

**Bay Area Genealogical Society**

**Board Meeting via Zoom**

**Board Minutes**

**February 22, 2021**

**Note this meeting was rescheduled due to weather issues.**

**Attendance**

<b>Board Position</b>	<b>Name</b>	<b>Present</b>
President, Yearbook	Lisa Smith	Yes
1 <sup>st</sup> Vice President	Susie Ganch	Yes
2 <sup>nd</sup> Vice President	Becky Jones	Yes
Treasurer	Billy Mayo	<b>No</b>
Recording Secretary	Kitty Olson	Yes
Corresponding Secretary, Historian	Teresa Rundell	Yes
Registrar, Sargent-at-Arms, Co-Web Editor	George Porterfield	Yes
Past President	Nick Cimino	<b>No</b>
County Coordinator	Deborah Gammon	Yes
Education, Hospitality, Newsletter Editor	Kim Zrubek	Yes
Email Coordinator, Facebook	Kathleen Williams	Yes
Journal Editor	Todd Roberts	Yes
Member Services	Lisa Smith, Acting	Yes
Pedigree Charts	Anita Cooper	Yes
Publicity	Terri Myers	Yes
Telephone	Teresa Rundell, Acting	Yes
Web Editor	Polly Swerdlin	Yes
Welcoming	Vacant	

**Administrative Items**

1. Lisa Smith, President, called the meeting to order at 6:31 pm.
2. Lisa called for corrections and/or additions to the January 2021 minutes distributed by Recording Secretary, Kitty Olson, on February 14; no further corrections and/or additions were proposed. Board minutes for January 2021 accepted as last distributed by Kitty.

**1<sup>st</sup> Vice-President's Report – Susie Ganch**

- Nothing new to report as Lisa Smith had done an excellent job in her previous role as 1<sup>st</sup> Vice-President.

## 2<sup>nd</sup> Vice President's Report – Becky Jones

General Meetings 2021					
Date / Time	Presenter(s)	Topic	Venue	Fee	Comments
Feb 19 7 pm CST	Thomas MacEntee	Brick Wall Breakthroughs <a href="http://www.genealogybargains.com">www.genealogybargains.com</a>	Speaker's Webinar Software	\$100	Fee to paid via PayPal upon completion of service as requested by speaker. Practice session held on Feb. 11 with speaker, Becky Jones, and Lisa Smith. Session will use speaker's platform with appropriate updates (e.g., registrations, attendance) provided to BAGS by the speaker.
Mar 26 7 pm CST	Katherine Schober, German Translator	Help! I Don't Speak the Language: Tips and tricks for Deciphering Foreign Language Records <a href="http://www.sktranslations.com">www.sktranslations.com</a>	TxSGS webinar	\$150	Fee is due at least one week prior to scheduled session.
Apr 30 7 pm CST	Michael Strauss	The Road to Independence: Researching your Revolutionary War Ancestors <a href="http://www.genealogyresearchnetwork.com">www.genealogyresearchnetwork.com</a>	TxSGS webinar	\$150	
May 28 7 pm CST	Lisa Smith	Genealogy from a Private Investigator's Perspective	TxSGS webinar	No fee	

- Introductions of Becky Jones, 2<sup>nd</sup> Vice-President, to scheduled speakers and Tony Hanson (TxSGS) are in process and being coordinated with Susie to create a smooth transition in communications going forward.
- As general meetings will be held virtually through August 2021 need to identify speakers for June and July and possible schedule a virtual Show and Tell meeting in August.

## Treasurer's Report – Billy Mayo, report presented by Lisa in Billy's absence

### CHECKING ACCOUNT

Balance as of 31 December 2020	\$ 2,911.08
Deposits	\$ 0.13
Expenditures	\$ - 75.00
Balance as of 31 January 2021	\$ 2,836.21

JSC FCU SAVINGS ACCOUNT	\$ 5,704.26
JSC FCU Share Certificate (CD)	\$ 6,036.68

**TOTAL MONETARY ASSETS as of 31 January 2021** **\$14,577.15**

**Note:** The 2020-2021 BAGS Budget, approved at the January Board Meeting, is posted on the web site under Services/Board Files. The Financial Report for the month of February will reflect these changes.

