

**Bay Area Genealogical Society
Board Meeting via Zoom
Board Minutes
May 26, 2020**

Attendees (11): Nick Cimino (President), Lisa Smith (1st Vice-President), Susie Ganch (2nd Vice-President), Billy Mayo (Treasurer), George Porterfield (Registrar), Teresa Rundell (Corresponding Secretary), Kitty Olson (Recording Secretary), Kim Zrubek (Hospitality, Newsletter, Education), Melodey Hauch (Journal), Polly Swerdlin (Web Editor), Terri Myers (Publicity)

Not in attendance (4): Deborah Gammon (County Coordinator), Judy Zavalla (Member Services), Jane Thompson (Welcoming), Bob Wegner (Historian, Registered Agent), Lisa Franklin (Pedigree Charts)

Note: Susie Ganch to contact Jane Thompson and Kim Zrubek to contact Judy Zavalla.

Administrative Items

- Meeting called to order at 6:50 pm by president, Nick Cimino.
- Nick called for any corrections/additions to the corrected version of the April 2020 board minutes previously distributed by Recording Secretary, Kitty Olson; no further corrections/additions were proposed.
- A motion was proposed by Billy Mayo and seconded by George Porterfield to approve the April board minutes as written; the motion was approved.

Board Decisions:

1. A motion was proposed by Kim Zrubek and seconded by Lisa Smith to transfer \$6,000 from the BAGS savings account at the Johnson Space Center (JSC) Federal Credit Union (FCU) to a Certificate of Deposit; motion was approved.
2. A motion was proposed by Billy Mayo and seconded by Polly Swerdlin to purchase three webinars (options 2,3,4) from Texas State Genealogical Society (TxSGS) for a fee of \$25; motion was approved.
3. A motion was proposed by George Porterfield and seconded by Billy Mayo to post the newsletter accessible on the website with no restrictions and to publish the last three editions of the newsletters in their entirety rather than just the first page; motion was approved.

Treasurer's Report – Billy Mayo

CHECKING ACCOUNTS

Balance as of 31 March 2020	\$ 1,426.62
April Receipts	\$ 0.12
April Expenditures	\$ 105.80
Balance as of 30 April 2020	\$ 1,320.94

JSC FCU SAVINGS ACCOUNT	\$11,698.98
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TOTAL MONETARY ASSETS as of 30 April 2020	\$13,019.92
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NOTE: Since there are only three months left of this fiscal year, Billy recommended that the mid-year review of the budget and revision be cancelled. He requested board members to begin a review of their programs for input into the Fiscal Year 2020-2021 budget. A proposed budget will be sent to the board members prior to the June board meeting for their review and input.

1st Vice President's Board Report – Lisa Smith

- Eagle Scout Project: No communication from James Williams in the past month.
- Corporate Zoom Account: Purchased and set up BAGS account. Recurring Board meetings and Members Helping Members meetings have been scheduled with links sent out/updated on website.

2nd Vice President's Board Report (Programs) – Susie Ganch

Date / Time	Presenter(s)	Topic	Venue	Comments
Friday, 29 May 7:00 pm Central	Devon Lee	Ancestry Thru Line: A Blessing, a Curse, or Both?	Webinar	\$100 speaker fee Registration information available on website and emailed to members of the Sam Houston Chapter of the Daughters of American Revolution (DAR). Speaker handout available on website and the webinar.
Friday, 26 June 7:00 pm Central	Melissa Corn Finlay	Orphan, Infants and Minors: Genealogy Nuggets and Pitfalls in Guardianship Records	Webinar	Free webinar hosted by Texas State of Genealogical Society (TxSGS). BAGS is eligible to purchase 3 additional webinars from TxSGS for a fee of \$25; webinars must be shown in 2020. Need to clarify if these 3 programs must be shown at the same time as our regularly scheduled meetings.
Friday, 31 July 7:00 pm Central	Linda Hudson	Quaker Research	TBD	Requested \$25 to cover transportation cost to/from Cypress, TX Need to verify if Ms. Hudson is willing to provide session online if we are still unable to meet at UBC in July.

Registrar's Report – George Porterfield

Current Count of Members as of 25 May 2020:

Category of Membership	Previous report	Change	Current
Current members (paid & gratis)	111	0	111
New members this year (2019-2020)	21	1	22
Prior year members – not paid this year	7	0	7
Current (exception)*	45	0	45
Total members			185

* No recent payment or application found.

BAGS Merchandise Inventory as of 23 May 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	26	0	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
- Breakdown of number of Memberships (Single, Family and free/life)
- Donation details
- Requests for help listed on member's applications
- Journal and yearbook mailing lists

Corresponding Secretary – Teresa Rundell

- Email sent to 18 visitors who attended the April webinar; 8 visitors responded.

