

**Bay Area Genealogical Society**  
**Board Meeting via Zoom**  
**Board Minutes**  
**August 24, 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	No
Email Coordinator	Kathleen Williams	Yes
Journal	Melodey Hauch	Yes
Member Services	Judy Zavalla	Yes
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>	
Visitor	Jenny Sharrer, President Houston West Family Genealogical Society	Yes

**Administrative Items**

- Nick Cimino, president, called the meeting to order at 6:30 pm.
- Nick called for corrections and/or additions to the July 2020 board minutes distributed by Recording Secretary, Kitty Olson, on August 3; no further corrections and/or additions were proposed.
- The board minutes for July 2020 stand as last published by Kitty Olson.

**Board Decisions**

1. Susie Ganch proposed a motion to approve the amended board minutes for May and June distributed by Kitty on August 8. George Porterfield seconded the motion. The board approved the motion via email on August 10, 2020.
2. George Porterfield proposed a motion to extend holding general meetings virtually through 2020. Polly Swerdlin seconded the motion. The board approved the motion.
3. Lisa Smith proposed a motion to give Renee Ball the BAGS Zoom password so that she can co-host the

Members Helping Members Monday morning session. George Porterfield seconded the motion. The board approved the motion.

4. Bill Mayo proposed a motion to appoint Teresa Rundell as Historian. Judy Zavella seconded the motion. The board approved the motion.
5. Bill Mayo proposed a motion to appoint Teresa Rundell as the Interim Telephone Committee Chair. Terri Myers seconded the motion. The board approved the motion.

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

#### **CHECKING ACCOUNTS**

<b>Balance as of 30 June 2020</b>	<b>\$ 1,008.59</b>
July Receipts	\$ 580.04
July Expenditures	\$ -85.55
<b>Balance as of 31 July 2020</b>	<b>\$ 1,503.08</b>

<b>JSC FCU SAVINGS ACCOUNT</b>	<b>\$ 5,701.40</b>
<b>JSC FCU Share Certificate (CD)</b>	<b>6,005.13</b>
<b>TOTAL MONETARY ASSETS as of 31 July 2020</b>	<b>\$13,209.61</b>

**Note:** Income during July consisted of membership dues, donation, mailing fees and interest. Expenditures were for scrapbook software, stamps, and PayPal fees.

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

- Eagle Scout Project: James Williams has received confirmation from Oak Park cemetery in Alvin to perform his BillionGraves documentation in the next couple of weeks and tentatively plans to make a presentation to membership at the September meeting.
- BAGS Website: Measures put in place to prevent Google and other search engines from indexing protected pages. A request to Google has also been made to remove the cached images.

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

<b>Date / Time</b>	<b>Presenter(s)</b>	<b>Topic</b>	<b>Venue</b>	<b>Comments</b>
August 28 7:00 pm CST	Elizabeth O'Neal	Using Digital Libraries: Search Strategies for Family Historians	Webinar	TxSGS recorded webinar; Ms O'Neal will join webinar for a Q&A session following presentation
September 25 7:00 pm CST	Linda Worsham	Digital Scrapbooking Your Pictures and Data	Webinar	Hosted by Texas State Genealogical Society (TxSGS)
October 23 7:00 pm CST <i>1 week earlier</i>	Sharon Batiste Gillins	Navigating the Freedmen's Bureau Records	Webinar	Hosted by Texas State Genealogical Society (TxSGS)

**Current Count of Members (2019-2020) as of 23 August 2020:**

Category of Membership	Previous report	Change	Current
Current members (paid & gratis)	109	0	<b>109</b>
New members this year (2019-2020)	26	2	<b>28</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>187</b>		<b>189</b>

\* No recent payment or application found.

