

**ACGS Board of Directors
Meeting Agenda
June 11, 2017**

I Call to Order Time:

II. Determination of Quorum -

III. Approval of May 21, 2017 minutes

IV. Report of Officers

Treasurer's Report –
Correspondence –

V. Committee Reports

- a. Membership (electronic)
- b. Publications - Constance -
- c. Buildings/Grounds/Safety –
- d. Library -none

VI. Action Items/Old Business

- a. Inventory management, including marketing and order fulfillment
- b. FAC summer programs/activities

VII. New Business

- a. Albany Bishop's cease and desist letter
- b. GAW lease Update

VIII. Announcements:

IX. NEXT MEETING - August 20, 2017

Refreshments next:

Adjournment:

ACGS BOARD OF DIRECTORS MEETING

June 11, 2017

MEETING CALLED TO ORDER: at 10:02 AM by President Bernadette Meunier

IN ATTENDANCE: *Bernadette Meunier, Ronald Blais, Jeanne Lundell, Paula Schultz, Cecile Durocher, Jeanne Boisvert, Denis Joyal, Janine Penfield, Constance Hebert, Muriel Normand*

Apologies: *Mel Montpelier, Jackie Watson, Steve LeFoley*

Review/Approval of January minutes:

Motion made by Jeanne Boisvert and seconded by Constance Hebert to accept May minutes as presented. Motion passed.

REPORT OF OFFICERS:

TREASURER'S REPORT:

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

GAW has agreed to the new rental rates but they have not agreed to the new terms. A meeting with Samantha has been scheduled for this Tuesday to discuss new terms, rental rates, and other concerns regarding the rental of the downstairs space by GAW. Overall, the conversion from Fairpoint to Comcast for our ISP went well. There remain a few email issues that need to be ironed out.

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

CORRESPONDENCE:

Due to the shortened time between board meetings the corresponding secretary had no new items to report. There will be a report submitted at the August meeting.

COMMITTEE REPORTS:

MEMBERSHIP:

PUBLICATIONS:

The St. Jean-Baptiste of Keeseville records are ready for a final proofing prior to publishing. We are waiting for approval/permission to work on other parishes in New York.

BUILDING/GROUNDS:

Work has continued to improve the appearance of the entryway downstairs. The floor in the entryway has been cleaned and waxed as were other floors in the building. Herb will have the damaged wood around the door replaced and he will make a place to store sand and salt so that it is easily accessible but out of sight. He will consult with the carpenter to see how this can best be accomplished.

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 August.

LIBRARY:

ACTION ITEMS/OLD BUSINESS:

Inventory management/marketing/order fulfillment:

More of the smaller parish repertoires have been sent to be reprinted. We received an additional \$650 order from the Dallas Public Library. They will be sent a new list when the new books are printed and our inventory has been updated. After the inventory is completed, Gerry will make copies so that we have copies in more than one place. It was suggested that we purchase a fire proof safe to store our digital media. We will have a sale on some issues of the Croteau books that we have multiple copies of. Janine suggested putting the list of available books in the newsletter and then following up with a dedicated email. We continue to work on the sales campaign.

NEW BUSINESS:

Craig Donais was consulted regarding the "cease and desist" letter from Albany's bishop. David told us that the priests from the parishes in question gave him verbal

approval to proceed with the repertoires. We will need to verify this permission before proceeding; if we do not get permission, we will have to send back the films that we have. These images were obtained with only a verbal permission. We will contact David to see if he has any written documentation then decide what needs to be done to resolve the situation.

A meeting has been scheduled with GAW to discuss a new lease. Thus far, they have agreed to the new pricing but not the new terms that we have proposed. Motion made by Jeanne Boisvert to have Craig Donais draw up a new lease for GAW and give Bernadette Meunier the authorization to sign this lease as written with possible minor modifications if needed and seconded by Denis Joyal. Motion passed.

