

**Bay Area Genealogical Society  
Board Meeting via Zoom  
Board Minutes  
August 23, 2021**

**Attendance**

<b>Board Position</b>	<b>Name</b>	<b>Present</b>
President, Member Services, 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>
Pedigree Charts	Anita Cooper	Yes
Publicity	Terri Myers	Yes
Telephone	Teresa Rundell, Acting	Yes
Web Editor	Polly Swerdlin	Yes

**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 July 2021 minutes distributed by Recording Secretary, Kitty Olson, on August 20; no further corrections and/or additions were proposed. Board minutes for July 2021 accepted as last distributed by Kitty.

**Board Decisions**

1. A motion proposed by Billy Mayo and seconded by Becky Jones to accept the amended FY 2021-2022 budget was approved.
2. A motion proposed by Polly Swerdlin and seconded by George Porterfield to place an advertisement for BAGS at the 2021 Texas State Genealogical Society (TxSGS) Family History Conference was approved.
3. A motion proposed by George Porterfield and seconded by Polly Swerdlin to collect a \$3.00 donation from each bus rider to the Clayton Library and donate the collection to the Harris County Precinct #2 was approved. Procedurally this motion will be implemented as follows:
  - a. The County Coordinator will collect a \$3.00 donation from each bus rider.
  - b. Upon completion of the bus trip the County Coordinator will transfer the cash donation to the Treasurer.
  - c. The Treasurer will send a check in the amount of the collected donation to the Harris County Precinct #2 along with a cover letter.

## Treasurer's Report – Billy Mayo

### CHECKING ACCOUNT

Balance as of 30 June 2021	\$ 2,365.91
Deposits	\$ 895.06
Expenditures	\$ - 54.39
Balance as of 31 July 2021	\$ 3,206.58

JSC FCU SAVINGS ACCOUNT	\$ 5,707.08
JSC FCU Share Certificate (CD)	\$ 6,064.68

TOTAL MONETARY ASSETS as of 31 July 2021	\$14,978.34
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### Notes:

Income consisted of membership dues, donations, mailing fees and interest.

Expenditures were for PayPal Fees and supplies for Registrar and Recording Secretary.

During the month of August, the facility fee was paid to UBC for the August Meeting, and the venue fee was paid to the Lone Star Flight Museum for the December meeting.

## Registrar's 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	109	0	109
New members this year*	32	2	34
<b>Total members</b>	<b>151</b>		<b>153</b>

New members\*: Debbie & Anthony Marino

### Early Renewals for 2021-2022 Membership Year (# of Members):

Category of Membership	Previous report	Change	Current
Organizational & Life Members	10		10
Prior year members – paid this year	31	27	58
New members	3	2	5
Not paid for 2021-2022	107	-28	79
<b>Total members</b>	<b>151</b>		<b>152</b>

### BAGS Merchandise Inventory as of 25 July 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
<b>Total value</b>					<b>\$1,076.00</b>

## Corresponding Secretary's Report – Teresa Rundell

- Email sent to the 25 visitors who attended the July webinar.

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

- Planning Committee for December Anniversary Celebration
  - Obtained quotes for catering; committee selected Olive Garden to cater the event.
  - Printed bags for Centerpiece gifts.
  - Created a list of charter members to contact.
  - Composed a draft email with the assistance of Kathleen Williams to send to charter members concerning the event and videotaping.
- Printed articles from BAGS quarterlies and yearbooks regarding history of BAGS; need to decide how to display these articles.

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

Date / Time	Presenter(s)	Topic	Venue	Fee	Comments
<b>Saturday</b> August 28, 12n – 3:00 pm CDT		<b>Annual Show &amp; Tell &amp; Membership Potluck Luncheon</b>	UBC Chapel		<b>IN PERSON</b> Board setup at 11 am; members setup at 11: 30 am; cleanup and departure by 3:00 pm
Friday Sept 24, 7 pm CDT	<i>Diane L. Richard</i>	Early Migration In, Across, and Out of North Carolina	BAGS Zoom	\$150	<i>Live Virtual</i>
Friday, Oct 29, 7 pm CDT	<i>Diahan Southard</i>	4 Next Steps for Your DNA Test	BAGS Zoom	\$150	<i>Virtual with pre-recorded video presentation &amp; 15 minutes LIVE Q&amp;A</i>
Friday, Nov 19, 7pm CST	<i>Cari Taplin, CG</i>	Using Church Records to Find Ancestral Origins	BAGS Zoom	\$200	<i>LIVE Virtual</i>
<b>Saturday</b> Dec 11, 12 n – 2:00 pm CST		<b>BAGS 20<sup>th</sup> Year Anniversary Celebration</b>	Lone Star Flight Museum		<b>IN PERSON</b> Signed and returned the contract confirming the date and time for the scheduled event: Saturday, December 11 from 12:00 noon to 2:00 pm.
Friday, Jan 28, 7pm CST	<i>Diane Warmesley</i>	The People of the West Indies & Their History	BAGS Zoom	\$125	<i>LIVE Virtual</i>
Friday, Feb. 25, 7pm CST	<i>Thomas MacEntee</i>	The 1950 US Federal Census – Are You Ready?	BAGS ZOOM	\$100	<i>LIVE Virtual</i>
Friday, Mar 25, 7pm CDT	<i>Bernard N. Meiser Ph.D, CCM</i>	Pushes, Pulls, and Records: The Waves of German Immigrants to the United States	BAGS ZOOM	\$100	<i>LIVE Virtual</i>

