

**ACGS BOARD OF DIRECTORS  
MEETING AGENDA  
17 September 2017**

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- I Call to Order: Muriel**
- II Determination of Quorum: Constance Hebert excused**
- III Approval of August 2017 Minutes: Jeanne Lundell**
- IV Report of Officers:**
- President's Report: Muriel**  
**Vice President's Report: Julie**  
**Treasurer's Report: Ron**  
**Correspondence Report: Elaine**
- V Committee Reports:**
- Membership: Steve**  
**Building & Grounds: Herb**  
**Library: Jeanne and/or Jackie**  
**Computers & Printers: Steve**
- VI Action Items/Old Business:**
- Annual Meeting & Fall Conference: Jeanne**  
**Girls at Work: Jackie**  
**Third Floor Lease Potential: Ron**  
**Energy Usage: Ron**  
**Volunteers: Norma/Muriel**  
**Grant Writing: Steve**
- VII New Business:**
- Report on FGS Conference: Janine**  
**NH Center for Non-Profits Membership: Ronald**  
**Sharing conference info with other societies: Muriel**  
**?moving the printer and procedure for payin??**
- VIII Announcements & Member Concerns:**
- Open Floor**
- IX Next Meeting: October 15, 2017 at 10:00 AM**
- X Adjournment:**

## ACGS BOARD OF DIRECTORS MEETING

September 17, 2017

**MEETING CALLED TO ORDER:** at 10:08 AM by President Muriel Normand

**IN ATTENDANCE:** *Ronald Blais, Jeanne Lundell, Cecile Durocher, Jeanne Boisvert, Denis Joyal, Janine Penfield, Muriel Normand, Jackie Watson, Steve LeFoley, Elaine Maurice, Juliet Smith, Larry Autotte*

*Herb Boyce, David Wilson*

**Absent:** *Constance Hebert*

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

Motion made by Juliet Smith and seconded by Cecile Durocher to accept August minutes as presented. Motion passed.

### **REPORT OF OFFICERS:**

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

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

The state of New Hampshire vacated the premises as of September 10, 2017. They owe us rent for the month of August and ten days in September. GAW took over the space on September 11, 2017. They will be tenants-at-will for the month of September; their new lease goes into effect on October 1, 2017.

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

#### **CORRESPONDENCE:**

Elaine obtained the thumb drive from Paula and she is reviewing the information and getting herself up to speed on her duties. She sent a "well wishes" card to Gerry Lalonde and a thank you card to Roland Marchand for donated books. She will send a card to Gerry from the board members.

#### **VICE PRESIDENT'S REPORT:**

Julie is on the By-Laws committee with Larry Autotte and Pauline Cusson. They are asking for suggestions of items that need to be looked at. Muriel will contact other societies to ask permission to look at their By-Laws.

Jackie suggested we look at electronic voting and determine if it is legal and what needs to be done to make it acceptable. General members will be asked to look at By-Laws and offer suggestions when we have a working copy. The proposed By-Law changes will be published in the Genealogist at a specified time before next year's general meeting and fall conference.

## **COMMITTEE REPORTS:**

### **MEMBERSHIP:**

The membership report was sent electronically to all members.

### **PUBLICATIONS:**

### **BUILDING/GROUNDS:**

Herb continues to work on several issues. He will start running wires for the new buzzer system. He will arrange for the annual check of the heating system and the fall roof check. He reports that the state is completely out of their space downstairs and the room has been painted. He will find out where the keys are to make sure we have them all. We are having new keys made and they will be numbered. Jackie would like a list of people who have keys so we can keep track of them in the future. Herb feels that we need to replace the door to the storage area as the one that we have is in poor condition. This should cost about \$300.

