

ACGS BOARD OF DIRECTORS MEETING

April 20 2019

Present: Muriel Normand, Juliet Smith, Ronald Blais, Jeanne Lundell, ~~Elaine Maurice~~,
Denis Joyal, Herb Boyce, Constance Hebert, Jeanne Boisvert, Larry Autotte, Cecile
Durocher, Jo Zurwell and. Excused: Steve Lefoley, Janine Penfield, *Clair Maurice*

MEETING CALLED TO ORDER:

Review/Approval of March minutes: ✓

REPORT OF OFFICERS:

PRESIDENT: Muriel Chabot Normand

- Nightmare on Elm St part 5 ✓
- Nergc ✓
- Inventory (books and orders) ✓
- Organizational chart review ✓
- Fall conference ✓

VICE-PRESIDENT: Julie Smith

- purging ✓

TREASURER: Ron Blais

- Monthly financials ✓
- Sale of building update ✓

MEMBERSHIP: Steve Lefoley

- Electronic report ✓

LIBRARY: Jeanne Boisvert ✓

WEBSITE : Jo Zurwell ✓

- Status update ✓
- Logo (*&^*) and trademark

BUILDING AND GROUNDS: Herb Boyce

NEW BUSINESS

Adjournment

ACGS BOARD OF DIRECTORS MEETING

March 17 , 2019

MEETING CALLED TO ORDER: at 10:0AM by President Muriel Chabot Normand

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

Guest in attendance: Christine Bard

Review/Approval of August minutes:

- Motion made by Julie Smith and seconded by Jeanne Boisvert to accept February minutes as presented. Motion passed.

REPORT OF OFFICERS:

PRESIDENT:

- Library hours will be extended during NERGC to accommodate visitors to the conference who may want to do research. Denis Joyal will cover these extended hours.
- We received the audit letter from Norma and all the accounting records look good. We are still working on point #16 (shipping logs).
- Motion made by Ron Blais and seconded by Cecile Durocher to approve and file the audit report. Motion passed.

VICE-PRESIDENT:

- Motion made by Julie Smith and seconded by Elaine Maurice to officially enter into the minutes praise for Ron Blais' extra work and efforts involved in the sale of the building. Motion passed.
- A committee has been reviewing the holdings prior to our moving. The final decision on what to keep and what to discard will be made when we know where we are going and how much room we will have.
- Thoughts at the moment are that city directories will be sold or discarded, family files will be gone through and some material discarded, the obits will be discarded after they have all been successfully put online, and the newest journals will be scanned and removed from shelves.

TREASURER:

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

- The old liability insurance policy was cancelled as of 3/31/19. The new policy is now in effect.
- Our monthly numbers are good compared to last year; this is the result of our efforts to save and increased membership.
- More Captives books have been ordered and should arrive this week in time for NERGC.
- The tax return is completed.
- Motion made by Julie Smith and seconded by Connie Hebert to approve and file our tax return for the record. Motion passed.
- Engineers are still evaluating the building and space planning for the prospective buyer. All reports have been favorable so far.
- Motion made by Jeanne Boisvert and seconded by Cecile Durocher to approve the treasurer's report and file for audit. Motion passed.
-

CORRESPONDING SECRETARY:

The Corresponding Secretary's report was sent electronically to all members.

COMMITTEE REPORTS:

MEMBERSHIP:

- The membership report was sent electronically to all members.

BUILDING/GROUNDS:

PUBLISHING:

- The Keeseville repertoires will be printed and ready for pickup later this week. Two copies will have to be sent to David in NY.

STRATEGIC PLANNING:

INVESTMENT COMMITTEE:

LIBRARY:

- The banner for our booth at NERGC has been ordered and will hopefully arrive in time for the conference.
- The library committee will determine what will be on the tables in our NERGC booth.

WEBSITE:

- We are on track with testing the website and, hopefully, it will launch before or during NERGC.
- The obituaries are almost completed with index and images.
- The board would like to officially acknowledge the time and work Jo Zurwell has put into the website testing and launching.

NEW BUSINESS:

EDUCATION AND OUTREACH:

ADJOURNMENT:

Motion made by Julie Smith and seconded by Jeanne Boisvert to adjourn meeting.
Motion passed. Meeting adjourned at 12:02PM.

Our next meeting will be April 20, 2019 at 10:00 AM. This is a day ahead of our normal schedule due to Easter Sunday the following day.

Refreshment for next meeting: Jo Zurwell

Respectfully submitted,

Jeanne Lundell

Recording Secretary

AMERICAN-CANADIAN GENEALOGICAL SOCIETY
TREASURER'S REPORT
Saturday, 20 April 2019

1. The March 2019 Financial Statements, First Quarter 2019 Actual vs, Budget Results, and, the First Quarter Results by Workcenter were sent to the Board by 7 April 2019.

2. Although our Net Surplus for the First Quarter 2019 was \$6,923, our Cash Bleed for the Quarter was \$4,100. This is because we have booked Unearned 2018 Revenue of \$5,606 to offset Website and Computer expenditures in 2019. See the Statement of Cash Flows following the Balance Sheet

Our Cash Bleed in the next month will be negatively affected due to the two Heating System Leaks, and subsequent Girls at Work cleanup costs, since they insisted on using Serve-Pro rather than our regular cleaning service. The bill for the first leak was for \$2,100, and the bill to clean up the GAW space was \$770. The bill to fix the second leak was \$920, so these two event cost us **\$3,790**. What a Money Pit this building turned out to be!

