

ACGS BOARD OF DIRECTORS MEETING

August 19, 2018

Absent or excused: *Harry Herb*

MEETING CALLED TO ORDER:

Review/Approval of July minutes:

REPORT OF OFFICERS:

PRESIDENT: Muriel Chabot Normand

Franco Route

Fall conference speakers

Tours

Website

I forgot something....

VICE-PRESIDENT: Julie Smith

Fall conference update part 2

TREASURER: Ron Blais

IT services

Financial report

Building update

Drouin drives

*① Bill
② Ron*

CORRESPONDING SEC:

Electronic report

MEMBERSHIP: Steve Lefoley

Electronic report

LIBRARY: Jeanne Boisvert

Electronic report??

WEBSITE: Steve Lefoley

Progress report

BUILDING AND GROUNDS: Herb Boyce

Ed and Outreach:

Oct 2: State Library Concord; Oct 16th Nashua; Nov 8 OLLI here

New Business

Lockers

Roger's books

Nergc booth

ADJOURNMENT

Food for September

*Ron
D. Cecil 1150
D. Judd*

*Denise Fayal
presenting in
Barre at
a Church Women's
Club*

ACGS BOARD OF DIRECTORS MEETING

JULY 15 , 2018

MEETING CALLED TO ORDER: at 10:05 AM by President Muriel Chabot Normand

IN ATTENDANCE: *Larry Autotte, Ronald Blais, Jeanne Boisvert, Cecile Durocher, Denis Joyal, Jeanne Lundell, Elaine Maurice, Muriel Normand, Janine Penfield, Constance Hebert, Julie Smith, Steve LeFoley* **Absent:** *Herb Boyce*

Guest in attendance:

Review/Approval of June minutes:

- Motion made by Larry Autotte and seconded by Connie Hebert to accept June minutes as presented. Motion passed.

REPORT OF OFFICERS:

PRESIDENT:

- Our parking situation has changed and we must use only our designated 13 spaces.
- Moving forward, we will do our own plowing and maintenance.
- Egress and ingress to and from our parking spaces will remain the same. If this becomes a problem, we will go to court if needed to resolve the situation.
- American Ancestors – there has been a problem logging in with the given password; all computers should be on and logged in.

VICE-PRESIDENT:

- There will need to be a change to Article 3 (family membership fees) in the proposed by-laws. It is too late to change it before the general meeting.
- Craig Donais has advised us that it is not really needed because the board is able to set rates.
- Motion made by Ron Blais and seconded by Cecile Durocher to rescind the prior motion on family membership fees in the by-laws. Motion passed.
- Fall conference planning is proceeding well but we still need more raffle items.

TREASURER:

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

Motion made by Julie Smith and seconded by Elaine Maurice to accept and file for audit the treasurer's report. Motion passed.

- Ron reported that we are close to budget for the 2nd quarter and the 1st half of the year.
- The publications room needs to be emptied in preparation for selling the building.
- Pauline Cusson would like all parish records to be scanned before discarding the originals. These records have already been published in books so this will be a matter for discussion.
- There are still remaining some parish records that have been photographed but not published. These may need to be identified and put aside.
- With a pending sale of the building, the establishing of an Investment Committee has become a priority. Ron presented the board with proposed Investment Guidelines and Policies. A printed copy is included in this month's records.
- Resolution proposed by Ron Blais and seconded by Connie Hebert to form an Investment Committee. Motion passed unanimously.
- The following persons were elected by the Board:
 - Steve Lefoley, Chair – term to expire at Annual Meeting 2020
 - Ronald Bouffard – term to expire at Annual Meeting 2021
 - Cecile Durocher – term to expire at Annual Meeting 2022
 - Larry Autotte – alternate member; term to expire at Annual Meeting 2021
- Resolution proposed by Ron Blais and seconded by Connie Hebert to establish guidelines on Investment Committee members and terms of office. Motion passed unanimously.
- The resolution on the Investment Guidelines and Policies was presented by Ron Blais and seconded by Connie Hebert. Motion passed unanimously.
- A printed copy of these three resolutions have been included in this month's records.
- The board discussed the issue of insurance for members of the Investment Committee. Two are board members and are already covered with liability insurance; we could obtain a rider to cover the third committee member.

CORRESPONDENCE:

- The correspondence report was sent electronically to all members.