**Changes:**

New members: Trudi Becht and Mara Wilson

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

Category of Membership	Previous report	Change	Current
Organizational & Life Members	10	0	<b>10</b>
Prior year members – paid this year	14	14	<b>28</b>
New members	2	2	<b>4</b>
Not paid for 2020-2021	161	-14	<b>147</b>
<b>Total members</b>	<b>187</b>		<b>189</b>

**BAGS Merchandise Inventory as of 23 August 2020:**

Inventory Item	Unit Price	Previous report	Change	Qty on Hand	Value
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**

- Correspondence this month: birthday card to Jeanine Lawrence (85<sup>th</sup>) and a card to Kathie and Norm Chaffee because they had both been ill.
- Email sent to 2 visitors who attended the June webinar.

## **Business Items**

- Corrections and additions to agenda for general meeting, Friday, August 28, 2020, speaker is Elizabeth O'Neal and the topic is "Using Digital Libraries: Search Strategies for Family Historians".
  - Updated total membership to 189 per Registrar's report.
- General Meeting scheduled for September 25, 2020, speaker is Linda Worsham and the topic is "Digital Scrapbooking Your Pictures and Data".
  - Susie reported that Linda Worsham has agreed to present via webinar.
- All General Meetings Virtual through 2020
  - See Board Decisions, item #2.
- Review of Members Helping Members via Monday morning Zoom Sessions – Nomination of Renee Ball
  - Nick nominated Renee Ball as co-host of the Monday morning session of Members Helping Members.
  - See Board Decisions, item #3.
- Budget FY 2020-2021
  - No updates to the Budget FY 2020-2021.
- Subcommittee on Appointments and Job Descriptions re: Historian, Member Services, Telephone, etc.
  - Historian
    - Nick nominated Teresa Rundell as Historian.
    - See Board Decisions, item #4.
    - Board agreed to consolidate the committee, Scrapbook, under the committee, Historian.
  - Member Services and Registrar
    - Lisa Smith updated the job descriptions for both roles.
    - Lisa is working with Judy Zavella to ensure she has all the electronic documentation needed to fulfill the role as chair of Member Services.
  - Telephone
    - See Board Decisions, item #5.
- Member Survey
  - Lisa Smith distributed a draft survey to the board for review and comment prior to the board meeting.
  - Board discussed various methods of distributing the survey to membership: send survey by email via Email Coordinator and then follow up with a telephone call to members who do not respond to the survey or possibly using the tool, Survey Monkey.
  - Reviewed the draft survey and updated the survey based on board member comments.

## **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 (48 pages) of the Journal is complete and available on the website.
- Estimate requested from Copy Doctor in Friendswood to print 50 copies of March and August editions of the Journal. Lisa Smith to request estimates from other vendors.

**Scrapbook – Teresa Rundell**

- No report.

**Education – Kim Zrubek**

- No report.

**Newsletter – Kim Zrubek**

- No report.

**Website – Polly Swerdlin**

General	Uploaded	Updated
	Added July 31 Agenda to Meetings page	Removed TxSGS 2020 Conference from the sidebar (historical event now)
Upgrading Bill's knowledge of how to upload Treasurer's files via WordPress instead of DreamHost	9 files for the Treasurer	Added TxSGS 2020 Family History Conference to the sidebar – Nov 13-15
	Handout for August webinar and updated the text for the meeting	
	August issue of the Journal and a updated the Table of Contents	

**Publicity – Terri Myers**

- Communication regarding BAGS webinars submitted for publication to various community newsletters; included the statement that “meetings are free for members; nonmembers may attend three meetings for free.”

**Facebook – Kathleen Williams**

- 70 active Facebook members
- During the last month, about 25 members have been active on the site every day.

**Yearbook – Lisa Smith**

- New members, Mara Wilson and Trudi Becht, added to the yearbook and all new members have been

asked to send a photo if they wish.

**Welcoming – Jane Thompson**

- No report.

**Member Services – Judy Zavalla**

- Working with Kim Zrubek on an email to send to members.

**Telephone – Vacant**

- See Board Decisions, item #5.

**Hospitality – Kim Zrubek**

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

**Historian – Bob Wegner**

- No report.

Meeting adjourned at 8:19 pm.

Respectively submitted,

Kitty Olson  
Recording Secretary