3. The Third and Final Payment on the Website Contract for Phase I Development, in the amount of \$8,330, was paid on 5 April 2019. This brings to Grand Total to \$20,000. The contract pricing range was \$17,500 to \$20,000, and we exceeded the \$17,500 Target due to the Developer's underestimation of the technicalities required to provide our minimum standards. There is now only \$9,000 left in the Website Fund for us to accomplish Phase II.

The Website Committee will need to carefully specify the minimum standards for Phase II. It is highly possible that we will not be able to start Phase II until after the Building Sale Closing, due to our perilous Cash Situation. We may have to "borrow" from the Website Fund to pay operating expenses.

4. A review of the First Quarter Actual Results vs. Budget indicates that we missed our Net Surplus projection by \$7,000. This was caused by the following factors:

1. Membership Revenue was \$1,685 under Budget.
2. Publication Sales were \$1,586 under Budget.
3. Building Fund Donations were \$880 over Budget.

AMERICAN-CANADIAN GENEALOGICAL SOCIETY
TREASURER'S REPORT
Saturday, 20 April 2019

4. Website Fund Income was \$10,366 under Budget. This will correct itself in the Second Quarter.
5. Genealogist Expenses were \$2,391 over Budget. This was budgeted for April 2019, but publication was expedited for NERGC.
6. Website Expenses were \$8,500 under Budget. This was paid in April.

As you will recall, when this Budget was developed, a lot of uncertainty prevailed, and it was a scientific guess at best. As I mentioned, some of these things will self-correct in the Second Quarter, so the First Half should be more meaningful.

5. The Financial portion of the Website testing, and the actual results to-date, indicate that internal controls are working and the PayPal shopping cart is working well. Notifications are being sent to the responsible parties for membership payments, book sales, donations, etc.

American-Canadian Genealogical Society

Balance Sheet

As of March 31, 2019

04/01/19

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · BANK ACCOUNTS	
1001 · TD Bank Operating Account	3,700.75
1003 · TD Bank Building Fund	637.29
1004 · St. Mary's Bank Checking Accoun	17,514.76
1005 · CASH ON HAND-CASH REG	250.00
1006 · PETTY CASH-Richard Coté	150.00
1010 · TD Bank Money Market Account	5,365.46
Total 1000 · BANK ACCOUNTS	<u>27,618.26</u>
Total Checking/Savings	27,618.26
Other Current Assets	
1300 · INVENTORY-RESALE	16,387.00
1310 · Prepaid Expenses	800.00
1320 · Deferred Bldg. Sale Expenses	5,848.26
Total Other Current Assets	<u>23,035.26</u>
Total Current Assets	50,653.52
Fixed Assets	
1500 · Fixed Assets	
1510 · LIBRARY BUILDING AND LAND	
1511 · Library Building	221,712.38
1512 · Accumu. Deprec. - Bldg	-48,889.10
1513 · Library Land	8,460.00
Total 1510 · LIBRARY BUILDING AND LAND	<u>181,283.28</u>
1520 · FURNITURE, FIXTURES & EQUIPMENT	
1521 · Furniture & Equipment	143,087.03
1522 · Accu. Deprc. Fur. & Fixt.	-122,988.22
Total 1520 · FURNITURE, FIXTURES & EQUIPMENT	<u>20,098.81</u>
1530 · ACGS HOLDINGS	
	244,423.05
1540 · CAPITAL IMPROVEMENT - BUILDING	
1541 · Capital Improvement - Bldg	108,881.24
1542 · Accu. Deprc. - Bldg. Impr.	-14,078.74
Total 1540 · CAPITAL IMPROVEMENT - BUILDING	<u>94,802.50</u>
Total 1500 · Fixed Assets	<u>540,607.64</u>
Total Fixed Assets	540,607.64
Other Assets	
1600 · St. Mary's Bank Share	5.00
Total Other Assets	<u>5.00</u>
TOTAL ASSETS	<u><u>591,266.16</u></u>

04/01/19

American-Canadian Genealogical Society

Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Website Fund Unearned Income	17,770.74
Total Other Current Liabilities	<u>17,770.74</u>
Total Current Liabilities	<u>17,770.74</u>
Total Liabilities	17,770.74
Equity	
3000 · OPENING BALANCE EQUITY	517,215.01
3900 · RETAINED EARNINGS	49,357.46
Net Income	6,922.95
Total Equity	<u>573,495.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>591,266.16</u></u>

American-Canadian Genealogical Society
Statement of Cash Flows
 January through March 2019

	Jan - Mar 19
OPERATING ACTIVITIES	
Net Income	6,922.95
Adjustments to reconcile Net Income to net cash provided by operations:	
2100 · Website Fund Unearned Income	-5,606.00
Net cash provided by Operating Activities	1,316.95
INVESTING ACTIVITIES	
1500 · Fixed Assets:1520 · FURNITURE, FIXTURES & EQUIPMENT:1521 · Furniture & Equipment	-4,389.19
1500 · Fixed Assets:1530 · ACGS HOLDINGS	-53.00
1500 · Fixed Assets:1540 · CAPITAL IMPROVEMENT - BUILDING:1541 · Capital Improvement - ...	-1,075.35
Net cash provided by Investing Activities	-5,517.54
Net cash increase for period	-4,200.59
Cash at beginning of period	31,818.85
Cash at end of period	27,618.26

American-Canadian Genealogical Society
Income/Expense Previous Year Comparison
March 2019

