

Minutes of meeting of the
Directors of the Québec Genealogical eSociety (QGeS)
held on 13 June 2018 at 10:00 am (EDT) via GoToWebinar

Present: Michael Baker
Mark Gallop
Johanne Gervais
Michael Laekas (chairperson & secretary)

Absent: Bruce Dawe

Michael Laekas opened the meeting, confirmed a quorum, and the meeting proceeded with the agenda.

1) Review action items from 02 May 2018 Board meeting.

a) Website Join Us page: *“Add another bullet under the current list stating “I have read and accepted the terms of membership defined in QGeS Policy #3. This statement should hyperlink to Policy #3.”*

The meeting agreed to transfer this item to a consolidation of website development / modification activities - see item 3a below.

b) “Define a trackable clear end-point to the QGeS French name-change task”

Mike L suggested and the meeting agreed that the end-point for this activity would be when the QGeS production website has been changed.

Johanne noted that the website change is a simple matter but the pacing item is the QGeS logo designer who, based on experience, is not the swiftest. She said her request to change the logo went to the designer on 27 May 2018.

Mike L reported that he had submitted a name change request to the registrar but believes he may have sent it on the wrong form, and will have to re-submit.

Action: Mike L & Johanne

c) “Find a solution to the involuntary abstentions caused by preoccupied members during votes at AGM.”

Johanne mentioned that the Ontario Genealogical Society use an email-based voting system (Simply Voting) that sends a ballot to all members.

Mark suggested that members have 3 options; yes, no, or abstain.

Mike L suggested that if members are away from their computer when a vote is taken, it is equivalent to them not being at the meeting.

Mike B suggested that the resolution that caused the problem (Dispensing with a Public Accountant) needs to be clearly worded to ensure members understand the consequences of not voting.

Following a lengthy discussion, Mike L proposed and the meeting agreed that he would develop a proposal for the next Board meeting.

Action: Mike L

2) Review members' feedback at AGM on 19 April 2018 for possible follow-up activity by Board.

a) *“Patricia Greber asked if there is there a place for interaction and for questions about research. Johanne said there are plans for a message board where people can post questions, perhaps within a couple of months*

The meeting agreed to transfer this item to a consolidation of website development / modification activities - see item 3d below.

b) *“Patricia Greber suggested arranging an archive's day at the Quebec City Archives to help her and others who would be visiting. Johanne indicated that there were no QGeS members yet in Quebec City area to support this, but thought it would be a good idea.”*

Though supportive of the idea, the meeting concluded that the suggestion is outside the scope of the QGeS mission; however Johanne agreed, in future QGeS Newsletters, to promote related events such as the recent BanQ Archive's day. This item is closed.

c) *“Arlene Courtney mentioned the Southern California Genealogy Society Conference (Jamboree) and a French Canadian group associated with the Society. Arlene suggested contacting them. Johanne said she has information about the conference. She said she will reach out to the French Canadian group.”*

Johanne reported that she is working at establishing a partnership of sorts with this group.

Action: Johanne

d) *“Sandra Blanchette referred back to Patricia's suggestion for an Archive's day in Quebec City and noted that the BANQ is hosting an archives day across Quebec on Saturday June 9th. Sandra described the uniqueness of this event and said she would provide Johanne with marketing material for the QGeS Newsletter.”*

This item is closed.

e) *“Arlene Courtney suggested contacting the Maple Stars & Stripes group that do podcasts and ask them for a shoutout for the QGeS. The contact is Sandra Goodwin. Johanne said she met Sandra or her colleagues at RootsTech, and Sandra put her on their podcast schedule.”*

Johanne reported that the Maple Stars & Stripes QGeS podcast was recently released.

Mark Gallop indicated he had listened to it, found it informative, and suggested that Johanne include the link in a QGeS newsletter so that other members could similarly benefit from viewing it.

Action: Johanne

Mark requested that the meeting acknowledge the various marketing efforts by Johanne and Mike L to promote the QGeS at conferences and elsewhere. Johanne and Mike L indicated their appreciation of the meeting's recognition.

3) Review website development / modification activities.

a) Website Join Us page: *“Add another bullet under the current list stating "I have read and accepted the terms of membership defined in QGeS Policy #3. This statement should hyperlink to Policy #3.”*

Johanne mentioned that Koumbit could do this item in parallel with the Members' Forum activity (see 3d).

Action: Johanne

b) French name change: What parts of website are affected?

In addition to the previously mentioned QGeS logo, Johanne said the text in all of the tabs and sub-tabs on the French site require a review / change as necessary. In addition, she noted the French version of the QGeS By-law and Policies will need to be changed.

Action: Johanne & Mike L

c) Membership automatic renewal: *QGeS Policy 3.5 - Membership Renewal: Memberships are renewed automatically on the anniversary date the member joined. Members will receive an electronic renewal notice thirty (30) days prior to their anniversary date.*

Johanne indicated that this critical item is scheduled to be worked on by Koumbit during August–September 2018. In response to Mike B's question when the actual membership renewal period is due to begin, Johanne said it was February 2018 that people began joining, which should give sufficient time for Koumbit to complete and implement the functionality.

Action: Johanne

d) Members' Forum: *“Patricia Greber asked if there is there a place for interaction and for questions about research. Johanne said there are plans for a message board where people can post questions, perhaps within a couple of months.”*

Based on his experience with various organizations and his extensive use of Members' Forums, Mike B noted that a Members' Forum is an essential building block for the QGeS.

Mark commented that a key to the success of a Members' Forum is some level of oversight by an administrator. Mark volunteered to take on this responsibility.

Johanne demonstrated briefly the Members' Forum module available through our Koumbit-designed website, noting the integration that provided QGeS website users with a seamless transition to the Members' Forum application.

In terms of reviewing the Koumbit Forum offering and the free application he had looked at, Mike B suggested that we needed to first define the requirements/expectations for a QGeS Forum to better understand how each software measured up.

Mike B and Mark agreed to work together to come up with a list of requirements that they will submit to the Board.

Action: Mike B and Mark

4) Review the need on the QGeS Board for increased diversity in terms of the number of female Directors and the number of French-speaking Directors.

Johanne cited the growing workload she has in maintaining a bilingual society and said that she could use some help with translations of Newsletters and other French output. Despite our large membership pool, she said that without a better understanding of members' qualifications, she was reluctant to reach out.

Mark cautioned against increasing the Board membership too quickly, but conceded the need for Francophone representation and diversity as objectives for Board growth.

Mike B suggested we should avoid making people Board members to manage workload that could be handled by individual contributors.

Mike L mentioned that the QGeS has a team function in its structure to handle workload that the Board assigns.

With time running short, the meeting agreed to defer further discussion on this subject to the next meeting. In the meantime, the Board members will consider potential Board candidates from their circle of associates, contacts, etc.

Action: All Board members

5) Marketing

With time running short, the meeting agreed to defer discussion on this subject to the next meeting.

Mike L closed the meeting. Next meeting is scheduled for 11 July 2018 at 10:00am (EDT).