



# Bay Area Genealogical Society

## BOARD OF DIRECTORS MEETING MINUTES

### October 2015

When: October 26, 2015 Monday 6:30 pm

Where: University Baptist Church, 16106 Middlebrook, Houston; Room EB-205

#### Attendees:

Loren Martin, President  
Nick Cimino, 1<sup>st</sup> Vice President  
Kim Zrubek, 2<sup>nd</sup> Vice President  
Bill Mayo, Treasurer  
Lisa Smith, Recording Secretary  
Judy Wright, Corresponding Secretary  
Bob Wegner, Registrar

Garry Garrett  
Melody Hauch  
Shirley Lindquist  
Mike McCown  
Neil Miserendino  
Polly Swerdlin

**CALL TO ORDER:** 6:30 p.m. by President Martin.

#### OLD BUSINESS:

Missing donation basket: Never found basket or monies, we will purchase a replacement. The scrapbooks have been returned and are in the file cabinet which has been moved to the room next to the chapel.

Procedure for matching volunteers to committees: Bob will send new member volunteers to appropriate chairperson, whose responsibility it will be to contact volunteer. New Member luncheons are also an opportunity for chair to speak to volunteer.

Moving of BOD meeting room: Kim has submitted the paperwork to the church for a larger meeting room on the first floor.

Genealogy Roadshow update: Nick has five scheduled volunteers for the BAGS table at the filming on November 22. Kim will coordinate with volunteers to bring BAGS materials to the Roadshow.

Savings on printing costs: Melodey and Lisa presented cost savings for printing of the Journal and Yearbook. For 150 copies of a Journal at Office Depot, the cost would be \$360.47; with Lisa's 75%–90% discount, the cost would drop to under \$100. This option will be used for the next Journal and Yearbook printings.

#### NEW BUSINESS:

Meeting Minutes: Bob made motion to accept September BOD Meeting Minutes, Polly seconded, motion passed.

Treasurer's approval: Bob made motion to give Billy signature authority on all BBVA accounts.

"Billy C. Mayo, Treasurer of the Bay Area Genealogical Society -EID 76-0693910-, is granted signatory authority over BBVA Compass Bank "Certificate of Deposit" Account 1008694950 as well as over any other financial accounts that the Bay Area Genealogical Society has with the BBVA Compass Bank. Loren Martin, President of the Bay Area Genealogical Society, will continue to have signatory authority on all Bay Area Genealogical Society financial accounts to accomplish financial transactions in the absence of the Treasurer." Lisa seconded, motion was passed.



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BillionGraves: Lisa Smith presented an outline of BillionGraves income opportunity. There were concerns regarding return on the investment of \$100/year and if this is just an easy way for BillionGraves to get the information. The BOD will give thought to this and discuss whether to move forward or not at board meeting in January.

Updating Cookbooks: Discussion decided not to create any new cookbooks, but to query members at Friday's general meeting whether they would be interested in a supplement. If there is no interest, the cookbooks will remain as is.

Updating job descriptions: Discussion decided that each person responsible for their job description will provide Nick and Shirley with an update or inform if there is no update. Polly pointed out that job descriptions are needed for Education and Telephone committees. Nick will create a job description for Education and Neil will update Publicity. Others will need to be updated. Bob made motion to have Shirley coordinate all job descriptions are received/updated and reviewed/approved at the next BOD meeting, Lisa seconded, motion passed.

More information available to Members: Discussion decided that committee job descriptions will be moved from the Board Members only section on the website to the Members only section. Board job descriptions will remain in the Board Members only section of the website and in summary form in the Yearbook. Bob made motion to move the job descriptions, Nick seconded, motion passed.

#### Other new business:

Bob introduced Nick as BAGS new district representative to the TSGS, then volunteered to be the representative to district representative. Loren approved Bob's request, Nick assigned Bob his first task to drum up membership to TSGS from a list of societies within his seven-county district.

Loren mentioned that he would like to improve BAGS' relationship with other societies/groups and especially our host, University Baptist Church, by providing a genealogy class strictly for church members. Bob suggested we make a most excellent presentation sometime at the end of February. Shirley suggested we involve Jeanine Lawrence, the only UBC church member in BAGS.