	<u>Mar 19</u>	<u>Mar 18</u>	<u>\$ Change</u>
Income			
4100 · MEMBERSHIP			
4101 · Dues	3,710.00	3,905.00	-195.00
Total 4100 · MEMBERSHIP	3,710.00	3,905.00	-195.00
4200 · PUBLICATIONS			
4203 · Repertoires	185.95	165.00	20.95
4206 · CD Roms	0.00	20.00	-20.00
4207 · Fr. Croteau Publications	0.00	103.00	-103.00
4209 · Captives Book	0.00	54.95	-54.95
Total 4200 · PUBLICATIONS	185.95	342.95	-157.00
4400 · LIBRARY			
4401 · All Copies except Drouin copies	29.18	17.60	11.58
4402 · Maps-Charts-Beginners' Course	41.40	4.10	37.30
4403 · Guest Fees	45.00	23.00	22.00
4405 · Beverages	85.00	57.00	28.00
4407 · Logo Mdse (resale items)	0.00	5.00	-5.00
4409 · Used Books	0.00	40.00	-40.00
Total 4400 · LIBRARY	200.58	146.70	53.88
4500 · RESEARCH			
4501 · Research Income	45.00	120.00	-75.00
Total 4500 · RESEARCH	45.00	120.00	-75.00
4600 · CONFERENCE			
4601 · Attend Fees	0.00	60.00	-60.00
Total 4600 · CONFERENCE	0.00	60.00	-60.00
4700 · SOCIETY			
4702 · Bldg Fund	885.00	685.85	199.15
4705 · Cash Over & Short	0.10	1.05	-0.95
4706 · Ckg Act Int	0.24	0.38	-0.14
4707 · Bld Fnd Int	0.03	0.21	-0.18
4708 · Sav Act Int	1.60	0.00	1.60
4711 · Website Fund	1,282.01	0.00	1,282.01
Total 4700 · SOCIETY	2,168.98	687.49	1,481.49
4800 · BUILDING			
4801 · Rent	1,075.00	1,075.00	0.00
Total 4800 · BUILDING	1,075.00	1,075.00	0.00
Total Income	7,385.51	6,337.14	1,048.37
Gross Profit	7,385.51	6,337.14	1,048.37
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	84.50	39.00	45.50
Total 6100 · MEMBERSHIP EXP	84.50	39.00	45.50
6300 · GENEALOGIST EXP			
6301 · Postage	400.00	300.00	100.00
6303 · Printing	2,265.76	0.00	2,265.76
Total 6300 · GENEALOGIST EXP	2,665.76	300.00	2,365.76
6400 · LIBRARY EXP			
6403 · Printing Maps & Info Sheets	65.50	0.00	65.50
6405 · Beverages	53.72	43.43	10.29
6406 · Candy/Snack	24.35	0.00	24.35
Total 6400 · LIBRARY EXP	143.57	43.43	100.14

04/01/19

American-Canadian Genealogical Society
Income/Expense Previous Year Comparison
March 2019

	<u>Mar 19</u>	<u>Mar 18</u>	<u>\$ Change</u>
6600 · CONFERENCE EXP			
6609 · Other	0.00	125.00	-125.00
Total 6600 · CONFERENCE EXP	0.00	125.00	-125.00
6700 · SOCIETY EXP			
6701 · Postage	124.66	23.70	100.96
6702 · Supplies	0.00	132.48	-132.48
6703 · Telephone	33.64	28.85	4.79
6705 · Subscriptions	115.00	299.40	-184.40
6707 · Bank Charges	0.00	60.00	-60.00
6709 · Computer Expenses	190.95	82.99	107.96
6710 · Credit Card Charges	48.37	92.85	-44.48
6712 · Internet Services	119.90	99.95	19.95
6713 · Professional Expenses	200.00	100.00	100.00
6715 · Bank Debit Charges	0.00	-60.00	60.00
6717 · Misc Society Expenses	76.00	144.70	-68.70
6718 · Website Expenses	44.01	0.00	44.01
6719 · Computer Maintenance	400.00	0.00	400.00
6720 · Computer Genealogy Fees	299.40	0.00	299.40
Total 6700 · SOCIETY EXP	1,651.93	1,004.92	647.01
6800 · BUILDING EXP			
6801 · Heat	929.00	845.00	84.00
6802 · Electricity	394.02	382.59	11.43
6805 · Building Maint.	706.95	1,230.81	-523.86
6806 · Grounds Maint.	700.00	900.00	-200.00
Total 6800 · BUILDING EXP	2,729.97	3,358.40	-628.43
Total Expense	7,275.73	4,870.75	2,404.98
Net Income	109.78	1,466.39	-1,356.61

04/01/19

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through March 2019

	<u>Jan - Mar 19</u>	<u>Jan - Mar 18</u>	<u>\$ Change</u>
Income			
4100 · MEMBERSHIP			
4101 · Dues	9,750.00	11,435.00	-1,685.00
Total 4100 · MEMBERSHIP	9,750.00	11,435.00	-1,685.00
4200 · PUBLICATIONS			
4203 · Repertoires	185.95	2,965.00	-2,779.05
4206 · CD Roms	0.00	52.50	-52.50
4207 · Fr. Croteau Publications	0.00	159.00	-159.00
4208 · Orphan Pub. & Index	13.00	0.00	13.00
4209 · Captives Book	164.85	104.90	59.95
Total 4200 · PUBLICATIONS	363.80	3,281.40	-2,917.60
4300 · GENEALOGIST			
4301 · Back Issues	0.00	3.00	-3.00
Total 4300 · GENEALOGIST	0.00	3.00	-3.00
4400 · LIBRARY			
4401 · All Copies except Drouin copies	154.41	79.00	75.41
4402 · Maps-Charts-Beginners' Course	96.00	18.70	77.30
4403 · Guest Fees	110.00	68.00	42.00
4405 · Beverages	289.50	228.33	61.17
4407 · Logo Mdse (resale items)	0.00	21.00	-21.00
4409 · Used Books	0.00	392.50	-392.50
Total 4400 · LIBRARY	649.91	807.53	-157.62
4500 · RESEARCH			
4501 · Research Income	980.00	640.00	340.00
Total 4500 · RESEARCH	980.00	640.00	340.00
4600 · CONFERENCE			
4601 · Attend Fees	0.00	60.00	-60.00
Total 4600 · CONFERENCE	0.00	60.00	-60.00
4700 · SOCIETY			
4702 · Bldg Fund	2,680.34	1,972.47	707.87
4705 · Cash Over & Short	-9.95	9.72	-19.67
4706 · Ckg Act Int	0.53	2.09	-1.56
4707 · Bld Fnd Int	1.08	1.53	-0.45
4708 · Sav Act Int	4.27	2.22	2.05
4711 · Website Fund	5,634.00	0.00	5,634.00
Total 4700 · SOCIETY	8,310.27	1,988.03	6,322.24

