

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

Attendance

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

Administrative Items

1. Lisa Smith, President, called the meeting to order at 6:36 p.m.
2. Lisa called for corrections and/or additions to the April 2022 minutes distributed by Recording Secretary, Kitty Olson, on April 25; no further corrections and/or additions were proposed. Board minutes for April 2022 accepted as last distributed by Kitty.

Board Decisions

1. A motion was made by George Porterfield and seconded by Todd Roberts to allow the Certificate of Deposit (CD) to mature on June 1, 2022 and move the funds to the savings account. The motion was approved.
2. A motion was made by George Porterfield and seconded by Todd Roberts to remove from the Bylaws the proposed item number 12 under Article VIII Duties of Officers, F. The Treasurer. The motion was approved.
3. A motion was made by George Porterfield and seconded by Polly Swerdlin to raise the cost of mailing and printing publications annually to \$15 effective with the next fiscal year. The motion was approved.

Treasurer's Report – Susie Ganch

Bay Area Genealogical Society
Statement of Financial Position Detail
As of April 30, 2022

	Date	Memo/Description	Amount	Balance
ASSETS				
10011 Checking				
	Beginning			
	Balance			2,773.81
	4/2/2022	Feb Speaker	-100.00	
	4/2/2022	March Speaker	-100.00	
	04/24/2022	Facility Fee	-105.90	
	04/24/2022	BAGS Merchandise Sales	46.00	
	04/25/2022	Apr Meeting Handouts	-43.84	
	04/29/2022	Zoom Renewal	-111.53	
	04/30/2022	DEPOSIT DIVIDEND	0.06	2,358.60
Total for 10011 Checking			-\$ 239.00	
10021 Savings				
	Beginning			
	Balance			5,761.36
	04/20/2022	DEPOSIT SPECIAL DIVIDEND	8.99	5,770.35
	04/30/2022	DEPOSIT DIVIDEND	0.47	5,770.82
Total for 10021 Savings			\$ 9.46	
10031 CD				
	Beginning			
	Balance			6,082.92
	04/30/2022	DEPOSIT DIVIDEND	2.00	6,084.92
Total for 10031 CD			\$ 2.00	
10041 PayPal				
Total for 10041 PayPal				
TOTAL IN BANK				14,214.34

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	124	1	125
New members*	31	0	31
Not paid for 2021-2022	0	0	0
Total members	164		165

*New members: Thomas "Tom" Latson (1.5 year gap)

BAGS Merchandise Inventory as of 23 May 2022:

Inventory Item	Unit Price	Previous report	Change	Qty on Hand	Value
Cookbooks	\$10.00	18	-2	16	\$ 160.00
Pens	\$1.00	92	-1	91	\$ 91.00
Tote bags	\$25.00	23	-1	22	\$ 550.00
Total value					\$ 801.00

Changes: Sales at “Tips N Tricks” general meeting in April 2022

Corresponding Secretary’s Report – Teresa Rundell

- No emails sent to visitors for the month of April since the general meeting was in-person. Three visitors attended the April meeting, however, two were spouses of current members. The other visitor did not provide any contact information.
- Two cards sent to members this month (Susie Ganch and Becky Jones).

2nd Vice President’s Report – Program Committee

Date / Time	Presenter(s)	Topic	Venue	Fee	Comments
Friday, May 27 7 pm CDT	Diane Warmesley	The People of the West Indies & Their History	BAGS Zoom	\$125	Live Virtual
Friday, June 24, 7 pm CDT	John A. Sellers	The Other Courthouse - The District	BAGS Zoom	No Charge	Virtual Recorded session (TxSGS)
Friday, July 29 7 pm CDT	Tony Hanson	Paper in the Cloud	BAGS Zoom	\$75	Live Virtual
Saturday, Aug 27	Members	Annual Show & Tell Potluck Lunch	UBC		In-Person
Friday, Sept 30 7 pm CDT	Gale French	Google Earth	BAGS Zoom	No charge	Live Virtual
Friday, Oct 28 7 pm CDT	Shera LaPoint	Law Enforcement Use of Genetic Genealogy	BAGS Zoom	\$150	Live Virtual
Friday, Nov 18 7 pm CT	Diane Elder	Who’s Her Daddy? Testing an Ancestry DNA ThruLine Hypothesis for a Female Ancestor	BAGS Zoom	\$225	Live Virtual

