

Idaho Genealogical Society Board Meeting Minutes

Date / Time of Meeting	March 20, 2019; 11:30PM
Meeting Location	The Library! At Hillcrest- Shared Study Room

Board Member	Att'd	Guests	Att'd
Amy Makela	X	Brent Pfligar- invited guest	
Eric Scott- via remote	X		
Frances Krommenhoek			
Georgiann Gibson- acting secretary			
Juvanne Martin	X		
Robbie Robinson	X		
Robin Pewtress	X		
Todd Johnson			

Meeting Agenda

Topic	Item/Notes
Attendance	Introductions/Welcome
Approval of minutes	Minutes were not approved due to board members stating they were not received. Robin will resend.
Certificates	<ul style="list-style-type: none"> • Confirm Process- Process was reviewed and adjusted (see attachment) • Determine disposition of certificates at hand- none • Set meeting to review old certificate documentation- postponed until further notice •
“Treasurer’s” Report	<ul style="list-style-type: none"> • Amy set up a Dropbox folder for membership deposits. • Robin requested a monthly financial report be made that details monies in & out in • Robin will set up a spreadsheet for Amy based on the categories Amy comes up with. • Eric suggested we use Microsoft Money Sunset? • Eric will pay for our web hosting and send us a bill (\$95.40). DropBox is due in June (\$99). • Our IRS filing of non-status needs to be filed. • Sustainability- group discussion- on hold
Membership	<ul style="list-style-type: none"> • Confirm Process- Process was reviewed and adjusted (see attachment) • New members?- No new members • Determine disposition of memberships at hand- Amy has been processing • Robbie reported that we have 37 life members, 30 annual members and 17 organizations (subscribers)

Idaho Genealogical Society Board Meeting Minutes

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Quarterly	<ul style="list-style-type: none"> • Editor & Assistant Editor- Robin explained that she recruited Rebecca Parker (a BYU student) to get all the articles formatted in Word for Renae Beal to get imported into InDesign. Robin was assured by both ladies that they would work on their tasks as soon after March 1st as possible, however, nothing has apparently been done yet. Juvanne will follow-up with them. • Articles- we have enough articles for the Spring Quarterly • Amy reported we need more envelopes. Robin volunteered to procure via Amazon Prime. • Amy suggested we start a queries section for inquiries we received via email and social media. • Information on the 100th Anniversary of Jerome County is forthcoming. • Unsure how we can contribute to the Historical Society's 100th Anniversary on Women's Rights.
DRC	<ul style="list-style-type: none"> • Amy has booked the Teton Room (seats 150 people) at the Hillcrest Library from 12:30-3:30 for the last Saturday of each month for the rest of the year (Exception: Room is booked for April 20 instead of the 27th). • Amy will organize the March 30th meeting. We will show Lisa Louise Cook's Rootstech webinar. • Juvanne will work on the May meeting. Since last Saturday in May is Memorial Day weekend, we will likely accept Layce Johnson's offer to speak on May 13th at the Archives.
Website	<ul style="list-style-type: none"> • Updates needed- Robin asked for all board members to review the website and bring feedback to the next meeting. Two things Robin has noted are: <ul style="list-style-type: none"> ○ Quarterly submission guidelines- add ○ Federation of Genealogical Societies- we are not a member, but the website says we are. Robin will review what the benefits are for being a member organization. • Eric recommended migrating the website to WordPress software to update the entire site. He will work on it over the next few months.
Other	<ul style="list-style-type: none"> • Cleaning up our DropBox- membership cleanup will be done by end of the month. • We need a spreadsheet with other (in-state genealogy societies). Robin will peruse U.S. GenWeb to see who is listed. • Robin will look into ordering new member cards from VistaPrint.
Review of Action Items	See updated list
Adjournment	

Idaho Genealogical Society Board Meeting Minutes

Action Items				
Date	Description	Who Assigned?	Due Date	Date Completed
20 Mar 2019	Create spreadsheet of other (in-state) genealogy societies	Robin	17 Apr 2019	
20 Mar 2019	Look into VistaPrint for new member cards	Robin	17 Apr 2019	
20 Mar 2019	Bring info on Federation of Genealogical Societies to next meeting	Robin	17 Apr 2019	
20 Mar 2019	Source envelops for Quarterly	Robin	17 Apr 2019	
20 Mar 2019	Migrate website to WordPress	Eric	30 May 2019	
20 Mar 2019	Organize May DRC meeting	Juvanne	17 Apr 2019	
20 Mar 2019	Organize April DRC meeting	Amy	17 Apr 2019	
20 Mar 2019	Organize March DRC meeting	Amy	17 Apr 2019	
20 Mar 2019	Pay for web-hosting	Eric	17 Apr 2019	
20 Mar 2019	File IRS non-profit status	Amy	17 Apr 2019	
20 Mar 2019	Review of website for needed updates	All	17 Apr 2019	
23 Jan 2019	Review website for needed updates	Robin	20 Feb 2019	Changed to group project
23 Jan 2019	Check with Todd on progress with lining up speakers for DRC	Robin	20 Feb 2019	"let it go"
23 Jan 2019	Provide Eric a list of board members to be published on the website	Robin/Eric	20 Feb 2019	19 Mar 2019
23 Jan 2019	Check into using Microsoft Money	Robin	20 Feb 2019	15 Mar 2019
23 Jan 2019	Check into non-profit status for mailings	Robin	20 Feb 2019	20 Mar 2019
23 Jan 2019	Review old certificates	Robin/Amy	20 Feb 2019	17 Apr 2019
23 Jan 2019	Approach the FHC (Kyle Rowberry) about possibly holding our meetings at their facility	Robin	20 Feb 2019	10 Mar 2019
23 Jan 2019	Create a fillable membership? Application for the website	Eric	20 Feb 2019 30 May 2019	
14 Nov 2018	File a change of address with the bank.	Amy	16 Jan 2019 20 Feb 2019	01 Mar 2019
14 Nov 2018	Make a list of categories for the financial ledger. Develop spreadsheet & monthly report.	Amy/Robin	16 Jan 2019 20 Feb 2019 17 Apr 2019	
14 Nov 2018	Straighten out the financial information	Amy	16 Jan 2019 20 Feb 2019	20 Mar 2019
14 Nov 2018	Order more checks, if needed	Amy	16 Jan 2019 20 Feb 2019	Not needed
14 Nov 2018	Mail out the \$108 of purchased items and the Millman Index and Scrapbook	Amy	16 Jan 2019 20 Feb 2019	17 Apr 2019
14 Nov 2018	Send an updated list of new members to Robbie	Amy	16 Jan 2019 20 Feb 2019	17 Apr 2019