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through March 2019

	<u>Jan - Mar 19</u>	<u>Jan - Mar 18</u>	<u>\$ Change</u>
4800 · BUILDING			
4801 · Rent	3,225.00	3,425.00	-200.00
Total 4800 · BUILDING	3,225.00	3,425.00	-200.00
Total Income	23,278.98	21,639.96	1,639.02
Gross Profit	23,278.98	21,639.96	1,639.02
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	182.00	134.00	48.00
6102 · Supplies	39.99	97.50	-57.51
Total 6100 · MEMBERSHIP EXP	221.99	231.50	-9.51
6200 · PUBLICATIONS EXP			
6201 · Postage	119.97	261.31	-141.34
6202 · Supplies	32.98	0.00	32.98
6203 · Print Reps	0.00	1,452.78	-1,452.78
Total 6200 · PUBLICATIONS EXP	152.95	1,714.09	-1,561.14
6300 · GENEALOGIST EXP			
6301 · Postage	400.00	300.00	100.00
6303 · Printing	2,265.76	0.00	2,265.76
Total 6300 · GENEALOGIST EXP	2,665.76	300.00	2,365.76
6400 · LIBRARY EXP			
6403 · Printing Maps & Info Sheets	65.50	0.00	65.50
6405 · Beverages	96.41	43.43	52.98
6406 · Candy/Snack	48.61	0.00	48.61
Total 6400 · LIBRARY EXP	210.52	43.43	167.09
6600 · CONFERENCE EXP			
6609 · Other	0.00	125.00	-125.00
Total 6600 · CONFERENCE EXP	0.00	125.00	-125.00
6700 · SOCIETY EXP			
6701 · Postage	370.26	382.70	-12.44
6702 · Supplies	0.00	234.62	-234.62
6703 · Telephone	93.46	92.34	1.12
6704 · D&O Insurance and Bond	622.00	100.00	522.00
6705 · Subscriptions	115.00	1,150.03	-1,035.03
6707 · Bank Charges	16.00	85.67	-69.67
6708 · Fund Raising Exp	0.00	0.00	0.00
6709 · Computer Expenses	627.66	244.84	382.82
6710 · Credit Card Charges	163.41	429.84	-266.43
6712 · Internet Services	359.70	299.85	59.85
6713 · Professional Expenses	200.00	182.50	17.50
6715 · Bank Debit Charges	0.00	0.00	0.00
6717 · Misc Society Expenses	133.76	382.70	-248.94
6718 · Website Expenses	44.01	0.00	44.01

04/01/19

American-Canadian Genealogical Society
Income/Expense Year-to-Date Comparison
 January through March 2019

	<u>Jan - Mar 19</u>	<u>Jan - Mar 18</u>	<u>\$ Change</u>
6719 · Computer Maintenance	1,200.00	0.00	1,200.00
6720 · Computer Genealogy Fees	371.96	0.00	371.96
Total 6700 · SOCIETY EXP	4,317.22	3,585.09	732.13
6800 · BUILDING EXP			
6801 · Heat	2,656.00	2,427.00	229.00
6802 · Electricity	1,166.03	1,144.35	21.68
6803 · Water-Sewer	179.81	187.13	-7.32
6805 · Building Maint.	3,045.75	7,853.44	-4,807.69
6806 · Grounds Maint.	1,200.00	2,650.00	-1,450.00
6807 · Fire Alarm Fee	540.00	540.00	0.00
Total 6800 · BUILDING EXP	8,787.59	14,801.92	-6,014.33
Total Expense	16,356.03	20,801.03	-4,445.00
Net Income	<u>6,922.95</u>	<u>838.93</u>	<u>6,084.02</u>