COMMITTEE REPORTS:

MEMBERSHIP:

- The membership report was sent electronically to all members.
- The Genealogist has been ordered; eight extra copies were requested.

PUBLICATIONS:

BUILDING/GROUNDS:

AMERICAN-CANADIAN GENEALOGICAL SOCIETY
TREASURER'S REPORT
Sunday, 19 August 2018

1. The Financial Statements for July 2018 were prepared by our Assistant to the Treasurer, Christine Bard. They were sent to the Board on August 14th. Christine is quickly learning the day-to-day responsibilities and will be more than ready to take on the Treasurer's role when the time comes for me to step down. Great Job, Christine!

2. A review of the Balance Sheet shows that our unrestricted cash balance is continuing to bleed. The balance is now \$16,985 compared to \$20,694 last month. One reason for the \$3,700 decrease is that the cost of printing and mailing the Genealogist was paid in July in order to take advantage of the 2% cash discount for payment within 10 days. This accounted for \$2,800, which will not be charged to August. In addition, sales of Repertoires declined \$2,800 compared to last year.

Cash bleed in August will be affected by \$1,500 to replace the two sump pumps responsible for the minor flooding two weeks ago, and about \$2,300 for the costs of a dumpster and casual labor needed to rid ourselves of 25 years' worth of accumulated "stuff", prior to closing on the sale of the building. Additionally, we will be incurring costs to relocate the telephone lines, which are now "jury rigged" in the third floor northeast office, and, the cost of relocating the fire alarm system power supply from the old Publications Room to the Boiler Room.

3. On a year-to-date basis, our Net Loss is \$5,666. Membership Revenue seems to have stabilized with the addition of approximately 36 net new members. Sales of Repertoires are down \$4,300 vs. last year, there will be no NERGC distribution of \$2,000 this year, Subscriptions are up \$1,400 for the Institutional version of LaFrance, and PRDH. This will increase when we renew our Ancestry subscription to the Institutional version.

4. We are awaiting the positive decision of the City of Manchester Zoning Board before we can close on the sale of the building. The application is in the process of being filed, with the assistance of our attorney, Craig Donais. This will be the final hurdle for meeting all of the conditions in the Purchase and Sale Agreement.

5. The Annual Treasurer's Report, accompanied by Trailing Twelve Month Financial Statements was submitted for inclusion in the Annual Report Program Booklet.

08/13/18

**American-Canadian Genealogical Society
Balance Sheet**

As of July 31, 2018

| | Jul 31, 18 |
|---|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · BANK ACCOUNTS | |
| 1001 · TD Bank Operating Account | 4,987.01 |
| 1003 · TD Bank Building Fund | 1,634.09 |
| 1004 · St. Mary's Bank Checking Account | 27,735.71 |
| 1005 · CASH ON HAND-CASH REG | 150.00 |
| 1006 · PETTY CASH-Richard Coté | 150.00 |
| 1010 · TD Bank Money Market Account | 10,363.56 |
| Total 1000 · BANK ACCOUNTS | 45,020.37 |
| Total Checking/Savings | 45,020.37 |
| Other Current Assets | |
| 1300 · INVENTORY-RESALE | 20,830.08 |
| Total Other Current Assets | 20,830.08 |
| Total Current Assets | 65,850.45 |
| Fixed Assets | |
| 1600 · Fixed Assets | |
| 1510 · LIBRARY BUILDING AND LAND | |
| 1511 · Library Building | 221,712.38 |
| 1512 · Accumu. Deprac. - Bldg | -46,936.79 |
| 1513 · Library Land | 8,460.00 |
| Total 1510 · LIBRARY BUILDING AND LAND | 183,235.59 |
| 1520 · FURNITURE, FIXTURES & EQUIPMENT | |
| 1521 · Furniture & Equipment | 135,349.58 |
| 1522 · Accu. Deprc. Fur. & Fixt. | -122,213.88 |
| Total 1520 · FURNITURE, FIXTURES & EQUIPMENT | 13,135.72 |
| 1530 · ACGS HOLDINGS | 348,059.42 |
| 1540 · CAPITAL IMPROVEMENT - BUILDING | |
| 1541 · Capital Improvement - Bldg | 101,947.30 |
| 1542 · Accu. Deprc. - Bldg. Impr. | -10,597.14 |
| Total 1540 · CAPITAL IMPROVEMENT - BUILDING | 91,350.16 |
| Total 1600 · Fixed Assets | 635,780.89 |
| Total Fixed Assets | 635,780.89 |
| Other Assets | |
| 1600 · St. Mary's Bank Share | 5.00 |
| Total Other Assets | 5.00 |
| TOTAL ASSETS | 701,636.34 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 2100 · Website Fund Unearned Income | 27,445.20 |
| Total Other Current Liabilities | 27,445.20 |
| Total Current Liabilities | 27,445.20 |
| Total Liabilities | 27,445.20 |
| Equity | |
| 3000 · OPENING BALANCE EQUITY | 517,215.01 |
| 3900 · RETAINED EARNINGS | 162,642.21 |
| Net Income | -5,666.08 |
| Total Equity | 674,191.14 |
| TOTAL LIABILITIES & EQUITY | 701,636.34 |

