

**Bay Area Genealogical Society
Board Meeting via Zoom
Board Minutes
April 20, 2020**

Attendees: Nick Cimino (President), Lisa Smith (1st Vice-President), Billy Mayo (Treasurer), George Porterfield (Registrar), Teresa Rundell (Corresponding Secretary), Kitty Olson (Recording Secretary), Kim Zrubek (Hospitality, Newsletter, Education), Melodey Hauch (Journal), Terri Myers (Publicity), Deborah Gammon (County Coordinator)

Not in attendance: Susie Ganch (2nd Vice-President), Polly Swerdlin (Web Editor), Judy Zavalla (Member Services), Jane Thompson (Welcoming), Bob Wegner (Historian, Registered Agent), Lisa Franklin (Pedigree Charts)

Administrative Items

- Meeting called to order at 6:31 pm by president, Nick Cimino.
- Nick called for any corrections/additions to the corrected version of the March 2020 board minutes previously distributed by Recording Secretary, Kitty Olson, on April 19; no further corrections/additions were proposed. No board meeting was held in March, however, the board conducted business via email.
- A motion was proposed by Billy Mayo and seconded by Lisa Smith to approve the March board minutes as written; the motion was approved.

Board Decisions:

1. A motion was proposed by Billy Mayo and seconded by Deborah Gammon to make the BAGS letterhead distributed by Lisa Smith on March 30, 2020 the official letterhead; the motion was approved by the board via email on March 31, 2020.
2. A motion was proposed by Billy Mayo and seconded by George Porterfield for BAGS to purchase a corporate Zoom account; the motion was approved.

Treasurer's Report – Bill Mayo

CHECKING ACCOUNTS

Balance as of 29 February 2020	\$ 1,402.45
March Receipts	\$ 25.02
March Expenditures	\$ 0.85
Balance as of 31 March 2020	\$ 1,426.62

JSC FCU SAVINGS ACCOUNT	\$11,696.26
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TOTAL MONETARY ASSETS as of 31 March 2020	\$13,122.88
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Note: Billy Mayo purchased an Ink Pad Stamp (\$30.80) for use in marking checks for deposit only to the JSC FCU.

Registrar's Report – George Porterfield

Current Count of Members as of 19 April 2020:

Category of Membership	Previous report	Change	Current
Organizational (honorary)			1
Life members			9
Prior year members – paid this year			101
Prior year members – not paid this year			7
New members this year (2019-2020)			21
Current (exception)*			45
Total members			184

* No recent payment or application found. Potential removal from membership.

BAGS Merchandise Inventory as of 19 April 2020:

Inventory Item	Unit Price	Previous report	Change	Qty on Hand	Value
Cookbooks	\$10.00	19	0	19	\$ 190.00
Flash drives	\$10.00	12	0	12	\$ 120.00
Pad folios	\$20.00	0	0	0	\$ 0.00
Pens	\$1.00	116	0	116	\$ 116.00
Tote bags	\$25.00	27	-1	26	\$ 650.00
Total value					\$1,076.00

Sections Removed from the monthly Registrar's Report:

The following data is available from tabs within the Master Membership Roster posted to the BAGS Google drive. Assistance can be provided to show you how to access this data if you have a need for this info.

- Detailed data on members added, changed or removed from the membership roster
- Volunteer details from member's applications
- Donation details
- Requests for help listed on member's applications
- Journal and yearbook mailing lists

Corresponding Secretary – Teresa Rundell

- No correspondences were sent in March as all activities have been cancelled.

1st Vice President Report – Lisa Smith

- Eagle Scout Project: On March 26 James Williams requested a resend of our suggested method of selecting a cemetery to document sent on March 9. This was sent to him, and I have not heard anything further.
- Yearbook: The 2019-2020 yearbook has been published to the website. Printed copies will be made if necessary once we return to meeting in person.
- Registrar: All duties and electronic files turned over to George on March 26; work continues

to refine the roster.

