

**Bay Area Genealogical Society
Board Meeting Minutes
Monday, September 23, 2019
University Baptist Church EB 105
16106 Middlebrook, Houston, TX**

Attendees: Nick Cimino (President), Lisa Smith (1st VP Elect via Skype), George Porterfield (1st VP), Susie Ganch (2nd VP), Bob Wegner (Registrar), Bill Mayo (Treasurer), Teresa Rundell (Corresponding Secretary), Kitty Olson (Recording Secretary Elect), Polly Swerdlin (Website), Judy Zavalla (Member Services), Garry Garrett (Email, Pedigree Charts, Yearbook), Melodey Hauch (Journal), Terri Meyer (Publicity)

Not in attendance: Kathie Chaffee (Recording Secretary), Kim Zrubek (Hospitality, Newsletter, Education), Jane Thompson (Welcoming), Deborah Gammon (County Coordinator), Shirley Lindquist (Award/Past President)

Meeting call to order at 6:40 pm by President, Nick Cimino once a Skype connection with Lisa Smith was established.

Administrative Items:

August 2019 Board Minutes: Nick called for corrections and additions to the August 2019 Board minutes; no corrections and/or additions were proposed. The minutes were approved.

September 2019 Board Minutes: Kitty Olson, Recording Secretary Elect responsible for board meeting minutes going forward.

Treasurer's Report: Period 31 July to 31 August 2019

Checking Account

Balance as of 31 July 2019	\$4,916.29
August Receipts	\$ 133.92
August Expenditures	<u>\$ 874.86</u>
Balance as of 31 August 2019	\$4,175.35

Certificate of Deposit Value	<u>\$3,907.18</u>
Total Monetary Assets	\$8,882.53

The board approved changes to the BAGS Budget for 1 Sept 2019 – 31 Aug 2020 as follows:

Revenue Category, Line 1B: Family \$35 x 40 with Budget of \$1400

Expenditure Category, Line 3A: Speaker Fee Budget \$587

Expenditure Category, Line 8A1: Printing Budget \$700

Bob reported a new surname list has been posted to the BAGS website.

Registrar's Report: Period 2019-2020

Total Members who have renewed to date: 62

Total members who not renewed to date: 95

Total new members: 6 (4 Family, 2 Single)

Corresponding Secretary

Teresa reported she had responded to 2 visitors. Susie reported she had been contacted by Ron Cox, previous BAGS President and charter member, regarding a serious fall at home. Susie requested that Teresa send him a card and Bob suggested that Nick contact Ron either by home visit or phone call. Teresa will send a card and Nick agreed to call Ron Cox.

Old Business Items:

From the August board meeting minutes, the following item was tabled until the September board meeting:

- Discussion for a payment of a stipend to the BAGS Delegate to the TxSGS conference was tabled until the next board meeting.
 - Board approved payment of \$50 stipend to the BAGS delegate (George) to attend the TxSGS Conference.

New Business Items:

Review of the August General Meeting:

Susie observed that not as many members presented at this year's Show and Tell program as last year's program. Board members agreed the meeting went well with the exception that it was difficult to capture for the general meeting minutes the names of all of the members who participated in the Show and Tell program. Recommendations for future Show and Tell program to address this issue are to provide name tags and/or sign-up to capture the names and topics presenters.

Review Agenda and Plan for September 27 General Meeting:

Program for the meeting is "DNA Basics" presented by Dana Leeds.

Susie will provide copies of the Dana Leeds presentation for the general meeting and the Saturday seminar once she has received the materials from the speaker, Dana Leeds.

Planning for Saturday, September 28 Dana Leeds Seminar, "An Introduction to DNA Basics, Working with your matches: A DNA Toolkit"

Susie reported she has reserved a hotel room for the speaker at the Hilton; Susie paid the hotel bill and will submit a reimbursement form to Bill.

Bob will provide name tags indicating who has paid for lunch on the nametag; Bob will also have BAGS registration forms available for attendees.

Terry will provide folders for the speaker handouts.

Susie reported an error in calculating the fee for lunch as the required \$8.00 lunch fee did not include tax or tip; actual cost of lunch is \$10. Susie volunteered to coverage the cost difference; coverage of the difference in the collected lunch fee and the actual cost of lunch will be determined after actual cost data for the seminar has been collected.

As of Monday, September 23 thirty-nine attendees had signed up for the seminar (Kim registered for the seminar but will not be able to attend due to a work conflict).

Room will be setup for 40 attendees, additional seating may be needed to accommodate last minute attendees.

Lunch will be delivered between 11:00 – 11:30 am.

Susie will coordinate the setup for the meeting; all board members attending the seminar will assist Susie with setup and lunch.

Polly will add a deadline for ordering lunch from Jason's Deli of Wednesday, September 26 to the BAGS website.

BAGS Participation in Texas State Genealogical Society, 2019 Family History Conference, October 11-13, at the Omni Houston Hotel- Special Breakfast Attendees:

The following board members are planning to attend the conference: Terri Myers, Teresa Rundell, George Porterfield (Delegate), Bob Wegner, Kim Zrubek, and Lisa Smith.

TxSGS invited 2 representatives from BAGS to attend the Partner's Breakfast held on Saturday, October 12 at 7:30 am; one of the 2 representatives being the Delegate to the conference. George as the Delegate will attend the breakfast meeting; advanced registration for the breakfast is required.

Nick asked if any of the board members that were attending the conference wanted to fill the one additional seat at the breakfast meeting; no one committed to attending the breakfast meeting so one seat is available at the breakfast meeting for any BAGS member attending the conference.