08/13/18

American-Canadian Genealogical Society

Income/Expense Previous Year Comparison

July 2018

| | Jul 18 | Jul 17 | \$ Change |
|--|-----------------|-----------------|------------------|
| Income | | | |
| 4100 · MEMBERSHIP | | | |
| 4101 · Dues | 2,209.90 | 2,130.00 | 79.90 |
| 4100 · MEMBERSHIP - Other | 0.00 | 0.00 | 0.00 |
| Total 4100 · MEMBERSHIP | 2,209.90 | 2,130.00 | 79.90 |
| 4200 · PUBLICATIONS | | | |
| 4203 · Repertoires | 130.30 | 1,220.00 | -1,089.70 |
| 4209 · Captives Book | 0.00 | 191.35 | -191.35 |
| Total 4200 · PUBLICATIONS | 130.30 | 1,411.35 | -1,281.05 |
| 4300 · GENEALOGIST | | | |
| 4301 · Back Issues | 3.00 | 141.00 | -138.00 |
| Total 4300 · GENEALOGIST | 3.00 | 141.00 | -138.00 |
| 4400 · LIBRARY | | | |
| 4401 · All Copies except Drouin copies | 17.45 | 61.28 | -43.83 |
| 4402 · Maps-Charts-Beginners' Course | 45.00 | 6.00 | 39.00 |
| 4403 · Guest Fees | 85.00 | 55.00 | 30.00 |
| 4405 · Beverages | 82.00 | 0.00 | 82.00 |
| 4406 · Candy & Snacks | 20.00 | 25.00 | -5.00 |
| 4407 · Logo Mdse (resale items) | 0.00 | 1.00 | -1.00 |
| 4409 · Used Books | 20.00 | 328.00 | -308.00 |
| Total 4400 · LIBRARY | 269.45 | 476.28 | -206.83 |
| 4500 · RESEARCH | | | |
| 4501 · Research Income | 190.00 | 325.00 | -135.00 |
| Total 4500 · RESEARCH | 190.00 | 325.00 | -135.00 |
| 4600 · CONFERENCE | | | |
| 4601 · Attend Fees | 350.00 | 0.00 | 350.00 |
| 4603 · Advertising | 25.00 | 0.00 | 25.00 |
| Total 4600 · CONFERENCE | 375.00 | 0.00 | 375.00 |
| 4700 · SOCIETY | | | |
| 4702 · Bldg Fund | 621.30 | 190.05 | 431.25 |
| 4705 · Cash Over & Short | -8.78 | 5.95 | -14.73 |
| 4706 · Ckg Act Int | 0.35 | 0.21 | 0.14 |
| 4707 · Bld Fnd Int | 0.12 | 1.06 | -0.94 |
| 4708 · Sav Act Int | 2.04 | 2.26 | -0.22 |
| 4709 · Other - | 0.13 | 0.00 | 0.13 |
| 4711 · Website Fund | 290.00 | 0.00 | 290.00 |
| Total 4700 · SOCIETY | 905.16 | 199.53 | 705.63 |
| 4800 · BUILDING | | | |
| 4801 · Rent | 1,075.00 | 920.00 | 155.00 |
| Total 4800 · BUILDING | 1,075.00 | 920.00 | 155.00 |
| Total Income | 5,157.81 | 5,603.16 | -445.35 |
| Gross Profit | 5,157.81 | 5,603.16 | -445.35 |
| Expense | | | |
| 6100 · MEMBERSHIP EXP | | | |
| 6101 · Postage | 58.50 | 95.00 | -36.50 |
| Total 6100 · MEMBERSHIP EXP | 58.50 | 95.00 | -36.50 |

