



**Bay Area Genealogical Society**  
**Board Minutes**  
**Prepared by Kitty Olson, Secretary**  
**August 21, 2023**

**Attendance**

<b>Board Position</b>	<b>Name</b>	<b>Present</b>
President	Teresa Rundell, Acting	Yes
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	<b>No</b>
Programs Committee Chair	Kitty Olson	Yes
Pedigree Charts	Sharon Boeger	<b>No</b>
Publicity	Terri Myers	Yes
Telephone Committee Chair	Holly Carpenter	Yes
Web Editor	Polly Swerdlin	<b>No</b>
Yearbook Editor	<b>Vacant</b>	
Visitor	Rebecca Jones	Yes
Visitor	Jane Martin	Yes
Visitor	Fred Roe	Yes

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

1. Teresa Rundell, Acting President, called the virtual meeting to order at 6:36 p.m.
2. Teresa called for corrections and/or additions to the July 2023 minutes; no further corrections and/or additions were proposed. Minutes for July 2023 accepted as last distributed by Secretary, Kitty Olson.
3. Todd Roberts presented the Treasurer's Report.
4. George Porterfield presented the Registrar's Report.



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**Board Decisions**

1. A motion was made by Kathleen Williams and seconded by Todd Roberts to be an Exhibitor at the 2023 Texas State Genealogical Society (TxSGS) Family History Conference at the \$75 level. The motion was approved.
2. A motion was made by George Porterfield and seconded by Lisa Smith to not reduce the number of general meetings. The motion was approved.

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

- Nominating Committee
  - Slate of Nominees for 2024-2025 term:
    - i. President – Teresa Rundell (previously Corresponding Secretary & 1<sup>st</sup> VP)
    - ii. 1<sup>st</sup> Vice President – Jane Martin (previously 1<sup>st</sup> VP)
    - iii. 2<sup>nd</sup> Vice President – Becky Jones (previously 2<sup>nd</sup> VP & Newsletter Editor)
    - iv. Registrar – George Porterfield
    - v. Treasurer – Todd Roberts
    - vi. Secretary – to be filled
  - New committee chairs for 2024:
    - i. Education – Kathleen Williams
    - ii. County Coordinator – Kitty Olson
    - iii. Email Coordinator – to be filled
    - iv. Yearbook – to be filled.

**Business Items**

1. Review of July's general meeting: It Takes a Village by Diana Smith.
  - a. Several members of the Board said that Ms. Smith was not a very good speaker and her presentation did not adequately address the topic.
  - b. The Board agreed not to invite Ms. Smith to speak at future meetings.
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. Teresa updated the general meeting minutes.



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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 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. Kitty will make copies of the agenda and the Family Tree Maker survey. She will also bring a sign-up sheet for the members who are presenting.
4. Survey for Family Tree Maker Member Helping Member (MHM) Session.
  - a. The Board agreed to distribute the survey at the August 26 general meeting and to send the survey to the membership via email. Lisa will add the survey to the monthly meeting reminder and responses to the email will be sent to [education@txbayareagen.org](mailto:education@txbayareagen.org).
5. 2023 Texas State Genealogical Society (TxSGS) Family History Conference Virtual Expo Hall.
  - a. See Decision #1.
  - b. Teresa will contact Polly Swerdlin to determine if she is willing to update the slides.
6. Monitor Yearbook Email – need to address how to monitor the Yearbook email until the position is filled.
  - a. Lisa volunteered to monitor the Yearbook email and make any updates to the Yearbook until this position has been filled.
7. Email Coordinator – since this position requires technical knowledge do we need to review the qualifications of members interested in this position.
  - a. Lisa will update the document, How to Email Coordinator, and include the qualifications needed to perform this role.
  - b. Lisa also volunteered to review the qualifications and the tasks to perform this role with members who are interested in this position.
8. Proposal to reduce the number of General meetings to nine with no meetings in June and July.
  - a. See Decision #2.
9. Change the day of the week and/or the time of our virtual meetings currently scheduled for the last Friday of the month from 7:00 pm – 8:30 pm except for the meeting in November.
  - a. The Board agreed to keep the virtual meetings at the current schedule.



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10. Schedule the in-person meetings on the last Saturday of the month from 11:30 am to 2:30 pm in the UBC Chapel for the months of January, April, August, October.
  - a. The Board agreed to schedule the in-person meetings for 2024 as follows:
    - i. January 27, April 27, August 24, October 26.
  - b. Kitty will contact the UBC representative, Jim Smith, to schedule the in-person meetings for 2024.
11. Seminar – possibly replace the April 2024 general meeting with a seminar held at the Friendswood Public Library.
  - a. The Board agreed not to replace the April 2024 general meeting with a seminar.

Teresa adjourned the meeting at 8:12 p.m.

Respectively submitted,

Kitty Olson  
Secretary