ADJOURNMENT:

Motion made by Constance Hebert and seconded by Muriel Normand to adjourn meeting. Motion passed. Meeting adjourned at 11:55 PM.

Our next meeting will be August 20, 2017.

Refreshment for next meeting: Jeanne Boisvert

Respectfully submitted,

Jeanne Lundell

Recording Secretary

Total recorded between 5/1/2017 and 5/31/2017 = \$2,555.00

<u>Payment Type</u>	<u>Count</u>	<u>Sum</u>
Individual US	59	\$2,065.00
Family	12	\$115.00
Building Fund	9	\$290.00
Institutional	1	\$50.00
Electronic International	1	\$35.00

Monthly Summary between 5/1/2017 and 5/31/2017

<u>Active Members Count</u>	<u>Active Member by Type</u>	<u>New Members</u>
1189	Eternal 2	Family 1
Exchange	Family 104	Individual 4
93	Family Life 9	
	Individual 943	
<u>Active Members by Country</u>	Individual Canada 8	
Canada 15	Individual Foreign 1	
France 1	Institution 19	
USA 1173	Institution Canada 2	
	Life 101	

YTD Summary as of 5/31/2017

<u>PaymentType</u>	<u>Count</u>	<u>Sum</u>	<u>New Members YTD</u>	
			<u>Member Type</u>	<u>Count</u>
	0		Family	4
Individual US	431	\$15,050.00	Individual	30
Family	53	\$525.00	Individual Can	1
Building Fund	82	\$2,826.00		
Institutional	3	\$150.00		
Individual - Canada	3	\$120.00		
Research Services	5	\$80.00		
Memorium	1	\$200.00		
Electronic International	1	\$35.00		
Total to Date:		\$18,986.00		

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

June 2017

Treasurer's Report

ACTIVITY FOR MAY 22 THROUGH JUNE 10

1. The May Financials Statements were emailed on 6 June 2017. You will note the following charge to the Balance Sheet: \$3,285.00 was charged to Capital Improvements – Building, for the work done to-date for Capital Repairs, such as the new five new doors on the third floor classrooms, the new security cameras & monitor, permanent signage, etc. In June, we will capitalize the costs of the new tile floor, additional permanent signage, including the message board, etc. These will be depreciated over time.

1a. The Year-to-Date Income Statement shows a continuing 3% decrease in Membership Dues. This is consistent with the last two years. I reclassified the to-date sales of Croteau Books to Account 4207 in order to better track our 2017 liability. Research Income shows an anticipated decrease since we are up against unusual income in 2016. The expenses for reprinting two batches of the Captives books are nearly offset by sales to-date. After we sell six more books, the others will be pure profit. Although we have fewer members, and more members taking the Genealogist electronically, the cost of publishing the April edition was \$468 more than last year. We need to cut back on the number being printed by at least 75 units. Occupancy costs continue to soar above last year. One reason is that certain bills for heat, and parking lot rent were not paid currently last year. The variance will flatten out over the second half when those catch-up payments were made. Additionally, a portion of Building Maintenance will be reclassified to the Balance Sheet in July, as soon as all of the other bills come in and I can analyze which are expense and which are capital. Although we have a Surplus of \$2,300, this will be decimated with the publication and mailing of the next Genealogist in July/August.

2. Our conversion from Fairpoint to Comcast happened on May 25th. For the most part, it was transparent to our clients. However, Chris Gonyea and Gerry Savard are still working on porting the email accounts of those formerly linked to Fairpoint. Also, they will soon be protecting our WIFI system with a password to be used by clients. This will eliminate the signal stealing being done by the kids in the apartment complexes next door.

3. Julie Smith notified us that the grant proposal for her group has been submitted, however, she does not expect any answer until mid-July. She will keep us posted. In the interim, she told us that if someone wanted to rent the third floor space before she can reply to us, we should do it. Waiting six more weeks is not critical, and we told her that she has first option on the space. In the event that her group does not get the funding, we should begin approaching our friends in the Franco-American Community for any interest, after which, we should place it in the hands of a real estate professional to help us find a tenant for this space.