### **COMPUTERS:**

Gerry Savard did an inventory of computers and servers. We had one computer in storage so we will use this machine and retire the XP computers. We still have one Windows 7 computer and we will keep this because it has microfilms on it. Gerry will find out if it can be updated. Ron suggested we replace the XP printer/scanner in the office as the old one does not work reliably. It was also suggested that we buy online PRDH hits as the program we have is outdated and cannot be updated. It was also suggested that we drop our membership to New England Ancestors. We will look into its usage and discuss this further at the next meeting.

### **RESEARCH SERVICES:**

Muriel will submit a quarterly research report next month.

### **LIBRARY:**

A Library Committee report was sent to all members electronically.

The plans for the fall conference are completed. The program is at the printers and will be ready for pickup this week. My Heritage is sending us bags to give away at the conference. A copy of the Jette books was donated to the library and sold for \$200. New repertoires will be sent to the bindery. Mel from GAW will provide us with a calendar of their activities.

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

The city of Manchester will not be having their adult education classes this fall therefore they will not be renting our third floor space. Ron would like to consult with professional real estate agents to evaluate the best use of the upstairs space and the highest price we can reasonably ask for the rent. The agent would be paid the first month's rent of the space. This is standard procedure. We need this added income as the rent from GAW and membership dues do not cover the cost of keeping the building open. We would prefer to rent to nonprofits otherwise we would have to pay taxes on a portion of the rent.

Motion made by Ron Blais and seconded by Julie Smith for the board to allow Ron to approach two commercial real estate agents to provide us with opinions as to what type of clientele would fit appropriately in the third floor space. Motion passed.

We need to re-instate the Strategic Planning Committee to determine the best use of our facility. We will discuss this topic at a later meeting.

Energy usage continues to be a major concern. The usage is up 57% for the month of August. Ron would like us to get rid of the old coke machine and purchase a new fridge that would be large enough to hold our water and soda for sale in addition to the food that is stored there. He estimates that the cost would be \$750 to \$1,000. It was suggested that we try to sell the coke machine on Ebay but Ron has checked and determined that it is not worth it.

Motion made by Cecile Durocher and seconded by Janine Penfield to allow Herb to evaluate the purchase of a new refrigerator to replace the coke machine and the existing refrigerator. Motion passed.

Norma reports that we may have a volunteer with experience in marketing and she might be willing to help with fundraising ideas.

### **NEW BUSINESS:**

We discussed the benefits of rejoining the NH Center for Nonprofits as this is a source for grant writing and would be a helpful resource for our upcoming fundraiser. It is about \$160 to join and this allows access to all board members.

Motion made by Ron Blais and seconded by Janine Penfield to renew our membership in the NH Center for Nonprofits. Motion passed.

A Connecticut genealogical society requested that we share class and conference information with each other.

Motion made by Janine Penfield and seconded by Julie Smith that we exchange our agenda for conferences and classes with other societies. Motion passed.

Jackie reports that she is at a critical point for desk volunteers. She currently has 25 volunteers which is down from 36-38.

There was a discussion regarding changing the library hours by closing Wednesday and Friday evenings and being open every Sunday rather than every other Sunday. There was also discussion around how we would let members know of these changes. It was suggested that these new hours would start when the time changes at the first weekend of November. We will discuss this further during next month's meeting.

At the start of today's meeting, member David Wilson requested to see the minutes of the August meeting. After the minutes were approved by the board, they were given to David for review.

#### **ADJOURNMENT:**

Motion made by Julie Smith and seconded by Jackie Watson to adjourn meeting. Motion passed. Meeting adjourned at 12:30 PM.

Our next meeting will be October 15, 2017.

Refreshment for next meeting: Janine Penfield

Respectfully submitted,

Jeanne Lundell

Recording Secretary

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY  
ANNUAL MEETING  
TREASURER'S REPORT**

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This report is for the Trailing Twelve Month Period of August 2016 through July 2017. The next page shows the Trailing Twelve Month totals compared to the prior year.