08/13/18

American-Canadian Genealogical Society
Income/Expense Previous Year Comparison
July 2018

| | Jul 18 | Jul 17 | \$ Change |
|--------------------------------------|------------------|-----------------|------------------|
| 6200 · PUBLICATIONS EXP | | | |
| 6201 · Postage | 99.34 | 47.60 | 51.74 |
| 6203 · Print Reps | 0.00 | 220.50 | -220.50 |
| 6210 · Captives Book | 40.00 | 303.80 | -263.80 |
| Total 6200 · PUBLICATIONS EXP | 139.34 | 571.90 | -432.56 |
| 6300 · GENEALOGIST EXP | | | |
| 6301 · Postage | 350.00 | 0.00 | 350.00 |
| 6303 · Printing | 2,430.40 | 0.00 | 2,430.40 |
| Total 6300 · GENEALOGIST EXP | 2,780.40 | 0.00 | 2,780.40 |
| 6400 · LIBRARY EXP | | | |
| 6402 · Supplies | 86.41 | 53.98 | 32.43 |
| 6405 · Beverages | 67.77 | 0.00 | 67.77 |
| 6406 · Candy/Snack | 12.49 | 0.00 | 12.49 |
| Total 6400 · LIBRARY EXP | 166.67 | 53.98 | 112.69 |
| 6600 · CONFERENCE EXP | | | |
| 6603 · Printing & Supplies | 10.91 | 0.00 | 10.91 |
| Total 6600 · CONFERENCE EXP | 10.91 | 0.00 | 10.91 |
| 6700 · SOCIETY EXP | | | |
| 6703 · Telephone | 28.85 | 0.00 | 28.85 |
| 6705 · Subscriptions | 1,192.69 | 290.00 | 902.69 |
| 6709 · Computer Expenses | 165.98 | 67.99 | 97.99 |
| 6710 · Credit Card Charges | 54.12 | 53.65 | 0.47 |
| 6712 · Internet Services | 141.17 | 0.00 | 141.17 |
| 6717 · Misc Society Expenses | 25.00 | 0.00 | 25.00 |
| 6718 · Website Expenses | 290.00 | 0.00 | 290.00 |
| Total 6700 · SOCIETY EXP | 1,897.81 | 411.64 | 1,486.17 |
| 6800 · BUILDING EXP | | | |
| 6801 · Heat | 958.00 | 965.00 | -7.00 |
| 6802 · Electricity | 357.25 | 536.26 | -179.01 |
| 6805 · Building Maint. | 968.02 | 414.31 | 553.71 |
| 6806 · Grounds Maint. | 240.00 | 1,000.00 | -760.00 |
| Total 6800 · BUILDING EXP | 2,523.27 | 2,915.57 | -392.30 |
| Total Expense | 7,576.90 | 4,048.09 | 3,528.81 |
| Net Income | -2,419.09 | 1,555.07 | -3,974.16 |

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American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through July 2018