4. As of 6 June, I have not heard from Girls at Work in regards to the Cease and Desist letter, and the Rental Proposal letter that was sent to their Chair after our last board meeting. In the event that they do not rent the space being vacated by the State of NH, we can also place that space with a real estate professional to be used as a storage space, since the noise and disruption made by GAW will preclude a “normal” tenant from leasing that space.

5. The past due commission due to the Diocese of Manchester for the Croteau Book sales made in 2009 through 2016 was paid in early June. This was charged to Retained Earnings, since they are prior year expenses.

06/05/17

American-Canadian Genealogical Society

Balance Sheet

As of May 31, 2017

	May 31, 17
ASSETS	
Current Assets	
Checking/Savings	
1000 - BANK ACCOUNTS	
1001 - TD Bank Operating Account	3,651.67
1003 - TD Bank Building Fund	1,362.75
1004 - St. Mary's Bank Checking Account	9,402.11
1005 - CASH ON HAND-CASH REG	150.00
1006 - PETTY CASH-VOLUNTEERS	150.00
1010 - TD Bank Money Market Account	16,653.30
Total 1000 - BANK ACCOUNTS	<u>31,369.83</u>
Total Checking/Savings	31,369.83
Other Current Assets	
1300 - INVENTORY-RESALE	32,600.00
Total Other Current Assets	<u>32,600.00</u>
Total Current Assets	63,969.83
Fixed Assets	
1500 - Fixed Assets	
1510 - LIBRARY BUILDING AND LAND	
1511 - Library Building	221,712.38
1512 - Accumu. Deprec. - Bldg	-44,984.48
1513 - Library Land	8,460.00
Total 1510 - LIBRARY BUILDING AND LAND	<u>185,187.90</u>
1520 - FURNITURE, FIXTURES & EQUIPMENT	
1521 - Furniture & Equipment	132,198.64
1522 - Accu. Deprc. Fur. & Fixt.	-122,198.64
Total 1520 - FURNITURE, FIXTURES & EQUIPMENT	<u>10,000.00</u>
1530 - ACGS HOLDINGS	346,095.92
1540 - CAPITAL IMPROVEMENT - BUILDING	
1541 - Capital Improvement - Bldg	99,485.00
1542 - Accu. Deprc. - Bldg. Impr.	-7,811.13
Total 1540 - CAPITAL IMPROVEMENT - BUILDING	<u>91,673.87</u>
Total 1500 - Fixed Assets	<u>632,957.69</u>
Total Fixed Assets	632,957.69
Other Assets	
1600 - St. Mary's Bank Share	5.00
Total Other Assets	<u>5.00</u>
TOTAL ASSETS	<u><u>696,932.52</u></u>

06/05/17

American-Canadian Genealogical Society

Balance Sheet

As of May 31, 2017

	<u>May 31, 17</u>
LIABILITIES & EQUITY	
Equity	
3000 · OPENING BALANCE EQUITY	517,215.01
3900 · RETAINED EARNINGS	177,423.18
Net Income	2,294.33
Total Equity	<u>696,932.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>696,932.52</u></u>

06/05/17

American-Canadian Genealogical Society
Income/Expense Previous Year Comparison
May 2017

