



**Bay Area Genealogical Society**  
**Board Minutes**  
**Prepared by Kitty Olson**  
**July 24, 2023**

**Attendance**

<b>Board Position</b>	<b>Name</b>	<b>Present</b>
President	Teresa Rundell, Acting	<b>No</b>
1 <sup>st</sup> Vice President	<b>Vacant</b>	
2 <sup>nd</sup> Vice President	<b>Vacant</b>	
Treasurer	Todd Roberts, Acting	Yes
Secretary	Kitty Olson	Yes
Registrar, Sergeant-at-Arms	George Porterfield	Yes
Past President	Lisa Smith	Yes
County Coordinator, Facebook	Kathleen Williams	Yes
Education	Kim Zrubek	Yes
Email Coordinator	Lisa Smith	Yes
Hospitality	Kim Zrubek	Yes
Journal Editor	Todd Roberts	Yes
National Genealogical Society (NGS) Delegate	Brenda DuShane	<b>No</b>
Newsletter Editor	Cindy Austin	Yes
Programs Committee Chair	Kitty Olson	Yes
Pedigree Charts	Sharon Boeger	Yes
Publicity	Terri Myers	Yes
Telephone Committee Chair	Holly Carpenter	Yes
Telephone Committee Chair Alternate	Pam Fox	Yes
Web Editor	Polly Sverdlin	Yes
Yearbook Editor	<b>Vacant</b>	

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

1. George Porterfield, Registrar, called the virtual meeting to order at 6:31 p.m.
2. George called for corrections and/or additions to the June 2023 minutes; no further corrections and/or additions were proposed. Minutes for June 2023 accepted as last distributed by Secretary, Kitty Olson.
3. Todd Roberts presented the Treasurer's Report.
  - a. Corrected June report submitted.
4. George presented the Registrar's Report.
5. George presented the actions taken by the officers to address the Lisa's resignation as President.



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6. George presented the result of a security audit of Google drive after some personal accounts of board members were linked to the BAGS Google drive. George prepared a set of security rules for board members to follow which include the following:
  - a. Before visiting the BAGS Google drive, either close all tabs of your browser except for one new tab or open a new browser session with no tabs showing another website.
  - b. While you are logged into the BAGS Google drive, do NOT access other websites that require a login.
  - c. When you finish using the BAGS Google drive, you MUST log out by first clicking on the BAGS logo in the top right corner of the browser window. From the drop-down menu, click on "Sign out of all accounts". Then close the browser. This action keeps the BAGS Google drive from copying other login account data that you use on other websites.

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

- Nominating Committee
  - No new candidates identified. Discussed challenges with getting people involved on the board and opportunities to get other members more involved.
  - Cindy Austin reported that Luanne Newman is interested in helping with the Yearbook, Registrar and Membership.
  - Holly Carpenter reported that no candidates for officer positions were identified by the Telephone Committee in May and June.
  - Holly will add to the telephone script for July that the Nominating Committee is taking nominations for members to serve on the 2024-2025 slate of elected officers.
- Ad-hoc Library Display Committee – Chair, Polly Swerdlin
  - The Board agreed to reserve a library display at the Freeman Public Library in January of each year.
  - Polly will develop a plan and create an inventory list of items loaned to the library for display.
- Telephone Committee
  - Holly will try to contact the one couple with a non-working telephone number by email.
- Education Committee
  - The Board approved Kim Zrubek's request to speak at the Rotary Club meeting in League City on December 7, 2023.



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**Business Items**

1. Review of June's general meeting: Copyright Mythconceptions by Judy Russell.
  - a. The Board agreed that Ms. Russell was an excellent and entertaining speaker and that her handout was very informative; however, the topic was complex to be covered in a one-hour presentation.
  - b. The Board agreed that the Programs Committee consider inviting Ms. Russell to speak at future meetings.
  - c. The number of visitors outnumbered members at the meeting; per George there were 61 attendees with 35 visitors.
2. Status, corrections, and additions to general meeting agenda for July 28: It Takes a Village – Community Research (Live Virtual) presented by Diana Smith.
  - a. No changes proposed to the general meeting agenda.
  - b. Discussed the need to announce to the membership the following items:
    - i. Lisa Smith, President, resigned effective July 1, 2023
    - ii. Teresa Rundell assumed the position of President in accordance with the Bylaws
    - iii. actions taken by the officers to address the resignation of Lisa Smith.
  - c. Lisa will create a resignation announcement to be published in the newsletter and Facebook. Lisa will send the announcement to Polly as she is hosting the general meeting.
3. Planning for the August general meeting – Show 'n' Tell with BBQ provided by BAGS and potluck sides and desserts provided by members.
  - a. The Board agreed that as part of the agenda Teresa Rundell, Acting President, will introduce the current members of the Board.
  - b. The Board agreed that at least one member of the Board will sit at each of the 8 round tables and take this opportunity to highlight the need for members to serve on the Board and standing committees.
  - c. Kim will order and pick up the barbecue meats (chicken, beef, sausage) for at least 50 people.
  - d. Kitty will verify that the chapel at University Baptist Church is reserved from 11:00 a.m. until 2:30 p.m. with the appropriate type and number of tables (in addition to the normal setup add narrow tables across the front of the podium, regular sized tables for the buffet, one narrow table in the Chapel by the door, and 8 round tables plus chairs in the center of the room).



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- e. The Board agreed to set a deadline of Friday, August 18 for members to response via email to Teresa that they plan to participate in the August program as Teresa will develop the agenda for the general meeting.
4. Proposal to reduce the number of General meetings to eight with no meetings in June, July, Aug. (Kitty Olson)
  - a. Polly recommended that we amend the proposal and not eliminate the August in-person meeting.
  - b. This topic will be addressed at a future Board meeting.
5. Proposal to 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, newsletter, yearbook, presentations (PowerPoint) and e-mail. (Kitty Olson)
  - a. This topic will be addressed at a future Board meeting.
6. Proposal to implement (likely next year) Instagram and Twitter as avenues of communicating and publicity. (Kathleen Williams)
  - a. This topic will be addressed at a future Board meeting.
7. Proposal to add disclaimer or opt-in/opt-out option on membership application to allow BAGS to post photographs of our members on website and social media. (Kathleen Williams)
  - a. Kathleen suggested that this item be withdrawn. There were no objections to withdrawing this proposal.

George adjourned the meeting at 7:32 p.m.

Respectively submitted,

Kitty Olson  
Secretary