Business Items

- Reviewed the agenda for general meeting scheduled Friday, May 29, 2020, the speaker is Devon Lee.
- June General Meeting – Free webinar hosted by Texas State of Genealogical Society (TxSGS). Melissa Corn Finlay will present the topic, Orphan, Infants and Minors: Genealogy Nuggets and Pitfalls in Guardianship Records.
- Reviewed the weekly Zoom meetings – Lisa proposed changing the title of these meetings to differentiate them from other Zoom meetings. Board agreed to change the title of these meetings to "Members Helping Members via Zoom". Lisa will change title of the Zoom meetings and Polly will change title of meetings on website.
- Facebook Page Enhancements – Nick added Kathleen Williams as an additional Administrator for the BAGS Facebook account. Board agreed to add Kathleen to the Publicity Committee responsible for social media with the understanding that the Facebook account is reserved for members only and that Kathleen can use the current version of the Yearbook to verify membership.
- Bylaws Revisions – Lisa contacted all board members who volunteered for the bylaws revision committee to determine availability of dates to meet.
- Combine Member Services and Telephone into Member Outreach – this topic will be discussed at a future meeting.

Committee Reports

Email Coordinator – Lisa Smith

- We have 106 subscribers (out of 139 unique email addresses) on our announcement list which represents 76% of our membership.
- Email list spreadsheet located in the Google Drive/Email Coord folder.
- E-mail list is also available in a CSV (text) file format located in the Google Drive/Email Coord folder.

County Coordinator – Deborah Gammon

- Bus trip to Clayton Library is scheduled for Tuesday, June 23 contingent on Harris County Precinct #2 and the Clayton Library resuming operations.

Journal Editor – Melodey Hauch

- August edition of the Journal is under development with a deadline of July 31 for submission of articles.

Scrapbook – Teresa Rundell

- Downloaded the Artisan software from Forever.com for a 30-day trial period.
- After purchasing the software, a digital scrapbook can be uploaded to the website; cost of software is within the budget allocated to Scrapbook.
- Currently, exploring capabilities of the software, plan to attend video classes to learn how to use the software.

Newsletter – Kim Zrubek

- Files uploaded to DreamHost:
 - Page 1 only: <https://www.txbayareagen.org/wp-content/uploads/Newsletters/2020/2020-05-p1.pdf>
 - Complete issue: <https://www.txbayareagen.org/wp-content/uploads/Newsletters/2020/2020-05.pdf>
- Changes: Incorporated new BAGS Logo and attempted to go multiple column format. Annette Bowen and Teresa Rundell submitted articles.

Education – Kim Zrubek

- Plan to publish Terri Myers and Garry Garrett's research questions in the next newsletter to get a wider appeal for assistance.

Summaries of Monday evening Zoom meetings:

Date	Moderator	Attendees	Discussion Topics
May 4	Kim Zrubek	George Porterfield Garry Garrett Terri Myers Katherine Hill Irene Delgado	1. Garry wants to locate his aunt, Lois O. Parks, listed in 1930 Census as 17 and then left the family. Kim is conducting offline search. 2. Irene wants to know more about her grandfather Louis Fuentes Moreno's WWII service. Much discussion on details known and where to locate enough details to request a DD214. 3. Katherine want to create a family tree for her grandmother Martha (Summers) Olin. George found some records to help move her research along.

May 11	Kim Zrubek	Annette Bowen Teresa Rundell Irene Delgado	<ol style="list-style-type: none"> 1. Irene asked for advice on how and what service record information to retrieve for her grandfather. Link to request DD214 was provided. After the meeting, naval muster records were located which confirmed his service number, listed his ranks, assigned ship, and locations. A naval website gave information on the ships designated purpose and missions. 2. Teresa demonstrated Artisan digital scrapbooking software trial version. 3. Annette discussed writing her family history. 4. Kim presented what she found regarding Garry's aunt, Lois O. Parks, and asked for suggestions on where to continue the search.
May 18	Kim Zrubek	Terri Myers George Porterfield Teresa Rundell Irene Delgado	<ol style="list-style-type: none"> 1. Terri wants to locate parents of Minor McClure raised in Allegheny Co, Pennsylvania. The father appears to be an indentured servant based on minor's death certificate. 2. George provided background information on the ship that Irene Delgado's grandfather was assigned in WWII.

Website – Polly Swerdlin

General	Uploaded	Updated
Covid19 notice added to the Home page	Handout for May 29 Webinar: Ancestry ThruLines, added to Meeting description, and added to Google Drive > 2 nd Vice > Meeting Handouts	Moved 2019 newsletters to their own page and updated the links required
Placed weekly discussions on a Page of their own, with a referral on the sidebar to the Members page	Updated version of the Web Site Map (item on the Home page), and added to Google Drive > Web Editor	Added Polly Wilson and Michael Hart to Memorium page
	Backup of website moved to the BAGS Google Drive	

BAGS Cookbook:

- Deadline for submitting recipes to be included in BAGS Cookbook has been extended to June 26; total of 12 recipes have been contributed.

Publicity – Terri Myers

- Resuming publicity postings with various community publications.

Welcoming – Jane Thompson

- No report.

Member Services – Judy Zavalla

- No report.

Telephone – VACANT

Hospitality – Kim Zrubek

- No report as all in-person activities have been cancelled until further notice.

Historian – Bob Wegner

- No report.

Meeting adjourned at 8:10 pm.

Respectively submitted,

Kitty Olson

Recording Secretary