	May 17	May 16	\$ Change
Income			
4100 · MEMBERSHIP			
4101 · Dues	3,060.00	3,265.00	-205.00
Total 4100 · MEMBERSHIP	3,060.00	3,265.00	-205.00
4200 · PUBLICATIONS			
4203 · Repertoires	-752.50	0.00	-752.50
4206 · CD Roms	249.00	0.00	249.00
4207 · Fr. Croteau Publications	817.50	0.00	817.50
4209 · Captives Book	104.90	170.55	-65.65
Total 4200 · PUBLICATIONS	418.90	170.55	248.35
4300 · GENEALOGIST			
4301 · Back Issues	65.50	0.00	65.50
Total 4300 · GENEALOGIST	65.50	0.00	65.50
4400 · LIBRARY			
4401 · All Copies except Drouin copies	22.70	84.88	-62.18
4402 · Maps-Charts-Beginners' Course	0.90	20.00	-19.10
4403 · Guest Fees	85.00	45.00	40.00
4407 · Logo Mdse (resale items)	10.00	6.00	4.00
4409 · Used Books	68.00	15.00	53.00
Total 4400 · LIBRARY	186.60	170.88	15.72
4500 · RESEARCH			
4501 · Research Income	100.00	275.00	-175.00
Total 4500 · RESEARCH	100.00	275.00	-175.00
4600 · CONFERENCE			
4601 · Attend Fees	15.00	0.00	15.00
Total 4600 · CONFERENCE	15.00	0.00	15.00
4700 · SOCIETY			
4702 · Bldg Fund	601.88	1,026.25	-424.37
4705 · Cash Over & Short	0.70	0.65	0.05
4706 · Ckg Act Int	0.15	0.47	-0.32
4707 · Bid Fnd Int	0.00	2.23	-2.23
4708 · Sav Act Int	0.00	1.51	-1.51
4709 · Other -	25.00	0.00	25.00
Total 4700 · SOCIETY	627.73	1,031.11	-403.38
4800 · BUILDING			
4801 · Rent	920.00	495.00	425.00
Total 4800 · BUILDING	920.00	495.00	425.00
Total Income	5,393.73	5,407.54	-13.81
Gross Profit	5,393.73	5,407.54	-13.81
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	106.50	102.60	3.90
6102 · Supplies	67.98	41.99	25.99
Total 6100 · MEMBERSHIP EXP	174.48	144.59	29.89
6200 · PUBLICATIONS EXP			
6201 · Postage	84.77	0.00	84.77
6202 · Supplies	0.00	22.98	-22.98
6203 · Print Reps	132.62	0.00	132.62
Total 6200 · PUBLICATIONS EXP	217.39	22.98	194.41

06/05/17

American-Canadian Genealogical Society
Income/Expense Previous Year Comparison
May 2017

	<u>May 17</u>	<u>May 16</u>	<u>\$ Change</u>
6300 · GENEALOGIST EXP			
6302 · Supplies	24.50	0.00	24.50
Total 6300 · GENEALOGIST EXP	24.50	0.00	24.50
6400 · LIBRARY EXP			
6402 · Supplies	61.98	0.00	61.98
6403 · Printing Maps & Info Sheets	44.50	0.00	44.50
6405 · Beverages	0.00	65.14	-65.14
Total 6400 · LIBRARY EXP	106.48	65.14	41.34
6600 · CONFERENCE EXP			
6605 · Caterer & Refreshments	83.37	0.00	83.37
6608 · New England Regional Gen Conf	0.00	250.00	-250.00
Total 6600 · CONFERENCE EXP	83.37	250.00	-166.63
6700 · SOCIETY EXP			
6701 · Postage	99.61	0.00	99.61
6702 · Supplies	52.78	0.00	52.78
6703 · Telephone	155.77	0.00	155.77
6709 · Computer Expenses	72.98	100.00	-27.02
6710 · Credit Card Charges	60.17	74.11	-13.94
6712 · Internet Services	60.25	9.95	50.30
6717 · Misc Society Expenses	21.50	0.00	21.50
Total 6700 · SOCIETY EXP	523.06	184.06	339.00
6800 · BUILDING EXP			
6801 · Heat	912.00	0.00	912.00
6802 · Electricity	487.78	357.81	129.97
6803 · Water-Sewer	236.62	223.54	13.08
6805 · Building Maint.	380.24	400.00	-19.76
6806 · Grounds Maint.	820.00	2,280.00	-1,460.00
Total 6800 · BUILDING EXP	2,836.64	3,261.35	-424.71
Total Expense	3,965.92	3,928.12	37.80
Net Income	1,427.81	1,479.42	-51.61

