

**Bay Area Genealogical Society
Board Meeting Minutes
Monday, February 24, 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), Bill Mayo (Treasurer), Kim Zrubek (Hospitality, Newsletter, Education), Melodey Hauch (Journal), Terri Myers (Publicity)

Not in attendance: Polly Swerdlin (Web Editor), Judy Zavalla (Member Services), Deborah Gammon (County Coordinator), Kathie Chaffee (Telephone), Jane Thompson (Welcoming), George Porterfield (Sergeant-at-Arms), Bob Wegner (Historian, Registered Agent)

Meeting called to order at 6:32 pm by president, Nick Cimino, once a Skype connection with Lisa Smith, 1st Vice-President, was established.

Administrative Items

January 2020 Board Minutes – Nick Cimino

- Nick called for any corrections/additions to the corrected version of the January 2020 board minutes previously distributed by Recording Secretary, Kitty Olson; no further corrections/additions were proposed.
- Billy Mayo, Treasurer, moved that the January board minutes be approved. Susie Ganch, 2nd Vice-President, seconded the motion. The motion passed unanimously.

Treasurer's Report – Bill Mayo

Period 31 December 2019 – 31 January 2020

CHECKING ACCOUNTS

Balance as of 31 December 2019	\$ 8,450.22
January Receipts	\$ 0.00
CD Monies Transferred to Checking Account	\$ 3,959.63
January Expenditures	\$ 213.59
Balance as of 31 January 2020	\$12,191.26

JSC FCU SAVINGS ACCOUNT	\$ 5.00
CERTIFICATE OF DEPOSIT VALUE	\$ 0.00
TOTAL MONETARY ASSETS	\$12,196.26

JSC Federal Credit Union (FCU) Checking Account – Bill Mayo

- President Nick Cimino and Treasurer Bill Mayo opened a Savings Account and a Checking Account with Johnson Space Center Federal Credit Union on 31 January 2020 with a deposit of \$5 dollars into the Members Savings Account and \$500 into the Checking Account.
- When the last outstanding check on the BBVA account has cleared, that account will be closed and all proceeds deposited into the JSC FCU account. At that time the Board will need to decide how much to keep in the Member Savings Account, the Checking Account and in a Certificate of Deposit account.

Registrar's Report – Interim Nick Cimino

- **Period 2019-2020**

Total Members who have renewed to date: **95**

Total members who not renewed to date: **62**

Total new members: **15 (9 Family, 6 Single)**

- **Registrar's Resignation and Replacement – Nick Cimino**

- Bob Wegner resigned as Registrar effective immediately, Bob agreed to remain as Historian and Registered Agent.
- Nick will serve as Interim Registrar until a replacement has been selected.
- Lisa Smith is in the process of updating the job description for the Registrar, with inputs from other members of the board.

Corresponding Secretary – Teresa Rundell

- No correspondences were sent in January.

Business Items

Review of the January General Meeting, "Members Tips and Tricks"

- Board members in attendance at the January general meeting agreed that this format was well received. Improvements to the format include: reduce the number of speakers to three with a time limit of 15 minutes per speaker, narrow the scope of each presentation to tips and/or techniques and provide a one-page handout to the attendees with several key tips identified from each speaker's topic. Susie recommended that the board consider this a yearly topic and the board agreed.

Corrections and Additions to Agenda for Friday, February 28: Tips & Tricks for Using City Directories for Genealogical Research

- One minor punctuation error was suggested to the agenda. Nick will update the agenda and will send an updated version to Susie.

BAGS Job Descriptions – Lisa Smith

- All job descriptions that have been finalized and approved have been updated on the website. Job descriptions still undergoing changes are:
 - Registrar: still working out some of the specifics of this job description
 - Treasurer: coordinating updates with the Registrar job description
 - E-mail: determining whether this role will be incorporated with the role of Newsletter Editor or not; information was very outdated (reference to Yahoo accounts, etc.), this job description is undergoing a complete overhaul
 - Kim recommended that the role, Email, not be incorporated as part of the role of Newsletter Editor.
 - Yearbook: Undergoing revision with new process.

Discussion of possible Eagle Scout Cemetery Project – Lisa Smith:

- James Williams ran into delays, but has received final approval signatures from his troop to begin the project.
- James is looking for suggestions for a cemetery to document.

