

# BAY AREA GENEALOGICAL SOCIETY

## BOARD MEETING

**March 24, 2014, 6:30 PM**

### **Call to Order**

The board meeting was called to order by president, Shirley Lindquist at 6:33 with Shirley Lindquist, Melodey Hauch, Deborah Gammon, Billy Mayo, Polly Swerdlin, Annette Bowen, Kim Zrubek in attendance. A quorum was met.

### **Old Business**

February Board Minutes

Deborah Gammon

The minutes from February were approved as written.

Treasurer's reports- Monthly and Financial reports Loren Martin

Was absent from meeting, but sent in a report.

Balance as of 31 Jan. 2014 is \$4,779.82.

Income from membership was \$45.00. The basket brought in \$8.00.

Total income was \$53.00

Expenses were for UBC \$70.50.

Treasurer's Stamps was \$18. 40.

Texas State Genealogical Society annual dues were \$25.00 making a total of \$113.90.

With expenses subtracted makes a total of \$4,718.92 in checking account.

CD's total is \$3,696.31.

Job Openings: Registrar: Shirley Lindquist reported that the new Registrar Assistant is Bob Wegner. Bob is not an elected officer, but an appointed one. Discussion was held as to whether or not to invite him to attend the Board Meetings and it was decided to make the invitation for him to attend meetings. The Registrar's position is still available with Deborah Cole working as acting Registrar until it can be filled. Past Registrar, Tammy Frey had typed up a description of the Registrar's duties. Deborah Cole has condensed them as follows:

1. Need someone to collect money at the general meetings and go to the post office and collect checks. They need to record the information into an excel program and send to Loren (see sample attached) after each general meeting. This person needs to have basic Excel skills (i.e. know how to insert lines if needed, etc.) I have the templates set up for the entire membership year (see tabs at the bottom of the spreadsheet).
2. Need someone to set up before the board meeting (name tags and sign in sheets—these can be prepared in advance and kept in the Registrar's box in the cabinet we use).

President Shirley Lindquist\* 1<sup>st</sup> VP Melodey Hauch\* Recording Secretary Deborah Gammon\* Corresponding Secretary Annette Bowen \* Treasurer Loren Martin \* County Coordinator Mary Martin \* E-mail Neil Miserendino \* Finance Loren Martin \* Pedigree Charts Eleanor Caldwell \* Historian Lynn Finger \* Meeting Room Jeanine Lawrence \* Member Services Polly Swerdlin \* Newsletter Kim Zrubek \* Photographer Neil + Bill Mayo \* Publicity Resa Hennings \* Quarterly Deborah Cole \* Ride-Share Polly Swerdlin Webmaster Linda Carrington \* Welcoming \* Yearbook Patsy Chappelear\* Advisor (Immediate Past President) Bill Mayo

# BAY AREA GENEALOGICAL SOCIETY

## BOARD MEETING

3. Need someone to set up before the general meeting (name tags, member lists, visitors lists, etc.). We have lost all our greeters. Regina has not renewed and she was very dependable, but since she is no longer active, we need to have someone arrive early and set up everything. I like to arrive between 5:30 pm and 5:45pm because people start arriving between 6 pm and 6:15 pm and if I arrive early, I can get everything out BEFORE people start arriving. Greeters are the Welcoming Committee, listed below.
4. Need someone to create/update name tags. Name tags are updated every time a) we have a new member join; b) a member changes positions on the board or on a committee and c) when a member donates/contributes extra money to support BAGS. One way we recognize Patrons, Contributors and Lifetime Members are by their name tags. This person needs to know how to work with graphics (see attached) in a Word document. Attached is the template. I usually save a copy that I work with and save the template so that it always stays "Clean".
5. Need someone to help take attendance at both the board meeting and the general meeting. There is a spreadsheet that is used to capture this information. So, again this person needs to have basic knowledge of Excel. (see attached spreadsheet). There are 2 spreadsheets one for each half of the year. I will combine into one spreadsheet to make it easier to keep.
6. Need someone to prepare member report for board meetings; submit membership article to the Newsletter (welcome to New Members); August newsletter recognize Contributor, Patron, etc. for the year;
7. Last but by no means least, need someone who is an advanced user (possible intermediate user) of Excel. They will maintain the Registrar's notebook with all the member application/forms. They will need to maintain the Member Number spreadsheet and the Master List of Members (see attached lists). This job is very time consuming and tedious, but in my opinion the most important job the registrar has. The Member Number list shows all the charter members, those members who are deceased, who the Associate members are; the year a member joined and if they have paid for the current year. The Master list has ALL the information gathered from the Member applications/forms. It also shows, at a glance, who has renewed and who has not renewed for the year. This person also needs to send the new member information to the following chairmen—Member Services, Photographer, Email, 5-Generation Charts, Quarterly, Yearbook & President. There are separate, detailed instructions for this job.

