

ACGS BOARD OF DIRECTORS MEETING

September 15 2019

MEETING CALLED TO ORDER: Absent?

Review/Approval Aug. minutes ✓

REPORT OF OFFICERS:

PRESIDENT: Muriel Chabot Normand

State of the Union update

VICE PRESIDENT: Julie Smith

Relocation committee

TREASURER: Ron Blais

Financial Report(s)

CORRESPONDING SECRETARY: Elaine Maurice

Electronic Report

NOMINATIONS: Jackie Watson

Final slate

CONFERENCE: Jackie Watson

Latest update

MEMBERSHIP: Steve Lefoley

Electronic Report

IT/COMPUTERS: Steve

Electronic Report

WEBSITE: Jo Zurwell

Electronic Report

LIBRARY: Jeanne Boisvert

Electronic Report???

Old Business:

New Business:

ACGS BOARD OF DIRECTORS MEETING

August 18, 2019

MEETING CALLED TO ORDER: at 10:00AM by President Muriel Chabot Normand

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

Guest in attendance: *Christine Bard, Jackie Watson, Larry Maurice*

Review/Approval of June minutes:

- Motion made by Cecile Durocher and seconded by Jo Zurwell to accept June minutes as presented. Motion passed.

REPORT OF OFFICERS:

PRESIDENT:

- The closing date for sale of building is set for September 6. 2019
- Ron will give more details in his report.
- **Jackie Watson** gave a report regarding the Fall Conference.
- Jackie will contact the Puritan with a final head count and any last minute adjustments.
- We have raffle items lined up and would welcome any other donations from Board members. This year we will also have items for sale.
- We currently have 35 people registered to attend.
- Larry has secured several pages of ads. Jo has sent the program to the printer and will get quotes for various number of pages.

VICE-PRESIDENT:

- The space at the Sundial Center was visited by some board members.
- We have given a letter of intent to rent this space contingent on the closing scheduled for September 6.
- The new space is 2,500 square feet which is less space than we currently have; we will need to pare down our collections.
- Our space planner will begin planning after the closing. Sundial will clear the space down to the bare bones.

- Motion made by Ronald Blais and seconded by Denis Joyal to accept relocation to the Sundial Center contingent on closing of the sale on of the building. Motion passed unanimously.
- Herb brought up the question of a handicap door opener; Ron will check on this.
- Parking availability later in the day was also questioned; Ron stated there is another parking lot with easy access to the building.
- We will need storage space. Sundial might be able to make arrangements for storage space. Otherwise we will make arrangements with Bluebird Storage facility.

TREASURER:

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

- There were no questions regarding this report.
- It was discovered that Girls at Work are using some of the basement space that they are not paying for.
- The asbestos covered pipe in the basement will need to be repaired as the buyer has decided to keep the existing heating system in place. We will begin looking for someone will be able to remove the asbestos and repair the leaking pipe.
- Motion made by Muriel Normand and seconded by Julie Smigh to accept the treasurer's report and file it 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.
- The Strategic Planning Committee will begin meeting again after the move. Their top priority will be recruiting new members with an emphasis on local membership.

BUILDING/GROUNDS:

PUBLISHING:

IT REPORT:

- Steve obtained new software for the scanner and we are now able to scan microfiche.
- Problems occurred when the system changed from Windows Home to Windows Pro. Steve has been asking Acapella for about a month to fix these problems and they have not done so. If this continues he will set up a meeting with the owners to resolve support issues.

- Steve is in the process of numbering all of our computers so that he can be specific with Acapella when reporting computer problems.
- We still have a few computers that have not been brought in to the system and this will also be discussed with Acapella.

STRATEGIC PLANNING:

INVESTMENT COMMITTEE:

LIBRARY:

- The library committee continues to go through materials in preparation for our future move.
- Jeanne B. raised the question of who would have responsibility to move the copy machine.