American-Canadian Genealogical Society

Profit & Loss Budget Performance

January through March 2019

	Jan - Mar 19	Budget	Jan - Mar 19	YTD Budget	Annual Budget
Income					
4100 · MEMBERSHIP					
4101 · Dues	9,750.00	11,435.00	9,750.00	11,435.00	34,696.00
4100 · MEMBERSHIP - Other	0.00	0.00	0.00	0.00	0.00
Total 4100 · MEMBERSHIP	9,750.00	11,435.00	9,750.00	11,435.00	34,696.00
4200 · PUBLICATIONS					
4203 · Repertoires	185.95	1,800.00	185.95	1,800.00	7,200.00
4206 · CD Roms	0.00	90.00	0.00	90.00	360.00
4207 · Fr. Croteau Publications	0.00	60.00	0.00	60.00	240.00
4208 · Orphan Pub. & Index	13.00	0.00	13.00	0.00	0.00
4209 · Captives Book	164.85	0.00	164.85	0.00	0.00
Total 4200 · PUBLICATIONS	363.80	1,950.00	363.80	1,950.00	7,800.00
4300 · GENEALOGIST					
4301 · Back Issues	0.00	0.00	0.00	0.00	0.00
Total 4300 · GENEALOGIST	0.00	0.00	0.00	0.00	0.00
4400 · LIBRARY					
4401 · All Copies except Drouin copies	154.41	255.00	154.41	255.00	1,020.00
4402 · Maps-Charts-Beginners' Course	96.00	120.00	96.00	120.00	480.00
4403 · Guest Fees	110.00	270.00	110.00	270.00	1,080.00
4405 · Beverages	289.50	180.00	289.50	180.00	720.00
4406 · Candy & Snacks	0.00	30.00	0.00	30.00	120.00
4407 · Logo Mdse (resale items)	0.00	0.00	0.00	0.00	0.00
4409 · Used Books	0.00	225.00	0.00	225.00	900.00
Total 4400 · LIBRARY	649.91	1,080.00	649.91	1,080.00	4,320.00
4500 · RESEARCH					
4501 · Research Income	980.00	840.00	980.00	840.00	3,360.00
Total 4500 · RESEARCH	980.00	840.00	980.00	840.00	3,360.00
4600 · CONFERENCE					
4601 · Attend Fees	0.00	0.00	0.00	0.00	6,500.00
4602 · Raffle	0.00	0.00	0.00	0.00	600.00
4603 · Advertising	0.00	0.00	0.00	0.00	650.00
Total 4600 · CONFERENCE	0.00	0.00	0.00	0.00	7,750.00

American-Canadian Genealogical Society
Profit & Loss Budget Performance
 January through March 2019

	Jan - Mar 19	Budget	Jan - Mar 19	YTD Budget	Annual Budget
4700 · SOCIETY					
4702 · Bldg Fund	2,680.34	1,800.00	2,680.34	1,800.00	7,200.00
4705 · Cash Over & Short	-9.95	0.00	-9.95	0.00	0.00
4706 · Ckg Act Int	0.53	0.00	0.53	0.00	0.00
4707 · Bld Fnd Int	1.08	0.00	1.08	0.00	0.00
4708 · Sav Act Int	4.27	0.00	4.27	0.00	0.00
4709 · Other -	0.00	0.00	0.00	0.00	0.00
4711 · Website Fund	5,634.00	16,000.00	5,634.00	16,000.00	21,400.00
Total 4700 · SOCIETY	8,310.27	17,800.00	8,310.27	17,800.00	28,600.00
4800 · BUILDING					
4801 · Rent	3,225.00	3,225.00	3,225.00	3,225.00	12,900.00
Total 4800 · BUILDING	3,225.00	3,225.00	3,225.00	3,225.00	12,900.00
Total Income	23,278.98	36,330.00	23,278.98	36,330.00	99,426.00
Gross Profit	23,278.98	36,330.00	23,278.98	36,330.00	99,426.00
Expense					
6100 · MEMBERSHIP EXP					
6101 · Postage	182.00	150.00	182.00	150.00	550.00
6102 · Supplies	39.99	40.00	39.99	40.00	240.00
Total 6100 · MEMBERSHIP EXP	221.99	190.00	221.99	190.00	790.00
6200 · PUBLICATIONS EXP					
6201 · Postage	119.97	125.00	119.97	125.00	500.00
6202 · Supplies	32.98		32.98		
6203 · Print Reps	0.00	660.00	0.00	660.00	3,560.00
6210 · Captives Book	0.00	0.00	0.00	0.00	0.00
Total 6200 · PUBLICATIONS EXP	152.95	785.00	152.95	785.00	4,060.00
6300 · GENEALOGIST EXP					
6301 · Postage	400.00	275.00	400.00	275.00	1,775.00
6303 · Printing	2,265.76	0.00	2,265.76	0.00	7,050.00
Total 6300 · GENEALOGIST EXP	2,665.76	275.00	2,665.76	275.00	8,825.00
6400 · LIBRARY EXP					
6402 · Supplies	0.00	0.00	0.00	0.00	0.00
6403 · Printing Maps & Info Sheets	65.50	0.00	65.50	0.00	0.00
6405 · Beverages	96.41	50.00	96.41	50.00	300.00
6406 · Candy/Snack	48.61	0.00	48.61	0.00	0.00
Total 6400 · LIBRARY EXP	210.52	50.00	210.52	50.00	300.00

American-Canadian Genealogical Society
Profit & Loss Budget Performance
 January through March 2019

