

Idaho Genealogical Society Board Meeting Minutes

Date / Time of Meeting	January 23, 2019; 12 PM
Meeting Location	The Business Nook- 711 S. Main, Meridian, Idaho

Board Member	Att'd	Guests	Att'd
Amy Makela	X	Brent Pflugar- Board member of the Family History Center	X
Eric Scott- via remote	X		
Frances Krommenhoek	X	Kathy Dennis- new member	X
Georgiann- acting secretary			
Juvanne Martin	X		
Robbie Robinson	X		
Robin Pewtress	X		
Todd Johnson	X		
Bonnie Fuller			

Meeting Minutes

Topic	Item/Notes
Attendance	Introductions/Welcome/Overview of Agenda Document- Robin explained the usage for the new agenda/minutes document
Approval of minutes	The minutes were approved as corrected to reflect that Robin would not write the annual meeting report for the Quarterly.
Certificates	<ul style="list-style-type: none"> • Confirm Process- Robin to lead discussion, document process • Determine disposition of certificates at hand <p>Certificate Procedures was reviewed to confirm steps needed. Steps: 1. Mail is picked up. 2. Items can be scanned and put in Dropbox. 3. Application along with supporting documentation is reviewed by evaluator (Robin, Juvanne, etc.) 4. Evaluator notifies Robin and Amy that either the certificate application has been accepted or that there is missing documentation. If something is missing, then the certificate applicant is notified to fix the problem. 5. If the certificate application passes approval, Amy contacts the calligrapher to start getting the certificate ready. 6.. Once the calligrapher is finished, the President signs the certificate. 7. The final step is mailing the certificate back out to the applicant.</p> <p>Juvanne took the one application at hand and will contact the applicant for more information.</p>
“Treasurer’s” Report	<ul style="list-style-type: none"> • Amy to present • Sustainability- group discussion <p>Acting Treasurer Amy Makela said as of Jan., 31, 2019 there was \$3,225.19 in the IGS treasury. She is in the process of putting treasury line items into categories on an Excel Spreadsheet such as Quarterly magazine (\$190X4=\$760), Post Office (\$120), Go Daddy (\$20), Dropbox (\$99), Storage Unit (\$312), Website (\$96), Certificates, Pay Pal, Membership, etc. Once Expenses and Income have been calculated, it will be easier to figure out a budget and manage money.</p> <p>The sustainability discussion was tabled until past income and expenses are organized.</p>

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Membership	<ul style="list-style-type: none"> • Confirm Process- Robin to lead discussion, document process • Review of commitments to members • Regular meetings for all members (not just board meetings) • Determine disposition of memberships at hand <p>Membership Chairman Robbie Robinson reported IGS has 37 life members and 11 members who have paid their 2019 dues. Members will have a grace period of April 1st to get their dues in before they are deleted on the membership list. 54 members live outside of the Treasure Valley.</p> <p>Regular meetings are open to all members and not just the board. DRC meetings can take the place of regular meetings for all members.</p> <p>The board reviewed the membership process: Steps: 1. Membership applications can be sent through the mail or paid on Pay Pal. 2. Applications should be scanned and placed in Dropbox under the Membership folder. Note: Webmaster Eric Scott doesn't necessarily get all applications. 3. Memberships made on Pay Pal will be notified electronically and an email sent to our Hotmail account. The Pay Pal email should be sent to the following: Webmaster Eric Scott so he can give the person an electronic username and password for the website; Treasurer so we have a record of payment; Membership Chairman Robbie Robinson, to get their information onto our membership list and President Robin Pewtress for her records. 4. If the application is made via the mail, the money should be given to the treasurer for deposit. 5. We need to update our IGS welcome letter and figure out how to do an electronic membership card. (Robin would check into doing these two things.)</p>
Quarterly	<ul style="list-style-type: none"> • Editor search- Renae? • Articles- who's doing what • Submission guidelines- Robin <p>The board discussed the Quarterly magazine. Since the resignation of Editor Carolyn Ruby, Robin would check with Renae Beal to see if she is interested. Robin said she would write her President's letter and a "how to" article. Juvanne Martin said she had talked to Layce Johnson about writing a Preservation article. Amy Makela had submitted information on the swine flu epidemic of 1918. Several more stories are needed for the spring 2019 issue. Eric Scott had submitted a story on his family. Juvanne Martin had contacted BillionGraves about cemetery symbols and their blogger agreed to let us use her two-part series. Robin said she had spoken with Lori Lynn Price about helping with the Quarterly magazine and she said yes, possibly as an assistant editor.</p> <p>Robin asked for the submission guideline to be made available on the website. Eric said that could be done.</p>

