

for Dec Open Meeting

Benton County Genealogy Society
P.O. Box 1646
Philomath, OR 97370
541.929.6246

Board Meeting Minutes

Monday, 28 November 2011
3:00 pm, Philomath Community Library,
1050 Applegate, Philomath, OR 97370

A. Call to Order:

Margaret called the meeting to order at 3:00 pm. Those present: Margaret, Judy, Ellen, Earle, Mary Jo, Nancy, Grace, Gene, and Bill.

B. Minutes:

Copies of the 8 November 2011 minutes were distributed by e-mail, read prior to the meeting and approved at the meeting with clarifications on wording.

Clarifications to the Nov 8, 2011 board minutes pg2:

2. Mary Yoke ----- A North Dakota book will be purchased. The NGS Ohio book was incorrectly selected identified. Ellen will select search for North Dakota books.

Additional Comments:

Bill Gleaves will order the NGS Washington book in memory of Roberta Glass .

The book Meeks Cutoff was suggested as a possible future purchase.

C. Committee Reports:

1. President

Final Report from Margaret: She thanked members for their support over the last several years. She will preside over one more board meeting in January.

2. Past President – no report

3. Vice President/Programs

Our annual Holiday party and auction will be the December program. Members were encouraged to think about items to bring for the auction. Faye has organized the January meeting featuring a WWII reenactor. February will be either a round table discussion group on one or more topics or a presentation about the Star family.

4. Treasurer/Finance Committee

Judy is carefully tracking the income and expenses. The process for paying the rent checks was discussed.

Membership – Mary Jo reported that there are now 24 paid memberships.

Quite a few votes for new officers have been returned.

5. Publication Committee

Publications – Gene reported that the U of O stated in an e-mail that our Gazette Times newspaper CDs were not of high enough quality to be useable for their newspaper project. Nancy explained the process she uses to find information from newspapers that have been scanned using Optical Character Recognition. It's a challenging process.

Newsletter – Members evaluated the current newsletter and determined it was quite satisfactory. Margaret composed December's newsletter from scratch and will continue using this format. Members receiving the digital form of the newsletter are able to use the hyperlinks to view

web sites. Those members receiving paper copies may contact Margaret for the links. Fedex Kinkos was a better choice to make the few newsletter copies this time. The paper copies cost about \$5 per month plus additional expenses for mailing labels and stamps.

Posters – There will be no poster for the December meeting; however, Margaret will continue composing the posters to promote our monthly programs.

6. Library Committee

Librarian – Thirty one more books have been numbered out of the 166 books recently donated by Damaris Reynolds. Grace suggested putting all of these new donated books together on a shelf for members to browse and easily see what's new. Grace purchased new card envelopes for the many new books .

A process for choosing books was discussed. Suggested books will be reviewed by the library committee. Grace will explain the process of selecting books at the December meeting and also put an article in the next newsletter describing the process. Margaret would like someone from the library committee to be responsible for an article for the newsletter each month.

7. Other

Judy will check on The Terrible Trail: Meeks Cutoff book written by Keith Clark. Ellen mentioned this book costs about \$100 or perhaps less for a used book.

D. Unfinished Business

1. Margaret reviewed some of the requirements to change banks. The Credit Union requires that we have 50% of our membership living in Benton County, which we do. The Credit Union money market earns interest. Margaret will check on the tax ID number.

2. The Audit committee report and recommendations were discussed. Margaret reported that \$61 of deposits is not reconciled but all the money is there. If elected as our next treasurer, Margaret explained the process she will use on a spread sheet to track income and expenses, and she would be able to generate monthly reports as recommended.

Pros and Cons of various accounting software was discussed. Margaret will continue using the spread sheet she has already developed.

Judy offered to go back and make individual lists of checks and deposits and what they were for, from September through December 2011, if necessary.

Nancy made a motion that this amount of backtracking was unnecessary. The motion carried.

Judy clarified that the Treasurers' report will include:

1. Beginning balance
2. Total deposits
3. Total checks
4. Ending balance

E. New Business

1. The tradition of board meetings held two weeks before the general meeting was discussed.

The reasons for board meetings held this far in advance of the general meeting no longer exist.

2. Margaret will check to see when space is available in the Annex for the January, 2012, board meeting.

F. Adjournment

Respectfully submitted,
Linda Olsen, Secretary