| | <u>Jan - Jul 18</u> | <u>Jan - Jul 17</u> | <u>\$ Change</u> |
|--|---------------------|---------------------|------------------|
| Income | | | |
| 4100 · MEMBERSHIP | | | |
| 4101 · Dues | 21,370.00 | 19,800.00 | 1,570.00 |
| 4100 · MEMBERSHIP - Other | 0.00 | 0.00 | 0.00 |
| Total 4100 · MEMBERSHIP | 21,370.00 | 19,800.00 | 1,570.00 |
| 4200 · PUBLICATIONS | | | |
| 4203 · Repertoires | 6,127.80 | 10,419.40 | -4,291.60 |
| 4204 · Index & Holdings | 0.00 | 0.50 | -0.50 |
| 4206 · CD Roms | 52.50 | 391.99 | -339.49 |
| 4207 · Fr. Croteau Publications | 212.00 | 817.50 | -605.50 |
| 4208 · Orphan Pub. & Index | 22.00 | 0.00 | 22.00 |
| 4209 · Captives Book | 479.55 | 1,365.30 | -885.75 |
| Total 4200 · PUBLICATIONS | 6,893.85 | 12,994.69 | -6,100.84 |
| 4300 · GENEALOGIST | | | |
| 4301 · Back Issues | 9.00 | 501.76 | -492.76 |
| Total 4300 · GENEALOGIST | 9.00 | 501.76 | -492.76 |
| 4400 · LIBRARY | | | |
| 4401 · All Copies except Drouin copies | 358.65 | 249.54 | 109.11 |
| 4402 · Maps-Charts-Beginners' Course | 111.90 | 258.49 | -146.59 |
| 4403 · Guest Fees | 268.00 | 235.00 | 33.00 |
| 4405 · Beverages | 388.33 | 152.95 | 235.38 |
| 4406 · Candy & Snacks | 20.00 | 45.00 | -25.00 |
| 4407 · Logo Mdse (resale items) | 38.00 | 28.00 | 10.00 |
| 4409 · Used Books | 422.50 | 558.60 | -136.10 |
| Total 4400 · LIBRARY | 1,607.38 | 1,527.58 | 79.80 |
| 4500 · RESEARCH | | | |
| 4501 · Research Income | 1,145.00 | 2,909.50 | -1,764.50 |
| Total 4500 · RESEARCH | 1,145.00 | 2,909.50 | -1,764.50 |
| 4600 · CONFERENCE | | | |
| 4601 · Attend Fees | 1,585.00 | 470.00 | 1,115.00 |
| 4602 · Raffle | 95.00 | 51.00 | 44.00 |
| 4603 · Advertising | 25.00 | 0.00 | 25.00 |
| 4606 · NERGC Conference | 0.00 | 2,000.00 | -2,000.00 |
| Total 4600 · CONFERENCE | 1,705.00 | 2,521.00 | -816.00 |
| 4700 · SOCIETY | | | |
| 4702 · Bldg Fund | 4,615.63 | 4,983.23 | -367.60 |
| 4705 · Cash Over & Short | 4.59 | 24.97 | -20.38 |
| 4706 · Ckg Act Int | 4.06 | 2.22 | 1.84 |
| 4707 · Bld Fnd Int | 3.45 | 3.47 | -0.02 |
| 4708 · Sav Act Int | 8.26 | 12.01 | -3.75 |
| 4709 · Other - | 133.55 | 25.00 | 108.55 |
| 4711 · Website Fund | 13,726.38 | 0.00 | 13,726.38 |
| Total 4700 · SOCIETY | 18,495.92 | 5,050.90 | 13,445.02 |

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American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through July 2018

| | <u>Jan - Jul 18</u> | <u>Jan - Jul 17</u> | <u>\$ Change</u> |
|--------------------------------------|---------------------|---------------------|------------------|
| 4800 · BUILDING | | | |
| 4801 · Rent | 7,725.00 | 6,640.00 | 1,085.00 |
| Total 4800 · BUILDING | <u>7,725.00</u> | <u>6,640.00</u> | <u>1,085.00</u> |
| Total Income | <u>58,951.15</u> | <u>51,945.43</u> | <u>7,005.72</u> |
| Gross Profit | 58,951.15 | 51,945.43 | 7,005.72 |
| Expense | | | |
| 6100 · MEMBERSHIP EXP | | | |
| 6101 · Postage | 414.10 | 391.50 | 22.60 |
| 6102 · Supplies | 169.48 | 67.98 | 101.50 |
| Total 6100 · MEMBERSHIP EXP | <u>583.58</u> | <u>459.48</u> | <u>124.10</u> |
| 6200 · PUBLICATIONS EXP | | | |
| 6201 · Postage | 360.65 | 784.42 | -423.77 |
| 6202 · Supplies | 0.00 | 134.44 | -134.44 |
| 6203 · Print Reps | 3,057.78 | 1,751.27 | 1,306.51 |
| 6210 · Captives Book | 240.00 | 1,622.55 | -1,382.55 |
| Total 6200 · PUBLICATIONS EXP | <u>3,658.43</u> | <u>4,292.68</u> | <u>-634.25</u> |
| 6300 · GENEALOGIST EXP | | | |
| 6301 · Postage | 999.23 | 1,411.20 | -411.97 |
| 6302 · Supplies | 0.00 | 24.50 | -24.50 |
| 6303 · Printing | 5,174.40 | 3,038.00 | 2,136.40 |
| Total 6300 · GENEALOGIST EXP | <u>6,173.63</u> | <u>4,473.70</u> | <u>1,699.93</u> |
| 6400 · LIBRARY EXP | | | |
| 6402 · Supplies | 86.41 | 199.36 | -112.95 |
| 6403 · Printing Maps & Info Sheets | 0.00 | 44.50 | -44.50 |
| 6405 · Beverages | 160.56 | 55.61 | 104.95 |
| 6406 · Candy/Snack | 12.49 | 0.00 | 12.49 |
| Total 6400 · LIBRARY EXP | <u>259.46</u> | <u>299.47</u> | <u>-40.01</u> |
| 6600 · CONFERENCE EXP | | | |
| 6602 · Raffle Prizes | 77.28 | 0.00 | 77.28 |
| 6603 · Printing & Supplies | 52.54 | 0.00 | 52.54 |
| 6605 · Caterer & Refreshments | 654.07 | 935.61 | -281.54 |
| 6608 · New England Regional Gen Conf | 0.00 | 50.00 | -50.00 |
| 6609 · Other | 225.00 | 0.00 | 225.00 |
| Total 6600 · CONFERENCE EXP | <u>1,008.89</u> | <u>985.61</u> | <u>23.28</u> |