06/05/17

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through May 2017

	<u>Jan - May 17</u>	<u>Jan - May 16</u>	<u>\$ Change</u>
Income			
4100 · MEMBERSHIP			
4101 · Dues	15,775.00	16,191.26	-416.26
Total 4100 · MEMBERSHIP	15,775.00	16,191.26	-416.26
4200 · PUBLICATIONS			
4203 · Repertoires	9,194.40	1,685.50	7,508.90
4204 · Index & Holdings	0.50	0.00	0.50
4206 · CD Roms	331.49	49.95	281.54
4207 · Fr. Croteau Publications	817.50	0.00	817.50
4209 · Captives Book	1,014.10	878.70	135.40
Total 4200 · PUBLICATIONS	11,357.99	2,614.15	8,743.84
4300 · GENEALOGIST			
4301 · Back Issues	218.50	21.00	197.50
Total 4300 · GENEALOGIST	218.50	21.00	197.50
4400 · LIBRARY			
4401 · All Copies except Drouin copies	131.78	237.88	-106.10
4402 · Maps-Charts-Beginners' Course	246.49	92.10	154.39
4403 · Guest Fees	150.00	195.00	-45.00
4405 · Beverages	152.95	32.00	120.95
4406 · Candy & Snacks	20.00	0.00	20.00
4407 · Logo Mdse (resale items)	22.00	70.00	-48.00
4409 · Used Books	210.00	348.85	-138.85
Total 4400 · LIBRARY	933.22	975.83	-42.61
4500 · RESEARCH			
4501 · Research Income	2,299.50	3,515.00	-1,215.50
Total 4500 · RESEARCH	2,299.50	3,515.00	-1,215.50
4600 · CONFERENCE			
4601 · Attend Fees	470.00	260.00	210.00
4602 · Raffle	51.00	115.00	-64.00
Total 4600 · CONFERENCE	521.00	375.00	146.00
4700 · SOCIETY			
4702 · Bldg Fund	4,267.18	3,281.00	986.18
4703 · Book Fund	0.00	100.00	-100.00
4705 · Cash Over & Short	19.02	11.20	7.82
4706 · Ckg Act Int	1.88	2.06	-0.18
4707 · Bld Fnd Int	2.29	2.23	0.06
4708 · Sav Act Int	3.68	6.64	-2.96
4709 · Other -	25.00	0.00	25.00
Total 4700 · SOCIETY	4,319.05	3,403.13	915.92
4800 · BUILDING			
4801 · Rent	5,295.00	4,055.00	1,240.00

