

Saturday, 7 January 2012
10:00am, Museum Annex, Philomath, OR 97370

A. Call to Order:

Margaret called the meeting to order at 10:00am. Members present were: Mary Jo, Nancy, Gene, Faye, Linda, Grace, Danell, Margaret, and Judy.

B. Minutes:

Copies of the 28 Nov 2011 minutes were distributed by e-mail, reviewed and approved by members present.

C. Committee Reports:

1. President

- * Margaret passed around the Committee sign-up sheet and encouraged everyone to participate on a committee for at least a year.
- * The new elected officers will be installed at the beginning of the January 14th General meeting.

2. Past President

3. Vice President/Programs

Faye has organized the January program featuring Dan Lower, a WWII re-enactor. He will bring artifacts and pictures to show at his presentation. February will be small group discussions on a variety of topics. The topics will be discussed at the January general meeting. A presentation by a Mayflower descendant may be available for the March program. Steve Morrison may be available by May for a presentation on the Star family and local history. He will bring one of his books as a door prize. Faye will be composing the posters to promote the monthly programs.

4. Treasurer/Finance Committee

*Treasurer: Judy reported the income and expenses and announced the transfer of our BCGS bank account to the OSU Credit Union. Our current balance is \$4,186.76. Judy gave the treasurer's records to Margaret, the incoming treasurer.

*Membership: Mary Jo has received 32 paid memberships. Margaret will send an additional e-mail reminder about membership dues that need to be paid in January.

*Public Relations: Mary Jo suggested having a BCGS Open House day to help the community become acquainted with our BCGS services and resources. This idea was well received.

*Margaret proposed increasing our yearly donation to the museum for the use of the Annex and now the extra space available in the upstairs of the Annex. After discussion and approval by the board, the amount will be increased by \$100 per year.

5. Publication Committee

*Newsletter: Margaret will continue the great job she does producing the newsletter.

*Web: Linda reported that nothing new has been added to the web page except several post-ems were added to the Pioneer Database by individuals who want to share additional information. Danell plans to update the Benton County Pioneers Database soon.

*Booksales: Judy will be taking on the book sales tasks and replenishing the supply of books as needed.

Brochures: Mary Jo has a number of brochures which are distributed around the community. When these are used up, then the brochures will be updated.

6. Library Committee

* Librarian: Grace reported that the upstairs room in the Annex will be ready soon for our library to expand into that space. The library committee will plan which library items will be moved into the upstairs space and present their recommendation to the board for approval.

* Grace clarified that the book, Shaking Your Family Tree, was a suggested library purchase.

* Historian: Nancy has completed the society album for 2010–2011. She has included newsletters, sign-in sheets, and photos of programs and special occasions. She needs help identifying a few individuals in the photos.

7. Audit Committee

Margaret is working with the audit committee to provide the treasurer's reports on a regular basis as requested by the audit committee.

8. Other

A date, time, and place for future board meetings was discussed. It was decided to meet from 9:00 to 9:45am in the Annex on the same Saturday as the general meetings. Margaret will follow up with the museum to have the Annex open by 8:45am on meeting days. Committee chairs will need to let Danell know prior to the board meeting if there are decision items that need to be discussed; otherwise, the committee reports will be given at the general meetings.

If additional time is needed for board decisions, an additional meeting may be held occasionally.

D. Unfinished Business:

1. Margaret has opened a BCGS checking account at the Credit Union and is in the process of closing the Citizens Bank account. She discovered we are indeed a non-profit organization. She solved the mystery of the tax ID number, and now we have a paper record.

Margaret will also be responsible for picking up the society mail from the post office box.

2. The alarm system for the Annex was discussed. Margaret explained the museum's security system which covers the museum complex including the Annex. The Annex does not have a fire suppression system. **(Added)** In 1997, Bill Gleaves researched the cost of insurance for the Annex. At that time, the cost was \$500 per year. It was the general consensus that \$500 was too expensive.

3. Developing an acquisition policy was discussed. The library committee will develop a policy and present it to the board for approval. The policy will help guide the book selection purchases and donations, concerning what to keep and what is not appropriate, as well as addressing "fair use" copyright compliance.

E. New Business

Margaret officially passed the gavel and box of records to the new president, Danell.

G. Adjournment

Respectfully submitted,
Linda Olsen, Secretary