

**Bay Area Genealogical Society  
Board Meeting via Zoom  
Board Minutes  
March 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	<b>No</b>
Treasurer	Susie Ganch	Yes
Recording Secretary, 2 <sup>nd</sup> County Coordinator Alternate	Kitty Olson	Yes
Corresponding Secretary	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	<b>No</b>
Education, Hospitality	Kim Zrubek	Yes
Email Coordinator	Lisa Smith, Acting	Yes
Journal Editor, 1 <sup>st</sup> County Coordinator Alternate	Todd Roberts	Yes
Pedigree Charts	Anita Cooper	Yes
Publicity	Terri Myers	Yes
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 6:32 p.m.
2. Lisa called for corrections and/or additions to the February 2022 minutes distributed by Recording Secretary, Kitty Olson, on March 16; no further corrections and/or additions were proposed. Board minutes for February 2022 accepted as last distributed by Kitty.

**Board Decisions**

1. A motion was made by Anita Cooper and seconded by Jane Martin to change the current fiscal year (September 1 to August 31) to a calendar year (January 1 to December 31). The motion was approved.
2. A motion was made by Todd Roberts and seconded by George Porterfield that the first calendar fiscal year (January 1 to December 31) will begin on January 1, 2023. The motion was approved.

## Treasurer's Report – Susie Ganch

### **Bay Area Genealogical Society Statement of Financial Position As of February 28, 2022**

	Total
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10011 Checking	3,276.64
10021 Savings	5,710.87
10031 CD	6,080.85
10041 PayPal	0.00
Total Bank Accounts	\$ 15,068.36
Other Current Assets	
12000 Undeposited Funds	0.00
Outstanding Checks	100.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 15,068.36
<b>TOTAL ASSETS</b>	<b>\$ 15,068.36</b>

## 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	122	2	124
New members*	27	3	30
Not paid for 2021-2022	0	0	0
<b>Total members</b>	<b>158</b>		<b>163</b>

\*New members: Eunice Weatherholt, Lara Alves, Hattie McKinley  
Renewed former members: Bonnie & David Conrad

### **BAGS Merchandise Inventory as of 20 March 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 February 2022 virtual meeting; no responses received yet.

### **2<sup>nd</sup> Vice President's Report (Programs) – Table updated by Kitty Olson**

<b>Date / Time</b>	<b>Presenter(s)</b>	<b>Topic</b>	<b>Venue</b>	<b>Fee</b>	<b>Comments</b>
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	Members Tips & Techniques Volunteer Appreciation Potluck Luncheon	UBC		In-Person Open to Public UBC provides drinks, ice, cups
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**

- Lisa announced that Becky Jones has decided to step down as Newsletter Editor and 2<sup>nd</sup> Vice President due to health issues. Lisa will contact Nick Cimino to see if he is willing to accept the position of 2<sup>nd</sup> Vice President on an interim basis. A committee was formed to address the responsibilities of the 2<sup>nd</sup> Vice President (Programs) until a replacement is identified. Susie Ganch, Teresa Rundell, Kim Zrubek, Kitty Olson and Kathleen Williams volunteered for the committee. Kim Zrubek agreed to serve as the Newsletter Editor, Acting until a replacement can be found.

### **Business Items**

1. Review of the February program, The 1950 Census: Are You Ready, by Thomas MacEntee.
  - a. Board agreed that Mr. MacEntee was both an entertaining and informative speaker. He also set the audience's expectations about what to expect when the 1950 census is released on April 1, 2022.
2. Corrections and additions to General meeting agenda for Friday, March 25, Pushes, Pulls by Bernard Meisner.
  - a. Several board members provided updates; Lisa will update the agenda and PowerPoint presentation.
3. Update on changing banks: multiple banks been explored; possibly change from using PayPal to Zelle – no fees at Amegy or Frost (newly discovered does not participate with PayPal).
  - a. The Board agreed not to change banks at this time as the situation with Wellby has stabilized since the transition. Susie will contact Wellby to determine if two userids can be established for the account to allow two officers to separately access the online account.
4. Discussion on whether to be an exhibitor/sponsor at the NGS Family History Conference in Sacramento, California in May.
  - a. The Board agreed not to be either a paid exhibitor or sponsor at this conference.
5. Discussion on implementing Data Usage policy, changing Board password when committee members no longer on the Board.
  - a. After a discussion on why a Data Usage policy is needed, Jane Martin volunteered to create a draft Data

Usage policy for review by the Board. Lisa will send Jane a base Data Usage policy as an example.

- b. The Board agreed to change the Board password when a committee member leaves the Board; Lisa will contact Polly Swerdlin and request that she change the Board password.
6. Change of fiscal year from September 1 - August 31 to this calendar year (January 1 - December 31, 2022). This gives members an extra 4 months of membership and will affect board officer terms/elections (change to Bylaws required).
  - a. After a discussion of what changes would be required if the current fiscal year (September 1 – August 31) was changed to a calendar year (January 1 – December 31) Lisa called for a committee to be formed to address the changes needed in the Bylaws. Jane Martin, George Porterfield and Anita Cooper volunteered for the committee.
  - b. See Board Decision #1 above.
  - c. See Board Decision #2 above.
7. Change election of officers to staggered election cycle (change to Bylaws required):
  - o President odd years
  - o 1st Vice President (Bylaws) even years
  - o 2nd Vice President (Programs) odd years
  - o Recording Secretary even years
  - o Corresponding Secretary odd years
  - o Treasurer even years
  - o Registrar odd years
  - a. After discussion the Board decided to table this item for now.
8. Discussion on awards for volunteers/long-time members for April meeting (International Volunteer Month).
  - a. The Board agreed to provide a cake in honor of the volunteers. Teresa recommended that Lisa ask anyone in the audience at the April meeting who has served on the board or on a committee to stand up and be recognized along with the current Board members and volunteers.
9. 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 a future time.
10. Discussion on ‘advertising’ for members who are in their own business and holding presentations, SIGs, webinars, etc.
  - a. This topic will be addressed at a future time.

