

Bay Area Genealogical Society Board Meeting Minutes August 22, 2011

In the absence of Tina Chatham, President, Resa Hennings called the meeting to order at 6:30 p.m. The following **15** people were present: Jeanine Lawrence, Resa Hennings, Claudia Grafton, Tammy Frey, Loren Martin, Mary Martin, Susie Ganch, Bill Mayo, Lynn Finger, Regina Flynn, Paula Sinning, Nick Cimino, Robin Cimino, Eleanor Caldwell, and Deborah Cole. Having at least four elected officers present, we had a quorum.

Jeanine Lawrence read from Job 5:8-11.

Bill Mayo gave the Treasurer's Report. The Balance in the checking account as of 1 July 2011 was \$2,961.73. The Income was from Membership Dues \$535.00; Member Donations \$280.00; and Basket Donation \$46.00 for a total income of \$861.00. The Expenses were from UBC-Room Set-Up \$55.00; UBC Food Service \$5.50; July Guest Speaker \$50.00; and Registrar Supplies \$18.58 for total expense of \$129.08. The Balance as of July 31, 2011 was \$3,693.65. The Value of both Certificates of Deposit as of July 31, 2011 was \$6,316.68. Not interest was paid in July; the interest is paid quarterly. The July Treasurer's Report was approved as submitted.

Bill Mayo is considering moving the Certificates of Deposit to Johnson Space Center Credit Union because it pays more interest.

The minutes were approved as sent out by e-mail.

OLD BUSINESS:

1. Resa Hennings talked about the quorum for a meeting with BAGS. We must have four elected officers at the meeting; we have a total of seven elected officers. We have 12 appointed committee chair positions with voting privileges. We discussed having a meeting by e-mail and electronic voting. We could cancel a meeting in case of a hurricane and call the officers to cancel it.
2. The proposed 2011-2012 budget is \$1,608.00 in the hole. The Eastman Dowsing Program accounts for most of this, because the Board had not budgeted any receipts from this program. We had approved spending of up to \$1,000.00 for the Eastman Dowsing Program which will be in the spring of 2012. Claudia Grafton reported that we are waiting on Dick Eastman to decide whether we need to provide food for those invited to this event. We will send invitations to certain people for the Dowsing Project; there is a dowsing association. We have the reserves in the **checking account and the** Certificate of Deposit accounts to cover **these** deficits; however in the future the Board needs to carefully analyze all fiscal impact on the budget when approving any expenditure. We need an itemized list of how much money will be spent on the Dowsing Program. The Board revisited the proposed budget by changing revenue from Tote Bags \$80.00 (Susie Ganch said that we have no bags remaining to sell. We sold some, and used some as speaker's gifts) to Pad Folios \$1,800.00 in Revenue and with a cost of \$1,200.00. We

had a large outlay of money before the money came in on cookbooks and BAGS bags. The cost of purchasing an audio recorder of \$150.00 was eliminated for the Recording Secretary because the incoming secretary does not need this equipment; take out Line Item 13C for the recorder. The question was raised about a line item for Projector Rental for \$75.00 which may only happen about three times a year. We should rent it at the University Baptist Church because they have a better deal for us unless we can borrow one. This line item #13B remained in the Proposed Budget for 2011-2012. Kim Zrubek, Newsletter Editor, had to raise the cost of the Newsletter Contest to \$105.00. The Net Budget would change to -\$938.00. Susie Ganch made a motion to accept the budget as amended. Claudia Grafton seconded the motion. **The Board approved the revised budget with a deficit of \$938.00.** Everyone was in favor of the amended budget.

3. Resa Hennings said that the IRS does not state that we have to have five classes a year. Our speakers qualify as education.
4. If we decide to have a seminar, we will need to vote on it. Seminars have to be set up nine months in advance.

COMMITTEE REPORTS:

1. Susie Ganch passed around several alternative Pad Folios with their prices that we could use as a fund raiser. Do we feel that we can sell 100 of them? BAGS orders 100 BAGS bags, and then we ordered 100 more of them. Susie said that we could sell them for \$18.00 or \$20.00. The company that we purchase them from wants us to order in 100 increments of Pad Folios. It is the same company that we purchased the BAGS bags from. We could use the same BAGS emblem on the Pad Folios that we used on the bags, and we would not have to pay for another pattern for an emblem. The Pad Folios decision would cause revisions in the budget that takes effect on September 1, 2011. We can change Tote Bags (because they are all sold) to Pad Folios in the budget. The Pad Folios cost \$11.00 each. We could make \$800.00 with an estimated \$100.00 in shipping and handling. Bill Mayo suggested changes in the budget now under line item 4A, and change the line item to Pad Folios. \$2,000.00 income projects if we sell them for \$20.00 each. We could reserve 10 of them for gifts, and reduce the income to show \$1,800.00 in revenue. This would make the profit \$600.00 on this project. We had a unanimous vote to purchase top of the line Pad Folios. Susie will place the orders, and they will bill us.
2. Someone needs to be responsible for fund raising. No seminar has been approved for the year. The First Vice-President does special projects. We could have a local person like Emily Croom to do a seminar to make some money.
3. Susie Ganch, Second Vice-President in Charge of Programs, is trying to contact Family Tree DNA which was recommended by Paula Sinning. We could have this for the September meeting. There are no Society meetings in November and December, except for the Holiday Party. We need a speaker for October. Claudia Grafton has talked to someone, or we could probably have Gay Carter.
4. Lynn Finger, Corresponding Secretary, reported that she sent notes to the speaker and the visitors.
5. Eleanor Caldwell, Chairman of Five Generation Charts, suggested that we put a Five-Generation chart in each Pad Folio and give it to her when the purchaser has it filled out.
6. Tammy Frey, Registrar, has attached a Five-Generation Chart to new member applications.

