

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

Attendance

Board Position	Name	Present
President, Member Services, Yearbook	Lisa Smith	Yes
1 st Vice President	Jane Martin	Yes
2 nd Vice President, Newsletter Editor	Becky Jones	No
Treasurer	Susie Ganch	Yes
Recording Secretary, 2 nd County Coordinator Alternate	Kitty Olson	Yes
Corresponding Secretary, Historian	Teresa Rundell	Yes
Registrar, Sargent-at-Arms, Co-Web Editor	George Porterfield	Yes
Past President	Nick Cimino	No
County Coordinator, Facebook	Kathleen Williams	Yes
Education, Hospitality	Kim Zrubek	Yes
Email Coordinator	Jessica Bird	Yes
Journal Editor, 1 st County Coordinator Alternate	Todd Roberts	Yes
Pedigree Charts	Anita Cooper	Yes
Publicity	Terri Myers	Yes
Telephone	Denise Hewitt	Yes
Web Editor	Polly Swerdlin	Yes

Administrative Items

1. Lisa Smith, President, called the meeting to order at 6:35 pm.
2. Lisa called for corrections and/or additions to the November 2021 minutes distributed by Recording Secretary, Kitty Olson, on November 22, 2021; no further corrections and/or additions were proposed. Board minutes for November 2021 accepted as last distributed by Kitty.

Board Decisions

1. A motion was made by Susie Ganch and seconded by Kathleen Williams to donate \$100 to the Clayton Library for Susan Kaufman speaking at the January general meeting and to deduct this donation of \$100 from the budget line-item Speaker Fee was approved.

Treasurer's Report (November) – Susie Ganch

**BAY AREA GENEALOGICAL SOCIETY TREASURER'S REPORT
WELLBY FINANCIAL ACCOUNTS
As of 30 Nov 2021**

Wellby Checking Account (as of Nov 1, 2021)	\$3,866.50	
Deposits to Checking Account	\$1,617.81	
Disbursements from Checking Account	<u>\$355.73</u>	
Checking Account (as of Nov 30, 2021)		\$5,128.58

Wellby Savings Account (as of Nov 30, 2021)	\$5,709.47
Wellby CD 116308 (as of Nov 30, 2021)	<u>\$6,074.86</u>
Maturity Date: 1 June 2022	

TOTAL OF CHECKING, SHARE AND CERTIFICATE ACCOUNTS	<u>\$16,912.91</u>
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Treasurer's Report (December)

BAY AREA GENEALOGICAL SOCIETY TREASURER'S REPORT
WELLBY FINANCIAL ACCOUNTS
As of 30 Dec 2021

Wellby Checking Account (as of Dec 1, 2021)	\$5,128.58	
Deposits to Checking Account	\$50.11	
Disbursements from Checking Account	<u>\$1,991.21</u>	
Checking Account (as of Dec 31, 2021)		\$3,187.48

Wellby Savings Account (as of Dec 31, 2021)	\$5,709.95	
Wellby CD 116308 (as of Dec 31, 2021)	<u>\$6,076.92</u>	
Maturity Date: 1 June 2022		

TOTAL OF CHECKING, SHARE AND CERTIFICATE ACCOUNTS		<u>\$14,974.35</u>
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Registrar's Report – George Porterfield

2021-2022 Membership Year (# of Members):

Category of Membership	Previous report	Change	Current
Organizational & Life Members	9	0	9
Prior year members – paid this year	118	5	123
New members*	21	3	24
Not paid for 2021-2022	0	0	0
Total members	148		156

*New members: Gary C. Johnson, Michael Carroll, Hugh Ferguson

BAGS Merchandise Inventory as of 22 January 2022:

Inventory Item	Unit Price	Previous report	Change	Qty on Hand	Value
Cookbooks	\$10.00	19	-1	18	\$ 180.00
Pens	\$1.00	92	0	92	\$ 92.00
Tote bags	\$25.00	24	-1	23	\$ 575.00
Total value					\$ 847.00

Changes: Both items used as door prizes at Anniversary Celebration.

Corresponding Secretary's Report – Teresa Rundell

- No report since the December general meeting was a member only event.

2nd Vice President's Report (Programs) – Becky Jones

Date / Time	Presenter(s)	Topic	Venue	Fee	Comments
Friday, Jan 28 7pm CST	<i>Susan Kaufman</i>	HLP's Clayton Library of Genealogical Research	BAGS Zoom	\$0.00	LIVE Virtual
Friday, Feb. 25 7pm CST	<i>Thomas MacEntee</i>	The 1950 US Federal Census – Are You Ready?	BAGS ZOOM	\$100	LIVE Virtual
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	LIVE Virtual
April TBD		Volunteer Celebration?	TBD		In-Person
Friday, May 27 7pm CDT	<i>Diane Warmesley</i>	The People of the West Indies & Their History	BAGS Zoom	\$125	LIVE Virtual
Friday, June 24, 7pm CDT					LIVE Virtual
Friday, July 29 7pm CDT					LIVE Virtual
Friday, August 26 7pm CDT		Annual Show & Tell	TBD		In-Person

Committee Reports

- Education Committee
 - Board agreed to scheduling in-person social meetups at restaurants and/or hosting seminars at local public libraries. Denise Hewitt agreed to assist Kim Zrubek on the Hospitality Committee.
 - Kathleen Williams offered to lead a class to help members who have indicated they are beginner genealogist. Board agreed that this type of class was best offered as an in-person event.
 - Board agreed to offer training on how to index the 1950 U.S. Census which is scheduled to be released April 1, 2022; Polly Swerdlin volunteered to work with Kim to offer this training to the membership.