06/05/17

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through May 2017

	<u>Jan - May 17</u>	<u>Jan - May 16</u>	<u>\$ Change</u>
Total 4800 · BUILDING	5,295.00	4,055.00	1,240.00
Total Income	40,719.26	31,150.37	9,568.89
Gross Profit	40,719.26	31,150.37	9,568.89
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	296.50	200.10	96.40
6102 · Supplies	67.98	79.98	-12.00
Total 6100 · MEMBERSHIP EXP	364.48	280.08	84.40
6200 · PUBLICATIONS EXP			
6201 · Postage	628.97	252.86	376.11
6202 · Supplies	121.44	22.98	98.46
6203 · Print Reps	132.62	601.24	-468.62
6210 · Captives Book	1,318.75	0.00	1,318.75
Total 6200 · PUBLICATIONS EXP	2,201.78	877.08	1,324.70
6300 · GENEALOGIST EXP			
6301 · Postage	1,411.20	1,055.72	355.48
6302 · Supplies	24.50	0.00	24.50
6303 · Printing	3,038.00	2,949.80	88.20
Total 6300 · GENEALOGIST EXP	4,473.70	4,005.52	468.18
6400 · LIBRARY EXP			
6402 · Supplies	145.38	50.00	95.38
6403 · Printing Maps & Info Sheets	44.50	0.00	44.50
6405 · Beverages	22.96	110.60	-87.64
Total 6400 · LIBRARY EXP	212.84	160.60	52.24
6500 · RESEARCH EXP			
6501 · Postage	0.00	24.00	-24.00
Total 6500 · RESEARCH EXP	0.00	24.00	-24.00
6600 · CONFERENCE EXP			
6603 · Printing & Supplies	0.00	15.29	-15.29
6605 · Caterer & Refreshments	935.61	888.13	47.48
6608 · New England Regional Gen Conf	0.00	250.00	-250.00
Total 6600 · CONFERENCE EXP	935.61	1,153.42	-217.81
6700 · SOCIETY EXP			
6701 · Postage	185.15	0.00	185.15
6702 · Supplies	378.79	685.44	-306.65
6703 · Telephone	778.57	477.58	300.99
6704 · D&O Insurance and Bond	100.00	100.00	0.00
6705 · Subscriptions	604.03	373.08	230.95
6707 · Bank Charges	0.00	9.01	-9.01
6709 · Computer Expenses	695.98	762.90	-66.92
6710 · Credit Card Charges	340.04	269.84	70.20
6712 · Internet Services	301.25	418.95	-117.70

06/05/17

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through May 2017

	<u>Jan - May 17</u>	<u>Jan - May 16</u>	<u>\$ Change</u>
6713 · Professional Expenses	3,260.00	0.00	3,260.00
6717 · Misc Society Expenses	434.50	372.60	61.90
Total 6700 · SOCIETY EXP	7,078.31	3,469.40	3,608.91
6800 · BUILDING EXP			
6801 · Heat	4,146.00	2,490.35	1,655.65
6802 · Electricity	2,042.39	1,620.96	421.43
6803 · Water-Sewer	371.10	358.02	13.08
6804 · Insurance - Bldg. & Liab.	3,327.00	3,419.00	-92.00
6805 · Building Maint.	8,261.72	4,239.01	4,022.71
6806 · Grounds Maint.	4,470.00	4,225.00	245.00
6807 · Fire Alarm Fee	540.00	540.00	0.00
Total 6800 · BUILDING EXP	23,158.21	16,892.34	6,265.87
Total Expense	38,424.93	26,862.44	11,562.49
Net Income	2,294.33	4,287.93	-1,993.60

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

1. Work on establishing the Croteau Books Archives is under way. Richard Côté is acquiring the best copy of each book and setting it aside. As soon as we locate an adequate secure cabinet, the books will be transferred to said cabinet.

2. Work continues on the “new” catalog. The website has been up-dated for those new books that we had reprinted last month, and, an article in the Newsletter notified our subscribers that these books are now available for purchase. We also marked-up the price for back issues of the Genealogist from \$1 ea. to \$3 each, plus postage. We just received the Purchase Order from the Dallas Public Library to purchase those reprints, for \$650.

3. In May, we reprinted the following repertoires that have been out-of-stock for a long time: St-John Baptiste Suncook, Baptisms, Burials & Marriages; St-Louis Gonzague, Nashua, Baptisms & Burials; St-Patrick, Troy, NY, Baptisms. These are multi volume sets – 3 books each X 11 Books.

In early June, we have sent the following books out for reprinting: Our Lady of Perp. Help, Manchester, Baptisms & Burials; St-George, Manchester, Marriages; St-François Xavier, Nashua, Marriages; St-Joseph, Salem, Burials; St-Basile, Madawaska, Marriages. This is an additional 3 books each X 8. When these are priced, our catalog will once again be updated, and a newsletter article will announce those in July. In addition, an up-dated catalog will be on the website, and in the Genealogist in time for the next issue of the Genealogist.

