

**Bay Area Genealogical Society  
Board Meeting via Zoom  
Board Minutes  
February 21, 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	Jane Martin	Yes
2 <sup>nd</sup> Vice President, Newsletter Editor	Becky Jones	Yes
Treasurer	Susie Ganch	Yes
Recording Secretary, 2 <sup>nd</sup> 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	<b>No</b>
County Coordinator, Facebook	Kathleen Williams	Yes
Education, Hospitality	Kim Zrubek	Yes
Email Coordinator	Lisa Smith, Acting	Yes
Journal Editor	Todd Roberts	Yes
Pedigree Charts	Anita Cooper	Yes
Publicity	Terri Myers	<b>No</b>
Telephone	Denise Hewitt	<b>No</b>
Web Editor	Polly Swerdlin	<b>No</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 January 2022 minutes distributed by Recording Secretary, Kitty Olson, on February 14; no further corrections and/or additions were proposed. Board minutes for January 2022 accepted as last distributed by Kitty.

**Board Decisions**

1. A motion was made by George Porterfield and seconded by Susie Ganch to revoke the previous policy enacted at a Board meeting on August 23, 2021 for collecting a \$3 donation from each bus rider to Clayton Library and donating the collection to Harris County Precinct #2. The motion was approved.

## Treasurer's Report – Susie Ganch

### Statement of Financial Position

As of February 21, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10011 Checking	3,141.57
10021 Savings	5,710.43
10031 CD	6,078.98
10041 PayPal	24.01
Total Bank Accounts	\$14,954.99
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$14,954.99
<b>TOTAL ASSETS</b>	<b>\$14,954.99</b>
<b>LIABILITIES AND EQUITY</b>	<b>\$14,954.99</b>

### **Changing Banks**

Susie visited four banks in the area which also have branches in other Houston areas. The spreadsheet listed under Business Item #5 illustrates their policies regarding small business accounts. There is no difference as to whether the business is for profit or is a non-profit. The bank fees are reasonable and should not be a problem because of the amount of cash we keep in the bank.

To make a bank change, we would need the following:

1. A carried motion to make the change in the meeting minutes:
  - The meeting minutes must be on letterhead with a current address and phone number
  - The executives who have the authority to open a new checking and savings account must be named and the bank must be named
  - A list who will be able to sign on the account
  - Current address must be an actual place where we are currently doing business (e.g., "We operate out of the private residence of \_\_\_\_\_").

### Registrar's Report – George Porterfield

#### **2021-2022 Membership Year (# of Members):**

Category of Membership	Previous report	Change	Current
Organizational & Life Members	9	0	<b>9</b>
Prior year members – paid this year	123	-1	<b>122</b>
New members*	24	3	<b>27</b>
Not paid for 2021-2022	0	0	<b>0</b>
<b>Total members</b>	<b>156</b>		<b>158</b>

\*New members: Belinda Veazey, Pat Sommerfield, Leslie Cargile

Deceased member: Lynn Finger

**BAGS Merchandise Inventory as of 20 February 2022:**

Inventory Item	Unit Price	Previous report	Change	Qty on Hand	Value
Cookbooks	\$10.00	18	0	18	\$ 180.00
Pens	\$1.00	92	0	92	\$ 92.00
Tote bags	\$25.00	23	0	23	\$ 575.00
<b>Total value</b>					<b>\$ 847.00</b>

Changes: None

**Corresponding Secretary's Report – Teresa Rundell**

- Sent an e-mail to the 14 visitors who attended the January 2022 virtual meeting; received one response so far.
- Sent a condolence card to the family of Lynn Marlene Fingers.