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American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through July 2018

| | <u>Jan - Jul 18</u> | <u>Jan - Jul 17</u> | <u>\$ Change</u> |
|----------------------------------|-------------------------|------------------------|-------------------------|
| 6700 · SOCIETY EXP | | | |
| 6701 · Postage | 382.70 | 185.15 | 197.55 |
| 6702 · Supplies | 298.82 | 446.96 | -148.14 |
| 6703 · Telephone | 207.74 | 955.82 | -748.08 |
| 6704 · D&O Insurance and Bond | 100.00 | 100.00 | 0.00 |
| 6705 · Subscriptions | 2,342.72 | 894.03 | 1,448.69 |
| 6707 · Bank Charges | 86.67 | 1.00 | 85.67 |
| 6708 · Fund Raising Exp | 1,766.38 | 0.00 | 1,766.38 |
| 6709 · Computer Expenses | 669.79 | 893.95 | -224.16 |
| 6710 · Credit Card Charges | 666.62 | 432.62 | 234.00 |
| 6712 · Internet Services | 740.87 | 501.15 | 239.72 |
| 6713 · Professional Expenses | 457.50 | 3,260.00 | -2,802.50 |
| 6715 · Bank Debit Charges | 0.00 | 0.00 | 0.00 |
| 6717 · Misc Society Expenses | 1,008.90 | 884.50 | 124.40 |
| 6718 · Website Expenses | 11,960.00 | 0.00 | 11,960.00 |
| 6700 · SOCIETY EXP - Other | 0.00 | 0.00 | 0.00 |
| Total 6700 · SOCIETY EXP | <u>20,688.71</u> | <u>8,555.18</u> | <u>12,133.53</u> |
| 6800 · BUILDING EXP | | | |
| 6801 · Heat | 6,898.00 | 6,055.00 | 843.00 |
| 6802 · Electricity | 2,552.03 | 3,013.93 | -461.90 |
| 6803 · Water-Sewer | 416.72 | 371.10 | 45.62 |
| 6804 · Insurance - Bldg. & Liab. | 3,502.00 | 3,387.00 | 115.00 |
| 6805 · Building Maint. | 12,625.78 | 10,480.03 | 2,145.75 |
| 6806 · Grounds Maint. | 5,710.00 | 6,410.00 | -700.00 |
| 6807 · Fire Alarm Fee | 540.00 | 540.00 | 0.00 |
| Total 6800 · BUILDING EXP | <u>32,244.53</u> | <u>30,257.06</u> | <u>1,987.47</u> |
| Total Expense | <u>64,617.23</u> | <u>49,323.18</u> | <u>15,294.05</u> |
| Net Income | <u><u>-5,666.08</u></u> | <u><u>2,622.25</u></u> | <u><u>-8,288.33</u></u> |

Total recorded between 7/1/2018 and 7/31/2018 = \$3,265.00

| Payment Type | Count | Sum | |
|--------------------------|--------------|------------|--|
| Individual US | 72 | \$2,520.00 | |
| Individual US | 1 | \$30.00 | \$5 in register ? |
| Family | 11 | \$110.00 | |
| Building Fund | 12 | \$250.00 | |
| Other | 1 | | Get well card sent. |
| Institutional | 3 | \$150.00 | |
| Research Services | 1 | \$30.00 | |
| Website Fund | 4 | \$140.00 | |
| Gift - Non cash donation | 1 | | Donated Auclair Family Genealogy 3 vol |
| Gift - Non cash donation | 1 | | Donated book "The Abenakis of Odanak" |
| Gift - Non cash donation | 1 | | Donated Gendreau-Rousseau (1560-2017) Book |
| Gift - Non cash donation | 1 | | Donated several Research books |
| Electronic International | 1 | \$35.00 | |

