

Bay Area Genealogical Society Board Meeting Minutes – Additions & Corrections

Monday, April 23, 2007

President Loren Martin called the meeting to order at 6:30 p.m. Fifteen members were present at the meeting: Shirley Lindquist, Doug Wilson, Jeanine Lawrence, Loren Martin, Alice Braud-Jones, Dick Warren, Mary Martin, Resa Hennings, Lee Jared, Rose Mary Fritz, Neil Miserendino, Carole Varnado, Claudia Grafton, Connie Ogden, and Tammy Frey.

Jeanine Lawrence read from Romans 15:13 and John 4:14 and led us in a prayer.

Mary Martin, Recording Secretary, reported that there was one change in the Board Meeting Minutes from Monday, March 26. On page 3, under #2 the Mt. Olivet Cemetery Project, one sentence was reworded to read: "Neither the cemetery nor the diocese will be responsible for the photographs taken and published by BAGS." The minutes were accepted as corrected and sent out by e-mail.

Resa Hennings gave the Treasurer's Report. The Balance Brought Forward on March 31, 2007 was \$9,028.59. The Income was from: Member Dues \$95.00; Donations \$16.50; Bettag Seminar Reservations \$1,493.25; Sale of Tote Bags \$260.00; and Sale of Publications \$5.90 for a Total of \$1,870.65. The Expenses were from: Christmas Dinner \$34.38; Newsletter Printing \$13.69; Secretary of State \$25.00; UBC Room Set-up & Food Service \$42.50; Speaker Expense \$25.00; Bettag Registrant Refunds \$76.00; and Bettag Seminar Expenses \$1,276.69 for Total Expenses of \$1,493.26.

We have about \$1,800.00 profit from the Claire Mire Bettag Seminar. Resa will do some more checking before we split the profits with the Clayton Library Friends.

Resa received the amended "Articles of Incorporation". The next step will be to file the forms with the Federal Government to become tax exempt using Form 1129. **ACTION:** Neil Miserendino said that we should make copies of the "Articles of Incorporation" for all of the board members. Tammy Frey asked who keeps the Corporate Book; Resa said that she didn't want to leave it at the Church. It was suggested that either the President or the Treasurer should keep the Corporate Book. Loren said that functionally the Treasurer should keep the Corporate Book.

OLD BUSINESS:

1. Dick Warren reported on the video equipment. A Toshiba TDP-S35U Laptop will cost \$530.00. 2007 Microsoft Software will cost \$129.00. A Viewsonic DLP PJ506D Projector will cost \$525.00. The total for this equipment is \$1,184.00. The question was raised about whether or not we want to purchase video equipment. The Board felt that this equipment would give us more flexibility on our meetings. Alice Braud-Jones thought that the costs were not bad. The question was raised about where we store the equipment. It was felt that the Vice-President in Charge of Programs would be the logical person to store the equipment. Doug felt the equipment would be good because of the things that we will be able to put on the screen, and it gives us more flexibility where we meet. Doug also felt that the equipment would be good for the training program. The screen is not included in this cost. Sometimes, we would need a portable screen. It was suggested that we could borrow a laptop computer with the required software programs already installed. The president asked the board to entertain a motion. Neil Miserendino moved that we table the purchase until we have a seminar scheduled. Jeanine Lawrence seconded the motion. Ten board members were in favor of tabling a decision for a month. Three were opposed. Two abstained. The motion passed. Jeanine said that we cannot store the equipment at

the Church. Jeanine said that if we use the Church's equipment we would have to pay for it. Technology changes, so we need to keep on top of what is available.

2. Shirley Lindquist, Chairman of the Nominating Committee, reported that Resa Hennings has agreed to be *the nominee for* President. Alice Braud-Jones has consented to be *the nominee for* 1st Vice-President. Claudia Grafton is considering being *the nominee for* 2nd Vice-President in Charge of Programs. Recording Secretary is open. Rene Ball will do one part of the job, but she cannot commit to both recording the minutes for the board and the general meetings. Shirley said that we would need to rewrite the By-Laws. Rene said that if she could use a recorder that she would be willing to serve for two years. Rene would like to apprentice under Leo Waltz learning how to be a Webmaster. Rose Mary Fritz thought that it would be easier to find a Recording Secretary than to find a Webmaster. Shirley said that the Recording Secretary is the hardest job to fill. The Nominating Committee will not have a meeting in May because Shirley will be out of town. The Corresponding Secretary is being considered by Lee Jared. Tammy Frey *has agreed to be the nominee for Registrar* unless someone else would do it.
3. The question was raised last month if we should order more "BAGS" Tote Bags. Resa thought that we have ten left. Jeanine thought that there are five of them at the Church. They are easy to order and we can get more of them quickly because the set-up fee of \$95.00 has already been paid. Resa Hennings moved that we order 50 more "BAGS" Tote Bags. Dick Warren seconded the motion. Resa said that we have sold 40 of them so far. Susie Ganch can get them in a week or two. New members might want them. A large seminar might be the time to sell them, and they are nice to give to the speakers. A vote was taken: Six were in favor of ordering them now. Eight were in favor of waiting until later. There was one abstention. The motion failed.
4. Jeanine said that the date for the "Holiday Party" on Friday, December 7 in the Church Chapel on the first floor was confirmed. Sam can cook for us; we need to schedule him if we want him to cook the dinner. We can also have the party catered if that is what we want to do. **ACTION:** We need a Holiday Party Committee.

