

**Bay Area Genealogical Society**  
**Board Meeting via Zoom**  
**Board Minutes**  
**July 27, 2020**

**Attendance**

<b>Board Position</b>	<b>Officers</b>	<b>Present</b>
President	Nick Cimino	Yes
1 <sup>st</sup> Vice President, Yearbook	Lisa Smith	Yes
2 <sup>nd</sup> Vice President	Susie Ganch	Yes
Treasurer	Billy Mayo	Yes
Recording Secretary	Kitty Olson	Yes
Corresponding Secretary, Scrapbook	Teresa Rundell	Yes
Registrar, Sergeant-at-Arms, Co-Web Editor	George Porterfield	Yes
County Coordinator	Deborah Gammon	Yes
Historian/Awards	Bob Wegner	No
Education, Hospitality, Newsletter Editor	Kim Zrubek	Yes
Email Coordinator	Kathleen Williams	Yes
Journal	Melodey Hauch	Yes
Member Services	Judy Zavalla	No
Publicity	Terri Myers	Yes
Web Editor	Polly Swerdlin	Yes
Welcoming	Jane Thompson	No
Pedigree Charts, Co-Web Editor	Lisa Franklin	No
Telephone	<b>Vacant</b>	

**Administrative Items**

- Nick Cimino, president, called the meeting to order at 6:32 pm.
- Nick called for corrections/additions to the corrected version of the June 2020 board minutes distributed by Recording Secretary, Kitty Olson, on July 26; no further corrections/additions were proposed.
- Billy Mayo proposed a motion to accept the June board minutes as written; George Porterfield seconded the motion. The board approved the motion.

**Board Decisions**

1. Susie Ganch proposed a motion to approve the budget for 2020-2021; Polly Swerdlin seconded the motion. The board approved the motion.

## **Treasurer's Report – Billy Mayo**

### **CHECKING ACCOUNTS**

Balance as of 31 May 2020	\$ 994.17
May Receipts	\$ 25.05
May Expenditures	\$ 10.63
Balance as of 30 June 2020	\$ 1,008.59

JSC FCU SAVINGS ACCOUNT	\$ 5,698.98
JSC FCU Share Certificate (CD)	6,000.00
TOTAL MONETARY ASSETS as of 30 June 2020	\$12,707.57

**Note:** Income during May consisted of membership dues and interest. Expenditures were membership discounts and PayPal fees.

Billy Mayo presented the proposed budget for 2020-2021 and requested that it be approved if there were no changes. Billy requested that anyone, who needed to be reimbursed for expenses, submit a Request for Reimbursement and the corresponding receipts by 15 August and that any checks issued on the BAGS checking account be promptly redeemed so that the 31 August bank statement will reflect their clearance.

### **1st Vice President's Board Report – Lisa Smith**

- Eagle Scout Project: James Williams has received all approvals except for the cemetery he has chosen (Galveston City Cemetery). Project is on hold until the cemetery responds. James will do a 10-minute presentation to the membership once the project is complete.
- Bylaws Committee: Proposed changes have been put forth to the membership and will be voted on at the July general meeting.
- E-mail Coordinator: All functions were turned over to Kathleen Williams on 06/25/20.

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

Date / Time	Presenter(s)	Topic	Venue	Comments
July 31 7:00 pm Central	Linda Hudson	Quaker Ancestry Research	Webinar	Hosted by Texas State Genealogical Society (TxSGS)
August 28 7:00 pm Central	Elizabeth O'Neal	Using Digital Libraries: Search Strategies for Family Historians	Webinar	TxSGS recorded webinar

**Note:** Three additional recorded webinars at a cost of \$25 are available from TxSGS.

## **Registrar – George Porterfield**

### **Current Count of Members as of 26 July 2020:**

<b>Category of Membership</b>	<b>Previous report</b>	<b>Change</b>	<b>Current</b>
Current members (paid & gratis)	109	0	<b>109</b>
New members this year (2019-2020)	24	2	<b>26</b>
Prior year members – not paid this year	7	0	<b>7</b>
Current (exception)*	45	0	<b>45</b>
<b>Total members</b>	<b>185</b>		<b>187</b>

\* No recent payment or application found.

Changes:

New members: Todd Roberts and Alicia Muehlenbrock

### **Early Membership Renewals for 2020-2021 Membership Year:**

<b>Category of Membership</b>	<b>Previous report</b>	<b>Change</b>	<b>Current</b>
Organizational & Life Members			<b>10</b>
Prior year members – paid this year			<b>14</b>
New members			<b>2</b>
Not paid for 2020-2021			<b>161</b>
<b>Total members</b>			<b>187</b>

### **BAGS Merchandise Inventory as of 25 July 2020:**

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

## **Corresponding Secretary – Teresa Rundell**

- No correspondence sent this month.
- Email sent to 29 visitors who attended the June webinar; 5 visitors responded.