## **Committee Reports**

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

- Next bus trip Clayton Library is scheduled for Tuesday, April 5, 2022.
- Additional trips to Clayton Library will be scheduled in May 2022; plan to schedule one trip each month during the summer if possible.

## Education – Kim Zrubek

Session	Date / Time	Frequency	Venue	Moderator/Presenter	Comments
1950 U.S. Census Release Party	Friday, April 1 from 10am to 2pm	1 time	In-person Friendswood Public Library	Kim Zrubek	We will work together to begin searching for your family. Bring a mobile device to perform your family searches.
1950 U.S. Census Index Training	Saturday, April 9 at 2pm and Wednesday, April 13 at 10am	1 time	In-person Friendswood Public Library	Kim Zrubek	It will be too early to begin indexing the 1950 Census, but we will practice with the new platform to be ready. RSVP, bring your laptop or tablet.
Brick Wall SIG	Sunday, May 15 1:00 pm	As Scheduled	Virtual	Kathleen Williams	Meeting held on Sunday, Mar 20 at 1 pm; 5 members joined.
German SIG	Apr 13, May 11, Jun 8	Monthly, 2 <sup>nd</sup> Wednesday 7:00 pm	Virtual	George Porterfield Karen Engelauf	Meeting held on Wed, Mar 16 at 7 pm
MHM	Sunday, April 3 2:00 pm	Monthly, 1 <sup>st</sup> Sunday at 2pm	Virtual	Kim Zrubek	Meeting held Sunday, Mar 6, no member joined.
MHM	April 20 May 18 9:30 – 11:30 am	As Scheduled, Monthly	In-person Friendswood FHC	Kim Zrubek	Meeting held Mar 16, six people met.
MHM	Monday 10:00 am	Weekly	Virtual	Renee Ball George Porterfield	
MHM	Monday 7:00 pm	Weekly	Virtual	Kim Zrubek George Porterfield	

Beginner class or public programming: no updates.

## Email Coordinator – Lisa Smith, Acting

- MailChimp on hold pending further investigation.
- First of the month e-mail sent to members on March 4.
- Registration e-mail for March meeting sent March 9.
- Reminder e-mail for March meeting sent March 23.
- We have 124 members subscribed to the e-mail list as of March 11.
  - These members remain unsubscribed, which will have individual phone calls made to walk them through process of subscribing:

Last Name	First Name
Conrad	Bonnie
Elliott	Deborah
Finger	Fred
Gillette	Vernon
Grafton	Claudia
Lacombe	Brenda
Lynch	Lynden
Mason	Russell
Merkle	Diane
Miles	Wayne
Muehlenbrock	Alicia
Reed	Tamara
Roddy	Mary
Valcoviak	Jacqueline
Veazey	Belinda

### **Facebook – Kathleen Williams**

- Ninety-eight members with 73 active members; four new members in the last month. An active member is defined as a member who viewed, posted, commented on or reacted to group content.

### **Hospitality – Kim Zrubek**

- BAGS Meet and Munch Social Saturday, March 26 at 4:00 pm – Members and family members invited to meet at Red River BBQ in League City to eat an early dinner and spend time visiting. Next date is scheduled for Saturday, May 28 at 4 p.m.

### **Journal Editor – Todd Roberts**

- Status of next Journal:
  - Two articles, currently editing both articles.
  - I may have an article.
  - Layout not started.

### **Member Services – Lisa Smith**

- Sent Welcome packet emails to new members: Bonnie & David Conrad, Lara Alves, Hattie McKinley, Eunice Weatherholt.

### **Newsletter – Becky Jones**

- No report.

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

- Requested a pedigree chart from new members: Bonnie and David Conrad, Eunice Weatherholt, Lara Alves, Hattie McKinley, Sharon Boeger and Belinda Veazey.
- Added the following pedigree chart to the Surname List file (new members): Leslie Lee Cargile.
- 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 available from the Google drive.

### **Website – Polly Swerdlin**

- From Lisa: added a link to February video to the handouts page, added the social and census events scheduled by Kim to the sidebar and updated the April meeting information.
- Sidebar
  - Picking virtual classes from Conference Keeper (Wednesdays for March, Thursdays for April)
- Members page
  - Removed Historian in Job Descriptions
- About Us page
  - Removed Historian

### **Yearbook – Lisa Smith**

- Added to Yearbook and requested photos from new members: Bonnie & David Conrad, Hattie McKinley, Eunice Weatherholt.
- Received and added photos to yearbook: Leslie Cargile, Bonnie & David Conrad, Hattie McKinley.

Meeting adjourned at 8:25 p.m.  
Respectively submitted,

Kitty Olson  
Recording Secretary