

Bay Area Genealogical Board Meeting Minutes - Corrected

Monday, September 25, 2006

President Loren Martin called the meeting to order at 6:30 p.m. Seventeen people attended the meeting: Loren Martin, Jeanine Lawrence, Dick Warren, Alice Braud-Jones, Tammy Frey, Mary Martin, Resa Hennings, Carole Varnado, Claudia Grafton, Connie Ogden, Doug Wilson, Oletia Teas, Bill Teas, Shirley Lindquist, Rose Mary Fritz, Susie Ganch, and Leo Waltz.

Jeanine Lawrence read from Philippians 4:11-13 and led us in a prayer.

The minutes were accepted as amended:

1. One Page 4, Number 13 of the Board Meeting Minutes dated Monday, August 21, 2006 it should read ***"Alice Braud-Jones has one scheduled talk at the Friendswood Library on October 16"***.
2. On Page 1, Number 10 of the General Meeting Minutes dated Friday, August 25, 2006 the name Manie Milhoan should be ***Marie Milhoan***.

Resa Hennings, Treasurer, gave the Treasurer's Report. The Balance Brought Forward on August 31st, 2006 was \$4,070.58. The Income was \$1,748.75 which was from Membership Dues \$885.00, Donations \$78.00, Sale of Publications \$2.25, Book Sale \$117.50, and Family Tree Maker Workshop Application Fees \$666.00. The Expense was \$362.90 from University Baptist Church (food service and room set-up) \$62.90 and Family Tree Maker Workshop Expenses \$300.00. This left a Balance on Hand of \$5,456.43. Resa would like to do a report that reflects the figures at the end of the months rather than a to-date report because of the year ending on August 31st. She would have year end figures for August 31st for the September meeting rather than a figure for late in the month of September.

Resa gave the board members copies of a Year End Financial Statement beginning September 1, 2005 and ending August 31, 2006. The Retained Income was \$2,007.04 for September 1, 2005. The Total Income for September 1, 2005 to August 31, 2006 was \$7,572.09 which was broken down by line item income sources. The Total Expenditures for September 1, 2005 to August 31, 2006 were \$4,141.05 which was broken down by line item expenditures. The Retained Income was \$5,438.08 for August 31, 2006. In her report, she included Year End Financial Statements for September 1, 2004 – August 31, 2005; September 1, 2003 – August 31, 2004; September 1, 2002 – August 31, 2003; and September 1, 2001 – August 31, 2006. Resa gave Loren a copy of the report with a break down by month.

Resa Hennings reported that she received a thank you note from the WCPAAA; Leo Waltz is a member of this group. Several board members attended a pancake breakfast with this group at the Webster Civic Center on Saturday, September 23. They wanted to see what the Webster Civic Center was like so they could get ideas for our upcoming Family Tree Maker Workshop on Saturday, September 30.

Resa Hennings received a thank you note from Kim Zrubek who is a librarian at the Friendswood Library for a donation of our books left over from the Book Sale at the "Show and Tell" meeting.

Resa Hennings reported that the Texas State Genealogical Conference will be held in Fort Worth. Darwin Gilmore sent the information to B.A.G.S. No one volunteered to be a delegate to this conference.

Resa Hennings applied for a Sam's Card because we needed to purchase soft drinks and water for the Family Tree Maker Workshop. We were entitled to two other cards. Resa's picture is on one of the cards. If we use just the B.A.G.S. card, we must use a B.A.G.S. check; Resa will issue a check to someone who needs to purchase items for B.A.G.S.

"Resa Hennings reported that we need to file Form 1023 with the IRS so that we can become Tax Exempt. There is a \$300.00 charge to file. Our Gross Receipts averaged \$5,281.72 over our four

years. *Our income is probably not high enough for us to have to pay Income Tax. When we become Tax Exempt, we can purchase things, and not have to pay a Sales Tax. Members can take a partial tax deduction for dues. We can apply for Federal Grants. We will have to amend our Articles of Incorporation to include 501(C) (3) verbiage as required by IRS. Our name under the Articles of Incorporation is "The Bay Area Genealogical Society."* We had some discussion about changing our name. Some suggestions were "Texas Bay Area Genealogical Society," "Houston Bay Area Genealogical Society," etc. *Resa has talked to Marty Chenault, who told her that if we have to file a Federal Tax Return, it will be Form 990.* Alice Braud-Jones made a motion that Resa do what she needs to do to become Tax Exempt and to spend the \$300.00 for the fee. Doug Wilson seconded the motion. All were in favor of the motion; the motion passed. *Marty Chenault*, who is a member of the University Baptist Church and was a Charter Member of B.A.G.S. recommended that we get a Sales Tax Certificate. All of these questions came about because we were considering selling Family Tree Maker programs at our Family Tree Maker Workshop *and needed to provide a tax exempt certificate."*

