

**Bay Area Genealogical Society
Board Meeting via Zoom
Board Minutes
August 22, 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 | Yes |
| Education | Kim Zrubek | Yes |
| Email Coordinator | Lisa Smith | Yes |
| Hospitality | Kim Zrubek | Yes |
| Journal Editor | Todd Roberts | Yes |
| Newsletter Editor | Cindy Austin | No |
| Pedigree Charts | Anita Cooper | Yes |
| Publicity | Terri Myers | No |
| 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 6:31 p.m.
2. Lisa called for corrections and/or additions to the July 2022 minutes distributed by Recording Secretary, Kitty Olson, on August 1; no further corrections and/or additions were proposed. Board minutes for July 2022 accepted as last distributed by Kitty.

Board Decisions

1. A motion was made by George Porterfield and seconded by Jane Martin to be an exhibitor at the TxSGS Family History Conference scheduled for November 4-5, 2022 for a cost of \$50. The motion was approved.

Treasurer's Report – Susie Ganch

**Bay Area Genealogical Society
Statement of Financial Position Detail
As of July 31, 2022**

| | Date | Memo/Description | Amount | Balance |
|---------------------------------|------------|-------------------|-----------|---------------------|
| ASSETS | | | | |
| 10011 Checking | | | | |
| | | Beginning Balance | | 2,034.44 |
| | 07/31/2022 | DEPOSIT DIVIDEND | 0.05 | |
| Total for 10011 Checking | | | -\$ 74.96 | 2,034.49 |
| 10021 Savings | | | | |
| | | Beginning Balance | | 11,859.27 |
| | 07/31/2022 | DEPOSIT DIVIDEND | 1.01 | |
| Total for 10021 Savings | | | \$ 1.01 | 11,860.28 |
| 10041 PayPal | | | | |
| | | Beginning Balance | | 0.00 |
| | 7/10/2022 | Single Membership | 25.00 | |
| | 7/10/2022 | Donation | 5.00 | |
| | 7/10/2022 | PayPal Fee | -1.09 | |
| | 7/30/2022 | Family Membership | 35.00 | |
| | 07/30/2022 | PayPal Fee | -1.19 | |
| | | | \$ 62.72 | 62.72 |
| TOTAL ASSETS | | | | \$ 13,957.49 |

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 | 0 | 124 |
| New members* | 34 | 5 | 39 |
| Not paid for 2021-2022 | 0 | 0 | 0 |
| Total members | 167 | | 172 |

*New members: Luanne & Bud, Newman, Katie Benoit, Robert Joseph Adams, Brady Mora

BAGS Merchandise Inventory as of 21 August 2022:

| Inventory Item | Unit Price | Previous report | Change | Qty on Hand | Value |
|--------------------|------------|-----------------|--------|-------------|------------------|
| Cookbooks | \$10.00 | 16 | 0 | 16 | \$ 160.00 |
| Pens | \$1.00 | 91 | 0 | 91 | \$ 91.00 |
| Tote bags | \$25.00 | 22 | 0 | 22 | \$ 550.00 |
| Total value | | | | | \$ 801.00 |

Changes:

Corresponding Secretary's Report – Teresa Rundell

- Emails sent to the 24 visitors who attended the June general meeting.

Program and Education Committees

| Date / Time | Presenter(s) | Topic | Venue | Fee | Comments |
|-----------------------------------|---------------|--|------------------------------------|-----------|--|
| Saturday, Aug 27 12 – 2 pm CDT | Members | Annual Show & Tell Potluck Lunch | UBC | | In-Person |
| Thursday, Sep 1 4- 6 pm CDT | Mark Olson | What's New in Family Tree Maker Q and A Discussion | Friendswood Library plus virtually | No charge | Members can join virtually or attend in-person at the library. Session to be recorded. |
| 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 | Diana Elder | Who's Her Daddy? Testing an Ancestry DNA ThruLine Hypothesis for a Female Ancestor | BAGS Zoom | \$225 | Live Virtual |

Business Items

1. Review of the July program, Paper in the Cloud, by Tony Hanson.
 - a. The Board agreed that the program was excellent, well-organized presentation and the speaker provided multiple tips.
2. Status, corrections and additions to the general meeting agenda and presentation for Saturday, August 27.
 - a. Lisa reviewed the changes she made to the general meeting materials.
3. Discussion on eliminating the 2nd Vice President position. Do we simply have a Programs Committee? If the position is eliminated it will require a change to the Bylaws and a membership vote.
 - a. The Board agreed to establish a standing Program Committee with the 2nd Vice-President presiding as the chair of the committee. The Program Committee will elect an acting chair until the 2nd Vice President position has been filled. Lisa will create an email for the Program Committee and Polly will update the website accordingly. This approach will not require a change to the Bylaws.
4. Do we want to be an exhibitor at the TxSGS Family History Conference scheduled for November 4-5, 2022 for \$50? Who will update the slide show available on the Google drive in the Publicity/TxSGS 2021 Publicity folder?
 - a. See Board Decision #1. Polly volunteered to update the slide show.