**Comments on Major Variances**

Our Membership Revenue continues to decrease at the rate of 6% per year. Although we continue to acquire new members, those whose memberships have lapsed or have passed away continue to outpace the new members. Our Membership Dues have remained at \$35 for individuals and \$45 for families for over 6 years, while our costs keep climbing, especially Occupancy Costs. This issue needs to be addressed in the coming year.

Publication Sales increased by 40% due to the sales of Roger Lawrence's Captives Book, as well as a windfall from the Dallas, Texas Public Library, which surprised us with a purchase of \$9,600. Without that windfall, our sales would have been \$4,000 less than last year. This is partially because we have not published as many new repertoires in the last twelve months.

Research Income decreased 30% due to an extra-ordinary engagement reflected in the prior year income. This is a non-recurring event.

Donations reflects an increase of 75%, however, included in that amount is \$2,000 that we received from our participation in the NERGC 2017 Conference. The remainder of the increase is due to "In Memorium Donations" for Roger Lawrence and Raymond Gravelle.

The 18% increase in Rental Income is due to a timing adjustment in the receipt of payments. One of our tenants was a little behind and caught up in December 2016.

The 30% decrease in the cost of the Genealogist is also a timing issue, and corrected itself in August 2017.

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY  
ANNUAL MEETING  
TREASURER'S REPORT**

**Comments on Major Variances (continued)**

Society Expenses rose 53% due to non-recurring Professional Expenses. \$3,200 of the variance represents the cost of having our building appraised, as well as a study of Market Value Rentals for our type building. This is the first time that we have had our building appraised.

Occupancy Expenses rose 14% due to a number of issues: increases in heat, electricity, boiler & radiator repairs, and fixing safety and deferred maintenance items. As our 1952 building ages, these costs will continue to rise.

Major changes were made to our Balance Sheet during the Annual 2016 Audit of our Books & Records. Our society has never depreciated its fixed assets. In order to comply with Generally Accepted Accounting Principles, adjustments were made to bring these accounts in line to reflect the true book value of the assets. The Land was separated from Building, the Building was depreciated according to the IRS guidelines, Capital Improvements were depreciated over a 15 year life, and Furniture & Fixtures were reduced to Salvage Value of \$10,000. The Depreciation for the 2016 year was reflected under Occupancy Expenses, and the Prior Year's Portion was charged against Retained Earnings. This effectively reduced Total Equity by 23%.

Our Capitalization Policy states that any capital item purchased for over \$1,000, and has a useful life of at least 5 years, is capitalized and depreciated. Most of our office equipment purchases, including computer equipment, cost less than \$1,000, and are immediately charged to Operating Expenses. Building Improvements costing more than \$1,000, with a useful life of 15 years, are capitalized and depreciated. All other costs are immediately charged to Occupancy Expenses.

Any member may view the society's Audited Financial Statements, and it's Federal Income Tax Form 990. Please contact the Treasurer at [Treasurer@acgs.org](mailto:Treasurer@acgs.org) to set up an appointment, or call 603-622-1554 on the days that the Library is open for business.

Respectfully Submitted: Ronald P. Blais, Treasurer

15 August 2017

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY  
TRAILING TWELVE MONTH FINANCIALS**

