We are proposing to increase that price to \$175.00, plus \$25.00 shipping and handling. Since the Chair of the Publications Department has historically done pricing, this would now fall under the jurisdiction of this new group.

4. There are approximately 30 repertoires remaining out-of-stock, some of which are two volume sets. We are in the process of identifying 15 of the most saleable of these, and they will be reprinted in late May, early June. For starters, we will print 3 units of each. We have asked Muriel Normand to assist us with identifying these, as she is familiar with the best sellers in her capacity as Research Chair. The costs of these reprints will be more than covered by the proceeds of the Dallas sales.
5. A surplus computer system, formerly used by the Treasurer, has been repurposed and is now being used by the Order Fulfillment Department for Inventory Management, Invoice, and Shipping Label printing. This was cleared through Gerry Savard and Chris Gonyea, who both agreed that it would be a good use for this surplus system.
6. Orders for our books and materials keep rolling in, despite our paltry attempts at marketing. A Mass Marketing project is due to commence in late June, led by Muriel Normand and the Library Board. We hope to have the 15 other reprints finished by then so that they can be included in the catalog.
7. A prototype catalog is being developed whereby the Repertoires for sale are listed by city, within state, within country. This is instead of numerically, which makes it difficult for our customers to find what they need, since the numerically ordered catalog has baptisms, marriages and burials for most churches with numbers that are not in sequence. The new format, alphabetically by city, within state and country solves that problem. We hope to have that completed before the June Marketing Push. This was done at the suggestion of Muriel Normand. It will have no effect on Order Fulfillment, since the purchase orders will include the stock numbers, as well as the titles to be picked and shipped.
8. We are also in the process of developing an electronic Inventory Management System to keep track of all activity, and signal when books are in need of reprinting. This Perpetual Inventory will also be used to make any year-end adjustment to the inventory shown on the Balance Sheet. In addition, it will be made available to the Desk Librarians so that they can check stock and prices for call-in orders.
9. Since this committee is presently ad hoc, our Volunteer Coordinator will be asked to find someone to oversee the three functions; with sub-committee heads to oversee Marketing, Inventory Management, and Order Fulfillment. Rich Coté is presently heading Order Fulfillment, David Wilson is presently overseeing Inventory Management, and Ron Blais is barking orders. I hope that this will be a temporary arrangement and we get a great Team together.

Respectfully Submitted:

Ronald P. Blais

10 May 2017

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

May 2017

Treasurer's Report

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ACTIVITY FOR APRIL 8 THROUGH MAY 20

1. Insurance – The Insurance Committee has reviewed all of our coverages, including areas for which we have never been covered, such as earthquake, flood and data breach. Earthquake insurance is not available to us because of the age of our building. Flood insurance was quoted with a premium of \$3,500, which would have doubled our annual insurance cost; therefore, we decided not to buy flood insurance. It was agreed that we raise our Liability coverage from \$1 Million to \$2 Million. This was done in conjunction with raising our out-of-pocket deductible from \$500 per occurrence to \$2,500 per occurrence. The result was a much better liability coverage while keeping our annual premium about the same as last year - \$3,500. In addition, we can add Data Breach insurance when we finally go live with a website that accepts payments, for \$98 per year. The annual premium was paid for the fiscal year 1 May 2017 through 30 April 2018.
2. Telephone & Internet – Herb Boyce, Paula Schulz and I met with a representative from Comcast on 17 April, to review their package against that of Fairpoint. We now pay Fairpoint \$215.00 per month for two telephone lines and one internet connection. Comcast can provide us with the same services, but with a ten-time faster internet speed. I sent the specifications to Chris Gonyea, who agreed that the quality of internet would be greatly improved. Herb, Paula and I agreed to accept the Comcast proposal at \$138.00 per month, capped for two years. In addition, we get a \$300.00 gift card that can be used to pay the first few monthly bills. I signed the contract and Herb will coordinate the installation with Comcast, Gerry Savard, Chris Gonyea and myself. Obviously, this will be done on a day when the Library is closed to the public.
3. St. Mary's Bank – As you will see on the Balance Sheet, I have been making use of this account, as we agreed. The check for the Dallas book order of \$8,200 was deposited in that account, and I have been paying for repertoire related expenses from it. Since this sale was unexpected, the revenue was never included in the Annual Budget. I would like to use this as a source for purchasing re-prints of our most popular repertoires that are out-of-stock. This is discussed further in the Marketing, Inventory Management, and Order Fulfillment Report. In addition, a portion should be earmarked to pay for any professional expenses that we may incur while developing a new Professional Website.
4. Girls at Work – On 16 May, we received a proposal for the additional sq. ft. of leasable space currently rented by the State of NH. This whole issue will be discussed at our May Board Meeting.
5. The April 2017 Financial Statements were sent out on May 9<sup>th</sup>.
6. On 15 May, Bernadette Meunier, Gerry Savard, Chis Gonyea, and I met with the owner of Altos, a Website Development and Hosting Company. They are staffed with 17 professionals, and currently host 330 websites for their customers. They are headquartered in Bedford, NH. More on this later.

Respectfully Submitted: Ronald P. Blais, Treasurer

21 May 2017