The Board feels like this job can be separated and the Welcoming Committee take over steps 3-5.

President Shirley Lindquist\* 1<sup>st</sup> VP Melodey Hauch\* Recording Secretary Deborah Gammon\* Corresponding Secretary Annette Bowen \* Treasurer Loren Martin \* County Coordinator Mary Martin \* E-mail Neil Miserendino \* Finance Loren Martin \* Pedigree Charts Eleanor Caldwell \* Historian Lynn Finger \* Meeting Room Jeanine Lawrence \* Member Services Polly Swerdlin \* Newsletter Kim Zrubek \* Photographer Neil + Bill Mayo \* Publicity Resa Hennings \* Quarterly Deborah Cole \* Ride-Share Polly Swerdlin Webmaster Linda Carrington \* Welcoming \* Yearbook Patsy Chappelle\* Advisor (Immediate Past President) Bill Mayo

# BAY AREA GENEALOGICAL SOCIETY

## BOARD MEETING

In addition someone needs to send the list of visitors to the corresponding secretary so she can send cards of welcome. Nick is on the Welcoming Committee and the board asked that Nick do the nametags.

2<sup>nd</sup> Vice-President-Programs, Kim Zrubek has volunteered to take that position until September, 2014.

Publicity :President, Shirley Lindquist announced that Resa will continue with publicity until someone else is in place.

Welcoming: Nick Cimino, Betty Jean Spatafore are the welcoming committee members.

A back-up for Recording Secretary is still needed. Recording Secretary, Deborah Gammon agreed to ask Mary Martin if she would take on this responsibility.

### Status of SIG Programs

Melodey Hauch reported on the status of the SIGS. The first SIG is on the British Isles with the first class being on April 1 at 2:30 p.m. to 4:00 p.m. and will cover Census Records of the British Isles.

There is a flier at the Friendswood Library which is where the classes will be held and it is on the Friendswood Library webpage.

Kim will make the copies of the handouts because it is being done at the library.

Melodey Hauch, Polly Swerdlin, Lani Martin, and Nick Cimino met with Rev. King of Greater New Hope Missionary Baptist Church on Tuesday, March 18, 2014. The Rev. King is very excited about the class for Beginning Genealogy to be held at his church and he took the handouts to other Black churches in the area. The handout is 10 pages. This is a class on African American genealogy.

Nick has done some of Rev. King's genealogy as a way of showing the class what can be done and Rev. King was very excited about that.

Nick would like to be paid \$50.00 per SIG which would be a total of \$100.00. The expense will be put under speaker fees for BAGS.

## New Business

Speaker Programs through Sept. 2014 Kim Zrubek reported on the speaker programs for the coming year:

Friday, March 28 at 7:00 p.m. will be Rene Armstrong, local author of "Wings and a Ring".

Friday, April 25 at 7:00 p.m. is to be Sue Yerby, BAGS member and Family History Center volunteer who will discuss Family History Portal resources.

Friday, May 30 at 7:00 p.m. will be Gale French who will discuss "Using Google Earth in Genealogy".

Friday, June 27 at 7:00 p.m. will be BAGS member, Nick Cimino on African-American research.

President Shirley Lindquist\* 1<sup>st</sup> VP Melodey Hauch\* Recording Secretary Deborah Gammon\* Corresponding Secretary Annette Bowen \* Treasurer Loren Martin \* County Coordinator Mary Martin \* E-mail Neil Miserendino \* Finance Loren Martin \* Pedigree Charts Eleanor Caldwell \* Historian Lynn Finger \* Meeting Room Jeanine Lawrence \* Member Services Polly Swerdlin \* Newsletter Kim Zrubek \* Photographer Neil + Bill Mayo \* Publicity Resa Hennings \* Quarterly Deborah Cole \* Ride-Share Polly Swerdlin Webmaster Linda Carrington \* Welcoming \* Yearbook Patsy Chappelle\* Advisor (Immediate Past President) Bill Mayo

# BAY AREA GENEALOGICAL SOCIETY

## BOARD MEETING

Friday, July 25 at 7:00 p.m. will be Melissa Hayes, Assistant Branch Manager at Clayton Library on "Second Wives Club", about proving second marriages for female ancestors.