August 1, 2016 through July 31, 2017

Prepared BY: Ronald P. Blais, Treasurer

Revenue	TTM Actual	Prior Year	\$ Variance	% Variance
Membership Dues	\$35,390	\$37,888	(\$2,498)	-6.6%
Publication Sales	\$17,717	\$12,648	\$5,069	40.1%
Library Income	\$2,464	\$2,189	\$275	12.6%
Research Income	\$5,395	\$7,784	(\$2,389)	-30.7%
Conference Income	\$4,836	\$4,309	\$527	12.2%
Donations and Interest Income	\$12,465	\$7,095	\$5,370	75.7%
Rental Income	\$12,095	\$10,236	\$1,859	18.2%
<b>Total Revenue</b>	<b>\$90,362</b>	<b>\$82,149</b>	<b>\$8,213</b>	<b>10.0%</b>
<b>Expenses</b>				
Membership Renewals & Reminders	\$835	\$674	\$161	23.9%
Publication Printing & Shipping Costs	\$3,998	\$4,573	(\$575)	-12.6%
American-Canadian Genealogist Costs	\$8,585	\$12,292	(\$3,707)	-30.2%
Library Expenses	\$1,184	\$525	\$659	125.5%
Conference Expenses	\$3,780	\$4,557	(\$777)	-17.1%
Society G & A Expenses	\$13,605	\$8,864	\$4,741	53.5%
Occupancy Expenses	\$54,561	\$47,650	\$6,911	14.5%
<b>Total Expenses</b>	<b>\$86,548</b>	<b>\$79,135</b>	<b>\$7,413</b>	<b>9.4%</b>
<b>Net Surplus or (Deficit)</b>	<b>\$3,814</b>	<b>\$3,014</b>	<b>\$800</b>	<b>26.5%</b>

**BALANCE SHEET**

<b>Assets</b>				
Cash On-Hand and in Banks	\$28,293	\$30,581	(\$2,288)	-8.1%
Inventory for Resale	\$32,600	\$25,260	\$7,340	22.5%
<b>Current Assets</b>	<b>\$60,893</b>	<b>\$55,841</b>	<b>\$5,052</b>	<b>8.3%</b>
Land	\$8,460	\$0	\$8,460	100.0%
Building, less Depreciation	\$176,730	\$230,172	(\$53,442)	-30.2%
Capital Improvements, less Depreciation	\$92,966	\$96,200	(\$3,234)	-3.5%
Furniture and Fixtures, less Depreciation	\$10,000	\$132,199	(\$122,199)	#####
<b>Fixed Assets</b>	<b>\$288,156</b>	<b>\$458,571</b>	<b>(\$170,415)</b>	<b>-59.1%</b>
St. Mary's Bank Share	\$5	\$0	\$5	100.0%
Library Holdings	\$346,477	\$344,263	\$2,214	0.6%
<b>Other Assets</b>	<b>\$346,482</b>	<b>\$344,263</b>	<b>\$2,219</b>	<b>0.6%</b>
<b>Total Assets</b>	<b>\$695,531</b>	<b>\$858,675</b>	<b>(\$163,144)</b>	<b>-23.5%</b>
<b>Liabilities &amp; Equity</b>				
<b>Total Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total Equity</b>	<b>\$695,531</b>	<b>\$858,675</b>	<b>(\$163,144)</b>	<b>-23.5%</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$695,531</b>	<b>\$858,675</b>	<b>(\$163,144)</b>	<b>-23.5%</b>



AMERICAN-CANADIAN GENEALOGICAL SOCIETY  
September 2017  
Treasurer's Report

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ACTIVITY FOR 12 AUGUST TO 10 SEPTEMBER

1. The August Financial Statements were sent electronically. On a Year-to-Date Basis, we are showing a Net Surplus of \$1,280, before Depreciation Adjustments.

In the month of August, we experienced a Deficit of \$1,338. One of the major reasons for the Deficit was the timing of the payments for the publication of the Genealogist: \$3,884. These payments were budgeted for September, however, the bills arrived in August, and, in order to take the Purchase Discount, I had to pay them in late August. This will self-correct in September.

In addition, we continue to experience a 27% increase in electrical usage, as opposed to the Budgeted amount. This will be discussed at greater length at the BOD Meeting.

2. The Second Addendum to the Lease between ACGS and Girls at Work, Inc. was amended to reflect a beginning date of October 1, 2017.

Due to the State of NH's inability to vacate their space on time, it was necessary to pro-rate the September additional rent between the State and GAW. The State was billed for 10 days, and, GAW for 20 days. The Lease Addendum is out for final signatures.

3. Copies of the By-Laws were sent electronically to all of the Officers and Directors. Everyone should be cognizant of the contents so that we fulfill our Fiduciary Responsibilities to the best of our ability.