1. *We need to file Form 1023 to be tax exempt, which will cost \$300.00.*
2. Resa wants to buy a Corporate Book.
3. *We will receive an amended certificate of Articles of Incorporation from the Texas Secretary.*
4. Oletia Teas will give Resa her Texas incorporation seal so that we don't have to buy one.
5. Jeanine Lawrence asked if we need a lawyer. Resa is going to *check with Marty Chenault for this.* Resa has worked in a law office, so she will check on this.
6. We may change our name. We are incorporated as "The Bay Area Genealogical Society."
7. *Our EIN number had expired, but was reinstated on September 20, 2006.*
8. Tammy Frey asked if it would be easier to dissolve the old agreement. *Resa will check with Marty Chenault for his recommendation.*

OLD BUSINESS:

1. Bill Teas cannot become the Newsletter Editor at the present time because he had eye surgery for a detached retina and has trouble seeing. He thinks that he may be able to assume the position in November. Doug Wilson suggested that Loren call Linda and ask her to do the October Newsletter. Claudia Grafton will be in Italy and she will be unable to do it for a month. Doug thought that Linda Carrington would be willing to do it for another month. Loren asked if we have a default contingency for the October Newsletter. Alice volunteered to be the contingency October Editor. Doug needs someone to proof read it for him. Alice said that she will still do the proof reading for the Newsletter. Tammy said that it needs to be checked for plagiarism, things that are inappropriate, etc.
2. Dick Warren reported that we have 82 people signed up for the Family Tree Maker Seminar on Saturday, September 30. Leo, Tammy, Resa, Susie, and Dick had a pancake breakfast last Saturday and saw the lay out of the Webster Civic Center building. We have 38 tables, electric extension cords, and sound system and screen. Set up will be on Thursday. Susie will take care of the box lunches. They saw the kitchen set-up. They will bring coolers and sell cans of soft drinks and water. The kitchen has an ice maker. Five Family Tree Maker Programs will be given away as door prizes. There will be tables to recharge lap top computers. There will be tables for lunches. Paula Perkins who will present the program said that it is better to not try to follow along on a lap top computer. We can get in at 8:00 a.m. on Saturday; we need to be ready for the program at 9:00 a.m. We have to go in on Friday morning to set-up because the offices close at noon on Friday. Connie Ogden said that she heard that Highway 3 will be closed on Saturday for road construction. Registration will be from 8:00 – 9:00 for those who have not pre-registered.
3. We were planning to have canvas bags made for our group, but we need to have it put on hold because we may possibly have a slight change in our group's name because we need the tax exempt form, and our incorporation papers were never filed.

4. We talked about the need to budget money for increased speaker fees. Alice thought that \$150.00 for a top speaker was a good price. We could use a more expensive speaker for our Holiday Program and pay for it from the tickets sold for the program. Resa thought that we should have a budgeted amount for speakers. We have ten speakers a year because we do not need one for the August "Show and Tell" program and the Holiday Program. Alice suggested that we budget \$600.00 a year, and that would give us some flexibility and base it on the individual. Emily Croom is asking \$50.00 to speak at a program; she is a professional speaker and writer. We now pay \$25.00 per speaker, and some of them return their money or purchase a book for the Clayton Library. Alice Braud-Jones made a motion to spend up to \$500.00 a year on speakers except for the "Holiday Program" and the "Show and Tell" program. This would authorize Dick Warren to spend up to \$500.00 a year for speakers. Jeanine Lawrence seconded the motion. The motion was passed. There were two abstentions.
5. Alice Braud Jones reported that Rose Mary Fritz will post information about the Claire Mire Bettag Seminar next March on the bulletin board at the Clayton Library tomorrow. We will have this seminar at the University Baptist Church, and we will need to be finished by 3:00 p.m. Alice said that we need to lock in this date with the Church.
6. At the August "Show and Tell" meeting, we had some concern over having a vendor. There is a B.A.G.S. member who sells the same product who would like to set up a table at a meeting. Alice thought that it would be all right to expose members to people who sell genealogical supplies. She felt that vendors should offer a door prize if this is all right with the Church. It is all right because *(there)* is no money involved like there is with a raffle. Shirley felt that it is not appropriate to have outside vendors, but that it is all right to have members who want to sell their product at the meetings. Valerie Horn who is a member has asked if she can bring her things to sell. The question was raised if we can do this at the "Show and Tell" meeting once a year. Dick Warren apologized for allowing this vendor to come to our meeting in August. Dick thinks that we should not have vendors at the meetings, but speakers could sell their books. Resa Hennings moved that we do not have vendors at our general meetings except for speakers who sell something relative to their talk. Alice Braud-Jones seconded the motion. The motion carried. It was agreed that vendors who are members could present their product at seminars.