## **Business Items**

- Corrections and additions to agenda for general meeting, Friday, July 31, 2020, speaker is Linda Hudson and the topic is Quaker Ancestry Research.
  - Discussed logistics of voting via a poll; the names of attendees casting a vote are needed to ensure only members voted. An email including the proposed changes to the bylaws will be distributed to the membership prior to the webinar. A quorum of 10% of current membership (187) is required (19 members) for a vote.
- August 28, 2020 General Meeting: TxSGS recorded webinar, Using Digital Libraries by Elizabeth O'Neal.
  - Nick recommended that an invitation to participate as a panelist at the end of the presentation be sent to Ms. O'Neal; the board agreed.
- Review of Members Helping Members via Zoom session and planning for future
  - Kim will consider an alternate day for the evening sessions possibly Sunday at 2 pm.
  - Kathleen Williams recommended that the Monday morning sessions address specific problem-solving techniques such as various methods to resolve a brick wall.
- Review of Budget for fiscal year 2020-2021
  - Treasurer, Billy Mayo, reviewed modifications to the budget; all modifications to the budget noted in red.
  - Thirty copies of two journals will need to be printed, however, the cost is undetermined since no longer have access to the discount that was previously used; possibly use Billy Mayo's Office Depot discount.
  - Budget approved, see Board Decisions section.
- Subcommittee on Appointments
  - Subcommittee formed to address the Telephone Committee vacancy; the members are Nick Cimino, Lisa Smith, Teresa Rundell and Kim Zrubek.
- Data security breach, notify members
  - Lisa Smith identified that the issue is not a security breach but a vulnerability with Word Press; additional research is needed to understand how to address this issue. All issues of the Yearbook have been removed from the website.

## **Committee Reports**

### **Email Coordinator's Board Report**

- No report.

### **County Coordinator – Deborah Gammon**

- No bus trips to Clayton Library are scheduled.

### **Journal Editor – Melodey Hauch**

- August edition of the Journal is almost complete, expected to post the journal in a couple of weeks.

- Discussion with Lisa Franklin who will assume the role of Journal editor in September is in progress; working on a set of helpful hints to assist Lisa.
- Work with Lisa Smith to draft a letter to membership to determine how many members want a hardcopy versus an online copy of the Journal and the Yearbook for the upcoming fiscal year.

#### **Scrapbook – Teresa Rundell**

- BAGS account will be setup by Teresa on forever.com at one-time cost of \$99; if a BAGS email account is required the historian email address will be used.

#### **Education – Kim Zrubek**

- Plan to publish Zoom attendee research questions in the newsletter for wider appeal for assistance; consider posting these research questions to BAGS Facebook page.

#### **Summaries of Monday evening Zoom meetings:**

<b>Date</b>	<b>Moderator</b>	<b>Attendees</b>	<b>Discussion Topics</b>
July 6	Kim Zrubek	George Porterfield Terri Myers Teresa Rundell Renee Ball	1. Discussed different genealogy software packages if they sync'd to Ancestry.com, FamilySearch.org. etc. 2. Renee suggested specialized help sessions for specific software packages (e.g. FTM, RootsMagic)
July 13	Kim Zrubek	Annette Bowen George Porterfield Garry Garrett Terri Myers Teresa Rundell Kitty Olson	1. Discussed resources for foreign given name derivatives. 2. Reviewed Kitty's family research question for Catherine McCoy in Gonzales City, Texas. 3. Discussed cloud backup options and general process for self-publishing a book.
July 20	Kim Zrubek	George Porterfield Terri Myers Teresa Rundell Rene Ball Laura Walker	1. Renee played a YouTube video (FamilySearch) demonstrating how to select a source and merge the details into an existing person profile in your tree. Practiced the process in real time. 2. Renee pointed out AARP provide 30% discount on Ancestry.com 3. Discussed free genealogy resources via Houston Public Library 4. TSGS Summer and Fall conferences

#### **Newsletter – Kim Zrubek**

- Working on the June newsletter; items to be included are program description, new members, bylaws changes, August program and membership renewal.

## Website – Polly Swerdlin

General	Uploaded	Updated
Added Dallas Genealogical Society's Summer Seminar July 25 to our sidebar	Snapshots of Lisa Franklin and Kathleen Williams for About Us page	Changed "next trip" to Clayton to TBD
Added Texas State G.S. Seminar August 7-8 to our sidebar	Quaker meeting handouts – added to Meetings page	
Removed Dallas Seminar from our sidebar		
Decision to only have BAGS (local), Clayton (city), State, and National. Otherwise could be too busy adding all the other societies' events.		

## Publicity – Terri Myers

- Generic communication regarding BAGS webinars developed for publication in various community newspapers.

## Yearbook – Lisa Smith

- Updates and new member information added to the Yearbook.

## Welcoming – Jane Thompson

- No report.

## Member Services – Judy Zavalla

- No report.

## Telephone – Vacant

- Judy Zavalla volunteered to call members to inquire about their welfare.

## Hospitality – Kim Zrubek

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

## Historian – Bob Wegner

- No report.

Meeting adjourned at 8:00 pm.

Respectively submitted,

Kitty Olson  
Recording Secretary