WEBSITE:

- Jo continues to monitor the progress of the website. She has added an index to Genealogist articles to the nonmember side.

MARKETING:

- The reduced prices on repertoires will apply until the move.
- Jo reported that there were many NY volumes left; she suggested we partner with a northern NY association to see if their members might be interested in some of these volumes.

NEW BUSINESS:

- The Board discussed whether or not to sign a contract with NERGC for the 2021 conference in Springfield, MA.
- Motion made by Julie Smith and seconded by Denis Joyal to sign a contract for NERGC 2021. Motion passed. Ronald Blais and Cecile Durocher abstained from the vote.
- Steve is willing to bring new scanner into the library so the journals can be scanned. A printed procedure for the scanning will be written and kept with the scanner. This will, hopefully, lead to a consistent method of scanning all of the journals even as different people do the scanning.

EDUCATION AND OUTREACH:

ADJOURNMENT: Motion made by Jeanne Boisvert and seconded by Jo Zurwell to adjourn meeting at 11:55 AM. Motion passed.

Our next meeting will be September 15, 2019 at 10:00 AM.

Refreshment for next meeting: Christine Bard

Respectfully submitted,

Jeanne Lundell

Recording Secretary

AMERICAN-CANADIAN GENEALOGICAL SOCIETY
TREASURER'S REPORT
Sunday, 15 September 2019

1. The August 31, 2019 Financial Statements were sent to the Board on September 6th. A review of the Balance Sheet and Statement of Cash Flows indicates that our Unsecured Cash Balance has risen. This is due to Publication Sales and Expense Control. Our Unsecured Cash now stands at \$16,802.

As a result, I was able to move \$1,250 into the Building Fund Account, and \$2,650 into the Money Market Account. I also reduced our Inventory for Resale Account, Number 1300, by \$1,980 to reflect the costs of recent repertoires sold.

2. A review of the August Monthly Income Statement shows a Net Surplus of \$2,474. Unfortunately, our Membership Income was down \$745 as compared to last year. Additionally, Building Fund Donations were also down \$244 as compared to last year. The total of our Active Members went down by 8, which may account for \$360 of the \$745 reduction of Membership Income. The difference of \$385 may be accounted for by timing issues. If the trend continues into the fall months, it may be indicative of a member backlash from raising the Annual Dues.

3. A review of the Year-to-Date Income Statement shows a Net Surplus of \$16,503. Membership Income is now down \$1,305 as compared to last year. Building & Grounds Maintenance Expenses are down \$7,150 as compared to last year due to nonpayment of Parking Lot Rent, and Preventive Maintenance. However, in the next month we will incur an unknown cost for fixing the leaking heating pipe in the basement. This needs to be done since the heat will need to be turned on in early October.

AMERICAN-CANADIAN GENEALOGICAL SOCIETY
TREASURER'S REPORT
Sunday, 15 September 2019

4. I am pleased to report that I have finished scanning all of the Board Minutes, and the Permanent Records of the Society. This has freed up one file cabinet and three drawers of another file cabinet. If our new Treasurer to be concurs, we will only need to move two locking file cabinets when we leave the premises.

5. As you are painfully aware, our Real Estate Closing did not take place on September 6th, as was previously reported to you. After careful consultation with Muriel, Julie and Steve, we decided that we present an ultimatum to the buyer (through our Real Estate Brokers). In essence, we have demanded that the buyer present an additional \$10,000 deposit and sign the addendum to the Purchase and Sale Agreement, no later than Noon on September 11th. If they fail to comply, we will recommend to the Board that we vote to hold them in default, and place the building back on the market.

Obviously, we hate to have to deal with another attempt to sell the building. Let us hope that the buyer fulfills her obligation to close. Our attorney and I have provided the Settlement Company with all of the documents required by the seller. We have complied with our end of the deal.

6. Arrangements have been made with the Manchester Historic Association to have the St. Mary's Bank mural removed. Representatives of the association and their mover were in the building on Friday, September 6th to measure the device and schedule a date for removal.