Committee Status

- Special discussion, Guidelines for Conduct at Board Meetings – Lisa
 - Individual reports should state what occurred, no questions should be documented in a monthly report. All questions should be emailed to Lisa prior to the board meeting so that she can include the question on the next board agenda.
 - All reports should be available on the Google drive by noon on the day of the scheduled board meeting.
 - Most of the time spent at a board meeting should be on discussing business items as listed on the agenda; any new business items that arise during the board meeting will be tabled until a future board meeting.
 - All board members should report during the board meeting any corrections to the general meeting agenda rather than sending an email following the board meeting as multiple items may need to be updated.
 - All board members are encouraged to fully discuss the pros and cons of each business item on the agenda to ensure once a vote is taken further discussion is not warranted.

- Data Use and Protection Policy – Jane Martin
 - Jane Martin, 1st Vice President, reported that a draft version of the policy has been reviewed by Lisa. Susie Ganch sent Jane links to other genealogical societies' policies which Jane is reviewing. Once the draft is completed Jane will send it to the Board for review.

Business Items

1. Review of the April program, Members Tips N Tricks.
 - a. The Board agreed that the program was well organized and Holly Carpenter, Telephone Chair and a new member, reported that the quality of the presentations and handout materials were excellent.
2. Corrections and additions to General meeting agenda for Friday, May 27.
 - a. George provided an update regarding the German SIG; Lisa will update the agenda.
3. Vote to undo/remove internal audit requirement from Bylaws until further discussion. Discussion on adding internal audit requirement to bylaws and where it goes in the bylaws.
 - a. See Board Decision #2.
4. Bylaws: place Bylaws on the website for review. Do we allow people to vote online for the month of June as well as at the online meeting, like what we did when voting for the board officers?
 - a. The Board agreed to post the proposed changes to the Bylaws with a summary of the changes to the website and to send an email to the membership with the proposed changes.
 - b. The Board agreed to call for a vote on the proposed changes to the Bylaws at the June general meeting.
5. Proposal to eliminate Membership Services and distribute duties as follow:
 - “Send Welcome E-mail to new members as soon as new member application notice is received.” **Assign to Corresponding Secretary.**
 - “Send Renewal E-mail between September 1 and October 31, since the member password will have changed on September 1. After October 31, any renewals shall be treated as a new member.” **Assign to Registrar**
 - “Assist Telephone Committee with calls to members as needed.” **Not needed since covered by Telephone Committee.**
 - “When there is a committee position vacancy, reach out to those members who have volunteered for that committee on the membership roster, to ask if they will step into the role.” **Assign to 1st Vice President**
 - “Work with any member who has asked for assistance with the technology used for webinars and members helping members sessions.” **Assign to Education Committee**
 - The Board agreed to eliminate the position, Membership Services, and reassign the duties as proposed. Lisa will work with Jane to update the affected job descriptions.
6. Journal & Yearbook hardcopies – approximately \$12-\$15 per member 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. See Board Decision #3. George will update the membership application form on November 1, 2022.
7. Discussion on ‘advertising’ for members who are in their own business and holding presentations, SIGs, webinars, etc.
 - a. This topic will be discussed at a future meeting.

Committee Reports

County Coordinator – Kathleen Williams

- Host a Saturday visit to Clayton Library on June 11. To date have only heard from two members about either needing a ride or being able to offer a ride to the library.
- Future bus trips: As I had not heard from Carol at the bus office, I called her to find out what we needed to do to schedule bus trips for the summer. She told me that management have decided to make changes to the process. She wasn't sure how things would change or when the change would occur, only that they would mostly likely be transitioning to a web-based calendar system. She also told me that we would receive notification of the new procedures, but that she didn't know if that would be by postal mail, email or phone.