Friday, August 29 at 7:00 p.m. is the annual Show and Tell.

Friday, September 26 at 7:00 p.m. is Gay Carter, BAGS member and retired UHCL Government Documents Librarian and the subject is to be announced.

Friday, October 31 at 7:00 p.m. is also TBA.

November is the annual Holiday Party.

### Membership Spreadsheet, Renewals, New Members

Deborah Cole was not at the board meeting but it was reported that the Quarterly will be out for this Friday's meeting and the yearbook, also, will be distributed at same meeting.

Deborah Cole has not done the Registrar Training for Bob Wegner. BAGS currently has 151 members, see below.

We have 2 new members: Sandie Martin and Mary Samford since the last board meeting and 1 new renewal, Camille & Mort Glazer

### TOTAL

<b>MEMBERS</b>	<b>151</b>
Family Memberships	<b>41</b>
Single Memberships	<b>63</b>
New Memberships	<b>18</b>
New Members	<b>26</b>
Library Memberships (Paid)	<b>1</b>

Patsy Chappellear is the Yearbook editor. No report.

Quarterly editor Deborah Cole was not at the meeting, but we already discussed that the Quarterly will be distributed Friday night.

November Holiday Party Date and Place Kim Zrubek asked about the time and date for the Holiday Party and the discussion was tabled until next meeting.

April Newsletter Message from the Board: Melodey Hauch will ask Deborah Cole to write the message for the April Newsletter.

## Committee Reports

Corresponding Secretary, Annette Bowen sent a card to Susie Ganch's husband, Allen Ganch who fell and broke his hip. And, she sent cards to visitors from last month's meeting. It was reported that Jeanine Lawrence's husband is in the hospital and Nick Cimino was sent a Thank you card. At this time, Melodey brought up the fact that she had spoken to Susie and that Susie does have a box of padfolios. It was then decided to give the speaker on Friday a

President Shirley Lindquist\* 1<sup>st</sup> VP Melodey Hauch\* Recording Secretary Deborah Gammon\* Corresponding Secretary Annette Bowen \* Treasurer Loren Martin \* County Coordinator Mary Martin \* E-mail Neil Miserendino \* Finance Loren Martin \* Pedigree Charts Eleanor Caldwell \* Historian Lynn Finger \* Meeting Room Jeanine Lawrence \* Member Services Polly Swerdlin \* Newsletter Kim Zrubek \* Photographer Neil + Bill Mayo \* Publicity Resa Hennings \* Quarterly Deborah Cole \* Ride-Share Polly Swerdlin Webmaster Linda Carrington \* Welcoming \* Yearbook Patsy Chappellear\* Advisor (Immediate Past President) Bill Mayo

# BAY AREA GENEALOGICAL SOCIETY

## BOARD MEETING

padfolio because she had already been sent check for her charity and we need to present her with something at the meeting.

During Dropbox discussion with Billy Mayo it was brought up that someone needs to pick up the mail for the organization and right now Deborah Cole is the only one with a key to do that. There was concern that bills and reports were being delayed because only one person is responsible for getting the mail. Shirley has a key, but Deborah has asked to be the only one to pick up the mail.

Billy Mayo has been scanning the yearbooks and the minutes are up to date on Dropbox to the first of the calendar year. Billy would like to eliminate 3 emails so he has more space in Drop Box. The ones to be deleted are [historian@txbayareagen.org](mailto:historian@txbayareagen.org) [yearbook@txbayareagen.org](mailto:yearbook@txbayareagen.org) and the duplicate of [bagsnew@txbayareagen.org](mailto:bagsnew@txbayareagen.org) This was approved.

Education Committee has already been covered by Melodey earlier.

### County Coordinator Report

Mary Martin was not attending the meeting but sent in a report: We have 3 trips planned for the Harris County bus to go to Clayton Library:

Wednesday, May 21, 2014

Wednesday, July 9, 2014

Tuesday, September 23, 2014

The trip for March 4 was canceled due to the severe storms that day. Because of it's cancellation, we now can have another date and the date is Wednesday, June 4, 2014.

Pedigree Charts Eleanor Caldwell was not at meeting. No report.

Member Services Report was done by Polly Swerdlin. We have 5 New Member Packets on hand. The contents of the package is: Welcome letter, BAGS brochure, Clayton Library information, Local Libraries and Family History Centers, and the 5 generation chart with helpful forms. Polly doesn't know how many Deborah Cole has. The packages will go in the closet. She needs BAGS brochures to be ready for SIGS.