The bulletin board in the basement hallway has been taken down by Herb Boyce, and is stored in the Publications Room.

American-Canadian Genealogical Society

Balance Sheet

As of August 31, 2019

09/06/19

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · BANK ACCOUNTS	
1001 · TD Bank Operating Account	3,078.51
1003 · TD Bank Building Fund	1,989.46
1004 · St. Mary's Bank Checking Accoun	5,634.36
1005 · CASH ON HAND-CASH REG	300.00
1006 · PETTY CASH-Richard Coté	150.00
1010 · TD Bank Money Market Account	8,015.43
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Total 1000 · BANK ACCOUNTS	19,167.76
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Total Checking/Savings	19,167.76
Other Current Assets	
1300 · INVENTORY-RESALE	13,172.22
1310 · Prepaid Expenses	300.00
1320 · Deferred Bldg. Sale Expenses	6,783.26
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Total Other Current Assets	20,255.48
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Total Current Assets	39,423.24
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
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Total 1510 · LIBRARY BUILDING AND LAND	181,283.28
1520 · FURNITURE, FIXTURES & EQUIPMENT	
1521 · Furniture & Equipment	148,127.03
1522 · Accu. Deprec. Fur. & Fixt.	-122,988.22
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Total 1520 · FURNITURE, FIXTURES & EQUIPMENT	25,138.81
1530 · ACGS HOLDINGS	
	244,788.05
1540 · CAPITAL IMPROVEMENT - BUILDING	
1541 · Capital Improvement - Bldg	108,881.24
1542 · Accu. Deprc. - Bldg. Impr.	-14,078.74
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Total 1540 · CAPITAL IMPROVEMENT - BUILDING	94,802.50
	<hr/>
Total 1500 · Fixed Assets	546,012.64
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Total Fixed Assets	546,012.64
Other Assets	
1600 · St. Mary's Bank Share	5.00
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Total Other Assets	5.00
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TOTAL ASSETS	585,440.88
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09/06/19

American-Canadian Genealogical Society

Balance Sheet

As of August 31, 2019

	<u>Aug 31, 19</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Website Fund Unearned Income	2,365.74
Total Other Current Liabilities	<u>2,365.74</u>
Total Current Liabilities	<u>2,365.74</u>
Total Liabilities	2,365.74
Equity	
3000 · OPENING BALANCE EQUITY	517,215.01
3900 · RETAINED EARNINGS	49,357.46
Net Income	<u>16,502.67</u>
Total Equity	<u>583,075.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>585,440.88</u></u>

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

Jan - Aug 19

OPERATING ACTIVITIES	
Net Income	16,502.67
Adjustments to reconcile Net Income to net cash provided by operations:	
1300 · INVENTORY-RESALE	3,214.78
1310 · Prepaid Expenses	500.00
1320 · Deferred Bldg. Sale Expenses	-935.00
2100 · Website Fund Unearned Income	-21,011.00
Net cash provided by Operating Activities	<u>-1,728.55</u>
INVESTING ACTIVITIES	
1500 · Fixed Assets:1520 · FURNITURE, FIXTURES & EQUIPMENT:1521 · Furniture & Equipment	-9,429.19
1500 · Fixed Assets:1530 · ACGS HOLDINGS	-418.00
1500 · Fixed Assets:1540 · CAPITAL IMPROVEMENT - BUILDING:1541 · Capital Improvement - Bldg	-1,075.35
Net cash provided by Investing Activities	<u>-10,922.54</u>
Net cash increase for period	-12,651.09
Cash at beginning of period	<u>31,818.85</u>
Cash at end of period	<u><u>19,167.76</u></u>

