

**Bay Area Genealogical Society  
Board Meeting via Zoom  
Board Minutes  
June 21, 2021**

**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, 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	<b>No</b>
County Coordinator	Deborah Gammon	Yes
Education, Hospitality	Kim Zrubek	Yes
Email Coordinator, Facebook	Kathleen Williams	Yes
Journal Editor	Todd Roberts	<b>No</b>
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	<b>Vacant</b>	
<b>*Arrived Late</b>		

**Administrative Items**

1. Lisa Smith, President, called the meeting to order at 6:37 pm.
2. Lisa called for corrections and/or additions to the May 2021 minutes distributed by Recording Secretary, Kitty Olson, on June 15; no further corrections and/or additions were proposed. Board minutes for May 2021 accepted as last distributed by Kitty.

**Board Decisions**

1. A motion proposed by Lisa Smith and seconded by Todd Roberts to renew the Johnson Space Center (JSC) Federal Credit Union (FCU) Certificate of Deposit for a one-year term was approved via email on May 28, 2021.

**Treasurer's Report – Billy Mayo**

**CHECKING ACCOUNT**

Balance as of 30 April 2021	\$ 2,711.92
Deposits	\$ 104.97
Expenditures	\$ - 558.13
Balance as of 31 May 2021	<u>\$ 2,258.76</u>

JSC FCU SAVINGS ACCOUNT	\$ 5,705.66
JSC FCU Share Certificate (CD)	\$ 6,057.34

<b>TOTAL MONETARY ASSETS as of 31 May 2021</b>	<b>\$14,021.76</b>
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**Notes:**

- Income consisted of membership dues, donations, mailing fees, interest and a refund for sales tax.
- Expenditures consisted of speaker fees, ZOOM contract renewal, annual post office box rental, NGS dues, PayPal fees and membership discounts.
- The Certificate of Deposit was renewed for another year.
- A draft budget for FY 2021-2022 was distributed to members for input and/or comments.

**Registrar's Report – George Porterfield****Count of Members for 2020-2021 Membership Year:**

Category	Previous report	Change	Current
Organizational & Life Members	10	0	<b>10</b>
Members – paid this year	103	0	<b>103</b>
New members this year*	26	4	<b>30</b>
<b>Total members</b>	<b>139</b>		<b>143</b>

Changes:

New members\*: Joy Timmons, Carol McBeth, Mazella Boulden, Pam Fox

**BAGS Merchandise Inventory as of 20 June 2021:**

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>
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**

- Four visitors attended the May webinar and one visitor had attended more than two meetings; appropriate email sent to each visitor.

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

- No changes in job descriptions or bylaws. However there have been suggested changes to the bylaws which include term limits for officers.
- Nominating Committee:
  - Commitments from the following elected board members to accept the nomination for their current position: Becky Jones (1<sup>st</sup> VP), George Porterfield (Registrar), Kitty Olson (Recording Secretary) and Teresa Rundell (Corresponding Secretary).
  - A new member, Jane Martin, has agreed to accept the nomination of 1<sup>st</sup> Vice-President.
  - Lisa Smith and Susie Ganch have accepted the nomination for both President and Treasurer; members will cast their vote for either Lisa or Susie for one of these roles.
  - The Board agreed that rather than offering a student internship a better approach is to increase overall membership by offering a student rate and developing a brochure that could be sent to the following local organizations:
    - colleges including Texas City Community College which offers a genealogy class
    - DAR, SAR, DRT societies
    - historical societies such as League City, Friendswood and Galveston

- 4<sup>th</sup> grade teachers in the local school districts.
- Communication Committee:
  - The Board agreed that a paid advertisement be created for publication in various types of Bay Area publications.