7. Mary Martin, County Coordinator, reported that we had 13 people go to the Clayton Library on Wednesday, August 3. Twenty dollars was collected to sent to East Harris County Senior Citizens for their programs. Our next trip will be Wednesday, August 24. We will be guests of the Sam Houston Chapter DAR who was kind enough to invite us to share their trip. Alice Braud-Jones made this offer to our group. Those who would like to have lunch at the Cleburne Cafeteria on this trip may go on this bus to the cafeteria. We have one more trip scheduled on Wednesday, September 14. We will be able to select four new trips during the first two weeks of September.
8. Tammy Frey, Registrar, reported a need for members to renew their membership at this time. The deadline for *Yearbook* information and pictures is at the September meeting. **ACTION:** Neil Miserendino knows about this deadline, but Resa will remind him. Tammy is highlighting the names of people who have renewed on the sign-in sheets at the Society Meeting. We might change the time of the Board Meetings so that members can get to the meetings.
9. Claudia Grafton, Bylaws Committee, reported that the Bylaws are completed. Tina Chatham will bring a signed copy of the bylaws to the Friday night Society meeting.
10. Paula Sinning, Cookbook Chairman, said that we have three BAGS Cookbooks in the closet. A lady wants to buy some. We have 88 left. Neil Miserendino has two boxes of them, and Paula has two boxes of them.
11. Susie Ganch said that she could get the Pad Folios in about two weeks.
12. Resa Hennings, Publicity Chairman, reported that we have had four articles in community newsletters.
13. Jeanine Lawrence, Meeting Room Chairman, reported that we had ten people at the July Board Meeting and 61 people at the Society Meeting (50 members and 11 visitors). The August Church Expenses were: Room Set-up \$100.00 (\$55.00 plus clean-up of \$45.00 at the "Show and Tell" – "Pot Luck Supper" meeting.) We had \$9.00 for food service. This was a total of \$109.00 for August. The August Society Meeting will be Friday in the Chapel. Park near the Chapel entrance on the Middlebrook side of the church. Bring your food and serving utensils at 6:00 p.m. for set-up for "Show and Tell". Eat at 6:30 p.m. "Show and Tell" will be at 7:00 p.m. Jeanine reported that the Holiday parties have tapered off year after year since the way that we used to do them in early December at the Church.
14. Bill Mayo will pick up the turkey, beef, and sausage at the Dickinson BBQ for the "Show and Tell" "Pot Luck Dinner". Claudia Grafton will order the meat, and she is purchasing two desserts.
15. We need Neil Miserendino to send out at e-mail about Friday night: eat at 6:30p.m and set-up at 6:00 p.m.
16. Kim Zruabek, Chairman for Holiday Party, reported that Saturday, November 19, the "Holiday Party" will be at Hope Village.
17. Resa, Claudia, and Tammy sent an e-mail to everyone about the Bylaws. **Take Carol Varnado and Kathryn Morrow off all e-mail lists.** Please read the Bylaws. They are streamlined; the job descriptions will go out later.
18. We need a notebook for each job. Write out what you do for your job in Article II. Tammy would rather have an electronic copy of a job description. We should store an electronic copy on the website. The Bylaws could be on the webpage. The Bylaws and the Job Descriptions are in the *Yearbook*. **Everyone needs to write something out for incoming officers; WE NEED THEM BY SEPTEMBER.**

ANNOUNCEMENTS:

1. Nick Cimino reported that he will be teaching free genealogy classes at the Helen Hall Library in League City at 100 Walker Street on Thursdays, September 1, 15, 29 and October 27 from 10:00 a.m. until 12:00 noon. Reservations are not required. Check his genealogy blog titled *Ancestors Puzzles* at <http://ancestorpuzzles.blogspot.com>. This will be in the *Newsletter* on Page 4. Neil Miserendino can send out the *Newsletter* by e-mail.
2. Tina Chatham will be at the BAGS meeting on Friday night if anyone has an announcement to make.
3. Claudia Grafton, President of Clayton Library Friends, reported that Arlene Eckel will present a seminar on Saturday, August 23rd at the St. Luke's Methodist Church on Westheimer. Nick Cimino will be the November speaker. Claudia needs a Christmas decoration from BAGS for the Clayton Library's holiday tree. **ACTION:** Susie Ganch has one that she can use. Susie saw something for \$20.00 online that we could put our logo on; Tammy said she would pay for it if someone would figure it out.

Resa Hennings adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Mary Leonard Martin

Recording Secretary