

**Bay Area Genealogical Society
Board Meeting Minutes
Monday, January 27, 2020
University Baptist Church EB 105
16106 Middlebrook, Houston, TX**

Attendees: Nick Cimino (President), Lisa Smith (1st Vice-President via Skype), Susie Ganch (2nd Vice-President), Teresa Rundell (Corresponding Secretary), Kitty Olson (Recording Secretary), Bob Wegner (Registrar), Bill Mayo (Treasurer), Kim Zrubek (Hospitality, Newsletter, Education), Melodey Hauch (Journal), Polly Swerdlin (Web Editor), George Porterfield (Sergeant-at-Arms),

Not in attendance: Garry Garrett (Email, Web Editor, Yearbook), Judy Zavalla (Member Services), Deborah Gammon (County Coordinator), Kathie Chaffee (Telephone), Jane Thompson (Welcoming), Terri Myers (Publicity)

Meeting called to order at 6:30 pm by president, Nick Cimino, once a Skype connection with Lisa Smith, 1st Vice-President, was established.

Administrative Items

November 2019 Board Minutes – Nick Cimino

- Nick called for any corrections/additions to the corrected version of the November board minutes previously distributed by Recording Secretary, Kitty Olson; no further corrections/additions were proposed.
- Billy Mayo, Treasurer, moved that the November board minutes be approved. Bob Wegner, Registrar, seconded the motion. The motion passed unanimously.

Treasurer's Report – Bill Mayo

Period 31 October – 31 December 2019

CHECKING ACCOUNT

Balance as of 30 September 2019	\$ 6,715.73
November Receipts	\$ 2,083.00
December Receipts	\$ 0.00
November Expenditures	\$ -293.51
December Expenditures	\$ - 55.00
Balance as of 31 December 2020	\$ 8,450.22

CERTIFICATE OF DEPOSIT VALUE	<u>\$ 3,951.98</u>
TOTAL MONETARY ASSETS	\$12,402.20

JSC Credit Union Checking Account

Kitty provided Bill a signed copy of the November board meeting minutes as required for opening a BAGS account at the Johnston Space Center (JSC) Federal Credit Union. Bill and Nick will meet at the JSC Federal Credit Union to open an account; the current BAGS Compass banking account will then be closed and all funds transferred to the account at JSC Federal Credit Union.

Status of Pay Pal payments

Per George Porterfield, Sergeant-at-Arms, only two PayPal transactions have been recorded since the last report; in addition, one family PayPal transaction recorded.

2019 Leeds Seminar

Bill distributed an amended BAGS Leeds Seminar Financial Report prepared on January 26, 2020 to the board with an adjusted net profit of \$521.36.

Registrar's Report – Bob Wegner

- **Period 2019-2020**

Total Members who have renewed to date: **86**

Total members who not renewed to date: **71**

Total new members: **13 (8 Family, 5 Single)**

Corresponding Secretary – Teresa Rundell

- No visitors attended the November general meeting.
- Teresa provided a sympathy card for the board members to sign for Margaret Jean Harris; in addition, she included in the sympathy card a \$50 memorial donation as previously approved by the board via email on January 12, 2020.

Business Items

Review of the November General Meeting, Gale French "DNA Painter Tool"

- Board members in attendance at the November general meeting agreed Gale is a knowledgeable speaker, however, the material was very technical in nature and Gale covered a large amount of material. Questions from the audience were held to the end of the presentation.

Review Agenda and Plan for General Meeting on January 31, Members Tips and Tricks:

- Board agreed that each of the 5 speakers will have 10 minutes for their presentation and to answer any questions.
- Questions from the audience will be allowed after each speaker's presentation.
- Susie Ganch, 2st Vice-President, will not provide copies of the speaker's presentations at the meeting.
- Each speaker will be responsible for sending Polly Swerdlin, Web Editor, a copy of their presentation to be posted on the website following the general meeting.

Correction and additions to agenda for general meeting on January 31, 2020, "Members Tips and Tricks"

- Nick will update the agenda to include an announcement encouraging members to see Bill regarding having their photograph taken for the yearbook.