	Jan - Mar 19	Budget	Jan - Mar 19	YTD Budget	Annual Budget
6600 - CONFERENCE EXP					
6602 - Raffle Prizes	0.00	0.00	0.00	0.00	200.00
6603 - Printing & Supplies	0.00	0.00	0.00	0.00	276.00
6604 - Speakers	0.00	0.00	0.00	0.00	1,500.00
6605 - Caterer & Refreshments	0.00	0.00	0.00	0.00	3,200.00
6608 - New England Regional Gen Conf	0.00	0.00	0.00	0.00	0.00
6609 - Other	0.00	125.00	0.00	125.00	225.00
Total 6600 - CONFERENCE EXP	0.00	125.00	0.00	125.00	5,401.00
6700 - SOCIETY EXP					
6701 - Postage	370.26	125.00	370.26	125.00	125.00
6702 - Supplies	0.00	70.00	0.00	70.00	70.00
6703 - Telephone	93.46	104.64	93.46	104.64	419.64
6704 - D&O Insurance and Bond	622.00	575.00	622.00	575.00	1,250.00
6705 - Subscriptions	115.00	300.00	115.00	300.00	300.00
6707 - Bank Charges	16.00	60.00	16.00	60.00	195.00
6708 - Fund Raising Exp	0.00	0.00	0.00	0.00	0.00
6709 - Computer Expenses	627.66	275.00	627.66	275.00	1,076.00
6710 - Credit Card Charges	163.41	225.00	163.41	225.00	900.00
6712 - Internet Services	359.70	360.00	359.70	360.00	1,590.00
6713 - Professional Expenses	200.00	100.00	200.00	100.00	100.00
6715 - Bank Debit Charges	0.00	0.00	0.00	0.00	0.00
6717 - Misc Society Expenses	133.76	300.00	133.76	300.00	1,000.00
6718 - Website Expenses	44.01	8,500.00	44.01	8,500.00	11,700.00
6719 - Computer Maintenance	1,200.00	1,200.00	1,200.00	1,200.00	4,800.00
6720 - Computer Genealogy Fees	371.96	0.00	371.96	0.00	2,400.00
6730 - Depreciation - Fur & Fix	0.00	0.00	0.00	0.00	1,000.00
6700 - SOCIETY EXP - Other	0.00	0.00	0.00	0.00	0.00
Total 6700 - SOCIETY EXP	4,317.22	12,194.64	4,317.22	12,194.64	26,925.64
6800 - BUILDING EXP					
6801 - Heat	2,656.00	3,000.00	2,656.00	3,000.00	12,000.00
6802 - Electricity	1,166.03	1,200.00	1,166.03	1,200.00	5,275.00
6803 - Water-Sewer	179.81	200.00	179.81	200.00	1,000.00
6804 - Insurance - Bldg. & Liab.	0.00	0.00	0.00	0.00	2,775.00
6805 - Building Maint.	3,045.75	3,250.00	3,045.75	3,250.00	10,000.00
6806 - Grounds Maint.	1,200.00	1,300.00	1,200.00	1,300.00	4,900.00
6807 - Fire Alarm Fee	540.00	540.00	540.00	540.00	540.00
6809 - Building Depreciation	0.00	0.00	0.00	0.00	1,952.31
6810 - Bldg. Improvements Depreciation	0.00	0.00	0.00	0.00	3,481.60
Total 6800 - BUILDING EXP	8,787.59	9,490.00	8,787.59	9,490.00	41,923.91
Total Expense	16,356.03	23,109.64	16,356.03	23,109.64	88,225.55
Net Income	6,922.95	13,220.36	6,922.95	13,220.36	11,200.45

**AMERICAN-CANADIAN GENEALOGICAL SOCIETY
FIRST QUARTER 2019 RESULTS
ARRANGED BY WORKCENTER**

Prepared by: **Ronald P. Blais, Treasurer**

7-Apr-19

CATERGORY	2019	2018	\$ CHANGE	% CHANGE
<u>MEMBERSHIP</u>				
DUES PAID	\$ 9,750	\$ 11,435	\$ (1,685)	-14.74%
MEMBERSHIP EXPENSES	\$ 222	\$ 232	\$ (10)	-4.31%
1/4 OF DUES ALLOCATED TO PUBLICATIONS	\$ 2,382	\$ 2,800	\$ (418)	-14.93%
1/4 OF DUES ALLOCATED TO GENEALOGIST	\$ 2,382	\$ 2,801	\$ (419)	-14.96%
1/4 OF DUES ALLOCATED TO SG&A	\$ 2,382	\$ 2,801	\$ (419)	-14.96%
1/4 OF DUES ALLOCATED TO LIBRARY	\$ 2,382	\$ 2,801	\$ (419)	-14.96%
GROSS PROFIT	\$ -	\$ -	\$ -	
<u>PUBLICATION SALES</u>				
SALES	\$ 364	\$ 3,284	\$ (2,920)	-88.92%
PUBLICATION EXPENSES	\$ 153	\$ 1,714	\$ (1,561)	-91.07%
1/4 OF MEMBERSHIP DUES	\$ 2,382	\$ 2,800	\$ (418)	-14.93%
1/5 OF OCCUPANCY COSTS	\$ 1,757	\$ 2,960	\$ (1,203)	-40.64%
GROSS PROFIT	\$ 836	\$ 1,410	\$ (574)	-40.71%
<u>GENEALOGIST</u>				
PRODUCTION EXPENSES	\$ 2,266	\$ -	\$ 2,266	#DIV/0!
MAILING SERVICES	\$ 400	\$ 300	\$ 100	33.33%
1/4 OF MEMBERSHIP DUES	\$ 2,382	\$ 2,801	\$ (419)	-14.96%
1/5 OF OCCUPANCY COSTS	\$ 1,757	\$ 2,960	\$ (1,203)	-40.64%
GROSS PROFIT	\$ (2,041)	\$ (459)	\$ (1,582)	344.66%
<u>LIBRARY REVENUE</u>				
REVENUE FROM COPIES, BOOK SALES,				
GUEST FEES & FOOD & BEVERAGES	\$ 650	\$ 808	\$ (158)	-19.55%
1/4 OF DUES ALLOCATED	\$ 2,382	\$ 2,801	\$ (419)	-14.96%
LIBRARY EXPENSES	\$ 211	\$ 43	\$ 168	390.70%
1/5 OF OCCUPANCY COST	\$ 1,757	\$ 2,961	\$ (1,204)	-40.66%
GROSS PROFIT	\$ 1,064	\$ 605	\$ 459	75.87%
<u>RESEARCH REVENUE</u>				
RESEARCH FEES COLLECTED	\$ 980	\$ 640	\$ 340	53.13%
RELATED EXPENSES	\$ -	\$ -	\$ -	
GROSS PROFIT	\$ 980	\$ 640	\$ 340	53.13%
<u>CONFERENCES</u>				
ATTENDANCE FEES, RAFFLES, ETC.	\$ -	\$ 60	\$ (60)	-100.00%
SPEAKERS, CATERING, ETC.	\$ -	\$ 125	\$ (125)	-100.00%
GROSS PROFIT	\$ -	\$ (65)	\$ 65	-100.00%