4. We will send a sales pitch to Dallas Public Library announcing the additional reprints that were not available at the time of their second purchase order.

5. The marketing scheme that was announced last month is in the process of materializing, now that Muriel Normand is back in the saddle again.

Respectfully Submitted:

Ronald P. Blais

10 May 2017

Ron and Evelyn Blais <evelynblais@tds.net> 5/22/17

to Bernadette, Cecile, Constance, Denis, Jackie, Janine, Jeanne, me, Mel, Muriel, Paula, Steve

Hello Everyone.

I spoke to Craig Donais, our legal counsel, this afternoon about the issues with the Diocese of Albany, and, about the problem with Girls at Work doing electrical work without the proper permit(s).

Albany Diocese: After we discussed the issue about the Cease & Desist letter, David Bonitatibus' response, and the lack of any response from Albany, Craig asked me to send him copies of the documents that we did have, and he will review them and render an opinion. This was sent to him tonight.

Girls at Work: I told Craig that we were working with them to negotiate a deal for the space that the State of NH will be vacating, and that we had learned at the BOD Meeting that GAW has had some electrical work done by a licensed electrician, however, we doubt that any permit(s) were requested from the City of Manchester. I also learned that he drew up the original Lease with GAW in 2015. Craig was very concerned about this and reiterated Steve's comment about how our Insurance carrier would react if a fire was caused by that electrical configuration, and a permit couldn't be located. He also referred me to Section 28 of our Lease – Compliance with Law. In essence, it says that both Tenant & Landlord shall comply with all laws, ordinances, orders, and other public requirements.....etc. He instructed me to send GAW a letter requesting a copy of the Permit, and if they admit that they never secured one, to have them cure the problem immediately. I'll send that letter out tomorrow and copy you and Craig on the document.

I also asked him to draw up the Second Addendum to the GAW Lease whenever we agree on terms, etc. He agreed to do so. When asked about his fees, he mentioned that he does some pro-bono work for ACGS and we'll see how much he needs to be involved in before discussing fees. It sounded very positive.

GIRLS AT WORK TENANCY ISSUES

14 June 2017

1. No more bark mulch, other than what has already been placed on the lawn in order to keep the entryway clear, and prevent soiling of the general entryway.
2. Any sawdust, wood chips, mud or debris created by GAW must be vacuumed by GAW when they exit the premises for the day.
3. GAW will leave nothing in any rooms, other than the space that they rent, including the main aisle way leading from west to east between the blue doors. This means nothing in the furnace room, against the walls or in front of any doors. Fire Department Code.
4. No work is to be done without the written prior approval of ACGS, and if permits are required, such permits will be applied for before the work is commenced. After completion of permitted work, ACGS will receive a copy of the approved permit, signed by a city or state official.
5. Parking in front of the entryway is restricted only for loading and unloading bulky materials. While this operation is happening, the main entrance will not be blocked in such a way as to deny entrance to members or visitors. After the unloading or loading has occurred, vehicles will be immediately, removed from the loading zone.
6. No wood pallets to be left outside, or inside the entryway at any time.
7. Nothing is to be left in the entryway by anyone. This includes, but is not restricted to gardening equipment, hoses, etc.
8. Whenever leaving the premises for the day, the entryway is to be cleaned and the rug vacuumed of any debris caused by GAW or its students.
9. Remount all fire extinguishers that are now not secured to the walls. Fire Code Requirement.
10. Trash is to be left by the south side sidewalk on Tuesday night for Wednesday pick-up. Donated wood, furniture, office equipment, and any other non-trash items shall not be left for trash pick-up. These items shall be removed from the premises by GAW, and disposed of properly.
11. In the fall, when the gardening season is over, remove all dead plants, supports, etc., leaving the area in respectable condition.
12. All doors and entryways are to be clearly accessible at all times.

Respectfully Submitted: Herb Boyce, Chair of Building & Grounds