Business Items

1. Lisa welcomed two new board members.
 - a. Denise Hewitt assumed the role, Telephone Chair Committee, previously held by Teresa Rundell as Acting.
 - b. Jessica Bird assumed the role, E-mail Coordinator, previously held by Kathleen Williams.
 - c. Kathleen assumed the role of County Coordinator and she will continue as the Facebook Administrator.
2. Review of the Holiday/20th anniversary party.
 - a. Board agreed that the event was outstanding and the feedback from the attendees was that the event was awesome. Everyone loved the guided tour of the Lone Star Flight Museum and the staff was very accommodating. Likewise, Olive Garden staff were very helpful in setting up the food stations. Kim and Kathleen took leftover food items to two fire stations.
 - b. Budget summary
 - i. Total Budget for 2021 Holiday Party = \$2000
 - ii. Actual Expenditures for 2021 Holiday Party = \$1481.43
3. Corrections and additions to General meeting agenda for Friday, January 28, Clayton Library Updates by Sue Kaufman.
 - a. Several board members provided updates; Lisa will update the agenda and PowerPoint presentation accordingly.
4. Mailchimp status
 - a. Plan is to start using Mailchimp in February; this will allow BAGS to send emails to the membership list and members will have the option to opt out of BAGS emails; this mail service will allow graphics to be embedded in an email as well as including attachments.
 - b. Jessica reviewed what Kathleen accomplished with Mailchimp and will work with Kathleen to complete the transition.

5. Journal and Yearbook uploaded to website; hardcopy printing underway.
 - a. Board agreed to send the June 2021 Journal and the current Yearbook to the Journal authors and the 2020-2021 members (one per family) who paid the mailing fee.
 - b. Board agreed to send the Yearbook to 2021-2022 new members (one per family) who paid the mailing fee.
6. Zoom Class Action lawsuit – BAGS entitled to 15% of fee paid to Zoom
 - a. Lisa completed the class action form and submitted the claim.
7. Discussion of changing banks as many difficulties have been encountered with Wellby online and interaction with QuickBooks.
 - a. Need 2 signatories able to access the accounts remotely (Treasurer and President).
 - b. Need a debit or credit card form of payment.
 - c. No need for a separate checking account; Terri noted that if a credit union is selected a savings account is required.
 - d. Do not want a required monthly minimum balance.
 - e. Leave CD at Wellby until maturity, then roll into another CD or move into checking account.
 - f. Susie and Lisa will research other financial institutions with branches across the Houston area to determine what they offer non-profit organizations.

Committee Reports

County Coordinator – Kathleen Williams

- Bus trips to Clayton Library have been scheduled for Tuesday, Feb. 15 and Tuesday, April 5, from 9am to 4pm. We have a 28-passenger bus; currently, Harris County is at red level so the bus capacity will be limited to 25%.
- Contact Kathleen Williams at 409-344-0567 (phone or text) or email countycoord@txbayareagen.org for more information or to sign up.
- Additional trips will be scheduled in May 2022.

Education – Kim Zrubek

Session	Date / Time	Frequency	Venue	Moderator/Presenter	Comments
Brick Wall SIG	Sunday, Mar 20 1:00 pm	As Scheduled	Virtual	Kathleen Williams	Meeting held on Sunday, Jan 22 at 1 pm; no members joined.
German SIG	Wednesday, Feb 9 7:00 pm	Monthly	Virtual	George Porterfield Karen Engelauf	
MHM	Sunday, Feb 6 2:00 pm	Monthly	Virtual	Kim Zrubek	
MHM	February 16 March 16 April 20 May 18 9:30 – 11:30 am	As Scheduled	In-person Friendswood FHC	Kim Zrubek	
MHM	Monday 10:00 am	Weekly	Virtual	Renee Ball George Porterfield	
MHM	Monday 7:00 pm	Weekly	Virtual	Kim Zrubek George Porterfield	

Beginner genealogist instruction:

Based on the membership spreadsheet, there are five members that indicated they are beginner genealogists and would like assistance in getting started. Kathleen Williams has volunteered to lead a class (possibly in-person) to meet the need. We are in the planning stage to determine content and place. An invitation will probably be sent out to the entire membership to pick up additional students.

Public Programming:

In the past, BAGS has hosted several British, German, and beginning research presentations by members at three different local public libraries. These were free public programs. They were great opportunities to pick up new

members and raise awareness of the Society.

