<u>**Administrative Items**</u>

Notification to membership on March 16, 2020 via email and posted to website:
 "The coronavirus pandemic is an emerging, rapidly evolving situation that has forced us all to take protective measures. The current guidance from the CDC is for older adults to stay home as much as possible. President Donald Trump said Monday his administration's coronavirus task force updated its guidelines amid the coronavirus outbreak and recommends all Americans, avoid gatherings of 10 or more people. The Houston Public Library including the Clayton Center for Genealogical Research has suspended service at all locations until further notice.

In that light, the BAGS Board has cancelled all activities of the Bay Area Genealogical Society until further notice.

We are evaluating options for electronic meetings and will provide updates as more information becomes available."

Board Decisions:
1. A motion was proposed by Lisa Smith and seconded by Polly Swerdlin to appoint George Porterfield to the position of Registrar; the motion was approved by the board via email on March 24, 2020.
2. A motion was proposed by Lisa Smith and seconded by Bill Mayo to approve the minutes from the board meeting held on February 24, 2020 and the general meeting held on February 28, 2020; the motion was approved by the board via email on March 26, 2020.

Treasurer's Report – Bill Mayo
(March 23, 2020)
Period 31 January – 29 February 2020

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CHECKING ACCOUNTS
    Balance as of 31 January 2020                    $    500.00
        February Receipts                           $  1,036.00
        February Expenditures                       $    133.55
    Balance as of 29 February 2020                   $  1,402.45

JSC FCU SAVINGS ACCOUNT                              $11,696.26

TOTAL MONETARY ASSETS as of 29 February 2020         $13,098.71
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Registrar's Report – per Lisa Smith

(March 22, 2020)

Period 2019-2020

 Total members: 186

  New members (less than 30 days): 6

  Current/current (exception): 180

Non-renewed: 5

Members marked 'current(exception)' were considered current based on Registrar's report of 02/28/20 though the latest payment date is unknown

Any member that has not renewed since 1/1/18 (this needs to be changed, calculated based on last acceptable date for renewal payments)

Corresponding Secretary – Teresa Rundell

A sympathy card sent to the daughter of member, Mary Brandhorst, who recently passed away.

Business Items

1st Vice President's Board Report – Lisa Smith

(March 22, 2020)

Job Descriptions: All Job Descriptions have been finalized and updated on the website.

Email: Kathie Chaffee and Jane Thompson have not confirmed that they are able to access/use their BAGS email accounts. Since all forwarding to personal email accounts has been shut off, I am unsure if they are seeing BAGS Board emails. Requests for confirmation were sent on March 22, 2020.

Business Cards: 30 cards were passed out to the President, 1st Vice President, 2nd Vice President, Newsletter Editor, and Journal Editor at the February meeting. The remainder were given to the Recording Secretary, who will maintain the inventory. Anyone needing an official business card, please reach out to Kitty.

Eagle Scout Project

- James received approval signatures from his troop.
- Last communication was March 9, when he acknowledged and thanked BAGS for suggesting cemeteries to document.

Yearbook: The new yearbook process has been finalized, the job description finalized, and the 2019-2020 yearbook is ready for printing/upload to our website. Thanks EVERYONE for their help on this.

Registrar: I want to give a SPECIAL THANKS to everyone for helping me to compile the information we had on our members to create a comprehensive Membership Roster spreadsheet. This was a monumental task, given the lack of a single current membership roster and all membership applications as well as varied and discrepant reports, files, and payment information.

County Coordinator – Deborah Gammon

- Bus trip to Clayton Library originally scheduled for Friday, April 3 has been cancelled.

Respectively submitted,

Kitty Olson
Recording Secretary