

Minutes of meeting of the
Directors of the Québec Genealogical eSociety (QGeS)
held on 11 July 2018 at 10:00 am (EDT) via GoToWebinar

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

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

1) Review action items from 13 June 2018 Board meeting.

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

The meeting unanimously agreed to proceed with the Mike Laekas proposal of 16 June 2018 to revise QGeS Policy 2 (Finances) to exclude from the vote count at the formal conclusion of the vote any member who did not vote because they were otherwise occupied at the time of the vote.

Action: a) Mike Laekas to finalize the revision to Policy 2 and submit to Johanne for publication.

b) QGeS members to affirm revision to Policy 2 at next AGM.

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

a) Progress on reaching out to the French Canadian group associated with the Southern California Genealogy Society.

Johanne reported that rather than approaching the French Canadian Group and perhaps drawing members away from the SoCal Genealogy Society, she will provide QGeS brochures for the next annual SoCal Genealogy Conference.

Mark indicated he agreed with Johanne’s collaborative approach for sister societies. This item is closed.

b) Link in QGeS newsletter to the Maple Stars & Stripes QGeS podcast.

Johanne reported the QGeS podcast link was included in the newsletter published 14 June 2018. This item is closed.

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.”*

The meeting discussion revolved around the background for this item, that is to address possible abuse of access to BMS2000 and PRDH databases by professional genealogists conducting research for business purposes. Johanne reported that no such activity was evident and that this item need not be done in parallel with the Members’ Forum activity. She indicated that she may be able to revise the website without Koumbit’s involvement. The meeting agreed to this approach.

Action: Johanne

b) **French name change:** Progress on the following:

b1) Submission of request to the Registraire des entreprises to change French name. Mike Laekas reported the request was with the Registrar.

b2) Johanne reported the revised logo is ready and awaiting completion of b1).

b3) Text in tabs & sub-tabs. Awaiting completion of b1).

b4) By-law changes. Awaiting completion of b1).

b5) Policies changes. Awaiting completion of b1).

Post Meeting Note: The Registraire des entreprises approved the name change on 2018-07-11 and updated the QGeS public record on their system.

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 confirmed the Koumbit schedule of August–September 2018 and estimated that it may cost \$1500-\$2000.

Michael Baker raised the following points:

- The Board needs a better understanding of the anticipated attrition rate of members versus the \$1500-\$2000 (i.e. will losses offset the cost?).
- Will members object to the automatic renewal?
- Whatever the process, it won’t cover 100% due to credit cards’ expiring.

Johanne acknowledged Michael’s points and indicated that automatic renewal condition is visible to members when they join (see item c description above), assuming they reviewed the policy on Membership. She said that online renewal is consistent with QGeS being a virtual society, and at least two warnings will be issued to members.

Johanne indicated Koumbit has a module for this, but not with automatic emails that are sent to members to advise them beforehand. This feature, she said, is the cost driver.

The meeting agreed to continue to follow this item.

d) Members' Forum:

Acknowledging Mark's efforts in the requirement definition phase, Michael Baker indicated that, based on information provided by Johanne regarding the Koumbit offering, there was no need to go further with the requirements. He said that reviews of and his understanding of the Drupal software convinced him that a Drupal-based Members' Forum would far better satisfy our needs than the options he had been considering, assuming that QGeS can afford the development and implementation costs. With this in mind, he said that we needed to give firm guidance to the developer and insist on simplicity and standard / common features in the application. He indicated that, at this point, the timeline for developing and introducing a Members' Forum is unknown, but most likely months.

In response to a question by Mark, Michael explained that Drupal provides a more complete / complex construction set to build a Forum, whereas myBBS and others provide an out-of-the box solution with less flexibility. He suggested that any Board member with questions regarding Drupal could contact him.

In response to Michael's comment regarding guidance for the developer, Johanne noted that she used a PowerPoint mock-up to guide Koumbit in the development of the existing QGeS website and suggested the same approach be used for the Members' Forum.

Michael agreed and offered to drive the preparation of a mock-up. The meeting accepted Michael's offer.

Action: Michael Baker for progress on development of Members' Forum mock-up.

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.

The meeting acknowledged the need for diversity and agreed to continue to consider potential Board candidates from their circle of associates, contacts, etc. Bruce Dawe mentioned that he would review the members of his Newfoundland research group for possible candidates.

Mark Gallop cautioned that we need to make sure we get the right person (i.e. person with right skillset).

This item is closed with the understanding that Board members will continue to seek potential candidates.

5) Marketing ideas other than the obvious (FB, historical societies, conferences, publications):

Johanne mentioned the ongoing sessions of Webinars are open to and have been attended by non-members, presumably because of marketing the Webinars on various Facebook pages. She said the intent was to continue this “summer special” to include Michael baker’s July presentation and then close it to non-members. The Board agreed to close the access, but to do so after a follow-on session in August, if that can be arranged.

Mark Gallop suggested a free, close-out session on the BMS2000 & PRDH databases.

Action: Johanne

Michael Baker said that once the Member’s Forum is up and running, we should allow guest access. According to Michael, Google will discover the site and include it in its response to searches people are doing when they are looking for a person or place that is mentioned in Forum discussions.

This discussion concluded the items on the agenda. Mike Laekas closed the meeting. Next meeting is scheduled for 08 August 2018 at 10:00am (EDT).