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

	<u>Aug 19</u>	<u>Aug 18</u>	<u>\$ Change</u>
Income			
4100 · MEMBERSHIP			
4101 · Dues	2,715.00	3,460.00	-745.00
Total 4100 · MEMBERSHIP	2,715.00	3,460.00	-745.00
4200 · PUBLICATIONS			
4202 · Website Book Download	496.00	0.00	496.00
4203 · Repertoires	1,362.00	195.00	1,167.00
4206 · CD Roms	0.00	35.00	-35.00
4207 · Fr. Croteau Publications	102.00	0.00	102.00
4209 · Captives Book	150.00	50.00	100.00
Total 4200 · PUBLICATIONS	2,110.00	280.00	1,830.00
4300 · GENEALOGIST			
4301 · Back Issues	3.00	0.00	3.00
Total 4300 · GENEALOGIST	3.00	0.00	3.00
4400 · LIBRARY			
4401 · All Copies	22.75	47.50	-24.75
4402 · Maps & Charts	9.60	10.90	-1.30
4403 · Guest Fees	55.00	90.00	-35.00
4405 · Beverages	118.00	37.00	81.00
4409 · Used Books	24.00	140.00	-116.00
Total 4400 · LIBRARY	229.35	325.40	-96.05
4500 · RESEARCH			
4501 · Research Income	75.00	175.00	-100.00
Total 4500 · RESEARCH	75.00	175.00	-100.00
4600 · CONFERENCE			
4601 · Attend Fees	375.00	1,210.00	-835.00
4603 · Advertising	600.00	325.00	275.00
Total 4600 · CONFERENCE	975.00	1,535.00	-560.00
4700 · SOCIETY			
4702 · Bldg Fund	326.98	571.39	-244.41
4705 · Cash Over & Short	-24.95	-0.05	-24.90
4706 · Ckg Act Int	0.19	0.20	-0.01
4707 · Bld Fnd Int	1.05	1.07	-0.02
4708 · Sav Act Int	0.80	2.06	-1.26
4711 · Website Fund	675.00	0.00	675.00
Total 4700 · SOCIETY	979.07	574.67	404.40
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	8,161.42	7,425.07	736.35
Gross Profit	8,161.42	7,425.07	736.35
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	78.00	97.50	-19.50
6102 · Supplies	0.00	39.99	-39.99
Total 6100 · MEMBERSHIP EXP	78.00	137.49	-59.49

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

	Aug 19	Aug 18	\$ Change
6200 · PUBLICATIONS EXP			
6201 · Postage	110.23	0.00	110.23
6202 · Supplies	17.00	0.00	17.00
6203 · Print Reps	1,700.00	0.00	1,700.00
6210 · Captives Book	280.00	0.00	280.00
Total 6200 · PUBLICATIONS EXP	2,107.23	0.00	2,107.23
6300 · GENEALOGIST EXP			
6301 · Postage	0.00	349.34	-349.34
6303 · Printing	0.00	0.00	0.00
Total 6300 · GENEALOGIST EXP	0.00	349.34	-349.34
6400 · LIBRARY EXP			
6403 · Printing Maps	0.00	46.00	-46.00
6405 · Beverages	28.76	0.00	28.76
Total 6400 · LIBRARY EXP	28.76	46.00	-17.24
6600 · CONFERENCE EXP			
6603 · Printing & Supplies	230.30	84.47	145.83
6608 · NERGC Expenses	0.00	500.00	-500.00
Total 6600 · CONFERENCE EXP	230.30	584.47	-354.17
6700 · SOCIETY EXP			
6701 · Postage	183.00	32.26	150.74
6702 · Supplies	0.00	67.23	-67.23
6703 · Telephone	89.56	28.85	60.71
6707 · Bank Charges	1.00	1.00	0.00
6709 · Computer Expenses	116.99	511.93	-394.94
6710 · Credit Card Charges	38.40	75.88	-37.48
6712 · Internet Services	99.90	119.90	-20.00
6713 · Professional Expenses	0.00	2,268.00	-2,268.00
6714 · PayPal Fees	70.12	0.00	70.12
6717 · Misc Society Expenses	30.95	2,592.86	-2,561.91
6718 · Website Expenses	550.00	0.00	550.00
6719 · Computer Maintenance	125.00	0.00	125.00
Total 6700 · SOCIETY EXP	1,304.92	5,697.91	-4,392.99
6800 · BUILDING EXP			
6801 · Heat	115.72	365.00	-249.28
6802 · Electricity	621.10	510.04	111.06
6803 · Water-Sewer	192.75	189.59	3.16
6804 · Insurance - Bldg. & Liab.	369.10	0.00	369.10
6805 · Building Maint.	400.00	992.52	-592.52
6806 · Grounds Maint.	240.00	300.00	-60.00
Total 6800 · BUILDING EXP	1,938.67	2,357.15	-418.48
Total Expense	5,687.88	9,172.36	-3,484.48
Net Income	2,473.54	-1,747.29	4,220.83