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

Date / Time	Presenter(s)	Topic	Venue	Fee	Comments
Friday, Feb. 25 7pm CST	<i>Thomas MacEntee</i>	The 1950 US Federal Census – Are You Ready?	BAGS ZOOM	\$100	LIVE Virtual Contact speaker and request handouts.
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
Saturday, April 23 11 am – 2 pm CDT	Members	Volunteer Appreciation Members Tips & Techniques	UBC		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**

- **E-mail Coordinator resignation:** Jessica Bird resigned because of family health issues and time constraints. According to Jessica MailChimp deleted the scheduling function, does not allow attachments and is very difficult to use, etc. MailChimp on hold pending further investigation. Lisa will serve as the E-mail Coordinator, Acting, and she will evaluate the functionality of MailChimp prior to seeking a member to fill the role of E-mail Coordinator.
- **County Coordinator:** Kathleen Williams, County Coordinator, will pay for the bus driver's lunch/ticket if the group goes to lunch and if the event requires a ticket. If Kathleen pays for the bus driver's lunch/ticket she will fill out an expense reimbursement and submit it to the Treasurer. At least one alternate will attend a bus trip with six or more members. Todd Roberts is the County Coordinator 1<sup>st</sup> alternate and Kitty Olson is the County Coordinator 2<sup>nd</sup> alternate.

Kathleen requested that the board consider scheduling a "BAGS Day at Clayton Library" on a Saturday for members who can't attend a trip scheduled during the work week. Kathleen is willing to coordinate this trip with members carpooling to Clayton Library. The board discussed whether coordinating a carpool to the library was appropriate. Lisa will conduct a poll at an upcoming general meeting to determine how many members are interested in meeting at Clayton Library on a Saturday.

- **Historian:** Teresa Rundell proposed that the role of Historian is no longer needed as most events are virtual and documentation regarding the society's activities are available on the website. The Board agreed to eliminate the

role of Historian. Teresa and Kim Zrubek will scan the existing scrapbooks and upload them to the website under the photo gallery. Teresa will reimburse BAGS for the Artisan 5 software purchased last year to generate a digital scrapbook.

## **Business Items**

1. Review of the Clayton Library Updates by Sue Kaufman.
  - a. Board agreed that Ms. Kaufman was a very informative speaker and the Board appreciated her willingness to fill the unexpected vacancy in January. Susie sent a \$100 donation to the Clayton Library to the attention of Sue Kaufman.
2. Corrections and additions to the General meeting agenda for Friday, February 25, The 1950 US Federal Census – Are You Ready? by Thomas MacEntee.
  - a. Several board members provided updates; Lisa will update the agenda and PowerPoint presentation.
3. Thirty-seven members voted ‘yes’ to the proposed Bylaws change to add a student membership; a quorum of fifteen members (10% of our membership) was needed to pass this vote. The Bylaws have been updated and uploaded to the website.
  - a. Lisa also uploaded the Bylaws under the tab, About Us, on the website so that non-members can access the Bylaws.
4. Journal & Yearbook hardcopies – approximately cost is \$12-\$15 for printing and mailing; discuss offsetting printing costs by raising the “mailing fee” charged on the membership application and changing this description to “print/mail hardcopies”.
  - a. This topic will be addressed at the next board meeting.
5. Update on changing banks: multiple banks been explored; possibly change from using PayPal to Zelle – no fees.

	Fees	Min Daily Bal to Avoid Fee	deposits limit w/o fee	# non-electronic transactions/mo	Remote Deposit	PayPal	Debit Card	QBO w/ 2 users	Additional Notes
Wells Fargo	\$10.00	\$500.00	\$5,000.00	100/mo	yes	yes	yes	yes	Zelle*
Chase	\$15.00	\$2,000.00	\$2,000.00	20/mo	yes	yes	yes	yes	Zelle*
Amegy	\$8.00	\$1,000.00	\$3,000.00	50/mo	yes	yes	yes	yes	**Clover
Frost Bank	\$10.00	\$1,500.00	\$5,000.00	200/mo	yes	yes	yes	yes	*Zelle
*Zelle is an easy way to send money directly between bank accounts in the United States, right from the Bank App. No one needs to run to the ATM or find that long-lost checkbook. With just an email or U.S. mobile number of anyone with a bank account in the United States, you can send, receive and request money in minutes.									
** Clover - Accepting any type of payments is a snap—from in-person swipe, chip, and tap, to online payments. All purchases are more secure and trackable. Your Clover system accepts credit cards, debit cards, gift cards, and contactless payments. Use it as a complete POS or a standalone payment system.									