- Updated & Uploaded to **BAGS GOOGLE DRIVE (2<sup>nd</sup> Vice President>2021-2022)** the following:
  - Sept 2021-Aug 2022 BAGS General Meeting Presentations providing month-to-month presenter information (date, speaker, topic, description, bio, and more).
  - For those with PUBLICITY responsibilities, a shorter version entitled Sept 2021-Aug 2022 Advertising Dist-abbreviated version is available providing basics. Each media outlet is different, so if you need more info; i.e., such as a speaker bio, refer to the “Presentations” link.
- Added the Advertising Dist version to the PUBLICITY folder for convenience.

## **Business Items**

1. Review June speaker: Cyndi Ingle, Record As You Go, Cite As You Go, & File As You Go.
  - a. Comments included the following: fantastic speaker, excellent presentation and handout material as well as great tips on how to write citations.
2. Corrections and additions to General meeting agenda for this Saturday, August 28.
  - a. Several board members provided updates; Lisa will update the agenda and the PowerPoint presentation accordingly.
3. Voting
  - a. Began electronically Sunday, August 1, 2021.
  - b. Paper ballots will be available at the August Show N Tell meeting on Saturday, August 28.
  - c. If there are duplicate ballots, the latest timestamped electronic ballot or the paper ballot will prevail.
  - d. Access to the webpage to cast a ballot will be closed at noon on Saturday, August 28.
4. Final Budget for FY 2021-2022
  - a. See Board Decision #1.
5. New member password to be implemented September 1; new Board password to be implemented following the September Board meeting.
  - a. Several options were discussed on how to inform the membership of the new password including distributing an email with a link to the Members Guide located on the BAGS Google drive or sending the membership an updated Members Guide.
6. Place BAGS advertisement at the 2021 TxSGS Family History Conference in October; cost is \$50?
  - a. See Board Decision #2.
7. Collect a donation to Harris County for the bus trips; add \$50 to the 61000 County Coordinator budget?
  - a. See Board Decision #3.
8. BAGS support to the 2021 Genealogy state-wide programming on Friday, October 15 at the Friendswood Public Library? One table of materials and one or two people to staff the table for one to two hours would be required with no cost to BAGS.
  - a. The Board agreed to participate at this event; the following board members volunteered to staff the table: Deborah Gammon, Polly Swerdlin, Susie Ganch, Teresa Rundell, Terri Myers, Anita Cooper and Becky Jones.
9. Discussion on communication between Board members and to our membership
  - a. Lisa recommended that the board members keep the board informed of all external communications and she also recommended having any bulk communication (e.g., newsletter, meeting and event announcement, etc.) to the membership reviewed prior to distributing the communication.
10. Discussion on inventory and other BAGS physical items; Nick is bringing the inventory and scrapbooks to August meeting and will not be taking them back.
  - a. Anita Cooper volunteered to store the inventory and other BAGS items following the August meeting.

## **Committee Reports**

### **20<sup>th</sup> Anniversary Planning Committee**

- Drinks will be purchased from Dunkin Donuts and HEB.
- Desserts will be purchased from Sam's Club.
- Lisa will investigate procuring tablecloths.
- See 1<sup>st</sup> Vice-President report for further details.

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

- Bus trips to the Clayton Library are scheduled for Tuesday, September 14 and Wednesday, October 6 with a bus capacity of 8 due to COVID restrictions.