09/06/19

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

	<u>Jan - Aug 19</u>	<u>Jan - Aug 18</u>	<u>\$ Change</u>
Income			
4100 · MEMBERSHIP			
4101 · Dues	23,525.00	24,830.00	-1,305.00
4100 · MEMBERSHIP - Other	0.00	0.00	0.00
Total 4100 · MEMBERSHIP	<u>23,525.00</u>	<u>24,830.00</u>	<u>-1,305.00</u>
4200 · PUBLICATIONS			
4202 · Website Book Download	1,651.00	0.00	1,651.00
4203 · Repertoires	5,142.82	6,322.80	-1,179.98
4206 · CD Roms	82.50	87.50	-5.00
4207 · Fr. Croteau Publications	607.10	212.00	395.10
4208 · Orphan Pub. & Index	553.00	22.00	531.00
4209 · Captives Book	2,088.80	529.55	1,559.25
Total 4200 · PUBLICATIONS	<u>10,125.22</u>	<u>7,173.85</u>	<u>2,951.37</u>
4300 · GENEALOGIST			
4301 · Back Issues	12.00	9.00	3.00
Total 4300 · GENEALOGIST	<u>12.00</u>	<u>9.00</u>	<u>3.00</u>
4400 · LIBRARY			
4401 · All Copies	334.82	406.15	-71.33
4402 · Maps & Charts	189.10	122.80	66.30
4403 · Guest Fees	455.00	358.00	97.00
4405 · Beverages	508.50	425.33	83.17
4406 · Candy & Snacks	0.00	20.00	-20.00
4407 · Logo Mdse	0.00	38.00	-38.00
4409 · Used Books	196.00	562.50	-366.50
Total 4400 · LIBRARY	<u>1,683.42</u>	<u>1,932.78</u>	<u>-249.36</u>
4500 · RESEARCH			
4501 · Research Income	1,456.82	1,320.00	136.82
Total 4500 · RESEARCH	<u>1,456.82</u>	<u>1,320.00</u>	<u>136.82</u>
4600 · CONFERENCE			
4601 · Attend Fees	375.00	2,795.00	-2,420.00
4602 · Raffle	0.00	95.00	-95.00
4603 · Advertising	600.00	350.00	250.00
4606 · NERGC Profit Sharing	2,200.00	0.00	2,200.00
Total 4600 · CONFERENCE	<u>3,175.00</u>	<u>3,240.00</u>	<u>-65.00</u>
4700 · SOCIETY			
4702 · Bldg Fund	4,872.98	5,187.02	-314.04
4705 · Cash Over & Short	-25.15	4.54	-29.69
4706 · Ckg Act Int	1.58	4.26	-2.68
4707 · Bld Fnd Int	3.25	4.31	-1.06
4708 · Sav Act Int	7.85	10.32	-2.47
4709 · Other -	0.00	133.55	-133.55
4711 · Website Fund	21,039.00	13,726.38	7,312.62
Total 4700 · SOCIETY	<u>25,899.51</u>	<u>19,070.38</u>	<u>6,829.13</u>