Membership Summary as of 7/31/2018

Active Members Count

1143

Exchange

82

Active Members by Country

0

Canada 17

France 1

USA 1123

Active Member by Type

| | |
|--------------------|-----|
| E-International | 5 |
| Family | 102 |
| Family Life | 9 |
| Individual | 914 |
| Individual Canada | 4 |
| Institution | 19 |
| Institution Canada | 2 |
| Life | 88 |

New Members

| | |
|------------|---|
| Family | 4 |
| Individual | 6 |

YTD Summary as of 7/31/2018

PaymentType

Count

Sum

| | | |
|--------------------------|-----|-------------|
| Individual US | 596 | \$20,845.00 |
| Family | 69 | \$680.00 |
| Building Fund | 98 | \$4,045.00 |
| Other | 4 | \$16.00 |
| Institutional | 8 | \$400.00 |
| Individual - Canada | 1 | \$40.00 |
| Research Services | 5 | \$140.00 |
| Website Fund | 412 | \$38,180.77 |
| Gift Certificate | 1 | \$35.00 |
| Memorium | 2 | \$150.00 |
| Gift - Non cash donation | 12 | |
| Electronic International | 3 | \$105.00 |

Total to Date: \$64,636.77

New Members YTD

Member Type Count

| | |
|------------|----|
| Family | 10 |
| Individual | 45 |



Proposal for Computing infrastructure Upgrades and Ongoing Monitoring and Maintenance

Prepared for the American Canadian Genealogical Society

Assessment

Acapella Technologies' technician came to the American Canadian Genealogical Society (ACGS) to assess the current state of the computing infrastructure there. We are in concurrence that there are a great many things that could be done to improve the computing experience for both staff and the public. With an eye toward keeping the cost of this initial engagement manageable, we're including only the most important modifications to the infrastructure

Recommendations

- There are 16 computers in the office. All need some basic cleanup
- We recommend that you purchase an enterprise firewall for the organization. This will protect from threats from without and within. Particularly for the public computers, you can limit websites visited to only those approved by the organization.
- Minimally, the computer running WindowsXP needs to be replaced. It can be replaced with a less expensive refurbished computer, or a new machine

While there are many other things we could attend to or upgrade, the better solution is to contract with us for monthly monitoring and maintenance, and we can take care of these things as money becomes available.

| | |
|---|----------------------|
| Computer Cleanup | \$1840.00 |
| Firewall Hardware Cost (Includes a three-year service contract/license from the manufacturer) | \$788.00 |
| Firewall Configuration (to include white-listing of approved websites) | \$460.00 |
| Subtotal | \$3088.00 |
| | |
| New OR refurbished computer to replace the WindowsXP machine | \$300.00 or \$800.00 |
| Configuration for new computer | \$230.00 |

Ongoing Services

Perhaps the most important part of engaging Acapella Technologies is the ongoing support of your new infrastructure to keep it running smoothly and reliably. Our ongoing monthly service offering allows you and your staff to concentrate on your core competencies; the things that make money for the company. Your computing infrastructure will run reliably and support your business endeavors and not distract you from them.

| Item | Ongoing services per Service Level Agreement | Item Price |
|---|--|------------|
| Monthly Monitoring, Maintenance and Service | | \$400.00 |

Project Approval and Authorization

As stated above, Acapella Technologies has no control over the pricing of hardware and software required for this project. Prices were best estimates at time of proposal preparation and may vary.

Additionally, Acapella Technologies' service prices are based on our experience and historical precedence. We will bill a deposit of all hardware/software and ½ labor estimate at the beginning of the project. The balance will be the actual hours spent, minus the deposit.

- Approval of project to move forward with procurement and implementation.
- Indicates that client has chosen not to implement but is committed to paying \$200.00 for assessment and recommendations.

Ron Blais – American Canadian Genealogical Association Date

Matthew Mercier – Acapella Technologies Date