### **Registrar' Report – George Porterfield**

#### **Count of Members for 2020-2021 Membership Year:**

<b>Category</b>	<b>Previous report</b>	<b>Change</b>	<b>Current</b>
Organizational & Life Members	10	0	<b>10</b>
Members – paid this year	102	0	<b>102</b>
New members*	13	7	<b>20</b>
<b>Total members</b>	<b>125</b>		<b>132</b>

Changes:

New members\*: Lisa Fisher, Brenda DuShane, Susan Adams, Cynthia Austin, Suzy Zimmermann (San Antonio), and Freeman & Lindy Mendell.

#### **BAGS Merchandise Inventory as of 21 February 2021:**

<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>
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's Report – Teresa Rundell**

- Contacted twelve visitors who attended the January 2021 webinar; received feedback from one visitor who has now attended two general meetings.

### **Business Items**

1. **Review January speaker, Diana Elder: *The Family Search Catalog: A Researchers Best Friend*.**  
Board agreed that Ms. Elder was an excellent speaker and her presentation appealed to all levels of experience; she provided actionable items for the audience.
2. **Planning for March 26, 2021 General Meeting; Speaker: Katherine Schober – Help! I Don't Speak the Language: Tips and Tricks of Deciphering Foreign Language Records.**  
Becky Jones will follow up with Ms. Schober to determine how to send her payment. Board agreed to continue using Texas State Genealogical Society (TxSGS) to host webinars through April 2021 and then will potentially use Zoom account for the May general meeting.  
Some members have voiced their desire to continue with virtual meetings only while other members did not rejoin this year because no in-person meetings were scheduled. Board agreed to poll the membership to determine if most members desire virtual, in-person, or possibly a combination of both types of meetings.
3. **Registered Agent change forms have been sent to the State.**

As of February 1, Lisa Smith is the Registered Agent for BAGS. All associated paperwork has been posted in the Treasurer's folder on the board's Google drive.

**4. Process has begun to remove past president and add new president to bank accounts.**

As of February 1, 2021, Lisa has been added to the bank accounts although she is not yet able to access the accounts online.

**5. Continue membership with NGS (FGS merged with NGS); no payment has been made to FGS for the 2020-2021 year. Need to update all references to FGS in our Journal and other materials.**

Lisa will follow-up with Billy Mayo, Treasurer, to determine whether the FGS membership for 2020-2021 (June) has been paid and to request that the budget item be updated to NGS.

Polly Swerdlin to implement any updates to the website and Todd Roberts will implement any updates to the Journal.

**6. Making table of contents and indices of Journals available to the public (as membership marketing tool).**

Todd, George, and Polly to determine best method of providing the indices (e.g., static webpage, searchable PDF file or a spreadsheet file).

**7. Keep past members' pedigree charts on website?**

Board agreed to maintain the pedigree charts for past members as this is a genealogical tool for our membership.

Anita Cooper has a list of the current pedigree charts and she will post the list on the board's Google drive. Polly will work with Anita to determine how best to maintain this list.

**8. Members were contacted about filling the Welcoming Committee, Member Services, and Telephone Committee positions. "Advertisements" for the positions will be in the newsletter.**

Several potential volunteers for the role of Welcoming Committee decided they did not want to take on a role which requires that they attend a monthly board meeting.

**9. Proposed "brick wall" Special Interest Group (SIG).**

Kathleen Williams will develop a proposal for a "Brick Wall" SIG and a poll will be conducted to determine the interest level in the SIG.

**10. Proposed volunteer ideas.**

National Volunteer Week is scheduled for April 18 – 24, 2021 so various suggestions included adding a "We Need You" section on the home page, featuring a volunteer of the month in the newsletter, and including an interview with a new member in the newsletter.

