



**Bay Area Genealogical Society**  
**Board Minutes**  
**Prepared by Kitty Olson, Secretary**  
**September 25, 2023**

**Attendance**

<b>Board Position</b>	<b>Name</b>	<b>Present</b>
President	Teresa Rundell	Yes
1 <sup>st</sup> Vice President	Jane Martin, Acting	Yes
2 <sup>nd</sup> Vice President	Becky Jones, Acting	Yes
Treasurer	Todd Roberts, Acting	Yes
Secretary	Kitty Olson	Yes
Registrar, Sergeant-at-Arms	George Porterfield	Yes
Past President	Lisa Smith	<b>No</b>
Education, County Coordinator, Facebook	Kathleen Williams	Yes
Email Coordinator	Fred Roe	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>
Pedigree Charts	Sharon Boeger	<b>No</b>
Publicity	Terri Myers	<b>No</b>
Telephone Committee Chair	Holly Carpenter	Yes
Web Editor	Polly Swerdlin	Yes
Yearbook Editor	Luanne Newman	Yes

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

1. Teresa Rundell, President, called the virtual meeting to order at 6:34 p.m.
2. Teresa called for corrections and/or additions to the August 2023 minutes; no further corrections and/or additions were proposed. Minutes for August 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 Teresa Rundell and seconded by Kitty Olson via email to appoint Jane Martin to the position of 1st Vice President to complete the unexpired term effective Saturday, August 26, 2023. The motion was approved.
2. A motion was made by Teresa Rundell and seconded by Kitty Olson via email to appoint Becky Jones to the position of 2nd Vice President to complete the unexpired term effective Saturday, August 26, 2023. The motion was approved.
3. A motion was made by Teresa Rundell and seconded by Kathleen Williams via email to appoint Fred Roe to the position of Email Coordinator. The motion was approved.
4. A motion was made by Polly Swerdlin and seconded by Jane Martin to authorize Kathleen Williams, Education Coordinator, to secure the speaker, Kelli Bergheimer, for a full day seminar on Saturday, October 20, 2024. The motion was approved.

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

- **Education Committee – 2024 seminar recommendation**  
**Date:** Saturday, April 20, 2024, time TBD  
**Location:** Friendswood Public Library (live hybrid)  
**Cost:** \$600 speaker fee for 4 sessions, additional cost for printed handouts (TBD); no charge to members in good standing as of date TBD  
**Presenter:** Kelli Bergheimer  
**Topics:**
  1. How to Organize and Write Ancestor Stories
  2. Successful Online Genealogical Searching
  3. Online Tools to Organize and Collaborate with Your Cousins
  4. From Unknown Match to Known Match (DNA).
- **Member Survey**
  - The Education Committee requested a survey of the membership regarding their preferences for locations of in-person MHM, day(s) of week, etc. be conducted.
    - i. The Board agreed to consider the best approach for creating and distributing a survey to the membership.
    - ii. The Education Committee will be responsible for developing the survey.



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## **2nd Vice President - Programs**

- Becky Jones informed the Board that the UBC Chapel is not available on Saturday, October 26, 2024 for an in-person meeting. The Board agreed that a virtual meeting be held on Friday, October 25, 2024 instead of an in-person meeting in October 2024.
- Becky recommended giving Nick Cimino a speaker's gift at the October 2023 in-person meeting. The Board agreed to make a donation in Nick's name to the Clayton Library Friends.
- Becky requested that Board members recommend topics and speakers for upcoming programs, especially for local speakers. Kathleen Williams suggested adding this request for topics of interest to the member survey discussed above.

## **Business Items**

1. Changes in the Board/Committee roles
  - a. Teresa informed the Board of the recent changes:
    - i. Kathleen Williams assumed the role of Education Coordinator.
    - ii. Fred Roe assumed the role of Email Coordinator.
    - iii. Luanne Newman assumed the role of Yearbook Editor.
  - b. Teresa announced that a candidate for the role of Secretary has not yet been identified; Teresa will contact potential candidates Amber Maples and Laura Hill.
2. Review of August general meeting: Members' Show & Tell.
  - a. No improvements were recommended.
3. Status, corrections, and additions to general meeting agenda for September 25, 2023: Finding Maiden Names, Let Me Count the Ways (live virtual) by Paula Stuart-Warren.
  - a. Teresa updated the agenda with several updates provided by board members.
4. Survey for Family Tree Maker Member Helping Member (MHM) Session
  - a. Renee Ball is out of town so the results of the survey will be requested upon her return.
5. 2023 Texas State Genealogical Society (TxSGS) Family History Conference Virtual Expo Hall
  - a. The link (<https://www.txsgs.org/2023-conference-registration/>) and the code BAGS were received from TxSGS.
  - b. Kathleen will post the registration details on the members' Facebook page.
  - c. Polly Swerdlin uploaded the 2023 exhibit presentation to the shared Google drive under the Publications folder for review by board members.



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- d. Todd will complete the application and send a check for the fee.
6. Christmas luncheon – Who, When, Where
  - a. Teresa will contact the restaurant, South Shore Grill, to determine if their private room is available either on Saturday, December 2 or Saturday, December 9 from 12:00 p.m. to 2:00 p.m.
7. Members Helping Members (MHM) – provide follow-up to the topic of a general meeting
  - a. Kathleen reported that the Education Committee recommended using the Monday evening MHM session following a general meeting be dedicated to helping members put into practice concepts presented at the general meeting. For example, following the September general meeting on Monday, October 2, the evening MHM meeting will focus on “Finding Maiden Names”. Becky developed a cheat sheet for use at this MHM meeting in addition to the handout provided by the speaker.
  - b. George suggested the term Practical Applications “Topic of General Meeting” for the MHM session. Teresa will add a slide to the slide deck for the general meeting to inform members of this change to the evening MHM meeting following a general meeting.
8. Data Storage discussion – Removal of 2014 files from FGS conference (1.21 GB of 92 audio files plus 2 PDF files) from the web server (Polly Swerdlin)
  - a. The Board agreed with the recommendation to remove these files from the website.
9. Freeman Public Library 2024 Display
  - a. Polly signed the agreement with the library and reserved January 2024; possible theme suggested “New Year, New Connections”.
  - b. Luanne Newman agreed to assist Polly with the display.
10. Determine what to do with photos received from member, Roy Hellen, husband of Carolyn Hellen
  - a. Polly picked up the photos on September 26 and will begin digitizing the photos.
11. Request from senior independent living facilities for presentations
  - a. A committee consisting of Kathleen Williams, Becky Jones, Luanne Newman and Fred Roe was created to make recommendations to the Board on how to address these requests.



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Teresa adjourned the meeting at 8:09 p.m.

Respectively submitted,

Kitty Olson  
Secretary