

**Bay Area Genealogical Society
Board Meeting via Zoom
Board Minutes
September 26, 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	No
Past President	Nick Cimino	No
County Coordinator, Facebook	Kathleen Williams	No
Education	Kim Zrubek	Yes
Email Coordinator	Lisa Smith	Yes
Hospitality	Kim Zrubek	Yes
Journal Editor	Todd Roberts	Yes
Newsletter Editor	Cindy Austin	Yes
Pedigree Charts	Anita Cooper	No
Publicity	Terri Myers	No
Telephone	Holly Carpenter	No
Web Editor	Polly Swerdlin	No
Yearbook	Lisa Smith	Yes
MHM Moderator	Renee Ball	Yes

Administrative Items

1. Lisa Smith, President, called the meeting to order at 6:42 p.m. and announced a quorum of officers in attendance was met.
2. Lisa called for corrections and/or additions to the August 2022 minutes distributed by Recording Secretary, Kitty Olson, on September 19; no further corrections and/or additions were proposed. Board minutes for August 2022 accepted as last distributed by Kitty.

Board Decisions

1. A motion was made by Susie Ganch and seconded by Teresa Rundell to approve the Data Use, Protection and Privacy Policy distributed on August 28, 2022 by Jane Martin, 1st Vice President. The motion was approved.

Treasurer's Report – Susie Ganch

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

	Date	Memo/Description	Amount	Balance
ASSETS				
10011 Checking				
	Beginning Balance			2,034.49
	8/8/2022	July Speaker Fee	-75.00	
	08/30/2022	Transfer from PayPal	201.89	
	08/31/2022	DEPOSIT DIVIDEND	0.05	
	08/31/2022	Lifetime membership + sales	612.00	
Total for 10011 Checking			\$ 813.94	2,773.43
10021 Savings				
	Beginning Balance			11,860.28
	08/31/2022	DEPOSIT DIVIDEND	1.01	
Total for 10021 Savings			\$ 1.01	11,861.29
10041 PayPal				
	Beginning Balance			62.72
	08/04/2022	PayPal Fee	-0.79	61.93
	08/04/2022	Membership	15.00	76.93
	08/05/2022	Membership	20.00	96.93
	08/05/2022	PayPal Fee	-0.89	96.04
	08/10/2022	PayPal Fee	-0.99	95.05
	08/10/2022	Allen Co Membership	25.00	120.05
	08/15/2022	PayPal Fee	-0.79	119.26
	08/15/2022	Membership	15.00	134.26
	08/23/2022	Membership	15.00	149.26
	08/23/2022	Pay Pal Fee	-0.79	148.47
	08/24/2022	Pay Pal Fee	-1.58	146.89
	08/24/2022	Membership + Donation	55.00	201.89
	08/30/2022	Transfer from PayPal	-201.89	0.00
Total for 10041 PayPal			\$ 0.00	0.00
TOTAL ASSETS			\$ 198.33	\$ 14,634.72

Registrar's Report – George Porterfield

2021-2022 Membership Year (# of Members):

Category of Membership	Previous report	Change	Current
Organizational & Life Members	9	1	10
Prior year members – paid this year**	124	+1 -1	124
New members*	39	1	40
Not paid for 2021-2022	0	0	0
Total members	172		174

New "Life" member Jeanine Lawrence

*New members: Lisa René Potier

**Prior members (late renewal): Deborah Kirk

BAGS Merchandise Inventory as of 19 September 2022:

Inventory Item	Unit Price	Previous report	Change	Qty on Hand	Value
Cookbooks	\$10.00	16	-1	15	\$ 150.00
Pens	\$1.00	91	-2	89	\$ 89.00
Tote bags	\$25.00	22	0	22	\$ 550.00
Total value					\$ 789.00

Changes: Sold 1 cookbook and 2 pens at August potluck meeting

Corresponding Secretary's Report – Teresa Rundell

- Emails sent to the three visitors who attended the August general meeting; one email returned undeliverable.

Publicity – Terri Myers

- Terri was absent so Lisa will speak to her regarding updating the communication spreadsheet located on the Google drive.

Yearbook Committee Chair – Lisa Smith

- Garry Garrett volunteered to serve as the Alternate Yearbook Committee Chair. The Board agreed to offer Garry a single membership discount of \$25 off the family membership for 2023.
- The Board agreed that access to the Google drive by alternates will be granted on as needed basis.

Family Tree Maker Special Interest Group (SIG) – Renee Ball

- Renee volunteered to host the Family Tree Maker SIG virtually each week on Monday at 1 pm beginning on Monday, October 3. Lisa announced that the link to the discount offered by Family Tree Maker is available on the website under the Members Only page.