## **Committee Reports**

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

- No bus trips to Clayton Library are scheduled.

### **Education – Kim Zrubek**

- Monthly German SIG on 2nd Wednesday at 2 pm hosted by George Porterfield and Karen Engelauf. Dates are Mar 10, Apr 14, May 12, and Jun 9.

- Monthly In-Person Members Helping Members (MHM) sessions at the Friendswood FHC Center on the 1st Wednesday at 9:30 am. Dates are Mar 3, Apr 7, and May 5. Five members attended the Feb 3 session (Kim Zrubek, Kathleen Williams, Lisa Franklin, Todd Roberts, and David Buckner).
- Weekly MHM virtual sessions. Renee Ball leads the Monday morning session at 10 am and Kim Zrubek leads the Monday evening session at 7 pm; George Porterfield supports both sessions.
- The average attendance at both sessions is 5 people; generally able to provide some leads or find information to help people move forward in their research.

#### **Email Coordinator/Facebook – Kathleen Williams**

- Continue to post information about BAGS on other Facebook group pages. The BAGS Facebook page has 80 members and of those 80 members about 50 are active.
- A poll to determine how new members who have joined in the last year heard about BAGS will be posted to Facebook.

#### **Historian / Scrapbook – Teresa Rundell**

- Nothing new to report.

#### **Hospitality – Kim Zrubek**

- Nothing new to report.

#### **Journal Editor – Todd Roberts**

- Two articles have been submitted for publication in the next *Journal*
  - Deborah Gammon
  - Patsy Chapplelear
  - Plan to complete an article as well, for a total of three articles.
- Requests made for articles
  - Kathleen Williams published a request for *Journal* articles on the BAGS Facebook page.
  - Next newsletter will include a request for *Journal* articles.
- Patsy and Annette have graciously offered to continue to proofread *Journal* issues before publication.

#### **Accomplishments since appointment:**

- Three-page Q&A about submitting *Journal* articles completed based on Melodey Hauch's published guidance and expanded by me.
  - Reviewed by Melodey Hauch.
  - Sent to Newsletter Editor to include a small portion in the newsletter.
  - Sent to Website Editor for addition to the "Articles" page.
- Initial page layout in progress for Patsy Chapplelear's article.
- Board discussed possible incentives for members to write articles such as a contest or honorable mention in newsletter; this item will be discussed at the March board meeting.

#### **Member Services – Lisa Smith, Acting**

- Welcome email is sent to new members once they have registered.

**Newsletter – Kim Zrubek**

- Becky Jones created February issue; issue posted on the website and electronically distributed to members.
- Information to be included in the March newspaper must be submitted by Wednesday, March 3, 2021.
- Becky requested that all board members send her a color photograph and a short biography for future newsletters.

**Pedigree Charts – Anita Cooper**

- List of all pedigree charts will be stored on the board's Google drive.
- Members who have not yet submitted a pedigree chart will be contacted.

**Publicity – Terri Myers**

- Nothing new to report.

**Telephone – Teresa Rundell, Acting**

- Nothing new to report this month due to weather issues and loss of power.

**Website – Polly Swerdlin**

General	Uploaded	Updated
Sidebar now has 4 outside events: Clayton's Face2Face, RootsTech, Indiana's Conference, So.Cal. Jamboree	Added Becky Jones' picture for 2 <sup>nd</sup> Vice on the About Us page for the officers	Todd Roberts as Journal editor on Articles page
	Added Journal Article Submissions Q&A to Articles Page and Members Page	

**Note:** Polly requested that the board review the FAQ page on the website.

**Welcoming – Vacant****Yearbook – Lisa Smith**

- A photo request is sent once a new member has registered; 5 new members added. The Yearbook posted on the website is static and is only changed if a correction is needed; an in-progress Yearbook is maintained on the board's Google drive.

Meeting adjourned at 8:07 pm.

Respectively submitted,

Kitty Olson  
Recording Secretary