- a. Susie reviewed the information provided in the table above; she pointed out that we would have no problem maintaining the minimum daily balance to avoid a fee nor do we need a separate savings account. Susie also reported that we could leave our Certificate of Deposit at Wellby until it matures in June 2022.

George explained that we need PayPal to collect money from our website; PayPal can be connected to any bank. After much discussion Wells Fargo and Chase were eliminated from consideration.

Several members had questions regarding whether the banks allowed direct access to QuickBooks and what

constitutes a single transaction. George requested that Susie obtain documentation of their services. Susie will contact Amegy and Frost for additional information.

- b. A vote on this item will be held at the next board meeting.
6. Discussion on whether to be an exhibitor/sponsor at the NGS Family History Conference in Sacramento, California in May.
  - a. This topic will be addressed at the next board meeting.
7. Discussion on 'advertising' for members who are in their own business and holding presentations, SIGs, webinars, etc.
  - a. This topic will be addressed at the next board meeting.
8. Planning for April International Volunteer monthly meeting – food, location (possibly UBC), speaker or not?
  - a. Susie will contact University Baptist Church (UBC) to determine room availability for either Saturday, April 30 or Saturday, April 23.
  - b. Board agreed that the event would be an in-person, Pot Lock meeting (Bring a Dish, Share a Dish). BAGS will not provide a meat tray. The event will be open to non-members.
  - c. Lisa will investigate what awards would be appropriate to give to volunteers.
  - d. Board agreed that the program would be "Members Tips & Tricks" with members sharing their tips and tricks in a time allotment of 5 to 10 minutes.

## **Committee Reports**

### **County Coordinator – Kathleen Williams**

- Seven members went on the bus trip to Clayton Library on Tuesday, February 15. Everyone was pleased that the bus trips have been resumed.
- Next bus trip Clayton Library is scheduled for Tuesday, April 5, 2022.
- Additional trips to Clayton Library 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	Mar 9, Apr 13, May 11, Jun 8	Monthly, 2 <sup>nd</sup> Wednesday 7:00 pm	Virtual	George Porterfield Karen Engelauf	Next meeting dates are January 12 and February 9 at 7pm
MHM	Sunday, Mar 6 2:00 pm	Monthly	Virtual	Kim Zrubek	Meeting held Sunday, Feb 6, no member joined.
MHM	March 16 April 20 May 18 9:30 – 11:30 am	As Scheduled, Monthly	In-person Friendswood FHC	Kim Zrubek	Meeting held Feb 16, six people met.
MHM	Monday 10:00 am	Weekly	Virtual	Renee Ball George Porterfield	Need to send out an email invitation with a link to join the session to advertise this service.
MHM	Monday 7:00 pm	Weekly	Virtual	Kim Zrubek George Porterfield	Need to send out an email invitation with a link to join the session to advertise this service.

**Friday, April 1 at 10 am - 1950 U.S. Census Party** – Celebrate the release of the 1950 Census and begin searching for family members. Event will be held in-person at the Friendswood Library in the Community Room; RSVP requested. Attendees should bring a mobile device to perform family searches.

**Saturday, April 9 at 2 pm and Wednesday, April 13 at 10 am** – 1950 U.S. Census Index Training. Software technology will be used to automate the generation of an index. However, volunteers will still be needed to index the pages and entries where the automation process does not work. Event will be held in-person at the Friendswood Library in the Community Room: RSVP requested. Attendees should bring their laptop.