### **Education – Kim Zrubek**

<b>Session</b>	<b>Date / Time</b>	<b>Frequency</b>	<b>Venue</b>	<b>Moderator/Presenter</b>	<b>Comments</b>
Brick Wall SIG	Sunday, Sept 19 1:00 pm	Monthly	Virtual	Kathleen Williams	No meeting in August.
German SIG	2 <sup>nd</sup> Wednesday 2:00 pm	Monthly	Virtual	George Porterfield Karen Engelauf	No meeting in September.
MHM	Sunday, Sept 5 2:00 pm	Monthly	Virtual	Kim Zrubek	No members attended the August meeting.
MHM	September 15 October 20 November 17 9:30 – 11:30 am	Monthly	In-person Friendswood FHC	Kim Zrubek	August attendees: Renee Ball, George Porterfield, Bill Simmons, Anthony Marino, Glenn Cress.
MHM	Monday 10:00 am	Weekly	Virtual	Renee Ball George Porterfield	Need to send out an email invitation to advertise these services.
MHM	Monday 7:00 pm	Weekly	Virtual	Kim Zrubek George Porterfield	Need to send out an email invitation to advertise these services.
Google Earth	Friday August 20		In-person Friendswood Public Library	Gale French	Attendees: Renee Ball, Teresa Rundell, Terri Myers, Gary Garrett, Bill Simmons, Kathleen Williams, Cindy and Steve Gard, Kim Zrubek. Attendees requested a workshop to practice how to use this software application.
Google Earth Workshop	Friday September 10 10:30 am		In-person Friendswood Public Library	Gale French	Attendees are expected to bring a computer to learn how to overlay a map.

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

- Facebook: 92 total members with 62 active members; 4 members joined in last month.
- Email: Nothing new to report.

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

- Nothing new to report.

**Hospitality – Kim Zrubek**

- Following items provided by BAGS for the August luncheon:
  - Paper plates, large size cups, plasticware (spoons, forks, and knives), napkins, serving utensils, paper towels, garbage bags, Ziploc bags, foil, plastic wrap
  - Video camera
  - Paper ballots.
- Following items provided by University Baptist Church for the August luncheon:
  - Tablecloths, small cups, drinks and ice.

**Journal Editor – Todd Roberts**

- Status of next Journal: three articles submitted with layout and editing to start in September.

**Member Services – Lisa Smith**

- Sent Welcome packet emails to new members: none.

**Newsletter – Becky Jones**

- August edition is in final proofreading stage; expected to be published, uploaded to website, and a link distributed to membership by end of day, Monday, 23 August.

**Pedigree Charts – Anita Cooper**

- Received pedigree charts from Anthony J. Marino and Pamela Ridley.
- Requested pedigree charts from new members: Donna Shaw, Barbara Hale, Gay Carter, Robert Stein, Rebecca Briggs, Debbie Marino, Pamela Ridley, Mary Long Startz and Kathleen Maca.
- Sent pedigree charts and updated Surnames List to Web Editor.

**Publicity – Terri Myers**

- No report.

**Telephone – Teresa Rundell (Acting)**

- Updated the phone list to include new members and updated the telephone script.

## Website – Polly Swerdlin

General	Uploaded	Updated
Broken Links Check on August 22; none found.		<p>Added to the sidebar:</p> <ul style="list-style-type: none"> <li>• Legacy Family Tree Webtember scheduled for four Fridays in September</li> <li>• Kentucky Genealogical Society Annual Seminar Aug 1</li> <li>• San Angelo “Restoring and Editing Family Photos” Aug 3</li> <li>• 41<sup>st</sup> Annual IAJGS Conference on Jewish Genealogy Aug 2-4</li> <li>• New Orleans City Archives &amp; Special Collections – Clayton Library Aug 6</li> <li>• August 20 Gale French - Using Google Earth with Your Genealogy Research.</li> </ul>
<p>Created new passwords for both members and Board of Directors.</p> <p>Passwords uploaded to Google Drive Web Editor folder and the 2022 Board and 2022 Member picture files.</p>		<p>Removed from the sidebar:</p> <ul style="list-style-type: none"> <li>• Institute of Genealogy and Historical Research Jul 25-30 (by Lisa)</li> <li>• Family History Fanatics July 31</li> <li>• Kentucky Genealogical Society Annual Seminar Aug 1</li> <li>• 3 early August events added by Lisa</li> <li>• San Angelo “Restoring and Editing Family Photos” Aug 3</li> <li>• 41<sup>stn</sup> Annual IAIGS Conference Aug 2-4</li> <li>• New Orleans City Archives and Special Collections Aug 6</li> <li>• August 20 Gale French - Using Google Earth with Your Genealogy Research.</li> </ul>
		<p>Home page:</p> <ul style="list-style-type: none"> <li>• Membership form – George added “new members and annual renewal”</li> <li>• Voting for Board of Directors added.</li> </ul>
		<p>Members Only page:</p> <ul style="list-style-type: none"> <li>• Added “Voting for Board of Directors”</li> <li>• All videos on the Handouts page will be removed August 31; a notice of the removal date added to each description.</li> </ul>
		<p>Updated the dates for the upcoming MHM sessions scheduled at the Family History Center for September, October and November.</p>

## Yearbook – Lisa Smith

- Added to Yearbook and requested photos from new members: none.
- Received and added photos to yearbook: Anthony Marino, Pam Ridley.

Meeting adjourned at 8:12 pm.  
Respectively submitted,

Kitty Olson  
Recording Secretary