Meeting Room: Jeanine Lawrence has confirmed dates through August with the Church.

### Other Items:

The Board meeting needs to be rescheduled for May because of Memorial Day.

President Shirley Lindquist\* 1<sup>st</sup> VP Melodey Hauch\* Recording Secretary Deborah Gammon\* Corresponding Secretary Annette Bowen \* Treasurer Loren Martin \* County Coordinator Mary Martin \* E-mail Neil Miserendino \* Finance Loren Martin \* Pedigree Charts Eleanor Caldwell \* Historian Lynn Finger \* Meeting Room Jeanine Lawrence \* Member Services Polly Swerdlin \* Newsletter Kim Zrubek \* Photographer Neil + Bill Mayo \* Publicity Resa Hennings \* Quarterly Deborah Cole \* Ride-Share Polly Swerdlin Webmaster Linda Carrington \* Welcoming \* Yearbook Patsy Chappelle\* Advisor (Immediate Past President) Bill Mayo

# BAY AREA GENEALOGICAL SOCIETY

## BOARD MEETING

The Texas General Land Office and Texas State Genealogical Society are partnering together to bring Texas genealogists the very first *Genealogypalooza* on Saturday, May 17 at the GLO Headquarters in the Stephen F. Austin Building in Austin. The goal of the *Genealogypalooza* is to bring attention to a broad range of Texas genealogical resources in an open, fun, and practical way that will be accessible to those in attendance, and further cement the Texas General Land Office and Texas State Genealogical Society as partners in Texas genealogy.

The 2014 *Genealogypalooza* will feature seven informative speakers, and tours of the General Land Office Archives and Records for only \$65 before May 1 (\$80 after May 1).

Speakers & topics include:

Bill Buckner - Core 101 Fundamentals for Beginning Genealogy Research

Sue Kaufman - Planning Your Research Trip

James Harkins - Genealogical Resources of the Texas General Land Office

John Sellers - Researching Your Ancestor's Plot of Dirt: The Adventures of Courthouse Land Research

Daniel Alonzo - Time vs. Money: Preserving Family Documents

Caroline Pointer - I Started Researching My Genealogy on Ancestry.com - Where Do I Look Now?

Margaret Schlankey - Resources for Genealogists at the Dolph Briscoe Center for American History

April 26: Saturday from 9:00a.m. to 3:40 p.m. in Summerwood Stake Center located at 14350 North Sam Houston Parkway East, Houston TX.

This is an (not free) all-day conference.

Kim will put out brochures and sign-up sheets on Friday night.

**Adjourn**

**We adjourned at 7:40.**

**Respectively,**

*Deborah Gammon*

President Shirley Lindquist\* 1<sup>st</sup> VP Melodey Hauch\* Recording Secretary Deborah Gammon\* Corresponding Secretary Annette Bowen \* Treasurer Loren Martin \* County Coordinator Mary Martin \* E-mail Neil Miserendino \* Finance Loren Martin \* Pedigree Charts Eleanor Caldwell \* Historian Lynn Finger \* Meeting Room Jeanine Lawrence \* Member Services Polly Swerdlin \* Newsletter Kim Zrubek \* Photographer Neil + Bill Mayo \* Publicity Resa Hennings \* Quarterly Deborah Cole \* Ride-Share Polly Swerdlin Webmaster Linda Carrington \* Welcoming \* Yearbook Patsy Chappelle\* Advisor (Immediate Past President) Bill Mayo

# BAY AREA GENEALOGICAL SOCIETY

## BOARD MEETING

President Shirley Lindquist\* 1<sup>st</sup> VP Melodey Hauch\* Recording Secretary Deborah Gammon\* Corresponding Secretary Annette Bowen \* Treasurer Loren Martin \* County Coordinator Mary Martin \* E-mail Neil Miserendino \* Finance Loren Martin \* Pedigree Charts Eleanor Caldwell \* Historian Lynn Finger \* Meeting Room Jeanine Lawrence \* Member Services Polly Swerdlin \* Newsletter Kim Zrubek \* Photographer Neil + Bill Mayo \* Publicity Resa Hennings \* Quarterly Deborah Cole \* Ride-Share Polly Swerdlin Webmaster Linda Carrington \* Welcoming \* Yearbook Patsy Chappellear\* Advisor (Immediate Past President) Bill Mayo