

**Bay Area Genealogical Society
Board Meeting via Zoom
Board Minutes
May 24, 2021**

Attendance

Board Position	Name	Present
President, Yearbook	Lisa Smith	Yes
1 st Vice President	Susie Ganch	Yes
2 nd Vice President, Newsletter Editor	Becky Jones	Yes
Treasurer	Billy Mayo	Yes
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	Yes
County Coordinator	Deborah Gammon	Yes
Education, Hospitality	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	Tamara Reed	Yes
Web Editor	Polly Swerdlin	No
Welcoming	Vacant	

Administrative Items

1. Lisa Smith, President, called the meeting to order at 6:32 pm.
2. Lisa called for corrections and/or additions to the April 2021 minutes distributed by Recording Secretary, Kitty Olson, on May 19; no further corrections and/or additions were proposed. Board minutes for April 2021 accepted as last distributed by Kitty.
3. Tamara Reed was removed as Telephone Committee Chair on May 24, 2021. Teresa Rundell will assume the position of Telephone Committee Chair, Acting.

Treasurer's Report – Billy Mayo

CHECKING ACCOUNT

Balance as of 31 March 2021	\$ 2,697.48
Deposits	\$ 25.07
Expenditures	\$ - 10.63
Balance as of 30 April 2021	\$ 2,711.92

JSC FCU SAVINGS ACCOUNT	\$ 5,705.66
JSC FCU Share Certificate (CD)	\$ 6,052.17

TOTAL MONETARY ASSETS as of 30 April 2021 **\$14,469.75**

NOTE: Deposits consisted of one membership due and interest. Expenditures consisted of PayPal fee and membership discount.

Registrar' Report – George Porterfield

Count of Members for 2020-2021 Membership Year:

Category	Previous report	Change	Current
Organizational & Life Members	10	0	10
Members – paid this year	103	0	103
New members this year*	23	3	26
Total members	6		139

Changes: New members*: Nancy Davis and Regina Williamson (sisters), William “Bill” Simmons

BAGS Merchandise Inventory as of 23 May 2021:

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
Pens	\$1.00	116	0	116	\$ 116.00
Tote bags	\$25.00	26	0	26	\$ 650.00
Total value					\$1,076.00

Corresponding Secretary's Report – Teresa Rundell

- Nine visitors attended the April webinar and one visitor had attended a previous meeting; an email was sent to each visitor.

1st Vice-President's Report – Susie Ganch

- Contacted Jim Smith, University Baptist Church (UBC), via email regarding whether the chapel is available on a Saturday or Sunday afternoon for the August meeting, awaiting his response.
- As our delegate to National Genealogical Society (NGS), attended the all-day webinar on Monday, May 17, 2021. The main purpose of this meeting was to determine what delegates want from this group going forward. They are in the process of combining the two national societies.
 - We will meet 4 times per year. The main thing they want us to know is that “We are not Alone” in the genealogy world, that there are resources to help us, that they want to help us.
 - They have a Facebook page (public) where you can ask questions and see advice.
 - They are working on a Higher Logic section of their website, where they will provide a community for questions and answers.
 - They would like to see societies helping each other with information and sharing.
 - They would like to see societies share successes, programs and photos with NGS for publication on their website.
 - They have information about national speakers on their website and on their Facebook page.
 - They would also like to have a training class for speakers.
 - They will advertise our events on their calendar.
- One item which was discussed at length was that board meeting discussions or board minutes should always be shared with members. That way, members are informed and if they want to provide input for changes, programs or suggestions, they could join the board.
- Nominating Committee – In progress, the committee members are Lisa Smith, Susie Ganch, Deborah Gammon, Kim Zrubek, Jane Martin and Nick Cimino. A potential person for the treasurer position has been identified.

- Communications Committee – First meeting held, and outreach ideas for promoting our society were discussed. An Excel spreadsheet documenting various types of media outlets was developed and distributed to the Board for review.
 - Susie and Kathleen Williams will investigate establishing a BAGS Facebook page which will be public for advertising events. The BAGS Facebook group will remain private and open only to BAGS members.
 - Several board members suggested contacting local chapters of the Daughters of American Revolution (DAR) and well as local high schools and colleges.

2nd Vice President's Report – Becky Jones

- Invoice from Michael Strauss was presented for payment
- Propose developing a short survey in Google Docs to distribute from the attendance list captured after each general meeting to receive feedback from membership.
- Remainder of 2020-2021 fiscal year programs based on “virtual” meeting platform with the possibly the exception of the August Show & Tell:
 - For the August meeting a decision on whether this meeting will be held virtually or in-person is needed. If the meeting will be held virtually need to plan how to “open the floor” to members to share their experiences; possibly have members create PowerPoint slide show in advance. See item #5 below under Business Items.