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

<b>Date / Time</b>	<b>Presenter(s)</b>	<b>Topic</b>	<b>Venue</b>	<b>Fee</b>	<b>Comments</b>
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) Practice session scheduled for Thursday prior to meeting
July 30 7 pm CDT	Cyndi Ingle	Record As You Go, Cite As You Go, & File As You Go	BAGS Zoom	\$250	Confirmed with Ms. Ingle
<b>SATURDAY</b> August 28 12 – 2:30pm		Annual Show & Tell	In-person UBC Chapel		Board set up at 11 am and members at 11: 30 am; cleanup and departure by 3 pm
Sept 24 7 pm CDT			Virtual		
Oct 29 7 pm CDT			Virtual		
Nov 16 7 pm CDT			Virtual		
Dec TBD		Christmas & 20 <sup>th</sup> Anniversary Celebration	In-person		

## **Business Items**

1. Review of the May speaker, Lisa Smith – *Genealogy from a Private Investigator's Perspective*.
  - a. Comments included the following: excellent speaker and presentation; several members especially enjoyed the case studies.
2. Corrections and additions to agenda for General meeting this Friday, June 25; Speaker: Ari Wilkins *Reconstructing Communities Using Census Records, Sanborn Maps, and City Directories*. This is a prerecorded webinar.
  - a. Several board members provided updates to the agenda for the general meeting.
3. Planning for July 30, 2021 General Meeting; Speaker: Cyndi Ingle *Record As You Go, Cite As You Go, & File As You Go*.
  - a. See 2<sup>nd</sup> Vice-President Report above.
4. Journal:
  - a. Payment option for purchasing Journals has been added to the website under the Services/Publications menu; this option is public. An email will be sent to Members Services when a Journal(s) is ordered.
  - b. Status of indices? No update as Todd Roberts was not in attendance.
5. Budget for 2021-2022: discuss increasing budgets for in-person meetings, possible purchase of video/streaming equipment.
  - a. Lisa reviewed her recommendations to the proposed budget for 2021-2022.

- b. Lisa asked Board members to review the proposed budget and send any request to modify the budget to Billy.
  - c. Billy recommended adding a line item for publicity to cover the cost of a paid advertisement.
- 6. August Show and Tell potluck is confirmed for August 28 from 12 pm - 3 pm at the University Baptist Church.
  - a. Various options were discussed on how best to determine both the expected headcount and which members will present their experiences. The Board agreed to the following approach:
    - i. General Meeting Poll: conduct a poll at both the June and July general meetings.
    - ii. Facebook Event: Kathleen reported this event has already been scheduled.
    - iii. Telephone Committee: Teresa will update the phone script to inquire if members plan to attend and if they plan to present a topic.
    - iv. Email to Membership: Send an email to members in middle of July to determine headcount and if a member plans to present. Send a second email by end of first week in August to verify headcount and which members will present a topic.
  - b. Do we want to U.S. mail “formal” invitations to ensure all members get invites to the in-person meetings?
    - i. The Board decided not to send an invitation via the U.S. mail to membership.
  - c. Live stream or record for virtual viewing later?
    - i. The Board decided to only record the event.
- 7. Planning for December Christmas/20<sup>th</sup> anniversary party (10<sup>th</sup> anniversary info was sent via email)
  - a. This item was tabled to next board meeting.
- 8. Discussion on storage units for inventory and other BAGS physical items – if no permanent in-person venue is chosen.
  - a. This item was tabled to next board meeting.

## **Committee Reports**

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

- No report.

### **Education – Kim Zrubek**

- Brick Wall Special Interest Group (SIG) scheduled for Sunday, July 18 at 1 pm
  - Annette Bowen, Susie Ganch, Glenn Cress, and Kathleen Williams will be invited to report any progress they made based on the input they received at the May Brick Wall meeting.
  - An invitation for new brick wall submissions needs to be emailed and posted on Facebook.
- Monthly German SIG scheduled for Wednesday, July 14
  - Meetings scheduled for the second Wednesday at 2 pm hosted by George Porterfield and Karen Engelauf. All handouts for this SIG are posted on the webpage.
- Monthly 1st Sunday Members Helping Members (MHM)
  - The Sunday, July 4 session is canceled and the next session is scheduled for Sunday, August 1 at 2 pm.
  - Four people attended the June 6 session including by Terri Myers, Teresa Rundell, George Porterfield, and Kim Zrubek.
- Monthly In-Person MHM sessions scheduled for Wednesday, July 21 and Wednesday, August 18 at 9:30 to 11:30 in the Friendswood Family History Center
  - Four people joined the June 16 session including Renee Ball, Joy Timmons, Bill Simmons, and Kim Zrubek.