#### **REPORTS:**

Treasurer's Report: (Billy Mayo) Checking account balance for September 1 was \$3905.23, income was \$1085.00, expenses were \$681.10, for an ending balance on September 30 of \$4,309.13 and value of CD at \$3700.35. Annual budget, reimbursement check procedure, and tax-free exemption form was discussed. Bob questioned his responsibility for revenues. He made motion to have P.O. Box budget raised from \$65 to \$76, Mike seconded, motion passed. Melodey mentioned she will need a larger budget for Journal mailings and made motion to increase that budget from \$25 to \$50; Billy seconded, motion passed. Polly mentioned that member packets budget was in the wrong place. Loren mentioned that the BOD can modify the budget at any time.

Registrar: (Bob Wegner) Registrar Wegner reported current membership is 188 with 4 new memberships, 70 have renewed, 113 have yet to renew, 19 were dropped from the rolls.

Members 1<sup>st</sup>: (Bob Wegner) New Member luncheon has been canceled due to La Brisa's group reservation policy/cost. No member has RSVP'd, so this luncheon will be dropped until sometime next year. Bob mentioned he was hopeful that the new members-only education workshops will have good attendance by our new members.

Corresponding Secretary: (Judy Wright) Thank You's were sent last month's speaker and visitors. It was suggested that the Welcoming committee ensure that guests sign in and include a legible address in order to facilitate the thank-you cards. There were no sympathy cards sent this month.



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Yearbook: (Garry Garrett) Garry has received all files from Patsy Chappellear. Cutoff date for Yearbook update is December 31, printing to occur January 31 and will be done using Lisa's discount at Office Depot, which will be well under budget. Bob will coordinate with Garry as to how many need to be printed and suggested that the current officers be listed in the front.

Pedigree Charts: (Garry Garrett) Garry Garrett reported he has put all charts up on the website that have been published. Half a dozen still need permission from members. No new charts are being received by members. Discussion was had regarding the feasibility of continuing to publish these on the web, with the decision to continue, since it is one additional resource for technical and nontechnical members.

Education: (Nick Cimino) The first Members-Only workshop was discussed, no beginners attended and it ended up being a large round-table discussion with several members showing their expertise in certain areas.

Journal: Melodey discussed coordinating with Lisa the logistics of printing of the next Journal, sometime in February or March. She will be putting together an article using the Ghost Tour script that she and Deborah Gammon are participating in next week and will also include an article by a family who has documented what it was like to live in League City during the 1920s and 1930s.

Newsletter: (Kim Zrubek) Loren was asked to put events in November on General meeting agenda as a reminder. Kim will have a sign-up sheet at the meeting for the annual holiday luncheon.

♦ Bob brought up the cost of General meeting with the UBC has increased. Budget will be increased about \$250.

Publicity: (Bettejean Spatafore) Bettejean submitted an e-mail report stating that October and November news items had been submitted to local publications. Neil reported that he was to be finished with this responsibility in October. Neil will make a small presentation and ask for volunteers at Friday's meeting to assist with Publicity.

Welcoming: (Shirley Lindquist) Susie Ganch has been recruited to help Shirley.

Website: (Polly Swerdlin) Three people are currently able to update the website (Polly, Lisa, and Garry). Polly will train Kim so that she may upload newsletters. Bob asked for discussion of digitizing/uploading the membership applications, making available only to the board for privacy issues. Billy asked about uploading financial information.

Member Services: (Polly Swerdlin) There are plenty of new member packets available.

Telephone: (Kathie Chaffee) Bob reported that last meeting had the largest attendance because of the efforts of the telephone committee. Loren asked for an email reminder of holiday party.

E-mail: (Neil Miserendino) Needs an updated list to add new members and additional/separate family members.

Hospitality: (Leslee Fehlman) Loren reported the desire for someone to help backup Leslee.

County Coordinator: (Mary Martin) Loren reported that 10 people took the bus trip to Clayton library October 8 and we collected \$20 towards the East Texas Harris County Senior Citizen program. We need to encourage people to take advantage of this county-provided service.

Sargent-at-Arms: (Mike McCowan) Mike will not be a Friday's General meeting. Loren will be responsible to provide an individual to lead in the Pledges of Allegiance.



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Historian: (Tammy Frey) Loren said Tammy is not a scrapbook person, so he is looking for a volunteer to take that responsibility.

**OTHER ITEMS**

2016 Initiatives: (see above under Other New Business)

Registrar spreadsheet: Not currently available to the Board on website.

Members' password: Billy asked for this and it was verified.

**ADJOURNED:** Meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Lisa Smith  
Recording Secretary