



Bay Area Genealogical Society
Board Minutes
May 22, 2023

Attendance

Board Position	Name	Present
President	Lisa Smith	Yes
1 st Vice President	Teresa Rundell, Acting	Yes
2 nd Vice President	Vacant	
Treasurer	Todd Roberts, Acting	Yes
Secretary	Kitty Olson	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 6:33 p.m.
2. Lisa called for corrections and/or additions to the April 2023 minutes; no further corrections and/or additions were proposed. Board minutes for April 2023 accepted as last distributed by Secretary, Kitty Olson.
3. Todd Roberts presented the Treasurer's Report; Lisa reviewed the revised Treasurer's report for April.
4. George Porterfield presented the Registrar's Report.
5. Kitty presented the Secretary's Report.

Board Decisions

1. A motion was made by Todd Roberts and seconded by George Porterfield that all BAGS official email should be accessed by an IMAP web client or webmail. The motion was approved.



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Committee Items – Committee Reports are available upon request.

- Nominating Committee:
 - Members of the committee are Kim Zrubek, Cindy Austin, Charlotte Wisnewski and Nancy Davis.
 - The nominations for President and 2nd Vice President are still unfilled.
 - Holly Carpenter will add to the telephone script that the Nominating Committee is taking nominations for members to serve on the 2024-2025 slate of elected officers.

Business Items

1. Review of the April general meeting held in person at University Baptist Church. Melissa Hayes presented the topic “Insane Asylum Research”.
 - a. Board members agreed that Ms. Hayes was an excellent speaker and the topic was very interesting; the meal, especially the desserts, was excellent.
2. Status, corrections and additions to the general meeting agenda for Friday, May 26.
 - a. Kim Zrubek provided several updates and Lisa will update the meeting materials.
3. Using BAGS email account through Google loses historical emails, doesn’t store sent emails.
 - a. See Board Decision #1.
 - b. Todd and George agreed to assist those Board members who need to transition from using Goggle email to using either an Internet Message Access Protocol (IMAP) web client or webmail.
4. Updated the document, Elected and Appointed Officials stored on the Google drive.
 - a. Lisa updated the document to include alternates for President, 1st Vice President and Treasurer. She also added the roles of Programs and National Genealogical Society (NGS) Delegate.
 - b. The Board discussed whether to open the role of NGS Delegate to the general membership. Lisa will determine how often NGS meets and will identify if a job description for the role is available from NGS. If a job description exists Lisa will send it to the Board to review.
 - c. The Board agreed to change the name of the role, Facebook Coordinator, to Social Media. Lisa will create an email account for this role and Polly will update the website.



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5. Recruiting campaign for alternates to Board positions.
 - a. The Board discussed the feasibility of enlisting non-board members to serve as alternates to Board positions. The Board agreed that alternates for officer positions shall be current members of the Board and that alternates for non-officer positions may be members.
 - b. Lisa requested that Board members who hold non-officer positions and do not currently have an alternate review the membership roster on the Google drive to identify members who have indicated that they would consider volunteering for one of those positions. Prior to contacting those members, the board members affected will discuss which board member will contact the member. This will avoid multiple board members contacting the same member regarding volunteering for multiple positions.
 - i. The board members affected are:
 1. Lisa Smith (Email Coordinator)
 2. Kathleen Williams (Facebook)
 3. Todd Roberts (Journal Editor)
 4. Bill Mayo (Photographer)
 5. Kitty Olson (Programs)
 6. Terri Myers (Publicity).
 - ii. George will update the membership roster to remove the roles of Member Services, Welcoming and Research. George will also remove Members Services and add Social Media and Photographer to the member application form both printed and online.
6. Create a style guide to define standard font, size, color, bold and underline usage, etc., for all BAGS communications including but not limited to correspondence, journals, newsletters, yearbook, presentations (Power Point) and email.
 - a. This topic will be addressed at a future Board meeting.

Lisa adjourned the meeting at 8:18 p.m.

Respectively submitted,

Kitty Olson
Recording Secretary