Program Committee – 2022

- The Program Committee consists of Susan Ganch (chair), Kitty Olson, Teresa Rundell and Kathleen Williams.
- The committee is scheduling speakers for 2023; speakers have been confirmed for January through April plus July 2023.

Date / Time	Presenter(s)	Topic	Venue	Fee	Comments
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 Annual Potluck Show & Tell held on Saturday, August 27.
 - a. The Board agreed that the meeting went well and interesting topics were shared by members.
2. Status, corrections and additions to the general meeting agenda for Friday, September 30.
 - a. Board members provided updates; Lisa will update the agenda and PowerPoint presentation.

3. Committee for December holiday party? Or does Programs Committee want to determine location, details, cost to our members?
 - a. The Board agreed to hold a December holiday party at the South Shore Grill on either Saturday, December 3 at 12 pm to 2 pm or Sunday, December 4 at 2 pm; members will pay for their own meal. Lisa will contact South Shore Grill to reserve their back room for the event, date and time depending on availability of the room.
4. Vote on implementing Data Use, Protection, & Privacy Policy
 - a. See Board Decision #1.
 - b. Polly Swerdlin will add the Policy minus the Non-Disclosure form to the website under About Us on its own page.
 - c. Lisa will distribute a digital PDF version of the Nondisclosure Agreement to current Board members and volunteers who have access to members' personal information (e.g., Renee Ball, Karen Engelauf). The Board agreed that the signed forms will be stored on the website under the Board Only page.
 - d. The Policy will be attached to the welcome e-mail, annual renewal and included in the Membership Guide.
5. Discussion on getting recognition/awards from Texas State Genealogical Society (TxSGS): journals, newsletters, website can be submitted. Their rules require us to have their logo on our site (currently resides on the Links page) and TxSGS to have the membership password if we are submitting the website for consideration.
 - a. Susie informed the Board that in the past the Newsletter and Journal have received awards from TxSGS. Todd Roberts sent the Journal to TxSGS; however, the Newsletter will not be submitted this year as it did not meet the requirement to be published regularly in 2022. Lisa will discuss access by the TxSGS judges to the website with Polly Swerdlin.
6. Discussion on whether to add 'special' links at the bottom of the home page or on the sidebar for NGS, TxSGS, CLF.
 - a. The Board agreed to post links to the National Genealogical Society, TxSGS, Clayton Library Friends and Allen County Public Library on the sidebar of the website.
7. Do we want to do potluck meals for all our in-person meetings?
 - a. The Board agreed to have some form of a potluck meal at the in-person meetings in 2023. The dates for the in-person meetings in 2023 are January 28, April 29, August 26 and October 28; the meeting room at University Baptist Church is reserved from 11 to 2 pm on those dates.
8. Could we add an actual calendar to the website?
 - a. The Board agreed to provide a link to a one-page yearly calendar of events on the website.
 - b. Lisa will create a master calendar in Microsoft Word which will be stored at the root level of the Google drive; board members will update the master calendar as appropriate.
9. Financial Audit
 - a. This topic will be covered at a future board meeting.

Committee Reports

County Coordinator – Kathleen Williams

- Nine members attended the bus trip to Clayton Library on Tuesday, September 6.
- 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 three members have confirmed for the scheduled trip on Friday, October 14; confirmation required by Friday, September 30.
- Bus trip schedule for 2022 is:
 - Friday, Oct 14; Wednesday, Nov 9; and Wednesday, Dec 7.

Education – Kim Zrubek

- The Education Committee consists of Kim Zrubek, Susie Ganch, Kitty Olson, Kathleen Williams and Charlotte Wisniewski.
- Programming:
 - Thursday, September 1, 2022 hybrid program “What’s New In Family Tree Maker Q & A Discussion” was held from 4-6 pm at the Friendswood Public Library. Twenty-seven (27) people attended, 16 in-person and 11 virtually. Since this was such a success, the committee plans to offer more educational events.
 - Tuesday, December 6 at Friendswood Public Library 2 pm offering a hybrid program to watch (attend in-person or virtual) a TxSGS video “Surname Distribution Maps: A Valuable Tool for Genealogical Research,” by Bernard Meisner followed by a group discussion on the topic. Total cost to BAGS is \$20.
 - Tuesday, January 10 at Friendswood Public Library 2 pm offering a hybrid program (attend in-person or virtual) to watch Tina LaFreniere provide a live demonstration of Related Faces followed by Cindy Austin live demonstration of Photomyme. Cost: Free
- Members Helping Members (MHM) sessions:
 - Cancel the Sunday virtual MHM sessions and Brick Wall sessions and replace these virtual sessions with in-person sessions. We will continue to offer the Monday morning and evening virtual MHM sessions. We will also continue to offer the monthly in-person Family History Center (FHC) research sessions.
 - Begin offering in-person research sessions at either Helen Hall or Freeman Library. First session scheduled for Sunday, November 6 from 2-4 pm at Helen Hall Library in their Board Room. The session will be followed by a “Meet & Much” at Red River BBQ located down the street. Members can come to one or the other or both events that day. If this goes well, we will offer another session in January.
- Renee Ball is offering to help members with installing or using Family Tree Maker (FTM). Members are encouraged to contact her for assistance.