NEW BUSINESS:

1. Loren asked if we should start planning for the Christmas/Holiday Party. Resa volunteered to help. Claudia said that we should mention it to the membership for volunteers. Claudia suggested that Paula Sinning would be a good person to chair the Christmas Party committee. Resa or Claudia will ask her if she would like to do it. Claudia said that it should be more of a holiday theme because it was scheduled for after Christmas this year.
2. Jeanine Lawrence said that the University Baptist Church's church year began in September. We can have a Christmas/Holiday Party in the "Great Room" on the second floor on December 15. The Church wants to close the Church on the week of December 29. Nothing else is going on that week, so she does not know if their kitchen would prepare food. She mentioned that we could get it catered. We can have our January meeting on January 19 in the "Chapel" on the first floor and not the "Great Room". We cannot have our meeting on January 26, 2007. We cannot have meetings scheduled on Sundays at this point in time. Jeanine thinks that October 27 will be all right for our meeting, but she will check on it. All of the rooms around the "Great Room" will be occupied on that Friday at 6:00 p.m. Our date for November 19 is still all right. The February, March, April, and May dates in 2007 look all right at this point. We need to reschedule the board meetings so that they will be on the Monday before the general meeting. Doug said that the newsletter deadlines would have to move up accordingly (about 17 days before the board meeting).

3. Loren said that we need to talk seriously about budgeting and stick to it. What are we going to do with our extra money? Resa said that we should do something educational, give it to the Clayton Library, or do something at the schools.
4. Loren asked if we want to do a Christmas/Holiday Party if it is on December 15. Alice suggested that we combine the Thanksgiving and the Christmas meetings. Claudia made a motion to combine the November and December meetings into one date. Shirley Lindquist seconded the motion. This would mean not having a meeting in December. Emily Croom is scheduled to speak at the November meeting. Resa thought that this would be too much. Tammy suggested that we have a Holiday Party in January and call it a New Year's Party. Tammy suggested that we have the speaker who dresses up as presidents (James Hodges) and have a President's Day Party. February 19 is President's Day. We have already voted no for a Holiday Party in November. Alice Braud-Jones moved to not have a meeting in December. Tammy Frey seconded the motion. The vote was 4 to not have a meeting in December and 9 to have a meeting in December. The motion failed. We will have a December meeting.

COMMITTEE REPORTS:

1. Connie Ogden, Telephone Committee Chairman, reported that they made 58 phone calls. Mary Fredericks had a stroke and they probably won't come to the meetings anymore. It was suggested that they announce the library display in the phone calls.
2. Lee Jared, Hospitality Chairman, will not be at the Friday meeting. Oletia Teas volunteered to take her place setting up the food table.
3. Jeanine Lawrence, Meeting Room Chairman, reported that we had 13 people attend the August Board Meeting and 57 people attended the August Society Meeting (49 members and 8 visitors). August completed our 5th year. Jeanine made a Six-Months Attendance Chart. The Board Meetings averaged 15 in attendance. The Society Meeting averaged 57 in attendance. We averaged 8 visitors at a meeting with a total of 46 visitors. Jeanine passed out another sheet which shows our attendance records at the Society Meetings for the past five years. The first year our average attendance was 71. The second year it was 75. The third year it was 72. The fourth year it was 71. The fifth year it was 56. The five year average was 69. The Yearly Expense Total for this 5th Year for Food Service was \$116.90 and the Room Set-up Fee was \$390.00. Jeanine also prepared a B.A.G.S. Master Attendance List by members for the last six months. Jeanine said that she budgeted \$150.00 a year for Food Service Cost paid to University Baptist Church for coffee, tea, and paper products. She asked if we should collect books to sell; someone in League City offered us some books about Tennessee. She has tried to call Dottie Crabb about the books. Storing them could be a problem. Heather Wooten from the League City Library has offered to write articles about League City History and people buried in League City for our "Quarterly". Jeanine thinks that there may be a problem with our August 31, 2007 date for the Society Meeting because the Church needs to know when the public schools start because they do something with the schools when they start at the Church.
4. Rose Mary Fritz, Registrar, reported that we have three new members: Jane Chichester, Gail Hunter, and Marie Milhoan. We now have 173 members. She called Mary Kimsey; her husband died and she can't drive at night so she has not renewed. Jeanine took her name for "Ride Share". Rose Mary looked at our list and we have no lawyers, but we have a legal secretary, Pauline Ohsie.
5. Dick Warren, Second Vice-President, in charge of programs had to reschedule speakers for September and October. He does not have an October speaker yet. Irene Walters will speak on "Make Your Genealogy Roar with WorldCat". Irene is a librarian at the Clayton Library. Emily Croom will speak in November. James Hodges will hopefully speak in December. He does some of our historical people, such as George Washington, and dresses in costumes.

6. Susie Ganch, "Quarterly" Editor, has enough articles for the September "Quarterly". She also has some things for the December "Quarterly". She said that frequently she doesn't have enough articles, and all of a sudden they come in.
7. Doug Wilson, "Newsletter" Compositor, said that he had printed registration forms for the Claire Mire Bettag Seminar in March. The registration forms will be included in all of the newsletters until March.
8. Claudia Grafton has asked for general recipes for the cookbook. There should be a history of the recipe or memories about the recipe. Give the recipes to Mary Martin or Resa Hennings. She will get the committee going after the first of the year.
9. Shirley Lindquist, Corresponding Secretary, would like a logo or something on the postcards that she sends to visitors. Dick said that we could make a stamp. Doug said that he would help her. Resa asked about sending thank you notes for the people who are sending donations with the registration for the Family Tree Maker Workshop who are not members. Dick said that we could mention them and have Leo put them on the website. We could put them in the newsletter, but they wouldn't get it because they are not members.
10. Shirley Lindquist, Chairman of the Freeman Library Exhibit, said that they will start collecting items for the display at 5:30 on Friday before the meeting. She wants all of the board members to bring something. The display items will be picked up on November 1 at the library between 10:00 – 12:00 a.m. The items will remain with Shirley until the next general meeting. Put your names on the backs of the pictures, but do not identify them as to who they are. They will be identified on an index card. Alice said that she will retype the index cards.
11. ***"First Vice-President, Alice Braud-Jones, said that there is not status yet on the cemetery project. She had a recent incident with her family's headstones in that cemetery and did not want to approach them about the transcription project until the matter was cleared up."***
12. ***"Alice will speak at the Friendswood Library on October 16th at 1:00 about researching in the D.A.R. Library. She will give the same talk at the League City Genealogical Society in February 2007."***
13. Carole Varnado, Historian and Five-Generation Charts Editor, said that she is limping along with the Five-Generation Charts. It was suggested that some of them that have been published in the "Newsletter" could be published in the "Quarterly".
14. Resa will talk to Paula Sinning about doing the "Holiday Party" on December 15.
15. Leo Waltz, Webmaster, said that the cost of our domain name has come down in price. He passed around a photo album of our "Show and Tell" meeting. The pictures are also on the website.
16. Mary Martin, County Coordinator, has scheduled four new trips to the Clayton Library. They are: Wednesday, October 4, 2006; Tuesday, November 7, 2006; Tuesday, January 16, 2007; and Thursday, February 15, 2007. We had 12 people go on the trip to the Clayton Library on Thursday, September 7. We collected \$17.00 to send to the East Harris County Senior Citizens to help fund their program. During the last six months, we were able to schedule three extra trips for a total of seven trips to the Clayton Library. When our group goes to the library, we really help expand the number of people who are at the library.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Mary Leonard Martin
Recording Secretary