There was no NEW BUSINESS.

COMMITTEE REPORTS:

1. Neil Miserendino reported on the Cemetery Transcribing Project. "At the second training session, there was feedback on the electronic spreadsheet that will be used to hold the information from the paper transcription forms. Some people thought the electronic spreadsheet holds too much information. Melody Hauch sent Neil Miserendino a link to a Cemetery transcription that could be a pattern to record the information electronically. <A print out of that web page was passed around to the Board>. A board member mentioned that the spreadsheet did not have a column for 'Junior/Senior' or 'Male/Female'. Neil stated that we should work on transferring one section to electronic form to work out any more problems before expanding to the whole cemetery. We agreed to give the paper transcripts for Section B North to Claudia Grafton and Resa Hennings to verify the paper forms. Next those forms will be transferred to electronic form. Doug Wilson reported that he has a memo on the file names for the photographs. He was concerned that we need to match the photographs to the electronic transcriptions. Neil reported that as long as the photographs follow a consistent file naming convention, then the matching can be done by Neil automatically or with little work. Doug Wilson also reported that he is now photographing the St. Dominic section." Loren had some sheets that he has transcribed. The question was raised about how well the books will sell. We could do publishing on demand because we do not have to print a lot of copies. We could put the books together ourselves. The question was raised about who will buy them. *Alice Braud-Jones notes that the various Catholic churches might be interested in including a book of Mt. Olivet Cemetery transcriptions in their book stores. Another option would be to regularly include portions of the transcriptions as an ongoing section in the "Quarterly". The cemetery transcription*

groups working very quickly through their assigned rows in Section B North, St. Bonaventure and St. Dominick. Rose Mary Fritz, Mary Brandhorst, and Helene Steine have done a lot of transcribing in the mausoleum. When the groups are finished transcribing Resa and Claudia's group will start checking the information. **ACTION:** Bring everything that is finished to Resa and Claudia at Friday night's meeting.

2. Alice Braud-Jones also submitted a report on the "Cemetery Transcription Project (CTP). "The first training session of the CPT Team met on 4 April at Mt. Olivet Cemetery. Prior to that meeting, the *five* group team leaders established their areas of responsibility which are: Alice Braud-Jones – Project Coordinator and assist in rechecking transcriptions. *Melodey Hauch – Training*, Douglas Wilson – Photography. Resa Hennings and Claudia Grafton – Rechecking Transcriptions. Neil Miserendino – Data Translation and Input and Assist in Photography. Team members were given cemetery history, hints on transcribing and explicit requirements of the cemetery with respect to what is and is not allowed. Then each team was assigned their 'section and groups' to begin their work. 13 teams were present at this first training and another team joined the group at a second training session on 21 April 2007. We estimate that the entire project will take 8-12 months including the translation, data input and production of data.
3. Neil Miserendino, "Yearbook" Chairman, reported "that this will probably be the last distribution of the 'Yearbook' at the general meetings. He will next distribute the 'Yearbooks' by mail."
4. Neil Miserendino, E-mail Chairman, reported that there is not much to report. He said that sometimes he get things, and he will put them in the e-mails if they are simple
5. Tammy Frey, Publicity Chairman, reported that she has sent the usual information to the usual places.
6. Shirley Lindquist, Corresponding Secretary, reported that she sent a Get Well Card to Mary Carlisle.
7. Shirley Lindquist reported that the Member Services Committee will continue greeting people at the general meetings. Doug and Alice will be there on Friday. Neil wasn't sure, so Dick Warren said that he would be a greeter.
8. Shirley Lindquist, Chairman of the Library Committee, reported that we will do a display in September at the Freeman Library on Women Ancestors. They will do a display in October at the Friendswood Library.
9. Jeanine Lawrence, Meeting Room Chairman, reported that the March Board Meeting had 16 members attend the meeting. The Society Meeting has 62 people attend the March meeting (53 members and 9 visitors). The Sales Income from the Seminar Handout Folder @ \$5.00 each was \$45.00. The Seminar Magazine "Genealogical Helper" @\$2.00 each was \$9.00 for a Total of \$54.00. Sales from the Surname Data Base were \$2.00; State Booklets Donation \$.35; Clear Lake Historical Map \$.55; Houston Sites \$.25, and the last Everton Magazine \$2.00. The Total was \$5.15. Jeanine asked if we would like to meet on November 16 before Thanksgiving for the November meeting or just skip the meeting. The regular meeting date is one week before the Holiday Party. **ACTION:** Jeanine will check to see if we can meet on that date. Claudia wants to ask the membership; Loren thought that it should be a board decision. Jeanine looked at the attendance at the November meeting; it has been a popular month. Last year, we had Emily Croom as the speaker; **ACTION:** Dick Warren said that he will try to get Emily Croom for the November meeting. Dick said that she likes to come to the BAGS meeting. Jeanine also asked if we would be willing to meet on the 3rd floor for the July 27 Society Meeting in case we need to.
10. Rose Mary Fritz, Registrar, reported that the membership update was the same as earlier in the month. We have two new members: Christine Terrell from Webster and Gwen Pryor from Houston. Our membership is 175.
11. Dick Warren, 2nd Vice-President in Charge of Programs, reported that we will have Dr. James Hodges portraying "General Sam Houston" in April. Susan Kaufman, head librarian at the Clayton Library, will do a program on "Disaster Planning" in May. Alice Braud-Jones will do the program in June. Ginny Toney will do a program in July. The August program will be the