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

	<u>Jan - Aug 19</u>	<u>Jan - Aug 18</u>	<u>\$ Change</u>
4800 · BUILDING			
4801 · Rent	8,600.00	8,800.00	-200.00
Total 4800 · BUILDING	8,600.00	8,800.00	-200.00
Total Income	74,476.97	66,376.01	8,100.96
Gross Profit	74,476.97	66,376.01	8,100.96
Expense			
6100 · MEMBERSHIP EXP			
6101 · Postage	533.99	511.60	22.39
6102 · Supplies	133.09	209.47	-76.38
Total 6100 · MEMBERSHIP EXP	667.08	721.07	-53.99
6200 · PUBLICATIONS EXP			
6201 · Postage	811.35	360.65	450.70
6202 · Supplies	112.74	0.00	112.74
6203 · Print Reps	3,591.00	3,057.78	533.22
6210 · Captives Book	1,250.00	240.00	1,010.00
Total 6200 · PUBLICATIONS EXP	5,765.09	3,658.43	2,106.66
6300 · GENEALOGIST EXP			
6301 · Postage	1,378.53	1,348.57	29.96
6303 · Printing	4,245.36	5,174.40	-929.04
Total 6300 · GENEALOGIST EXP	5,623.89	6,522.97	-899.08
6400 · LIBRARY EXP			
6402 · Supplies	73.98	86.41	-12.43
6403 · Printing Maps	65.50	46.00	19.50
6405 · Beverages	162.62	160.56	2.06
6406 · Candy/Snack	89.05	12.49	76.56
Total 6400 · LIBRARY EXP	391.15	305.46	85.69
6600 · CONFERENCE EXP			
6602 · Raffle Prizes	250.00	77.28	172.72
6603 · Printing & Supplies	230.30	137.01	93.29
6605 · Caterer & Refreshments	0.00	654.07	-654.07
6608 · NERGC Expenses	771.28	500.00	271.28
6609 · Other	0.00	225.00	-225.00
Total 6600 · CONFERENCE EXP	1,251.58	1,593.36	-341.78

09/06/19

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

	<u>Jan - Aug 19</u>	<u>Jan - Aug 18</u>	<u>\$ Change</u>
6700 · SOCIETY EXP			
6701 · Postage	687.26	414.96	272.30
6702 · Supplies	0.00	366.05	-366.05
6703 · Telephone	334.86	236.59	98.27
6704 · D&O Insurance and Bond	1,012.00	100.00	912.00
6705 · Subscriptions	115.00	2,342.72	-2,227.72
6707 · Bank Charges	48.00	87.67	-39.67
6708 · Fund Raising Exp	0.00	1,766.38	-1,766.38
6709 · Computer Expenses	1,313.86	1,181.72	132.14
6710 · Credit Card Charges	440.49	742.50	-302.01
6712 · Internet Services	891.97	860.77	31.20
6713 · Professional Expenses	475.00	2,725.50	-2,250.50
6714 · PayPal Fees	269.43	0.00	269.43
6715 · Bank Debit Charges	0.00	0.00	0.00
6717 · Misc Society Expenses	195.66	3,601.76	-3,406.10
6718 · Website Expenses	9,609.01	11,960.00	-2,350.99
6719 · Computer Maintenance	3,200.00	0.00	3,200.00
6720 · Computer Genealogy Fees	298.99	0.00	298.99
6700 · SOCIETY EXP - Other	0.00	0.00	0.00
Total 6700 · SOCIETY EXP	<u>18,891.53</u>	<u>26,386.62</u>	<u>-7,495.09</u>
6800 · BUILDING EXP			
6801 · Heat	6,572.65	7,263.00	-690.35
6802 · Electricity	3,388.05	3,062.07	325.98
6803 · Water-Sewer	565.31	606.31	-41.00
6804 · Insurance - Bldg. & Liab.	1,838.50	3,502.00	-1,663.50
6805 · Building Maint.	9,594.47	13,618.30	-4,023.83
6806 · Grounds Maint.	2,885.00	6,010.00	-3,125.00
6807 · Fire Alarm Fee	540.00	540.00	0.00
Total 6800 · BUILDING EXP	<u>25,383.98</u>	<u>34,601.68</u>	<u>-9,217.70</u>
Total Expense	<u>57,974.30</u>	<u>73,789.59</u>	<u>-15,815.29</u>
Net Income	<u><u>16,502.67</u></u>	<u><u>-7,413.58</u></u>	<u><u>23,916.25</u></u>

