



# Bay Area Genealogical Society

## Board Minutes

### January 23, 2023

#### Attendance

Board Position	Name	Present
President	Lisa Smith	Yes
1 <sup>st</sup> Vice President	Teresa Rundell, Acting	Yes
2 <sup>nd</sup> Vice President	Susie Ganch, Acting	Yes
Treasurer	Susie Ganch	Yes
Recording Secretary	Kitty Olson	Yes
Corresponding Secretary	Kitty Olson, Acting	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	Yes
Pedigree Charts	Vacant	
Publicity	Terri Myers	No
Telephone	Holly Carpenter	Yes
Web Editor	Polly Swerdlin	Yes
Yearbook Editor	Gary Garrett	Yes

#### Administrative Items – Officer Reports are available upon request.

1. Lisa Smith, President, called the virtual meeting to order at 6:36 p.m.
2. Special items:
  - a. Lisa welcomed Gary Garrett back to the Board and thanked him for accepting the role of Yearbook Editor.
  - b. Lisa thanked the board members for all their dedication and hard work in helping grow the society by more than 30% over the past two years.
  - c. Lisa reminded board members to add any issues that need to be resolved to the board agenda.
3. Lisa called for corrections and/or additions to the November 2022 minutes distributed by Recording Secretary, Kitty Olson, on November 21; no further corrections and/or additions were proposed. Board minutes for November 2022 accepted as last distributed by Kitty.
4. Susie Ganch presented the Treasurer's Report.
5. George Porterfield presented the Registrar's Report and reported the status of membership renewals.
6. Kitty Olson presented the Corresponding Secretary's Report.



**Bay Area Genealogical Society**  
**Board Minutes**  
**January 23, 2023**

**Committee Items – Committee Reports are available upon request.**

1. Publicity: updating spreadsheet, communication with the Board.
  - a. Teresa Rundell reported that Terri Myers has submitted announcements to various publicity sources but has not yet updated the publicity spreadsheet.
2. Yearbook: printed copies of the 2022 Yearbook will be distributed at the January meeting.
  - a. Susie Ganch will bring copies of the 2021 Journal for distribution.
  - b. Gary Garrett volunteered to hand out copies of the Yearbook and Journal to those members who have paid for a hardcopy.
3. Education: Kim Zrubek requested a registration form for the April seminar be created. Lisa and George Porterfield will review the requirements of the form and determine who will create the form. The Board discussed the various venues to advertise the members-only seminar including the following: sidebar on the website, Facebook Group page, Conference Keeper, newsletter, community newsletters, monthly email blast to members and the general meetings.
4. Hospitality: Kim requested approval to serve light refreshments at the April seminar for those members attending in-person at the Friendswood Public Library. The Board agreed to use the Hospitality or Education budget to cover the costs of the refreshments.
5. Programs: Susie requested that the name of the speaker on the website for September 2023 be corrected. All meetings for 2023 have an assigned speaker except for the in-person meeting in October.

**Business Items**

1. Review of the holiday luncheon held on Saturday, December 3, 2022; twenty-seven individuals including members and their guests attended the event.
2. Status, corrections and additions to the general meeting agenda for Saturday, January 28.
  - a. Board members provided various updates; Lisa will update the agenda and PowerPoint presentation.
  - b. Susie will print the agenda and a 2-page handout from the presenter, Fred Roe, if he provides one prior to the meeting. The agenda will include a QR code for attendees to use to access the presentation materials during the meeting. Lisa will also include the QR code on her PowerPoint presentation.
3. Membership renewals: how many reminders, telephone committee to remind members contacted.
  - a. George reported that eighty members have not yet renewed; Holly Carpenter reported that the telephone script includes a reminder to members to renew their membership.
4. Status of the International German Genealogy Partnership.
  - a. BAGS was approved to be a member of the partnership on January 2.



**Bay Area Genealogical Society**  
**Board Minutes**  
**January 23, 2023**

5. Publicity, advertising ideas needed.
  - a. Susie informed the Board that the Texas State Genealogical Society (TxSGS) has scheduled a Leadership Forum on Saturday, January 28 from 9 a.m. to 11:00 am. The focus of this meeting is on marketing a society, with a strong emphasis on incorporating social media into the mix. The meeting will be recorded and the recording will be available following the meeting.
6. Nominating Committee: create a committee now to give plenty of time for search; telephone committee to ask if member would like to be on the nominating committee; provide a sign-up sheet at the January meeting?
  - a. Lisa will announce at the January general meeting that a Nomination Committee will be formed and she will request members volunteer to serve on the committee. A signup sheet will be available at the Registrar's table.
7. NGS 2023 Family History Conference May 31 – June 3 in Richmond, VA: Deep Roots of a Nation"; is anyone attending? Should BAGS consider a vendor table?
  - a. The Board agreed not to fund a vendor table as no one on the Board is attending the conference.
8. Vote on combining Recording Secretary and Corresponding Secretary into a single role of Secretary.
  - a. The Board agreed to postpone this decision until the February board meeting.
  - b. George recommended that changes to the Bylaws regarding combining the two positions could be drafted and the Board agreed.

The meeting was adjourned at 7:45 p.m.

Respectively submitted,

Kitty Olson  
Recording Secretary