Date / Time	Presenter(s)	Topic	Venue	Fee	Comments
May 28 7 pm CDT	Lisa Smith	Genealogy from a Private Investigator's Perspective	BAGS Zoom	No fee	
June 25 7 pm CDT	Ari Wilkins	Reconstructing Communities Using Census Records, Sanborn Maps, and City Directories	TxSGS Link	COMP	Pre-recorded from 2020 TxSGS Family History Conference (link, bio, description, photo received)
July 30 7 pm CDT	Cyndi Ingle (TBC)	Record As You Go, Cite As You Go, & File As You Go	BAGS Zoom	\$250	No response to multiple emails from Cyndi Ingle. Pursuing an alternate speaker.
August 27 7 pm CDT	Annual Show & Tell				See Business Items #5 below.

Business Items

1. Review April's speaker, Michael Strauss – The Road to Independence: Researching your Revolutionary War Ancestors
 - a. Comments included the following: excellent speaker and presentation, however, there was a minor problem with recording the session. Lisa requested that the practice session not be scheduled right before the start of the general meeting if possible.
2. Corrections and additions to agenda for General meeting this Friday, May 28; Speaker: Lisa Smith – Genealogy from a Private Investigator's Perspective. This will be presented on BAGS' Zoom platform and Susie Ganch, 1st Vice-President, will host the meeting.
 - a. Several board members provided updates to the agenda for the general meeting; Lisa will update the agenda for the Board to review.
 - b. Lisa created a full-page advertisement for the Board to review, and she recommended that this advertisement be published in various medias including as a paid advertisement.

3. Planning for June 25, 2021, General Meeting; Speaker: Ari Wilkins – Reconstructing Communities Using Census Records, Sanborn Maps, and City Directories. Prerecorded 2020 TxSGS Family History Conference session.
 - a. Becky Jones will send Lisa and George a link to the pre-recorded session; no recording of this session is permitted.
4. The Journal will be available electronically by the end of June; possibly provide printed copies of the Journal for the August meeting if this meeting is held in-person.
 - a. Adding indices to Services/Articles page of website (open to public) – Todd and George will work together to address this item.
 - b. Add payment option for purchasing Journals (nonmembers) on this page – the Board agreed to add PayPal as an option for \$10 per Journal.
5. Vote to have 3 in-person meetings for August potluck, December Christmas party, and April or May meeting. Vote on weekend day to have these in-person meetings (Saturday or Sunday).
 - a. The Board agreed to schedule 3 in-person meetings and to change the date and time of the in-person meetings to either Saturday or Sunday.
 - b. Susie and George will visit University Baptist Church to determine if we will be able to host 3 in-person meetings at their facility on either a Saturday or Sunday in August, December, April or May. They will also inquire about the availability of a storage unit within the church to store BAGS inventory and physical items.
6. Discussion on storage units for inventory and other BAGS physical items – if no permanent in-person venue is chosen (see bullet point above).
 - a. This item will be addressed once a venue for in-person meetings is resolved; see item #5 above.
7. Planning for 20th celebration
 - a. The Board discussed having charter members either speak or participate virtually at the meeting plus using some of the inventory as both door prizes and awards to charter members who attend the celebration. Possible dates are December 4, 11, or 18.

Committee Reports

County Coordinator – Deborah Gammon

- Deborah and Polly Swerdlin and attended the Harris County, Precinct #2 Bus Trip meeting at Bay Area Pavilion in Seabrook on May 27, 2021.
- The bus trips remain at 150-mile boundary one way for day trips. The mileage is calculated from 1001 Preston, Houston.
- Monday-Tuesday-Wednesday trips are free and awarded by lottery, however, the lottery system will be different than the one used previously (Clayton Library is closed on Mondays). Bus Coordinator MUST call the call center at 713-274-2222 on Monday through Friday from 8 a.m. to 4 p.m. to submit desired dates to the queue.
- No trips on Thursday EXCEPT trips chosen by Precinct #2 and to Precinct #2 selected destinations.
 - Example: A trip is scheduled for June 10th to Katy Mills Mall and lunch/ Plant shopping at Brookwood. Any senior living in this precinct #2 can go on the trip if there is space. This is a FREE bus trip.
- Friday-Saturday-Sunday will be “rental days” with a rental fee of \$3.00 per person; bus capacity is only 50% capacity at this time due to COVID restrictions and the 50% capacity MUST be paid for one week in advance.
 - Example: 40-seat bus requires 20 paid attendees or 18-seat bus requires 9 paid attendees.
 - One week in advance paid by the organization’s coordinator with either a credit or gift card.