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CORRESPONDENCE SECRETARY for September 15, 2019

1) August Building Fund 2.00 - \$30

6 emails	\$86
2 letters \$50 & \$150	\$200

TOTAL	\$286
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3) Other Correspondence:

- 1) Books donated by Sister Therese Gregoire
- 2) Get well e-card to Cecile Durocher
- 3) Book donated by Marcel Jussaume# "The Genealogy of the Acadian Families of Prince Edward Island" VOL 1 Arsenault 2nd ed

Total Donations August 1-August 31, 2019	\$286.00
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Other Donations received outside membership process from members and non-members for 2019

Respectfully submitted

Elaine Maurice

Correspondence Secretary

Membership Summary as of 8/31/2019

Active Members Count

993
Exchange
82

Active Member by Type

E-FAM 50
E-MBR 413
Life 85
P-FAM 57
P-MBR 388

New Members

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

Active Members by Country

0
Canada 18
France 1
USA 973

YTD Summary as of 8/31/2019

<u>PaymentType</u>	<u>Count</u>	<u>Sum</u>	<u>New Members YTD</u>	
			Member Type	Count
Individual US	287	\$9,990.00		
Family	33	\$365.00	CO_MBR	3
E-MBR	150	\$6,735.00	E-FAM	7
E-FAM	14	\$830.00	E-MBR	51
Building Fund	109	\$3,809.18	P-MBR	6
Institutional	6	\$300.00		
Individual - Canada	5	\$180.00		
Research Services	10	\$330.00		
P-MBR	69	\$4,125.00		
P-FAM	12	\$870.00		
Website Fund	1	\$25.00		
Gift Certificate	1			
Memorium	7	\$445.00		
Gift - Non cash donation	2			
Electronic International	1	\$35.00		
	Total to Date:	\$28,039.18		

Total recorded between 8/1/2019 and 8/31/2019 = \$2,896.00

<u>Payment Type</u>	<u>Count</u>	<u>Sum</u>
Individual US	4	\$140.00
E-MBR	22	\$990.00
E-FAM	3	\$180.00
Building Fund	8	\$286.00
Institutional	2	\$100.00
P-MBR	15	\$900.00
P-FAM	4	\$300.00

IT Report for August 2019

Not much to report as I am still waiting on Acapella to complete the items I asked them to do. I have listed them below just so everyone knows what might change in the near term

- 1) Membership computer does not map drives from the server automatically.
- 2) Done
- 3) Done
- 4) Done
- 5) Not done. ACGS-Archive1 has a lot of stuff under the Drouin login. When this computer was put into the domain we should have copied all that stuff. (it's mainly a bunch of templates and history for shipping labels/shipping). Take everything associated with the Drouin login and move it to Library (L:) on the server in a directory called Drouin.
- 6) Complaint from Janine that she can't update a spreadsheet she has on the Library Mapped directory. Can you verify that she has write access on that directory. I see strange things on that directory as well. If I try to map it to my personal laptop it mounts and I can write to it but it will not appear under Library on any other computer that is part of the domain. It's like I'm mapping a private directory only viewable by me. Can you verify the directory name is LIBRARY\$ when being mapped? I have write permission when I use a computer in the domain and I believe I can put stuff on the real LIBRARY using a domain computer. Not sure what is going on but this directory behaves unlike any other.
- 7) I have started numbering all the computer equipment. Attached is a preliminary inventory that has all the desktops other than the public computers. I will add those next time I'm in the library. At some point I will change the computer names to be consistent unless I hear from you folks on a naming convention or that they should stay the way they are. There are a few computers you don't know (mainly laptops) and I will address those in a few weeks. They were hidden in the closet during the walkthroughs.
- 8) Richard Cote is to be removed from the Users list. In his place should be the login Shipping. The laptop at IP .74 should be brought into the domain and all documents that belong to Shipping on that laptop should remain.
- 9) I'd like a shared directory on the server called TempArea. All users except Guest should have write access. I need a place where folks can move stuff that I will later put where it belongs on the server. We're starting to upload all our CD, Journals etc. – In the past we used Dropbox for this function but if there