- annual "Show & Tell – Pot Luck Dinner". Dick will schedule someone for the September program.
12. Susie Ganch, "Quarterly Editor", wasn't present, but she needs some proof readers. Some have had to quit their positions.
 13. Doug Wilson, Newsletter Compositor, reported that there is some uncertainty about the compositor position for next year. Kim Zrubek will fill in if she needs to; Doug said that she does a great job.
 14. Claudia Grafton, Cookbook Chairman, reported that she put something in the "Newsletter" this month. Resa and Neil will contact people for recipes. Carolyn Hellen told her that she has all of the old recipes in Texas, and she will give them to her when she gets back from Nevada.
 15. Connie Ogden, Telephone Committee Chairman, reported that they called 81 people in March. Jean Vohtz will be moving out of the area, so she will need to be replaced. Rose Mary Parks resigned, and she will need to be replaced. **ACTION:** It was suggested that people be called after they have missed three meetings.
 16. Carole Varnado, Historian, reported that she has submitted a report to Susie Ganch for the "Quarterly" on the Claire Mire Bettag Seminar. At the present time, she has no Five-Generation Charts to publish.
 17. Lee Jared, Hospitality Chairman, reported that she has no one to replace her in September. Some people have suggested to her that we just have desserts. It was suggested that we have two people to do this position or a team consisting of three or four people. **ACTION:** We should have sign-up sheets at the general meeting for the positions that are open. We can send them a sheet that tells them what they will need to do if they sign up to do a chairman's job.
 18. Claudia thought that we should have another social meeting like the "Holiday Party" and the "Show and Tell" meetings. She thought that in May, we could bring a problem that we have in genealogy; this would be before people leave town in the summer.
 19. Mary Martin, County Coordinator, reported that we had 12 people go to the Clayton Library on Tuesday, April 3; there were 7 people who signed up and could not make the trip. We collected \$19.00 from the ones who went to the library to send to the East Harris County Senior Citizens Program. We have three more trips scheduled: Wednesday, May 30; Monday, July 9; and Wednesday, August 22.
 20. Alice Braud-Jones reported that we received a "door prize" of \$25.00 from the Higginson Book Company. Alice has tickets to use for a drawing. She said that you have to be present at the April General Meeting to win the prize.
 21. Susie Ganch sent the following report by e-mail: Susie will not be able to attend the Board Meeting, but she will be at the General Meeting on Friday with the new March Quarterlies. "Tina Chatham has resigned from the quarterly staff. Barbara Stanley has not answered my e-mails and I have not been able to get in touch with her for months, so I assume she is not interested in being on the Quarterly Board. She has not been coming to the meetings either. Lynda Cox has agreed to be the distribution person for the quarterlies so she will be mailing out the quarterlies not picked up at meetings. Annette Bowen and Allan Ganch have agreed to be proofreaders. I think that will be okay. If anyone else is interested, we could use someone to solicit stories from the membership." Susie

Loren remarked that we have a great society and a lot of good things are going for us.

The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Mary Leonard Martin
Recording Secretary