**No updates on beginner classes or public programming.**

#### **Email Coordinator – Lisa Smith, Acting**

- MailChimp on hold pending further investigation.
  - Lisa requested feedback on different mail platforms from other organizations who send newsletters; received one from an organization that uses MailChimp – easy to use, no problems with contacts, etc.
- Templates were created in MailChimp, contact list is up to date.
- First of the month e-mail went out to members on February 10.
- Those members who are not on the e-mail list were added to the Dreamhost announcement list and requested to let the E-mail Coordinator know if they wished to be removed permanently.
  - 16 more members subscribed
  - 15 members remain unsubscribed, which will have individual phone calls made to walk them through process of subscribing

<b>First</b>	<b>Last</b>
Diane	Merkle
Alicia	Muehlenbrock
Claudia	Grafton
Deborah	Elliott
Brenda	Lacombe
Kathleen	Maca
Lynden	Lynch
Lynn & Fred	Finger
Mary	Roddy
Belinda	Veazey
Sharon	Boeger
Tamara	Reed
Jacqueline	Valcoviak
Vernon	Gillette
Rebecca & Wayne	Miles

- Email Coordinator Job Description within the "Board of Directors Job Descriptions" needs to be revised.

#### **Facebook – Kathleen Williams**

- Ninety-four members with 73 active members. An active member is defined as a member who viewed, posted, commented on or reacted to group content.
- Over the last month, there have been between 18 and 46 members active each day.
- There is a minimum of one post per day, sometimes several posts depending on news/recent developments.

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

- Nothing new to report.

### **Hospitality – Kim Zrubek**

- BAGS' Meet & Munch: Members and their family are invited to discuss their genealogy research triumphs and brick walls with other members in an informal social setting with food and beverage. Meeting scheduled at Red River BBQ for an early dinner. Dates are Saturday, March 26 and Saturday, May 28 at 4:00 pm.
- Host Potluck Dinner at the April general meeting.

### **Journal Editor – Todd Roberts**

- Printed and mailed 2021 Journal and 2021–2022 Yearbook (mailed Friday, Feb. 18). Todd reported that Copy Doctor was somewhat difficult to work with for printing the Journals and Yearbooks.
- Status of next *Journal*:
  - Two articles.
  - I will probably have an article.
  - I will add a request for articles in the next newsletter.
- Lisa requested that the most current working version of the Journal be uploaded to the Google drive.
- Susie will contact Melodey Hauch and request the extra Journals she has in her possession especially copies of those Journals that are missing from the inventory (see the Inventory/Checkout spreadsheet on the Google drive, the missing Journals are highlighted in yellow).

### **Member Services – Lisa Smith**

- Sent Welcome packet emails to new members: Belinda Veazey, Patricia Sommerfield, Leslie Cargile.

### **Newsletter – Becky Jones**

- Due to Becky's medical issues, Kim and Lisa are editing the January-February 2022 edition of the newsletter.
- Lisa requested that the most current working version of the newsletter be uploaded to the Google drive.

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

- Requested a pedigree chart from new members: Pat Sommerfield, Leslie L Cargile.
- Requested a pedigree chart from renewal member: Fred Roe, Belinda Veazey.
- Added the following pedigree chart to the Surname List file (new member): Pat Sommerfield.
- Added the following pedigree chart to the Surname List file (renewal member): Fred Roe.
- 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; both are stored on the Google drive.

## Website – Polly Swerdlin

General	Uploaded	Updated
		Sidebar <ul style="list-style-type: none"><li>▪ Added to the sidebar:<ul style="list-style-type: none"><li>○ Virtual classes from Conference Keeper (Mondays for Jan, Tuesdays for Feb)</li><li>○ RootsTech 2022</li></ul></li></ul>
		Links page <ul style="list-style-type: none"><li>▪ Added the fact that Freeman Library has CD ROM drives also</li><li>▪ Added links to blank forms that were listed on Members Only 6 Generation and Family Group Sheet</li></ul>
		Photo Gallery <ul style="list-style-type: none"><li>▪ Made a separate album page for the two 2021 bus trips</li></ul>

## Yearbook – Lisa Smith

- Added to Yearbook and requested photos from new members: Belinda Veazey, Patricia Sommerfield.
- Received and added photos to yearbook: Patricia Sommerfield, Tammy Malone, Gary Johnson.

Meeting adjourned at 8:27 pm.  
Respectively submitted,

Kitty Olson  
Recording Secretary