WEBSITE

RECOGNIZED INCOME	\$	5,634	\$	-	\$	5,634	
FUNDRAISING EXPENSES	\$	-	\$	-	\$	-	
WEBSITE PAYMENTS TO-DATE	\$	44	\$	-	\$	44	
GROSS PROFIT	\$	5,590	\$	-	\$	5,590	NM

RENTAL

GROSS REVENUE	\$	3,225	\$	3,425	\$	(200)	-5.84%
1/5 OF OCCUPANCY COSTS	\$	1,758	\$	2,961	\$	(1,203)	-40.63%
GROSS PROFIT	\$	1,467	\$	464	\$	1,003	216.16%

SOCIETY

INCOME FROM DONATIONS	\$	2,680	\$	1,972	\$	708	35.90%
INCOME FROM NERGC	\$	-	\$	-	\$	-	
1/4 SHARE OF MEMBERSHIP INCOME	\$	2,382	\$	2,801	\$	(419)	-14.96%
INTEREST & MISCELLANEOUS INC.	\$	(4)	\$	17	\$	(21)	-123.53%
TOTAL REVENUE	\$	5,058	\$	4,790	\$	268	5.59%

SELLING, GENERAL & ADMIN. EXP.	\$	4,273	\$	3,585	\$	688	19.19%
1/5 OF OCCUPANCY COSTS	\$	1,758	\$	2,961	\$	(1,203)	-40.63%
GROSS PROFIT	\$	(973)	\$	(1,756)	\$	783	-44.59%

BUILDING EXPENSES

EXPENSES & DEPRECIATION	\$	8,788	\$	14,802	\$	(6,014)	-40.63%
1/5 ALLOCATED TO PUBLICATIONS	\$	1,757	\$	2,960	\$	(1,203)	-40.64%
1/5 ALLOCATED TO GENEALOGIST	\$	1,757	\$	2,960	\$	(1,203)	-40.64%
1/5 ALLOCATED TO LIBRARY	\$	1,758	\$	2,960	\$	(1,202)	-40.61%
1/5 ALLOCATED TO RENTAL	\$	1,758	\$	2,961	\$	(1,203)	-40.63%
1/5 ALLOCATED TO SOCIETY	\$	1,758	\$	2,961	\$	(1,203)	-40.63%
NET EXPENSES	\$	-	\$	-	\$	-	

NET INCOME/LOSS	\$	6,923	\$	839	\$	6,084	725.15%
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**** REVISED TO REFLECT COST OF THE GENEALOGIST AFTER ALLOCATION OF PRO-RATA PORTION ON DUES INCOME AND OCCUPANCY COSTS.**

Total recorded between 3/1/2019 and 3/31/2019 = \$3,335.00

<u>Payment Type</u>	<u>Count</u>	<u>Sum</u>
Individual US	69	\$2,405.00
Family	8	\$115.00
E-MBR	2	\$90.00
Building Fund	12	\$565.00
Individual - Canada	2	\$75.00
Research Services	2	\$25.00
P-MBR	1	\$60.00

Membership Summary as of 3/31/2019

Active Members Count

1137

Exchange

82

Active Members by Country

Canada	19
France	1
USA	1117

Active Member by Type

CO_MBR	112
E-FAM	50
E-MBR	374
Life	87
P-FAM	63
P-MBR	451

New Members

E-FAM	1
E-MBR	6
P-MBR	1

YTD Summary as of 3/31/2019

<u>PaymentType</u>	<u>Count</u>	<u>Sum</u>	<u>New Members YTD</u>	
			<u>Member Type</u>	<u>Count</u>
Individual US	230	\$7,990.00		
Family	28	\$315.00	CO_MBR	3
E-MBR	2	\$90.00	E-FAM	3
Building Fund	46	\$1,840.00	E-MBR	22
Institutional	2	\$100.00	P-MBR	3
Individual - Canada	5	\$180.00		
Research Services	7	\$220.00		
P-MBR	1	\$60.00		
Website Fund	1	\$25.00		
Gift Certificate	1			
Memorium	7	\$445.00		
Gift - Non cash donation	1			
Electronic International	1	\$35.00		
Total to Date:		\$11,300.00		

Ron and Evelyn Blais

From: steve <s55@comcast.net>
Sent: Tuesday, April 16, 2019 4:31 PM
To: 'Ron and Evelyn Blais'; 'Cecile Durocher'; 'Constance Hebert'; 'Denis Joyal'; 'Elaine Maurice'; 'Herb Boyce'; 'Janine Penfield'; 'Jeanne Bosivert'; 'Jeanne Lundell'; 'Jo Zurwell'; 'Julie Smith'; 'Larry Autotte'; 'Muriel Chabot Normand'; 'Boyce, norma'; 'Christine Bard'; 'Jackie Watson'; 'Gallerie Boufford'; 'Gerry Savard'
Cc:
Subject: Obit & Server Report for March

Since I won't be at the meeting here are my comments on the Server and Obit stuff.

