



Bay Area Genealogical Society

Board Minutes

April 24, 2023

Attendance

Board Position	Name	Present
President	Lisa Smith	Yes
1 st Vice President	Teresa Rundell, Acting	Yes
2 nd Vice President	Vacant	
Treasurer	Vacant	
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
Programs Committee Chair	Kitty Olson	Yes
Pedigree Charts	Sharon Boeger	No
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 6:37 p.m.
2. Lisa called for corrections and/or additions to the March 2023 minutes; no further corrections and/or additions were proposed. Board minutes for March 2023 accepted as last distributed by Recording Secretary, Kitty Olson.
3. Lisa presented the Treasurer's Report.
4. George Porterfield presented the Registrar's Report.
5. Kitty presented the Corresponding Secretary's Report.
6. Special Items:
 - a. Google drive: Lisa requested that all board members upload their latest working files to the Google drive including unfinished items. Lisa reminded the board members that individual BAGS email accounts should be set up as an IMAP account so that emails are available on the server.
 - b. Backups to board positions: Lisa requested that Teresa as acting 1st Vice President reach out to members who have expressed an interest in volunteering to serve as a backup to those board positions who do not yet have a backup except for the role of President. George recommended that a backup for a board position be approved by the Board and Lisa agreed with this approach. Lisa also requested individual board members provide the onboard training needed for the chosen backup.
 - c. Pedigree Charts: Lisa announced that Sharon Boeger needs to step back from her role as



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Pedigree Charts for a couple of months due to a personal issue; Lisa will serve as Pedigree Charts until Sharon returns to the Board. Teresa will work on recruiting a backup to the position of Pedigree Charts.

Board Decisions

1. A motion was made by Kathleen Williams and seconded by Teresa Rundell to elect Todd Roberts to serve as the interim Treasurer until the end of 2023. The motion was approved.

Committee Items – Committee Reports are available upon request.

1. Nominating Committee: Lisa thanked Cindy Austin for stepping up to serve on the nominating committee. Members of the committee are Kim Zrubek, Cindy Austin, Charlotte Wisnewski and Nancy Davis.

Business Items

1. Review of the March general meeting: Allison Singleton presented the topic, "Getting to know the Allen County Library and PERSI".
 - a. Board members agreed that Ms. Singleton was an excellent speaker and especially enjoyed how Ms. Singleton illustrated the use of PERSI by accessing BAGS publications.
2. Review of all-day seminar, Research Like a Pro, presented by Diana Elder.
 - a. Board members who attended the seminar agreed that Ms. Elder was an excellent speaker and that her handouts were professional and informative.
 - b. Board members who attended the seminar agreed that the hybrid format with Ms. Elder presenting virtually worked well with only one small technical problem encountered with the audio; Kim was able to quickly resolve the technical issue.
 - c. Lisa noted that there was an issue with some members who did not originally choose to join virtually as they did not realize that they needed to first register with Zoom to receive the link to the virtual session. This issue with virtual registration will need to be addressed at any future hybrid event.
 - d. Board members who attended in person reported that the room set-up was excellent and that there was an abundance of refreshments for attendees.
 - e. Kathleen reported that she received positive feedback from several non-board members on Facebook as well as several members who attended in person.
 - f. Thirty-one members attended the seminar (20 members in person and 11 virtually).
3. Status, corrections and additions to the general meeting agenda for Saturday, April 29.



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- a. George provided several updates and Lisa will update the meeting materials.
 - b. Kitty copied 50 handouts which Terri Myers will bring to the meeting on Saturday.
 - c. Kim will order sandwich trays as well as fruit and vegetable trays; Kim also purchased chips.
 - d. Teresa volunteered to take photos at the meeting on Saturday.
 - e. Terri will pick up the checks from the post office and bring them to the meeting on Saturday.
4. Exit survey sent to 26 former members, 5 responses received.
 - a. Board agreed that there are various communication channels available to inform members of scheduled in person meetings.
5. Proposed Bylaws changes posted to the website.
 - a. Board agreed to use the paper ballot created by Lisa to poll the membership on whether they agreed or disagreed with the proposed changes to the Bylaws.

Lisa adjourned the meeting at 7:54 p.m.

Respectively submitted,

Kitty Olson
Recording Secretary