



## Bay Area Genealogical Society

### Board Minutes

### March 27, 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	<b>No</b>
Treasurer	Susie Ganch	<b>No</b>
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	<b>No</b>
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	Sharon Boeger	<b>No</b>
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 6:32 p.m.
2. Lisa called for corrections and/or additions to the February 2023 minutes; no further corrections and/or additions were proposed. Board minutes for February 2023 accepted as last distributed by Recording Secretary, Kitty Olson.
3. In the absence of Susie Ganch, Lisa presented the Treasurer's Report.
4. George Porterfield presented the Registrar's Report.
5. Kitty Olson presented the Corresponding Secretary's Report.

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

1. Nominating Committee: Members are Susie Ganch, Kim Zrubek, Charlotte Wisnewski and Nancy Davis.
  - a. The Board agreed that a member who had served on the Board in the past for at least one year was eligible to hold the position of President.
2. Email Coordinator: All members who did not renew but were on the email list remain on the email list.
3. Facebook: Status of private group.
  - a. Kathleen Williams reported that those members who did not renew their membership have been removed from the private Facebook group.



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**Business Items**

1. Review of the February general meeting: Cari Taplan presented the topic, How'd You Find That?
  - a. Board members agreed that the topic was informative and that Ms. Taplan was a good speaker.
2. Status, corrections and additions to the general meeting agenda for Friday, March 31.
  - a. Kim Zrubek provided several updates; Lisa will update the agenda and the PowerPoint presentation.
  - b. Kim recommended ordering sandwich party trays from HEB for the April in-person meeting; the Board agreed to order sandwich party trays, chips and a fruit tray for 50. Members will bring a dessert item.
3. Exit survey, Teresa provided a sample email to send to those members who did not renew their membership.
  - a. The Board agreed to send an exit survey to those members who did not renew their membership.
4. Discussion/decision to remove the Surname List from the website.
  - a. The Board agreed to keep the Surname List as it serves as an index to the members' pedigree charts.
5. Combining the roles of Recording Secretary and Corresponding Secretary.
  - a. Kitty and Theresa proposed the following changes to the Bylaws:
    - i. deletion of the roles of Recording Secretary and Corresponding Secretary
    - ii. addition of a new role, Secretary, which will be responsible for the duties of the Recording Secretary and the Corresponding Secretary
    - iii. addition of a financial audit as a new article.
  - b. Create a Secretary job description.
  - c. Lisa will update the presentation for the March general meeting to include a summary of the changes to the Bylaws.
  - d. The Board agreed to request a vote on these changes at the April in-person meeting. Lisa recommended using a paper ballot with two separate choices so members may choose to accept one or both; the Board agreed to use a paper ballot.



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Lisa adjourned the meeting at 7:36 p.m.

Respectively submitted,

Kitty Olson  
Recording Secretary