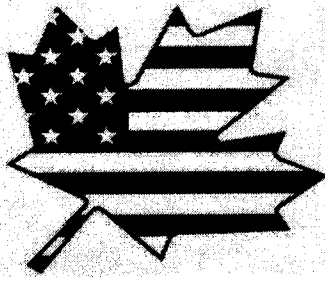
is a write accessible directory for everyone we can move over to using the server.

- 10) New item related to #8. Currently login names are people's names and that perhaps wasn't the best choice. At the end of September a whole new slate of people will be elected. These jobs aren't exactly coveted positions so most folks run unopposed. Christine Bard will be treasurer and Julie Smith will be President. Christine should take over all the permissions that Ron currently has. We should have made the logins position names – President, VP, Secretary, Treasurer etc. so we don't have to redo the directory map every year.

I have setup a scanning station in the back by the periodicals so we can start scanning various items. Julie is starting to go through the periodicals and we could use any help that's offered, even if it is just pulling staples out.

I have removed most of the boxes of old repertoire records and started to sort and order them. Once that process is done we'll start scanning some of the easier ones and put them on the server on the Data_Archive directory.

Steve



American-Canadian Genealogical Society®

Marketing Committee Board of Directors Report September 15, 2019

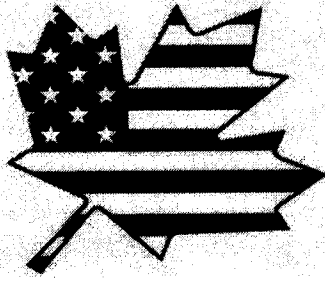
Over the last month, I have collected all the historical sales materials from years past for ACGS reps that have been sold to various libraries and societies.

This information has been entered into a spreadsheet for each customer to be able to determine what each has purchased in the past and to see which books still remain in our inventory that those customers might be interested in.

I am in the process now of creating a custom spreadsheet for each of these customers that will then be emailed to the contact person for the account to have the list reviewed by them in the hopes that more sales can be completed.

This process may take some time to complete but with anticipation and hope that this will help to reduce the on-hand inventory at the library. I hope to have more to report with the progress in the October report.

Respectfully Submitted
Jo Zurwell, Marketing Committee Chair



American-Canadian Genealogical Society®

Website Committee Board of Directors Report September 15, 2019

The Website committee has not meet since the last board meeting. At this point we are waiting for the sale of the building to be completed so that we can have Pivot start on the updates to the website.

At the last board meeting in August, Muriel Normand and Janine Penfield volunteered to help with coming up with the content for a new page we will be adding to the website centered around Acadian history, and our resource materials available at the library. Once that content is collected a page will be developed and sent to the whole website committee for approval then it will be released to the public on the site. An email to the masses will also be sent out at that time, letting everyone know what changes and updates have been made; these being noted in the August report and this report.

Once the sale of the building goes through, we will move ahead with the next stage of the site with Pivot. I hope to be able to announce progress in this area at the next meeting.

Respectfully Submitted
Jo Zurwell, Website Committee Chair