Obits are moving along – CT, VT, ME are done and NH, NS and NY are very close to done. MA will be awhile in coming. All the original indexes were put in a couple of boxes in the closet but we should scan those at some point. Perhaps after the move. The image prints and the books can be tossed when we're done. Rich may be going to FL soon so we may need a volunteer to keep the scanning moving.

I tried to meet with Matt (Acapella) this Monday but he had a conflict and we couldn't find a time. We're set for Monday the 22nd. I hope to have the Drouin images and those obits that are finished up by the end of the month. Also an area for the journals we get electronically. I'm focused on just getting "content" stuff available at the moment.

Membership has been cutover to the new membership categories but not without some trouble. Mostly my fault but it is fixed now. Once we get to June 1st and we're not getting old renewal cards back it'll be a lot easier.

Steve

ACGS Library Committee Report

April 2019

The Library Committee has been busy evaluating and physically working on downsizing library items.

The obit indexes have been removed from each binder and marked and made ready for scanning, and Cecile and I have looked up all request by Steve to facilitate the scanning process.

We are in the process of purging the family files. We have an overabundance of file folders and manila folders. The purging is 50% complete and should be done in the next few weeks.

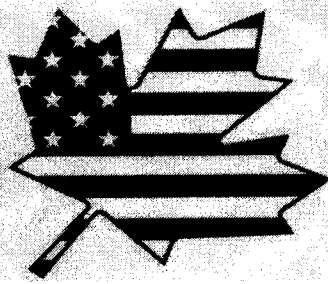
Members of the Library Committee was instrumental in making our display at the conference a success. Aside from those of us who manned the display table, a special thanks to Ed Lamarine who served as our gopher (go-for). Also, to those who helped to man the desk at the library during this time.

A special thanks to Janine who coordinated the people who worked at the table and the display of items on our table. She was rewarded by a trip to California.

We will continue to do whatever is necessary to get the library ready for the move.

Respectfully submitted,

Jeanne Boisvert #6394



American-Canadian Genealogical Society®

Website Committee Board of Directors Report April 20, 2019

Phase I – Complete

On 3 April 2019 the new ACGS website was launch! To great success I might add. There was a couple of small bugs that needed to be worked out with Pivot, but all in all the launch went very smoothly.

There was a date code issue that was detected when lifetime members tried to log into the members only section. They were able to log in and set a new password, but they were not able to get into the Member's Only menu items. After a little looking I was able to determine that it was because the membership expiration dates were all set 2099 in our database, but because the website only had two characters set for the year it was on the site as 99 and it interpreted that as 1999 and therefore told the members that their membership had expired. This problem has been fixed and all members now have access to their accounts.

There were a few other minor corrections to code that were done by Tim of Pivot.

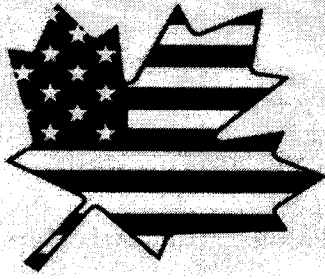
Various people have commented either to me directly or to other ACGS members that they like the site.

I wish we were able to launch it a little earlier in order to be able to train the people that covered the tables at NERGC with what was on both the public and member only sections of the site. But, even with the timing of the release I think the word was spread to perspective new members and current members the existence of the new site and the many great things within it.

Phase II – Planning Stage

There is not currently a Website Committee meeting scheduled to discuss phase II but one will be scheduled in the month of May.

The coming meeting will include discussions about what things we would like to incorporate into the site next and a plan to get those items ready for the site. Once we know what we want in phase II, select members of the committee will meet with Chris at Pivot to explain exactly what



American-Canadian Genealogical Society®

we need and want so that he can determine a clear estimation of hours the programming will take to complete the list of items. With that he will supply us with a quote for phase II.

With our limited funds currently, we will not be able to implement phase II until after the sale of the building. But that does not mean that we will have nothing to do until that time. This gap in time will allow us plenty of time to complete all the information, data, setup, workflow, and design of any new elements that we add to the site. This will be a much faster turn around time from Pivot since there will be a lot less back and forth on the design and requirements.

I have been keeping a running list of suggestions and ideas that I have received from various people regarding what would be good for the site. This list will be brought to the website committee and collectively it will be determined which of these items will be part of phase II. Once this list is finalized in committee, I will report back to the board what is intended to be worked on for the next 4-6 months.

The website is a living, breathing part of the ACGS, so we need to continue to update it with new information on a regular basis, so it keeps people coming back over and over again. Content and pictures, I can update myself so it will not cost any money.

We need more News and Events items – please email me or discuss with me your items and I will put up on the site.

I would like to suggest sending out another email blast to everyone and putting another posting on the Facebook page. This will help inform the members that the site is up and working great. I will also put in there a request for every active member to log into their profile to verify their contact information. This will give them a task to do and while they are in there they will start poking around and really see what the site has to offer and hopefully tell others.

Respectfully Submitted
Jo Zurwell, Website Committee Chair

/

CORRESPONDENCE SECRETARY for April 20, 2019

1) Building Fund \$5 - \$40

Sent 5 emails \$90

Sent 2 letters (no email) \$50

2) Building Fund \$50 - \$265.00

Sent 2 letters \$315

\$455

3) Other Correspondence:

1) Thank you card to Norma Boyce for her help with ACGS 2018 taxes with gift of **\$200**

Total Donations March 1st to March 31st, 2019

\$455.00

Other Donations received outside membership process from members and non-members for 2019

Respectfully submitted

Elaine Maurice

Correspondence Secretary