5. Discuss/schedule for in-person meetings for 2023. See the table below for the schedule of in-person meetings.

| Month | Day/Time/Place | Type | Comment |
|-----------|----------------|-----------|---|
| January | Saturday UBC | In-person | Installation of Officers; UBC already reserved |
| February | | | |
| March | | | |
| April | Saturday UBC | In-person | International Volunteer Month; UBC already reserved |
| May | | | |
| June | | | |
| July | | | |
| August | Saturday UBC | In-person | Potluck Show & Tell; UBC already reserved |
| September | | | |
| October | Saturday UBC | In-person | Susie will contact UBC to reserve the Chapel |
| November | | | Election of officers to be conducted virtually via Zoom polls |
| December | TBD | In-person | No meeting; holiday party |

6. Data Use, Protection, & Privacy Policy discussion and review. Ready to be finalized?

- a. Upon acceptance, place the policy on the website under About Us like the Bylaws? Must be available to the public.
- b. How to implement Nondisclosure to current Board members and volunteers who have access to our information (Renee Ball, Karen Engelauf) – sign digital PDFs. Where will these documents be housed: Google drive, website?
- c. What if members don't use our website – how to inform/enforce; attach to welcome email and to annual renewal (in addition to the Membership Guide).
- d. Jane will work on finalizing the Policy incorporating modifications suggested by the Board. Once completed Jane will send the final version to the Board. Lisa will develop a procedural document on how to implement the policy that will be addressed at a future meeting.

7. Financial Audit: internal or external, how often and who performs the audit?

- a. This topic will be discussed at a future meeting.

Committee Reports

County Coordinator – Kathleen Williams

- Ten members attended the bus trip to Clayton Library on Tuesday, August 16; able to confirm the trip with only eight reservations but added two additional members after the required confirmation date.
- Harris County requires that at least ten members attend the bus trip. The bus trip must be confirmed two weeks in advance of the scheduled trip.
 - Only six members have confirmed for the trip on Tuesday, September 6; confirmation required Tuesday, August 22.
- Bus trip schedule for 2022:
 - Tues, Sep 6; Fri, Oct 14; Wed, Nov 9; and Wed, Dec 7.

Education – Kim Zrubek

- Education Committee consists of Susie Ganch, Kitty Olson, Kathleen Williams, Charlotte Wisnewski and Kim Zrubek.
- Kathleen Williams scheduled the first hybrid program, “What’s New In Family Tree Maker Q&A Discussion”, to be presented by Mark Olsen. This hybrid program is scheduled for Thursday, September 1 from 4pm to 6pm.
 - Description of the program: “Join us for a live Q and A discussion to answer all your questions about Family Tree Maker, the latest version, updates, features and more. This is an interactive session. We love to see you and discuss all your Family Tree Maker questions. Those joining via Zoom will have the ability to share their screen, if needed. We will also talk about Family Tree Maker partner products - Charting Companion and Family Book Creator - both are amazing plug-ins that can help you create amazing charts, graphs, and books. We will even show how you can make additional finds with your DNA test results. This class is for all levels of genealogists whether you are just getting started or very experienced.”
 - Mark Olsen is the Family Tree Maker Ambassador to historical and genealogical societies around the world working to support their members as they use Family Tree Maker. Mark is a graduate of Brigham Young University and holds a bachelor's degree in Family History with a Spanish records emphasis. He has been working in the genealogy industry since 2007 and has been the Family Tree Maker Ambassador since 2016.
 - Kathleen and Kim met virtually with Mark Olsen on August 1.
 - Attendees can participate via Zoom or in-person at the Friendswood Library. If attending in-person an attendee needs to bring their computer and register by emailing Kim Zrubek at education@txbayareagen.org or text her at 832-660-5898 no later than Monday, August 29. Currently 13 members are registered to attend the session with 8 members attending in-person and 5 members attending virtually. The speaker, Mark Olsen, will attend virtually.
 - Zoom Registration link:
<https://us02web.zoom.us/meeting/register/tZApfuiugDopHdYyiTmwfjYC4NalKT6RDrcT>
 - A flyer was created and it will be available at the August general meeting—the flyer promotes both the scheduled bus trips and the Family Tree Maker event.

