



Bay Area Genealogical Society
Board Minutes
February 20, 2023

Attendance

Board Position	Name	Present
President	Lisa Smith	Yes
1 st Vice President	Teresa Rundell, Acting	Yes
2 nd 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	No
Pedigree Charts	Sharon Boeger	Yes
Publicity	Terri Myers	Yes
Telephone	Holly Carpenter	Yes
Web Editor	Polly Swerdlin	Yes
Yearbook Editor	Garry Garrett	Yes

Administrative Items – Officer Reports are available upon request.

1. Lisa Smith, President, called the virtual meeting to order at 6:35 p.m.
2. Lisa called for corrections and/or additions to the January 2023 minutes; no further corrections and/or additions were proposed. Board minutes for January 2023 accepted as last distributed by Recording Secretary, Kitty Olson.
3. Susie Ganch presented the Treasurer's Report.
4. George Porterfield presented the Registrar's Report and reported the status of membership renewals.
5. Kitty Olson presented the Corresponding Secretary's Report.

Board Decisions

1. A motion was made by Polly Swerdlin and seconded by Susie Ganch to combine the roles of Recording Secretary and Corresponding Secretary into a single role of Secretary. The motion was approved.



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Committee Items – Committee Reports are available upon request.

1. Publicity: updating spreadsheet, communication with the Board.
 - a. Terri Myers and Susie updated the publicity spreadsheet.
 - b. Susie recommended that we need to advertise the national speakers scheduled for 2023. Polly Swerdlin will evaluate adding the speaker photo and bio to the Upcoming Meeting page. Susie will work with Terri on creating publicity for the upcoming April seminar.
2. Yearbook: 2022 Yearbook and December 2021 Journal distributed at the January general meeting and mailed on February 4 to those who paid the mailing fee.
 - a. Mailing sent to Kathie Chaffee was returned unable to forward. Holly Carpenter will verify her address and send her address to Kitty and George.
3. Garry Garrett has officially taken over the role of Yearbook Editor.
4. Sharon Boeger is taking the role of Pedigree Charts. Sharon will send Polly a photo to be uploaded to the website.
5. Need \$25 paid to Texas State Genealogical Society (TxSGS) for the video, Using Timelines to Focus Your Research, by Susan Ball.
 - a. Susie will pay the bill to TxSGS for use of the video.
6. Welcome emails sent to Laura Hill (Corresponding Secretary, Yearbook Editor)?
 - a. Teresa sent the welcome email to Laura Hill in January.
 - b. Lisa will contact any member who is not receiving BAGS emails.
7. Surname List: Susie recommended that the Board consider removing the surname file as the file contains surnames of individuals who are no longer a member of BAGS.
 - a. Kim Zrubek reminded the Board that the surname file serves as a short index to the pedigree charts.
 - b. Lisa asked the Board to consider whether to remove the surname file; this item will be addressed at the March meeting.

Business Items

1. Review of the January general meeting; member, Fred Roe, presented the topic, History of New York.
 - a. Board members agreed that the topic was interesting and Fred offered to assist members with their research in New York.
2. Status, corrections and additions to the general meeting agenda for Friday, February 24.
 - a. Board members provided various updates; Lisa will update the agenda and PowerPoint presentation.
3. Selection of members for nominating committee; no one signed up at the in-person meeting in January. An email invitation sent to 31 members on February 12. One board member, Susie Ganch, and one general member, Charlotte Wisniewski, agreed to serve on the nominating committee.
 - a. Kim Zrubek volunteered to be a member of the nominating committee.



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4. Consideration of an 'exit' survey for nonrenewing members to help improve our retention.
 - a. Board agreed that an exit survey be conducted for nonrenewing members. Teresa will compose a sample email and send it to the Board for review and comment.
5. Discuss the use of the BAGS Zoom account.
 - a. Lisa will inform Renee Ball that there is up to a 3-hour limit on use of the BAGS' account. The Board agreed that the Family Tree Maker (FTM) Special Interest Group (SIG) is a Members Helping Members (MHM) group rather than a SIG.
6. Vote on combining the roles of Recording Secretary and Correspondence Secretary into the single role of Secretary.
 - a. See Board Decision #1.
7. Non-members on the email announcement list receive "first of the month" email with links to the website, however, they can't get into the members only section of the website.
 - a. The Board agreed to allow non-members to receive the "first of the month" email.

Lisa adjourned the meeting at 8:24 p.m.

Respectively submitted,

Kitty Olson
Recording Secretary