Business Items

- Corrections and additions to agenda for Friday, April 24 webinar, presented by Bernard Meisner
 - Nick reviewed the general meeting agenda and the slide deck that he will use on Friday, April 24.
- 2020 Programs and Seminars – Susie Ganch
 - Webinar scheduled for Friday, April 24 with Bernard Meisner presenting Techniques and Strategies for More Effective Online Searching. Information and instructions to attend the webinar were emailed to members, placed on our website and on Facebook.
 - Speaker for May general meeting, Devon Lee, will present Using AncestryDNA Thru Lines. She is willing to do a webinar if social distancing is still required. She has her own webinar software called Webinar Jam. She said it is easy to use and does not require a software download. Plan is to confirm with Devon Lee by the middle of May.
 - Recommend advertising webinars to non-members so that they can attend as this is a good way to recruit new members.
 - Billy mailed a check for \$75 to the speaker for April webinar, Bernard Meisner.
- Review of Zoom sessions and planning for future
 - Monday morning Zoom session held on April 20 attended by 12 members; number of topics were discussed including scanning photos, Fold3, maps and land ownership and the website, historygeo.com. Nick moderated the first hour and George moderated the second hour.
- Google Drive – Lisa (Post instructions on board page)
 - Lisa demonstrated how to use Google Drive for board files under development such as the membership roster, yearbook, journals, etc.
- Membership Database, renewal, etc. – Lisa and George
 - The board agreed that no email messages would be sent to the 52 persons who are not current with the payment of their society dues. If any of the 52 persons do pay their dues before 1 July 2020, they will be considered current for the 2019-2020 membership year. If they do not pay their dues before 1 July 2020, their membership for 2019-2020 will remain in effect without payment (gratis). Any payment received on or after 1 July 2020 will be applied to dues for the 2020-2021 membership year.
- Bylaws revisions – Lisa
 - Propose to convene a Bylaws committee to review changes to the Bylaws.
 - Board members who volunteered for the Bylaws committee which will be chaired by Lisa include Nick Cimino, George Porterfield, Kitty Olson, Billy Mayo.
- Post Office box renewal and name change
 - Kitty will complete the Application for Post Office Box and submit the completed application and a personal check for \$130 for renewal of the current post office box; Billy will reimburse Kitty for the post office box fee. Nick will send Kitty a letter authorizing her as the BAGS representative.
 - Two keys are available for the BAGS Post Office Box: Kitty has the primary responsibility for collection of BAGS mail. Terri Myers has the second key and will collect the mail in the event Kitty is unable to collect the mail.

Committee Reports

County Coordinator – Deborah Gammon

- No report as all activities of the Bay Area Genealogical Society have been cancelled until further notice.

Journal Editor – Melodey Hauch

- Plan to print approximately 40 copies of latest journal once business has resumed; journal will not be mailed out to members who have paid until after the August issue is published since the two issues and the yearbook are only mailed at the end of the year.
- If anyone has an article for the upcoming August issue please send the article as the August issue is under construction.
- Lisa Franklin has volunteered to assume the role of Journal Editor beginning with the first issue of the Journal in 2021.

Education – Kim Zrubek

- Weekly discussion group via Zoom initiated by Nick Cimino; sessions appear to be well attended and co-moderated by George Porterfield.
 - Time: Monday, 10 am to noon.
 - Description: Join online or by phone in our weekly Zoom sessions designed to provide an avenue for member communication and assistance. Participants are asked to share their screens and demonstrate recent research discoveries or accomplishments. Members are also encouraged to ask for assistance with roadblocks.
 - Moderators: 1st hour – Nick Cimino, 2nd hour – George Porterfield
- Weekly evening discussion group via Zoom for members that are not available during the day starting on Monday, April 27.
 - Time: Monday, 7:30 pm to 8:30 pm
 - Description: This session provides an avenue for members with research needs to get connected to other members that can help.
 - Moderator: Kim Zrubek
- Susie Ganch and Glen Cress has agreed to provide virtual help on Dana Leeds and DNA respectively. I am working on pairing them with members that have expressed the need for help in these areas.
- Emails were sent to those members that expressed the need for research help. Ongoing plan is to provide initial assistance and then pair those members with other members that can provide more detailed assistance.

Newsletter – Kim Zrubek

- No newsletter was distributed in March or April. I do view the newsletter as an important instrument in maintaining communication within the Society.
- Emails sent to Amy Hoke and Kathleen Williams asking if they would be interested in providing a fresh pair of eyes and interest in publishing content.
- Information to include in a future newsletter should be sent to newsletter@txbayareagen.org. There are many changes underway, so an issue needs to be distributed soon.

Scrapbook – Teresa Rundell

- Requested to purchase digital scrapbook software; this item is within the budget allocated to the scrapbook.

Website – Polly Swerdlin for March and April 2020

General	Uploaded	Updated
COVID-19 notices: <ul style="list-style-type: none">• Posted announcement on Home page• Verified sidebar events• Posted cancellation & postponements	2019 Brochure & Application form	Not including items that are done each month, i.e., meetings moved to past; except for this month, noted March meeting cancelled
	Transmittal letters from Treasurer since Oct 2019	General and Board Meetings Minutes under Board Files/Recording Secretary
	Check Register 2019-2020	Clayton Library bus trips added for June and September; April bus trip "cancelled by Harris County"
	Name Tags for Welcoming Chair under Board Files	Added George Porterfield as Registrar under "About Us" page
	Logos and Letterheads under Corresponding Secretary	Added Mary Brandhourst and Eleanor Caldwell under "In Memorium" page
	March Journal and new Table of Contents for all other Journals	

BAGS Cookbook:

- Deadline for submitting recipes to be included in BAGS Cookbook is Friday, May 29. Lisa Smith added 9 recipes for a total of 12 recipes contributed.

Publicity – Terri Myers

- No report.

Welcoming – Jane Thompson

- No report.

Member Services – Judy Zavalla

- No report.

Telephone – VACANT

- No report.

Hospitality – Kim Zrubek

- No report.

Historian – Bob Wegner

- No report.

Meeting adjourned at 8:08 pm.

Respectively submitted,

Kitty Olson

Recording Secretary