| Session | Date / Time | Frequency | Venue | Moderator/Presenter | Comments |
|----------------|--|--|---------------------------|--------------------------------------|---|
| Brick Wall SIG | Sunday, Sept 11 at 1pm | As Scheduled | Virtual | Kathleen Williams | |
| German SIG | Wednesday, Sept 14 at 7pm No mtg in August due to travel | Monthly, 2 nd Wednesday 7:00 pm | Virtual | George Porterfield Karen Engelauf | Meeting handouts and videos are on the BAGS German SIG page |
| MHM | Sep 4, Oct 2, Nov 6, Dec 4 2:00 pm | Monthly, 1 st Sunday at 2pm | Virtual | Kim Zrubek | |
| MHM | Wed, Sept 21 Wed, Oct 19 Wed, Nov 16 No meeting in December. 9:30 – 11:30 am | As Scheduled, Monthly | In-person Friendswood FHC | Kim Zrubek | Wed, Aug 17 has 6 people attend. |
| 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

- First of the month e-mail went out to members on August 1.
- Newsletter announcement went out on August 5 for July and August newsletters.
- Show and Tell signup e-mail went out on August 10.
- Correction to date e-mail went out on August 11.
- Reminder for August potluck sent August 22.
- New members invited to subscribe: Luanne Newman, Katie Benoit, Robert Adams, Brady Mora
- We have 137 members subscribed to the e-mail list as of August 5
 - 7 members remain unsubscribed.

Facebook – Kathleen Williams

- Membership is currently 104 members with 71 active members; an active member is defined as a member who viewed, posted, commented or reacted to the group content.

Hospitality – Kim Zrubek

- The Meet & Munch Social on Sunday, June 26 at the Red River BBQ in League City was well attended. Teresa Rundell arrived early to reserve tables for the group.
- Next date for Meet & Munch Social at the Red River BBQ in League City scheduled for:
 - Sunday, September 25 at 4pm.
- August Show & Tell General Meeting
 - Bill Mayo ordered the meat and will pick up at 11 am on Saturday, August 27. Cost is \$448 for 8 lbs. brisket, 8 lbs. turkey, and 8 lbs. sausage. Susie sent Bill the check for payment.
 - Plates, napkins, eating utensils, serving utensils, storage bags and food wrap materials will be provided.

Journal Editor – Todd Roberts

- Working on article submitted by Renee Ball.

Newsletter – Cindy Austin

- No report.

Pedigree Charts – Anita Cooper

- Requested a pedigree chart from new members: Kate Benoit, Robert Joseph Adams, Luanne Newman, Bud Newman, Brady Mora.
- Added the following pedigree chart to the Surname List file (new members): Robert Joseph Adams, Luanne Newman.
- Requested a pedigree chart from renewal member: Thomas Latson.
- Sent pedigree charts and updated Surnames List to webmaster.

Publicity – Terri Myers

- No report.

Telephone – Holly Carpenter

- The Telephone Committee consists of the following members: Sharon Boeger, Debbie Elliott, Pam Fox, J.K. Langlois, Tammy Malone, Jane Martin, Tamara Reed and Jacqueline Valcoviak.
- The Telephone Committee members made calls following the July Board meeting to the membership as a reminder of the upcoming July general meeting on July 29.
- Most calls resulted in detailed voice messages left for the member. However, we did receive the following information and feedback:
 - Gloria Dupuy is not comfortable using Zoom but was hesitant to have someone contact her for assistance.
 - Those that responded they could not attend cited reasons including vacation and previous plans.

- Committee member Debbie Elliott was unable to call in July but will return for the August call list. Luanne Neuman has volunteered to be on the committee.

Website – Polly Swerdlin

- Home
 - Added in bold red text a notice about change of membership year
 - Updating Broken Links “diagnostic” each month
- Sidebar
 - Updating each month to coincide with events
- Meetings
 - Updating each month to coincide with events
- Members Page
 - Updated Surname list courtesy of Anita Cooper
- Newsletters Page
 - Added the July edition of the newsletter
- Trips Page
 - Photo and dates updated.

Yearbook – Lisa Smith

- Added to Yearbook and requested photos from new members: Luanne & Bud Newman, Katie Benoit, Bob Adams, Brady Mora.
- Received and added photos to yearbook: Bob Adams.

Meeting adjourned at 8:03 p.m.

Respectively submitted,

Kitty Olson
Recording Secretary