

Québec Genealogical eSociety (QGeS)
Minutes of Directors Meeting
23 December 2017 at 10:00 a.m.
Boulangerie Première Moisson, 500 Monkland, Montreal, Quebec

Present: Bruce Dawe
Johanne Gervais (chairperson)
Michael Laekas (secretary)

Johanne began the first formal meeting of Directors of the QGeS following the organization's incorporation, as required by the *Canada Not-for-profit Organizations Act*. After a brief welcome by Johanne, the meeting proceeded to discuss and action the following agenda items.

1) Adoption of the QGeS By-Law 1 and QGeS Policies:

- The meeting approved the QGeS by-law 1, as presented. The approval concluded a three-month process of reviews and revisions to the draft by-law. The approved by-law will be posted on the QGeS website.
Action: Johanne

- Johanne presented proposed changes to the QGeS Policies. Following a review, the meeting agreed to incorporate the proposed editorial modifications. The meeting also agreed to a suggestion by Bruce to make each of the six policies a stand-alone document to simplify the approval process for future changes.
Action: Michael

2) Review finances:

- Johanne provided an overview of expenses to date that covered the QGeS federal and provincial registrations, the QGeS website design and development, the QGeS logo design, access to BMS2000 and PRDH databases, and the procurement of GoToWebinar pro. Total expenses supported by invoices are \$14,032.16. Johanne estimates another \$6,000 will be required before the QGeS website launch which is targeted for the end of January 2018.

- Johanne mentioned that the QGeS received a donation of \$100 from Nathalie Roy, the member of the National Assembly of Québec for the riding of Montarville.

3) Establish annual membership fees:

-Johanne provided the annual membership fees for other provincial genealogical societies. The highest is the Quebec Family History Society (\$75) and the lowest is Prince Edward Island Genealogical Society (\$25). The cross-Canada average is \$47. Following some discussion, the meeting agreed unanimously on \$45 for the annual QGeS membership.

4) Establish the optimum number of Directors required to manage the QGeS:

-Johanne noted that the QGeS by-law 1 specifies a minimum of three and a maximum of nine directors and asked how many directors we would need to manage the QGeS. Michael proposed that until we have experience running the QGeS operations, we commence with five directors. Bruce seconded the motion. The applicable QGeS policy will be revised accordingly.

Action: Michael

5) Appoint Mark Gallop as Director:

- Based on his vast genealogical knowledge and prior Board experience. Johanne proposed that the meeting attendees appoint Mark Gallop as a Director. She indicated that she had spoken to Mark and he would accept the position. Bruce seconded the motion. The Board welcomes Mark.

Action: Johanne to notify Mark

6) Recommendations for Treasurer and Secretary:

- Pending the arrival of new members and possible candidates for these positions, Johanne agreed to be the QGeS Treasurer and Michael agreed to be the QGeS secretary. The QGeS website will be updated to identify the QGeS Officers.

Action: Johanne

7) Set up date and time for Annual meeting of members:

- Michael briefed the attendees that the *Canada Not-for-profit Organizations Act* requires the organization to call an Annual meeting of members within 18 months following incorporation and no later than 6 months after the close of the financial year. Following a discussion, Michael proposed the date of Thursday April 19 at 7:00 p.m. Bruce seconded the motion. The QGeS website will be updated to reflect this on the Calendar page.

Action: Johanne

8) Set schedule for Webinars

- Following a discussion, the meeting agreed to have two webinars per month (1st week of month French, 2nd week of the month English). Webinars will commence at 7:00 p.m. Specific dates of webinars will be dependent upon availability of presenters. Johanne mentioned she would ensure the QGeS webinar schedule would not conflict with the Ontario Genealogical Society webinar schedule.

Action: Johanne

9) Status of the QGeS website:

- Johanne estimates the website development by Réseau Koumbit is 80% complete; however, user testing has not yet been conducted. Full user testing is expected to begin January 08. The website launch date is planned for the end of January 2018.

10) Other:

-Action required to correct the QGeS name on Article of Incorporation:

- The name on the Article of Incorporation (Federal) is the Quebec Genealogical Society and the abbreviated name is QGS. The word Society needs to be changed to eSociety and QGS to QGeS. Michael noted an additional change is required to correct the organization's stated number of directors. The form specifies a minimum of one and a maximum of ten directors, whereas the QGeS by-law specifies a minimum of three and a maximum of nine. We need to submit a Form 4004 to effect the changes.

Action: Michael

- Next Board Meeting

- Meeting attendees agreed to hold the next Board meeting on Thursday March 15 at 7:00 p.m. to set the agenda for the Annual meeting on April 19, 2018.