Session	Date / Time	Frequency	Venue	Moderator/Presenter	Comments
German SIG	Wednesday Oct 12 7:00 pm	Monthly, 2 nd Wednesday	Virtual	George Porterfield Karen Engelauf	Meeting handouts and videos are on the BAGS German SIG page
MHM	Wed, Oct 19 Wed, Nov 16 9:30 – 11:30 am	Monthly as scheduled	In-person Friendswood FHC	Kim Zrubek	Wed, Sept 21 we only had 2 people. No meeting in December
MHM	Monday 10:00 am	Weekly	Virtual	Renee Ball George Porterfield	
MHM	Monday 7:00 pm	Weekly	Virtual	Kim Zrubek George Porterfield	
FTM SIG	Monday 1:00 pm	Weekly	Virtual	Renee Ball	Board Approved
In-person Research	Sunday Nov 6 2-4pm	TBD	In-person Helen Hall Public Library	Kathleen Williams Kim Zrubek	Board Approved
TxSGS Video: Surname Distribution Maps: A Valuable Tool for Genealogical Research	Tuesday, Dec 6 at 2pm		Hybrid at Friendswood Public Library	Kim Zrubek, Kathleen Williams, Susie Ganch	Board Approved Cost \$20
Photo Research and Restoration	Tuesday, Jan 10		Hybrid at Friendswood	Kim Zrubek, Kathleen	

	at 2pm		Public Library	Williams, Cindy Austin	Board Approved
Meet & Munch	Oct 23, Nov 6 No Dec	Monthly, Sundays	In-person, Red River BBQ	Kim Zrubek	No December event since holiday luncheon to be held

Email Coordinator – Lisa Smith

- First of the month e-mail went out to members on September 1 including newsletter announcement.
- Reminder for September meeting sent September 26.
- New members invited to subscribe: Lisa Potier, Debi Kirk.
- We have 137 members subscribed to the e-mail list as of August 25.

Facebook – Kathleen Williams

- Membership is currently 104 members with 76 active members; an active member is defined as a member who viewed, posted, commented or reacted to the group content.

Hospitality – Kim Zrubek

- Meet & Munch Social at 4 pm at Red River BBQ in League City scheduled:
 - Sunday, October 23
 - Sunday, November 6
 - No December social due to holiday luncheon.
- Fourteen people attended the Sunday, September 25 Meet & Munch Social event.

Journal Editor – Todd Roberts

- Some additional editing completed, although writing/editing time limited due to eye condition; hoping for improvement over next two weeks.
- Still working on Renee Ball's article.
- Additional article possible from Patsy.
- Intend to get Journal completed before the end of the year.

Newsletter – Cindy Austin

- Draft newsletter available on the Google drive for review by the Board.

Pedigree Charts – Anita Cooper

- No report.

Publicity – Terri Myers

- No report.

Telephone – Holly Carpenter

- The Telephone Committee consists of the following members: Holly Carpenter, Sharon Boeger, Debbie Elliott, Pam Fox, J.K. Langlois, Jane Martin, Luanne Newman, Tamara Reed and Jacqueline Valcoviak.
- Most calls resulted in detailed voice messages left for the member. However, we did receive the following information and feedback:
 - We do not have good phone numbers for the following members:
 - Lynn Mathes
 - Robert Wegner.
 - The following members live out of town and can only attend virtually:
 - Jinny & Russell Mason, (Georgia)
 - Raymond & Sherry Spell
 - Laura Walker (California).
 - Those that responded they could not attend cited previous plans as the reason.

- Committee member Tammy Malone is unable to continue volunteering. New member, Luanne Neuman, joined the committee in August and returning member, Debi Kirk, will start with the committee in September.
- September calls will be made following the September Board meeting.

Website – Polly Swerdlin

- Home
 - Updating Broken Links “diagnostic” each month
- Sidebar
 - Updating each month to coincide with events
 - Brick Wall Busters “On Hold For Now”
- Meetings
 - Updating each month to coincide with events
- Trips Page
 - Corrected one of the links for emailing to the County Coordinator
- About Us
 - Changed Avatar for vacant positions
 - Added Program Coordinator
- Photo Gallery
 - Added September MHM Family Tree Maker class.

Yearbook – Lisa Smith

- Added to Yearbook and requested photos from new member: Debi Kirk.

Meeting adjourned at 8:16 p.m.

Respectively submitted,

Kitty Olson
Recording Secretary