- Continuing Weekly MHM virtual sessions
  - Renee Ball leads the Monday morning 10 am session and Kim Zrubek leads the Monday evening 7 pm session; George Porterfield supports both sessions. An invitation and link to join the meeting needs to be sent to advertise these sessions.
  - Five people joined the May 31 evening session including Annette Bowen, Terri Myers, Teresa Rundell, George Porterfield, and Kim Zrubek.
  - Four people joined the June 7 evening session including Terri Myers, Teresa Rundell, George Porterfield, and Kim Zrubek.
  - Four people joined the June 14 evening session including Anita Cooper, 2<sup>nd</sup> person, George Porterfield, and Kim Zrubek.
- Completed a bookmark advertising the Society and programs scheduled for June – August.

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

- BAGS Facebook group has 87 members with 66 active members; “active” means that they have reviewed our page’s content within the last 30 days.
- Continue to advertise on other Facebook groups, this includes a few Texas-specific genealogy groups as well as some local to our area.

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

- Nothing new to report.

#### **Hospitality – Kim Zrubek**

- August Show & Tell – Kim to purchase paper plates, cups, dinnerware, and napkins and will bring aluminum foil, plastic wrap and extra serving utensils.
- December 20th Anniversary – George proposed the Lone Star Flight Museum that is located at Ellington Field as a possible venue; see the following website:  
<https://www.lonestarflight.org/celebrate/event-spaces/>
  - This item was tabled to next board meeting.
  - Kim and Becky plan to visit the museum to determine if this is a suitable venue.

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

- Status of next Journal:
  - Layout is complete.
  - All articles reviewed by authors.
  - Table of contents and index will be completed by Wednesday.
  - Issue (minus above) sent to reviewers.

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

- Sent Welcome packet emails to new members: Carol McBeth, Mazella Boulden, Pamela Fox.

#### **Newsletter – Becky Jones**

- June newsletter published electronically and a link to the newsletter distributed to membership via an email.

#### **Pedigree Charts – Anita Cooper**

- No members submitted a pedigree chart; contacted two new members and requested their pedigree

charts.

#### **Publicity – Terri Myers**

- No report.

#### **Telephone – Teresa Rundell (Acting)**

- Phone list updated with new members. A telephone script was provided to the Board for review.

#### **Website – Polly Swerdlin**

<b>General</b>	<b>Uploaded</b>	<b>Updated</b>
Redesign of Articles Page by George and Lisa; renamed to Publications		Removed video of October 2020 general meeting
Broken Links Check on 28 May; none found		Added “FYI” below each video on Handouts page stating when the video will be removed
		Removed “early bird registration” from sidebar events
		Removed the following events: <ul style="list-style-type: none"><li>• SCGS Genetic Genealogy 2021 – June 4-5</li><li>• Family History Fanatics Conference – June 5</li><li>• Southern California Genealogical Society Jamboree – June 11-12</li></ul>
		Added TCGS events to sidebar, one at end of June and one in September
		Lisa added a CSS code which displays all hyperlinks in bold purple
		Lisa added following virtual events to side bar from the conferencekeeper.org website: <ul style="list-style-type: none"><li>• Cornish American Heritage Society July 16-17</li><li>• Canadian Genealogical Virtual Research Institute July 18-22</li><li>• Germans from Russia Heritage Society July 21-24</li><li>• Institute of Genealogical &amp; Historical Research July 25-30</li><li>• Family History Fanatics July 31</li></ul>

#### **Welcoming – Vacant**

#### **Yearbook – Lisa Smith**

- Added to Yearbook and requested photos from new members: Carol McBeth, Mazella Boulden, Pamela Fox.
- Received photo from Carol McBeth, added to yearbook, and updated roster.

Meeting adjourned at 8:08 pm.

Respectively submitted,

Kitty Olson

Recording Secretary