

**Bay Area Genealogical Society
Board Meeting Minutes
University Baptist Church
Meeting Room EB105
July 25, 2016**

The meeting was called to order by President Loren Martin at 6:30 p.m. In attendance were: Loren Martin, Nick Cimino, Kim Zrubek, Bill Mayo, Bob Wegner, Garry Garrett, Polly Swerdlin, Mike McCown, Terri Myers and Teresa Rundell. A quorum was met with five officers in attendance.

Administrative

Loren Martin volunteered to record the minutes for this Board meeting and Polly Swerdlin volunteered to record the General Membership minutes on Friday.

Polly Swerdlin moved that the June Board minutes be approved as corrected and Bill Mayo seconded; the Board voted to approve the minutes.

The June Treasurer's report was presented by Bill Mayo with no income during the month and expenses of \$192.50 leaving a checking account balance of \$5,759.80 and Certificate of Deposit balance of \$3,731.79. hand is \$5940.13 as of July 1. Discussion followed regarding the re-allocating of itemized accounting of receipts on the Financial Statement regarding membership donations for Lifetime versus Patron categories. Bob Wegner moved and Bill Mayo seconded to accept the Treasurer's reports, which the Board voted to accept. Bill presented a draft of the 2016-2017 Budget and the Board proceeded to discussion and make alterations to many of the individual items in the draft. Bill will incorporate these modifications and distribute the revised Budget proposal to the Board, before the August Board meeting where the official 2016-2017 Budget will be approved.

Bob Wegner presented the Registrar's Member Report. The total number of current members are 203, with 47 Family Memberships and 98 Single Memberships. One member has already renewed for 2016+2017.

Members First activities were reported by Bob Wegner. He also presented a four page BAGS Membership Attendance Report which clearly shows which people have been attending regularly, sporadically and not at all.

Old Business

Updated job descriptions- Nick Cimino reported Education Committee, Telephone Committee and Journal updated descriptions have been posted to the Board section of the website. A few more updates are still needed.

Electronic payments investigation – Bob Wegner and Bill Mayo are in the process of testing the procedures and functioning of the Square device to accept credit card payments at the meetings.

Member Survey – Loren Martin and Kim Zrubek distributed information for Board consideration of various merchandising options and stated that they will continue to research other possibilities.

Taylor Symposium – Loren Martin, Polly Swerdlin and Kim Zrubek reported on the status of carpooling, volunteer activities and publicity and membership promotion opportunities related to this event. Loren Martin distributed to the Board a draft of a flyer that could be included in the symposium attendee's packet. The members of the Board were asked to review the document and provide suggestions to Loren and Kim.

New Business

Website – The Board discussed the possibility of making each monthly 'Newsletter' completely available on the open portion of the website (instead of just the first page). The "marketing value of freely" showing all that BAGS provides to the non-member public versus the "giving away of membership benefits" was discussed by the Board. No decision was made, so the matter was tabled.

Mailing of Publications – The Board discussed the current procedure to once-a-year mail the 'Journal' and 'Yearbook' publications to each member who had donated the \$5.00 amount. A few members had expressed a desire for the mailings to occur on a more timely fashion. It was suggested that the President remind the members that this is clearly stated on the 'Membership Application' and the cost of a more frequent mailing would be more than \$5.00.

Clayton Library Open House – The Clayton Library will hold their inaugural Open House on Saturday, October 8, to reach out to those unfamiliar with the library as well as area genealogical societies. BAGS will participate with a display table.

By-Laws Article X – Board of Directors B. Authority and Duties - The Board briefly discussed that the wording in the By-Laws sub-section 2 that state "Each Board Member shall: a. Attend all Board Meetings. b. Be available via email or telephone throughout the year. C. Maintain a detailed description of the duties and activities of the office, which shall be passed on to his or her successor." No action was taken.

Committee Reports

Education - Nick Cimino reported that the 'Members Helping Members' event held at Helen Hall Library on July 10 was well received and he distributed a written report for all of the attendees.

Newsletter - Kim Zrubek reported that the 'Newsletter' process was functioning well.

Programs – Kim Zrubek reported that program presenters are scheduled for the rest of 2016.

E-mail – Garry Garrett has assumed responsibility for the committee.

Journal – Melodey Hauch reported that the current issue is in progress with the plan to have it ready for September.

Publicity – Deborah Gammon has agreed to assist Bettejean Spatafore.

Web - Polly Swerdlin reported on the cost savings BAGS is experiencing with the new technical host.

Member Services - Polly Swerdlin has picked-up more new member folders.

Telephone – The Board expressed its appreciation for the wonderful job that Kathie Chaffee and her committer are doing communicating with the members.

The meeting was adjourned at 8:10 PM.

Minutes recorded by Loren Martin.