Education – Kim Zrubek

- Brick Wall SIG next date is Sunday, July 18 at 1 pm
 - First meeting hosted by Kathleen Williams was held virtually Sunday, May 16 at 2 pm.
 - Ten people registered, and 9 people attended (Annette Bowen, Glenn Cress, Susie Ganch, Terri Myers, Kitty Olson, Teresa Rundell, Donna Shaw, Kathleen Williams, Kim Zrubek).
- Monthly German SIG next date is Wednesday, June 9
 - Meetings are scheduled for the second Wednesday at 2 pm hosted by George Porterfield and Karen Engelauf. All handouts are posted on the webpage for the SIG.
- Monthly 1st Sunday Members Helping Members (MHM) session next date is Sunday, June 6 at 2 pm
 - The first meeting was held virtually Sunday, May 2. No one joined the meeting.
- Monthly In-Person MHM sessions are Wednesdays June 16, July 21, and August 18 at 9:30 to 11:30 at the Friendswood Family History Center
 - Five people attended the May session (Annette Bowen, Sharon Cress, Teresa Rundell, Bill Simmons, new member, Kim Zrubek).
- Continuing Weekly MHM virtual sessions
 - Renee Ball hosts the Monday morning 10 am session and Kim Zrubek hosts the Monday evening 7 pm sessions; both sessions are supported by George Porterfield.
 - An email with an invitation and link to join the meeting is available to be sent to the membership.
- Development of a bookmark to support publicity's efforts is in progress.
- Kim is willing to schedule in-person MHM sessions in the fall 2021 at local libraries.

Email Coordinator/Facebook – Kathleen Williams

- BAGS Facebook group has 67 active members; “active” means that they have reviewed our page’s content within the last 30 days.
- Kathleen is willing to create a flyer each month that can be used by board members to post to other potential Facebook groups. However, the links in the flyer would NOT be accessible so the flyer would have to be posted as an image with the link to the registration page in text format. A second option would be to post the registration on the main page of the website without requiring a login and the link in the flier would link to this page.

Historian / Scrapbook – Teresa Rundell

- Nothing new to report.

Hospitality – Kim Zrubek

- New member social event in the planning stage:
 - Host a virtual meeting since new members joined while we were providing virtual programming; include members who have joined since March 2020.
 - Possible dates being considered are all on Saturday: June 26, July 17 or July 24. Board members are encouraged to attend.

Journal Editor – Todd Roberts

- Status of next Journal:
 - Layout of Journal in progress with expected completion in early June.
 - Publication of the Journal planned once review has been completed.

Member Services – Lisa Smith, Acting

- Sent Welcome packet emails to new members: Nancy Davis, William Simmons, and Regina Williamson.

- Sent password for Members Only page to Fred Roe and Vicky Whynott.

Newsletter – Becky Jones

- May newsletter published electronically and a link to the newsletter was distributed to membership via email. May newsletter contained short profile of two board members: Kitty Olson and Kim Zrubek. Board members who have not yet had their profile published in the newsletter are encouraged to send a short profile for publication in a future newsletter.
- Considering an expansion of the SIG invitation to include brief comments from past participants.

Pedigree Charts – Anita Cooper

- Rebecca Wilson Jones, Newsletter Editor, submitted her pedigree chart.
- Updated Surnames List sent to the Webmaster for publication to the website.

Publicity – Terri Myers

- No report.

Telephone – Tamara Reed

- No report.

Website – Polly Swerdlin

General	Uploaded	Updated
Working on transferring BAGS web files from personal computer to the BAGS Google Drive	Pedigree chart for Rebecca Wilson Jones	Removed NGS Conference (May 17, 2021)
	Updated Surname List	Removed coding in the Newsletters pages that opened the newsletter in another tab
	On the Board Files page: 1. How to use Your BAGS email 2. How to use BAGS WordPress Website 3. How to use BAGS Google Drive 4. Recorded Google Drive Demo via Zoom	

Welcoming – Vacant

Yearbook – Lisa Smith

- Requested photos from new members: Nancy Davis, William Simmons, and Regina Williamson.
- Received photo from Bill Simmons, added to yearbook, and updated roster.

Meeting adjourned at 8:03 pm.

Respectively submitted,

Kitty Olson
Recording Secretary