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DRC	<ul style="list-style-type: none"> • Brain storm- how to proceed with regular meetings <p>The board brainstormed ideas. One thought was to make the meeting on the last Saturday of every month. The board discussed whether to have DRC on a day in the middle of the week or on a Saturday. Open forums and sending out a mailing list to survey members was also discussed.</p>
Website	<ul style="list-style-type: none"> • Updates needed? <p>Webmaster Eric Scott talked about members paying their membership through Pay Pal. The process does not require a person to fill out a membership application. Eric was going to work on that. Currently, there is no online application, other than printing the application, filing it out and mailing it back. President Pewtress was going to send Eric a list of website updates and also checking into the member payment page.</p>
Other	<ul style="list-style-type: none"> • Email- Robin <p>Guest Brent Pflegar talked about the Family History Center on Cole. The Center has projects of oral histories and photographs which are needed to scan. The old Family History Library on Dorian is now used as the Digitalizing Center. Plegar said the Center is available to schedule classes and meetings. IGS needs to contact Kyle Rowberry to schedule the room. Mr. Pflegar was asked if he would be interested in accepting an appointment to the IGS board. He said yes. Board approved.</p> <p>Robin reported that she had reviewed the society's email and flagged several for followup.</p> <p>The President reviewed action items on the back page of the agenda that were discussed Nov. 18, 2018. The majority have been completed.</p>
Adjournment	The meeting adjourned at 2:30 PM

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Action Items				
Date	Description	Who Assigned?	Due Date	Date Completed
23 Jan 2019	Review website for needed updates	Robin	20 Feb 2019	
23 Jan 2019	Check with Todd on progress with lining up speakers for DRC	Robin	20 Feb 2019	
23 Jan 2019	Provide Eric a list of board members to be published on the website	Robin/Eric	20 Feb 2019	
23 Jan 2019	Check into using Microsoft Money	Robin	20 Feb 2019	
23 Jan 2019	Check into non-profit status for mailings	Robin	20 Feb 2019	
23 Jan 2019	Review old certificates	Robin/Amy	20 Feb 2019	
23 Jan 2019	Approach the FHC (Kyle Rowberry) about possibly holding our meetings at their facility	Robin	20 Feb 2019	
23 Jan 2019	Create a fillable membership? Application for the website	Eric	20 Feb 2019	
14 Nov 2018	Write a President's letter for the Quarterly publication.	Amy Robin	1 Jan 2019	Dec 2018
14 Nov 2018	File a change of address with the bank.	Amy	16 Jan 2019 20 Feb 2019	
14 Nov 2018	Make a list of categories for the financial ledger.	Amy	16 Jan 2019 20 Feb 2019	
14 Nov 2018	Straighten out the financial information	Amy	16 Jan 2019 20 Feb 2019	
14 Nov 2018	Order more checks, if needed	Amy	16 Jan 2019 20 Feb 2019	
14 Nov 2018	Mail out the \$108 of purchased items and the Millman Index and Scrapbook	Amy	16 Jan 2019 20 Feb 2019	
14 Nov 2018	Send an updated list of new members to Robbie	Amy	16 Jan 2019 20 Feb 2019	
14 Nov 2018	Put a copy of the minutes in the drop box.	Amy	16 Jan 2019	Dec 2018
14 Nov 2018	Follow up with Linda Avery on the PayPal issues.	Sherry Amy	16 Jan 2019	Dec 2018
14 Nov 2018	Check with Linda to see if there is current information in a more updated computer program.	Sherry Amy	16 Jan 2019	Dec 2018
14 Nov 2018	Develop a financial ledger with categories from Amy	Sherry ??	16 Jan 2019	
14 Nov 2018	Write an article about the WWI Armistice 100th Anniversary.	Juvanne	1 Jan 2019	Dec 2018
14 Nov 2018	Write an article about the annual meeting and Sherry Garey winning the DNA kit.	Juvanne	1 Jan 2019	Dec 2018
14 Nov 2018	Check with Eric Scott about whether the money in the PayPal account goes directly into the bank account or if we have to retrieve it	Juvanne	16 Jan 2019	Dec 2018
14 Nov 2018	Write an article about the afternoon portion of the annual meeting.	Robin	1 Jan 2019	N/A
14 Nov 2018	Forward minutes to Amy by email.	Georgiann	16 Jan 2019	Dec 2018