Education – Kim Zrubek

Session	Date / Time	Frequency	Venue	Moderator/Presenter	Comments
Brick Wall SIG	Sunday, July 10 1:00 pm	As Scheduled	Virtual	Kathleen Williams	Meeting held on Sunday, May 15 at 1 pm; 5 members joined.
German SIG	Jun 8, July 13	Monthly, 2 nd Wednesday 7:00 pm	Virtual	George Porterfield Karen Engelauf	Meeting held on Wed, May 11 at 7 pm. Meeting handouts and videos are on the BAGS German SIG page
MHM	Sunday, June 5 2:00 pm	Monthly, 1 st Sunday at 2pm	Virtual	Kim Zrubek	Meeting held Sunday, May 1; attended by 2 members.
MHM	May 18, Jun 15, Jul 20, Aug 17 9:30 – 11:30 am	As Scheduled, Monthly	In-person Friendswood FHC	Kim Zrubek	April 20 – 5 members attended
MHM	Monday 10:00 am	Weekly	Virtual	Renee Ball George Porterfield	
MHM	Monday 7:00 pm	Weekly	Virtual	Kim Zrubek George Porterfield	

Email Coordinator – Lisa Smith, Acting

- First of the month e-mail sent to members on May 5.
- Reminder for March meeting sent to members on May 25.
- We have 127 members subscribed to the e-mail list as of May 5
 - Thirteen members remain unsubscribed and will have individual phone calls made to walk them through process of subscribing.

Facebook – Kathleen Williams

- Membership is currently 101 members with 75 active members; an active member is defined as a member who viewed, posted, commented on or reacted to group content.
- Members Helping Members (MHM) events added without invitations to all members.

Hospitality – Kim Zrubek

- Meet and Munch Social Saturday, May 28 at 4:00 pm – Members and family members invited to meet a Red River BBQ in League City to eat an early dinner and spend time visiting. Plan for June and July Meet and Munch dates but not August due to Annual Potluck Dinner meeting.
- Next dates for Meet and Munch Social
 - Sunday, June 26 at 4 pm at Red River BBQ in League City
 - Saturday, July 30 at 4 pm

Journal Editor – Todd Roberts

- Status of next Journal:
 - Still only two articles. Not enough content to publish a Journal yet.
 - Earliest publication will be early fall.
 - Final version of first article nearly complete.
 - Layout as soon as I get time.
 - Editor still creating/editing Renee's article.
 - Editor working on an article.

Member Services – Lisa Smith

- No activity for Member Services for the month of May.

Newsletter – Kim Zrubek, Acting

- No report.

Pedigree Charts – Anita Cooper

- No activity for Pedigree Charts for the month of May.

Publicity – Terri Myers

- No report.

Telephone – Jane Martin, Acting

- The Telephone Committee members made calls after the April Board meeting to the membership as a reminder of the upcoming April General Meeting on April 23, as well as to ask for volunteers to participate on the Telephone Committee. The Committee members, consisting of all volunteers, are:
 - Debbie Elliott
 - J. K. Langlois
 - Tammy Malone
 - Jacqueline Valcoviak
 - Tamara Reed
 - Jane Martin
- Lisa requested that the Committee make a special inquiry to a specific list of people asking if they wish to be on our e-mail list. She also requested the volunteers make note of their answers and provide the answers to her to avoid resending these persons sign up requests if they do not want to be on the email list.

Website – Polly Sverdlin

- Sidebar
 - Fixed address for Members Helping Members (MHM) link to go directly to this page instead of the Member's page
 - New date Brick Wall Buster (BWB) Special Interest Group – July 10
- In Memorium
 - Deleted Polly Wilson (April 2020)
 - Added John Atkinson (April 2022)
- Services – Trips
 - Added "Meet and Munch" for Saturday, June 11
- About Us
 - Changed the photo for the position, Website, to a photo taken at the August general meeting
- Gallery
 - Added photos taken by Photographer, Billy Mayo, of the in-person April general meeting
- FAQ
 - Added questions/answers regarding 1950 U.S. Census.

Yearbook – Lisa Smith

- No activity for Yearbook for the month of May.

Meeting adjourned at 8:14 p.m.

Respectively submitted,

Kitty Olson

Recording Secretary