Discussion of possible Eagle Scout project – Lisa Smith:

- Lisa reported she has not heard from the scout, James Williams, since the November general meeting; the project was targeted to start in January 2020 and to be completed in March 2020.
- Lisa will discuss the project with James or his mother, Kathleen Williams, at the general meeting on January 31, 2020 if either is in attendance.

BAGS Business Cards – Lisa Smith:

- Lisa will provide a proposed generic business card which will include the following items:
 - BAGS logo
 - blank line for a board member's name
 - BAGS mailing address
 - url address for the BAGS website
 - generic email address of info@txbayareagen.org
- Upon approval of the BAGS business card Lisa will order 200 cards; these cards will be divided among the board members who have requested a business card.

Dreamhost email – Lisa Smith

- Most board members are now using their official BAGS e-mail for sending/receiving correspondences related to BAGS. The following personal e-mails will have forwarding terminated at the end of the January 2020:
 - rwegner@hal-pc.org (Historian)
 - jzavalla@att.net (Member Services)
 - bagsnews@gmail.com (Newsletter)
 - tmyers23@hotmail.com (Publicity)
 - rwegner@hal-pc.org (Registrar)
- A bagsboard@txbayareagen.org e-mail address was created to make it easier for individual board members to send a group e-mail to the board.
- The fivegencharts@txbayareagen.org e-mail address has been changed to pedigreecharts@txbayareagen.org to keep it generic as to the number of generations and to align it with the wording noted on the website.
- The BAGS website has been updated to reflect these e-mail changes and the About Us page now includes links to all board members e-mail addresses.

BAGS Job Descriptions – Lisa Smith

This item was provided by Lisa via email:

- All job descriptions for the board have been edited, standardized, and sent to incumbent for approval. Those still needing incumbent sign-off for finalization are:
 - Registrar
 - Treasurer (needs to coordinate with Registrar)
 - E-mail (needs to coordinate with Newsletter)
 - Historian
- Once all of the job descriptions have been approved, they will be uploaded to the website.

2020 Programs and Seminar Proposal – Susie Ganch

- Susie will explore the option of a seminar on how to apply to different lineage organizations by a representative from the Daughters of the American Revolution who resides in the Dallas area.
- Travel expenses for the speaker would need to be covered including hotel accommodations.
- Target date for the seminar is early September 2020.

2020 Program Schedule – Susie Ganch

Date	Presenter(s)	Topic	Comments
31 January	Polly Swerdlin Susie Ganch Nick Cimino Melody Hauch Kim Zrubek	Tips and Tricks for Genealogical Research	Topics include: <ul style="list-style-type: none"> Using Roots Magic for Research Using Pinterest for Genealogy Using City Directories Using FindaGrave & Billion Graves Family Search
28 February	Jennifer Ross-Nazzal, Ph.D, Historian, NASA Johnson Space Center	Archives available at JSC and online regarding the Space Program	She will also discuss the ongoing JSC Oral History Project established in 1996.
27 March	Samantha Bruer, CA, Architectural Archivist, Houston Metropolitan Research Center, HPL	Preserving Family Documents and Photos	Possibly make a contribution to HPL as honorarium for the speaker
24 April	Jeanette Pieczynski, TSGS Speakers Bureau	How to Utilize other family trees and fix yours if you find it inaccurate	\$50 speaker fee
29 May	Devon Lee	Exploring AncestryDNA Thru Line	\$125 speaker fee Pot Luck Supper
26 June	Nick Cimino	Italian Research	
31 July	Linda Hudson	Quaker Research	Requested \$25 to cover transportation cost to/from Cypress, TX
28 August	BAGS Members	Members Show & Tell	Pop Luck Supper
25 September	Linda Worsham	Digital Scrapbooking Your Pictures & Data	\$75 speaker fee
23 October	Sharon Batiste Gillens	Navigating the Freedmen's Bureau Records	Fee to be determined
Saturday 21 November	Lisa Smith	Genealogy from a Private Investigator's Perspective	

Education – Kim Zrubek

- New dates for member helping member research sessions at the Friendswood Family History Center (FHC) are:
 - Wednesday, January 22.** Six people attended: Nancy Royce, Nick Cimino, Glen Cress, Renee Ball, George Porterfield, and Kim Zrubek. Glen and George explained how to interpret Renee's husband Y-DNA test results. The rest of us enjoyed using online resources not accessible outside the FHC.
 - Wednesday, February 12 from 10am to 11:45am**
 - Wednesday, March 18 from 10am to 11:45am**
 - Wednesday, April 1 from 10am to 11:45am**
 - Wednesday, May 6 from 10am to 11:45am**

Newsletter – Kim Zrubek

- Newsletter was not published for the months of October, November, and December 2019; January 2020 issue will cover some of the BAGS events that took place during that time period.
- January 2020 issue was completed and an email to the membership was attempted. However, a Dreamhost quota limiting 100 emails per hour was encountered.