BAGS Business Cards – Lisa Smith:

- 250 business cards have been purchased and received from VistaPrint
- 30 cards each will be passed out to select Board members at the general meeting on Friday, February 28
- Lisa will give the remaining cards to Recording Secretary, Kitty Olson.

2020 Programs and Seminar Proposal – Susie Ganch

- No updates on the seminar proposal at this time.
- Complete list of speakers for 2020 provided to the board at the meeting in January; no changes to speakers for the remaining of 2020 other than for the February meeting.

Education – Kim Zrubek

- Upcoming dates for member helping member research sessions at the Friendswood Family History Center (FHC) are:
 - Wednesday, March 18 from 10am to 11:45am
 - Wednesday, April 1 from 10am to 11:45am
 - Wednesday, May 6 from 10am to 11:45am
- Activities to be scheduled are:
 - schedule weekend dates for research sessions at a local library
 - contact the individuals outlined in the Registrar's report that requested assistance.

Newsletter – Kim Zrubek

- A preview copy of the February 2020 newsletter issue was distributed prior to the board meeting for review. Kim will distribute the newsletter with updates following the board meeting.
- Lisa Smith determined that Dreamhost offers Announcement Lists as a way to distribute announcements and newsletters to the membership. Kim will investigate this capability as a method for distributing information to the general membership.
- Board agreed to schedule the May board meeting on Tuesday, May 26 prior to the general meeting on Friday, May 29 and to schedule the October board meeting on Monday, October 19 prior to the general meeting on Friday, October 23.

Website – Polly Swerdlin

Items uploaded to website include the following items:

- January and February Bus Trip photos
- October, November, January Board minutes
- Agendas for the October and November General meetings
- October, November, December, January Treasurer's Reports

Items updated on the website not including items that are done each month, i.e. meetings moved to past

- Home page – added disclaimer written by Lisa Smith to discourage phishing requests to add their links
- Sidebar – added New Braunfels Founding Family and TCGS events
- Meetings page – changed Pot Luck start times to 6:00 pm for both May and August general meetings
- Members page – rearranged for better organization per suggestions from Lisa and George
- Trips page – upcoming bus trip to Clayton Library is scheduled for Friday, April 3
- About Us page – changed emails to show when hovering over position field rather than name assigned to that position
 - Lisa Smith as interim Yearbook, Lisa Franklin as Pedigree Charts, Registrar and Email positions vacant

- Workshops page – 2020 updated by Kim Zrubek.

BAGS Cookbook:

- Deadline for submitting recipes to be included in BAGS Cookbook is Friday, May 29.

Yearbook – Lisa Smith

- Garry has finished his duties with the yearbook and requested that Lisa assume responsibility for the production of the 2019-2020 yearbook.
- Method of creating yearbooks revamped which should make it easier to maintain, create, print.
- Yearbook 2019-2020 is delayed until Lisa receives the current contact information for all members.
- Once the yearbook is complete, Lisa will reach out to Amy Hoke and ask if she would be willing to take over the role.

Pedigree Charts – Lisa Smith

- Lisa Franklin has agreed to assume the role of Pedigree Charts Coordinator; she received instructions on how to use the BAGS email account and how to access the website.
- “About Us” web page has been updated accordingly.

County Coordinator – Deborah Gammon

- Upcoming bus trip to Clayton Library is scheduled for Friday, April 3.

Journal – Melodey Hauch

- Journal is compiled and includes eight articles, totally 44 pages.
- Pending final edits and completion of the index the plan is to distribute the Journal at the March meeting unless problems are encountered with Office Depot.

Email – TBD

- **ACTION ITEM:** Review the bylaws for this role.

Publicity – Terri Myers

- Correction to one newspaper was sent regarding the change in program for February and notices for March general meeting have been sent to appropriate publications.

Welcoming – Jane Thompson

- No report.

Member Services – Judy Zavalla

- No report.

Telephone – Kathie Chaffee

- No report.

Hospitality – Kim Zrubek

- Kim will bring cookies to the general meeting on Friday, February 28.
- Potluck supper planned for the May general meeting.

Scrapbook – Teresa Rundell

- New scrapbook has not been started.

Historian/Awards – Bob Wegner

- No report.

Meeting adjourned at 7:22 pm.

Respectively submitted,

Kitty Olson, Recording Secretary