New Members contacted:

Using the membership spreadsheet, contacted the following new members to confirm they still would like assistance with what they had specified on the membership form. Based on their responses, I supplied them with appropriate contact/connection information for either Monday MHM sessions, Brick Wall SIG, German SIG, Nick's Italian SIG, or FHC in-person sessions to receive assistance. This work is ongoing.

- Sharon Boeger – invited to join weekly MHM or in-person FHC. No response.
- Rebecca Briggs – joined us Monday evening MHM. Encouraged to join Brick Wall SIG
- Holly Carpenter – invited to join German SIG
- Nancy W Davis – invited to join German SIG
- Lori Domel – invited to next FHC in-person. No response.
- Eileen McGowan Reed – Referred to Polly Swerdlin for RootsMagic help
- Mickey and Tammy Malone – connected to Nick Cimino's weekly Italian SIG
- Anthony and Debbie Marino - connected to Nick Cimino's weekly Italian SIG.

1950 Census Indexing Party

When the 1940 Census was released, BAGS hosted indexing training and working sessions to participate in assisting FamilySearch to build a searching index for the record group. I would like to do the same thing for the 1950 Census that will be released April 1, 2022 (<https://www.familysearch.org/en/info/us-census/1950-census>).

Email Coordinator – Kathleen Williams for January 2022

- Outstanding Items:
 - Mailchimp set up
 - Target date of go live is February.
 - Templates to be created for all routine monthly correspondence, please submit any suggestions, existing templates, etc.
 - Familiarizing myself with Mailchimp site and abilities, will create a proposed plan of action for February Board Meeting - or sooner if necessary.
 - Reviewing best practice for adding contacts to the platform at onset of new membership.
 - Will create and document a procedure for annual audit of contact information within platform to coincide with membership renewals in September of each year.
 - Email Coordinator Job Description within the "Board of Directors Job Descriptions" needs to be revised to include Mailchimp as well as edit Dream host responsibilities as applicable with current changes being made.
- Resolved Items:
 - Onboarding completed with Lisa on Wednesday, 19 January 2022.
 - Email coordinator access granted to all necessary platforms and email coordinator's email as of 22 January 2022.

Facebook – Kathleen Williams

- Seventy-two active members. An active member is defined as a member who viewed, posted, commented on or reacted to group content.

Historian / Scrapbook – Teresa Rundell

- No report.

Hospitality – Kim Zrubek

- Denise Hewitt will assist with hospitality.

Journal Editor – Todd Roberts

- December Journal published.
- June Journal updated and December Journal updated per Lisa Smith's request.
- Printing and mailing 2021 Journals and 2021–2022 Yearbook over next 2–3 weeks.
- Status of next Journal:
 - One article promised so far: Renee working with coauthor on a longer article.
 - I will probably submit an article.

Member Services – Lisa Smith

- Sent Welcome packet emails to new member: Hugh Ferguson.

Newsletter – Becky Jones

- Due to medical issues and scheduling of various appointments, a timely January issue was not published.
- A draft of a January-February 2022 edition has been started and should be published about the 10th of February.

Pedigree Charts – Anita Cooper

- Requested a pedigree chart from new members: Mike Carroll, Gary C. Johnson, Mary Kircher Roddy, Hugh Ferguson, Jr.
- Requested a pedigree chart from renewal member: Lynn M. Sennhenn Finger.
- Added the following pedigree charts to the Surname List file (new member): Diana Le Mulvaney Rausch, Hugh Ferguson, Jr., Gary C. Johnson.
- Added the following pedigree chart to the Surname List file (renewal member): Jessica Robin Kaylor Bird.
- Sent pedigree charts and updated Surnames List to webmaster.

Publicity – Terri Myers

- No report.

Telephone – Denise Hewitt

- Updated the phone list and the telephone script.

Website – Polly Swerdlin

General	Uploaded	Updated
	Meeting Page <ul style="list-style-type: none">Added handouts from November 2021 general meeting	Sidebar <ul style="list-style-type: none">Added to the sidebar:<ul style="list-style-type: none">Virtual classes from Conference Keeper (Mondays for Jan, Tuesdays for Feb)Removed from the sidebar:<ul style="list-style-type: none">Passing of BAGS founder Carolyn HellenPast virtual classes from Conference KeeperLetter to USCIS and update Jan 29, 2021
	Members Only Page <ul style="list-style-type: none">Added Hugh Ferguson's pedigree chart	
		About Us page <ul style="list-style-type: none">Added Denise Hewitt to the Telephone positionAdded Kathleen Williams to the County Coordinator positionUpdated the Email Coordinator position with Jessica Bird.

Yearbook – Lisa Smith

- Added to Yearbook and requested photos from new members: Hugh Ferguson.
- Received and added photos to yearbook: Diane Rausch, Cynthia Austin, Debbie Marino, Hugh Ferguson, Gary Johnson, Tammy Malone, Mazella Boulden, Jessica Bird.

Meeting adjourned at 7:58 pm.
Respectively submitted,

Kitty Olson
Recording Secretary