4. On October 20, 2017, Steve Lefoley, Muriel C. Normand and I will be attending a free seminar on Grant Seeking, sponsored by The NH Charitable Foundation. This will be a good introduction to the process for Steve and Muriel, and, a good refresher for me. I hope that we can identify sources that make grants to institutions like ours, and meet the administrators who make the decisions.

Respectfully Submitted: Ronald P. Blais, Treasurer

10 September 2017

## Membership Report:

It has been quite a year and I've learned a great deal since I became the Membership Chair. I still have three goals that I'm pursuing. First, streamline the membership renewal/signup process, second, to convince more people to take email delivery of the "Genealogist", and lastly to improve the accuracy and completeness of our databases.

One of the more successful small steps towards these goals has been to email every new member and welcome them to the society. This not only confirms we have a correct email address but allows me to request they take an emailed version of the journal and make sure we have all their membership information. About three quarters of the new members take electronic delivery of the "Genealogist".

No report on membership would be complete without some numbers so here they are. At the time of last year's fall conference we had 1216 members and 167 of them opting for emailed journals. As of August this year we had 1200 members and 196 of them electronic. While the membership numbers are pretty much the same, we had 77 new members join and slightly more than that not renew.

I would like to ask that all members help in improving the completeness of our records, especially those of you that are life members. As of last year, we had 253 members with no phone or email on record, a pretty high percentage of the membership. I've managed to get that number down to 170 so far but would like to see it much lower. It is expensive for us to send a letter if we want to communicate and members with no email miss out on the newsletter and timely library notices. If you have a chance please just send an email to [acgs@gmail.com](mailto:acgs@gmail.com) with a subject of "info update" and put your name and phone in the message.

Respectfully submitted by Steve Lefoley – Membership Chair

**Goyette Collection**  
Springfield Museums  
Springfield, MA

We received 12 boxes of binders and files related to the Goyette and Cliché families. The author, Claire Goyette, had been collecting and working on her lines for many years. One of our members, Bob Goyette of Nashua, was contacted by Claire's niece or cousin who was tasked with emptying her house after her sudden and recent death. She delivered the boxes to the former Pioneer Valley Genealogical Society that has been folded into the Springfield Museums. Bob had been down there to see some of the collection and suggested we might be interested.

I've been through 7 boxes and originally I thought it was just a 'collection' of many independent pieces of families and primarily pretty much what we already have on file or in our databases. After going through a corrected copy of the two volume book by Armand Goyette [already on our shelves], she and the author spent many years adding to a copy of his two-volume set. From what I can tell when Claire added whole families or modern generations to Armand's book, she kept her source material in all of these binders in the 12 boxes. You may want to keep that stuff together in a separate file as a Goyette collection rather than break it up into these individual small families.

Most of Cliché stuff is her mother's line and does not appear to be in the Goyette book except for her father's entry in the book. I suspect that If Bob Goyette doesn't want it, you can put it in the family files.

There are non-Goyette descendants as well from Wisconsin, Illinois, Detroit Region [most copied from the Detroit River Region books by Dennison.

There are lots of obituaries [not indexed] of Goyettes and of all the ancillary lines in Wisc. and other mid-west states. Not always obvious how they are connected to the Goyettes.

There are two sets of the old CD version of PRDH but no key to open them. There was a pristine copy of Jetté which we sold to Roger Lanctot for \$200 cash. [Money in env. in Treasurer's drawer. Not rung up in register].

Bob Goyette would like to go through anything you feel should be thrown out to see if he might want to keep any of it. There are various Drouin Images copied from Ancestry that are not as good as what we have or what is in Family Search.

There is an entire box of CDs and 3" disks with some family files. I believe the CDs are in Family Tree format. They may have to be loaded on someone's FTM files and saved in ged.com so they can be opened on a more modern version of FTM if there is one on our computers or opened with a freebee program.

More to come at a later date.....

Pauline Cusson

9/16/2017