

Idaho Genealogical Society Board Meeting Meeting Minutes

Date / Time of Meeting	April 24, 2019; 11:30 AM
Meeting Location	The Library! At Hillcrest- Shared Study Room

Board Member	Att'd	Guests	Att'd
Amy Makela	X	Brent Pflagar	
Bonnie Fuller			
Eric Scott- via remote	X		
Frances Krommenhoek			
Juvanne Martin	X		
Robbie Robinson	X		
Robin Pewtress	X		
Todd Johnson	X		

Meeting Agenda

Topic	Item/Notes
Attendance	Introductions/Welcome
Approval of minutes	Minutes approved
Certificates	<ul style="list-style-type: none"> • Confirm Process is correct- Robin; proposed change to process- Amy Process was revised upon Amy's input. Robin will post final version to Dropbox. • Determine disposition of certificates at hand-N/A, none at hand
"Treasurer's" Report	<ul style="list-style-type: none"> • Amy to present, if ready <ul style="list-style-type: none"> ○ The PayPal account is due to be paid in May ○ Amy will look into when the payment for the storage unit is due ○ March bank statement reflects a balance of \$4026.54 with \$33.90 of expenditures and \$115.00 deposits since the last report. • Sustainability- group discussion <ul style="list-style-type: none"> ○ The sustainability discussion was put on hold pending more financial data.
Membership	<p>Confirm Process is correct- Robin Process was revised upon Amy's input. Robin will post final version to Dropbox.</p> <ul style="list-style-type: none"> • New members? Amy gave Robin a list of new members. Robin will follow-up with a President's letter and membership card to each. • Determine disposition of memberships at hand- See above
Quarterly	<ul style="list-style-type: none"> • Editor – Renae Beal; Assistant Editor- Rebecca Parker It was noted that neither Renae nor Rebecca were being responsive to inquiries to timeliness to produce the next Quarterly. Robin agreed to try one more time and if no response, assume associated responsibilities. • Articles- who's doing what- Summer edition <ul style="list-style-type: none"> ○ At hand- <ul style="list-style-type: none"> ▪ Cemetery Symbols- Part 2 ▪ Jerome County 100th anniversary ▪ Thomas MacEntee article

Idaho Genealogical Society Board Meeting Meeting Minutes

Topic	Item/Notes
	<ul style="list-style-type: none"> ○ Juvanne will write a DNA article ○ Todd & Robin will write “something” ○ Brandi is willing to write & proofread ○ Amy will check into the Ketcham research center ○ Juvanne looking for reunion articles relevant to summer get-togethers ○ Amy will work on getting permissions from Amy Johnson Crow to republish some of her articles.
DRC	<ul style="list-style-type: none"> ● Report on March meeting- Amy Four people attended ● Report on progress of May meeting- Juvanne <p>Layce Johnson with the State Archives will give a presentation on Preserving Family Photos on May 20th at the Archives. Amy will produce a flyer for distribution.</p> <p>Todd agreed to present at the June 29th meeting. Robin and Juvanne agreed to present for the August meeting with DNA being the topic.</p>
Website	<ul style="list-style-type: none"> ● Updates needed- group discussion <ul style="list-style-type: none"> ○ Quarterly submission guidelines- add ○ Federation of Genealogical Societies- delete as we no longer have membership ○ Delete DRC title on landing page ○ Delete 1910 census index ○ Update order form, rethink what we’re selling ○ Delete Milliman index ○ Develop ability to send PDF instead of only having a print option ○ Eric is migrating the entire site to WordPress
Other	<ul style="list-style-type: none"> ● Annual meeting- set for October 5th, cancel Sept 28th DRC meeting ● Board meetings scheduled for the 3rd Wednesday each month: June 19th, July 17th, August 21st & September 18th. ● How do we invite people to like our FB page? ● Follow-up with people that like our posts (encourage board membership) ● Robbie won’t be able to attend the May 15th meeting
Review of Action Items	See Action Items
Adjournment	1:45 PM

Idaho Genealogical Society Board Meeting Meeting Minutes

Action Items

Date	Description	Who Assigned?	Due Date	Date Completed
20 Mar 2019	Membership print out member forms and mail to Robbie and Eric, do not seem to be getting them. Create a list of new members and report to Robin for new member letter and membership card.	Amy	24 Apr 2019	24 Apr 2019
20 Mar 2019	Create spreadsheet of other (in-state) genealogy societies	Robin	17 Apr 2019 15 May 2019	
20 Mar 2019	Look into VistaPrint for new member cards	Robin	17 Apr 2019	24 April 2019
20 Mar 2019	Bring info on Federation of Genealogical Societies to next meeting	Robin	17 Apr 2019 15 May 2019	
20 Mar 2019	Source envelopes for Quarterly	Robin	17 Apr 2019	24 April 2019
20 Mar 2019	Migrate website to WordPress	Eric	30 May 2019	
20 Mar 2019	Organize May DRC meeting	Juvanne	17 Apr 2019	24 April 2019
20 Mar 2019	Organize April DRC meeting	Amy	17 Apr 2019	24 April 2019
20 Mar 2019	Organize March DRC meeting	Amy	17 Apr 2019	24 April 2019
20 Mar 2019	Pay for web-hosting	Eric	17 Apr 2019	24 April 2019
20 Mar 2019	File IRS non-profit status	Amy	17 Apr 2019	24 April 2019
20 Mar 2019	Review of website for needed updates	All	17 Apr 2019 15 May 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 15 May 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