Board discussed the merits of acquiring a tablecloth with the BAGS logo that can be used for events such as the upcoming TxSGS Conference; Lisa volunteered to research the cost of a tablecloth with the BAGS logo.

PayPal payments and online membership application:

George reported that testing of the online membership application has gone well and he will submit his own membership application prior to release. George is working with Polly to add the online membership application to the website with an expected launch date of October 1. The cost of using PayPal for a single membership is 85 cents and for a family membership the cost is \$1.07.

Nick requested that George attend the October board meeting and George agreed.

Installation of New Officers:

George was enlisted to perform this task at the general meeting on September 27; however, Lisa will not be able to attend the general meeting. Lisa will be installed as 1st VP at a later date.

Committee Reports:

Programs: Susie will be out of town for both the October board and general meeting; Nick will be the point of contact for the October general meeting.

Website: Polly reported that the registration for the September seminar has been working well.

The following items were uploaded to the website:

- Board and General Minutes for August 2019
- August General Meeting photos from the Show and Tell program provided by Bob

The following items were updated on the website:

- Nick's new photo and Judy's About Us
- New board member photos for Lisa and Kitty
- Memorial page: removed any item older than one year
- Version 2019 of the Bylaws
- Meetings updated through April 2020
- MHM dates on the Workshop page was updated by Kim
- Notice about the cancellation of the Clayton Bus Trip on September was added to inform members; this notice has now been removed.

Polly described the issue with DreamHost forwarding emails to board assigned email accounts. The issue is BAGS emails are not deleted even when forwarding emails has been established; Polly deleted over 3780 emails for board members and most of these emails were spam. Polly is working with technical support for a workaround to this issue. Polly will work with Kitty to set up mail forwarding for the Recording Secretary email account. Polly has received two BAGS recipes; a message for the cookbook will be published in the September newsletter. The board agreed upon a new password for the board only portion of the website.

E-mail:

Garry reported he is continuing to clean up the group email list. Garry requested Bob send him the latest registration list; Melody also needs this list for the journal.

Journal: Melodey reported she has received 5 articles for the upcoming journal; publish date is targeted for March, 2020. She also submitted the 2018 Journals to the Writing Awards Committee for the TxSGS Conference under partner society publications; the World War I issue of the journal is one that was submitted. Melodey also submitted two of her own articles for a manuscript award. For future articles to be considered for next year's Writing Awards, an author must be TxSGS member and publish their article first in either the BAGS Journal or another society's publication.

Scrapbook: Teresa reported that she will bring the scrapbook to the September meeting.

Publicity: Terri will email Kim regarding the bookmarks for inclusion in the folders for the September seminar.

Member Services: Judy reported that one person requested a ride to the TxSGS Conference; no one has requested a ride to the general meeting.

Historian/Awards: Bob is working with Teresa on the completion of the scrapbook. Bob will send the award list to Nick and Susie.

Education: Kim provided status by email:

- The next dates for Member Helping Member (MHM) sessions at the Friendswood Family History Center are:
 - Wednesday, October 9th from 10:00 am till 11:45 am
 - Wednesday, November 13 from 10:00 am till 11:45 am
 - No meeting in December.
- October is Family History month and Kim will bring copies of various programs that are available in October to the September general meeting.

Kim also provided attendance of previous MHM sessions and identified a hacking issue using Facebook as follows:

- July 31 meeting, 11 people attended: Sharon and Glen Cress, Teresa Rundell, Teri Myers, Liz Strasser, Renee Ball, Susie Ganch, Deborah Elliot, Nick Cimino, Kim Zrubek, Nancy Royce, and Janet Brown.
- August 28 meeting, George Porterfield substituted for Kim.
- September 11 meeting, 9 people attached: Gale French, Deborah Elliot, Deborah Gammon, George Porterfield, Glen Cress, Nancy Royce, Renee Ball, Laura Walker, and Kim Zrubek.
- Deborah Gammon reported she experienced a hacking issue with her Facebook "friends" list an hour after attending the 9/11 MHM meeting and using FHC computer to login into her email to send a digitized record file we had found. Possibly poor timing with Facebook's Video Scam that was reportedly going

around that week.

Newsletter: Kim provided status by email. The September issue of the BAGS' newsletter should be completed and distributed by Tuesday, September 25 or Wednesday, September 26. Contents of the September newsletter include the following:

- 2020 Program
- Latest Bus Trip schedule
- Thank you to the 2017-2019 and 2019-2020 Officers
- New Member List
- Dana Leeds Friday/Saturday programming
- Judy Membership Services - carpool for meetings and TSGS Conference
- Polly's Cookbook message

County Coordinator: Deborah provided status by email. Future bus trips to Clayton Library are:

- Wednesday, November 6
- Tuesday, November 26 (this is a makeup date for September trip that was cancelled due to Imelda)
- Wednesday, January 8, 2020
- Wednesday, February 5, 2020

Deborah reported that she took a refresher class from Precinct #2 and the bus charge is \$3.00 a person. Deborah is requesting that everyone have \$3.00 in cash to give to her upon boarding the bus; Deborah does not plan to give change. She also wanted to remind participants to bring a flash drive for information that they find online as this is easier than printing and paying for copies.

Cleburne Cafeteria now comps the bus driver's lunch so we can go to lunch if we like.

Meeting adjourned at 8:04 pm.

Respectively submitted,
Kitty Olson, Recording Secretary Elect