- (Recipient address rejected: Policy Rejection- Quota Exceeded. <https://help.dreamhost.com/hc/en-us/articles/215730437-SMTP-quota-limits>)
- For the future, the email blasts to memberships needs to be split in half and sent within different hours to be successful.
- Kim and Melody Hauch, Journal Editor, will speak to Kathleen Williams, member, regarding volunteering for various activities including the newsletter and the journal.

Website – Polly Swerdlin

Modifications to the website sidebar include the following items:

- TCGS Seminar flyer and registration form until Jan 25
- Letter to USGIS under “For Your Info”
- Holocaust Museum speaker
- Round Rock Seminar

Items uploaded to website include the following items:

- Photographs from the 2019 December Luncheon under the Photo Gallery
- Disbursements 9-23 to 12-05 (12 statements), Bank statements, Registrar receipts

Items updated on the website:

- Checked for broken links January 23 – no issues
- Meetings page – December Holiday Luncheon moved to Past Meetings page
- In Memoriam – removed Jack Chapple, passed Jan 5, 2019
- Trips page – next scheduled bus trip on February 5, 2020 added
- Workshops page – 2020 updated by Kim Zrubek

BAGS Cookbook:

- No real interest expressed by membership so far; an ad for the cookbook will be included in the January newsletter. A determination on whether to continue this activity will be made at a later date.

E-mail / Yearbook – Garry Garrett

- No updates.

County Coordinator – Deborah Gammon

Deborah provided status via email as follows:

- Bus trip to Clayton Library is scheduled for Wednesday, February 5, 2020; Deborah will provide a flier regarding the upcoming bus trip at the general meeting on Friday, January 31.

Journal – Melodey Hauch

- Melodey reported she had received 5 articles for the upcoming issue of the journal; she is in the process of editing these articles.
- After twelve years as journal editor Melodey announced she is retiring from this position at the end of current BAGS fiscal year; she will be responsible for publication of the March and August 2020 journals.
- Melodey recommended that the board advertise the need for a new editor and she agreed to assist the new editor in formatting the journal, documenting footnotes, etc.

Publicity – Terri Myers

- No report.

Welcoming – Jane Thompson

- No report.

Member Services – Judy Zavalla

- No updates.

Telephone – Kathie Chaffee

- No report.

Hospitality – Kim Zrubek

- Potluck Supper planned for the May general meeting.

Scrapbook – Teresa Rundell

- No updates.

Historian/Awards – Bob Wegner

- Bob reported that post office box rate may increase in April 2020.

Gary Garrett's Retirement from Board

Gary Garrett (Email, Web Editor, Yearbook, Pedigree Chart Coordinator) plans to retire from the BAGS board. Gary has agreed to complete updates to upcoming issue of the yearbook.

A discussion by the board members followed regarding how to reassign Gary's duties and responsibilities:

- Polly asked George if he would agree to be replace Gary as an alternate web editor; George accepted the alternate position.
- Lisa will work with Gary on updating the yearbook; Gary sent Lisa a set of yearbook files including a checklist for creating the yearbook. Lisa will request that Gary send her the photo files required for the yearbook.
- Lisa will contact new member, Amy Hoke, who volunteered to assist with the yearbook.
- Several board members commented that member, Lisa Franklin, had offered assistance to members in creating their pedigree charts; Lisa Franklin may be a candidate for the role, Pedigree Chart Coordinator.
- Kim and Lisa will work on updating the membership email file.
- George will investigate other tools for sending emails to the membership such as Constant Contact.

Meeting adjourned at 8:02 pm.

Respectively submitted,

Kitty Olson, Recording Secretary