

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

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

On leave
of absence: Bruce Dawe

1) French Name Change

a) Johanne reported that a recent French Newsletter advised French members where to find those newsletters archived under the previous French name. This item is closed.

b) To revise the QGeS RBC bank's records & documents to specify Société Généalogique Virtuelle du Québec in place of previous French name, Johanne said that RBC requested a resubmission of the application forms signed by the original submission's signatories. Despite the meeting's perception that this was an overly bureaucratic process for a simple change, the meeting agreed to comply. Action: Johanne/ Mike L/ Bruce

2) Website development / modification /support activities

a) Website Join Us page: The meeting reviewed the different locations for the Terms of Membership note and concluded that its most appropriate spot would be on the checkout page. This will require Koumbit's involvement. Johanne will coordinate.

b) Membership automatic renewal: Johanne said that Koumbit expect to start mid-September and she will follow up with them next week.

c) Members' Forum: Based on the mock-up developed by Mike B & Johanne, Johanne said Koumbit provided an estimate of \$4,500. Mike B & Johanne reviewed the details, revised requirements to remove nice-to-have features, and requested a new estimate from Koumbit.

d) Members' Survey: The meeting reviewed the latest draft and requested numerous changes. Mike L will revise the document and distribute to Board members. The meeting also discussed the timing of the survey and agreed on an annual survey to all, with provisions for new members, who have not experienced the QGeS services, to opt out of the survey.

e) Administrative tasks

e1) Mike L will submit an annual update for the QGeS to the provincial registrar.

e2) Mike L raised the issue of the lack of formal backups for various administrative functions leaving the QGeS at risk should Johanne or Maggie win the lotto and leave the QGeS. In this light, he indicated that he had volunteered

and moderated two recent webinars. Johanne mentioned that she had developed and deposited an Administration Manual in the QGeS Dropbox that documents all the admin tasks she handles. The meeting agreed for directors to review the material and determine what tasks they can / want to assume.

f) BMS2000/ PRDH usage: The meeting discussed the databases' usage. Mike B noted a significant increase in the number of hits on the PRDH database. Mike L indicated that this might be as a result of Johanne's recent "Diving into the Databases" webinar, but it could not be confirmed. Johanne suggested that members may not be accessing the databases through the QGeS where she can observe who is online, but rather logging in directly using the QGeS passwords. It is not obvious if this is the case or if non-members are gaining access. Johanne noted that she had been unable through Koumbit and other means to link the access to the subscription databases with QGeS members' login. Pending other actions, the meeting agreed to a weekly change in passwords to strengthen the integrity of QGeS membership. Action: Johanne

3) Marketing activities: Mike L reported that the current QGeS membership is 126.

a) Tour de Quebec : Johanne covered the September travel plans; a visit to the Lennoxville-Ascot Historical and Museum Society (17 Sept); a tour of the Gaspésie 22-26 Sept (Gaspé, Bonaventure, New Carlisle); and the Townshippers Festival in Richmond (29 Sept). Mark said that he may arrange his visit to Richmond to coincide with the QGeS participation at the festival.

b) U.S. Border States activity: Check U.S. Censuses to locate concentrations of French in the states. Action: Mark agreed to pick up this activity.

c) Summer webinars non-member access: Mark will review and coordinate with Johanne to determine the benefits of posting upcoming webinars on other societies Facebook pages, with the caveat that membership in the QGeS is required. Johanne will look at providing non-members with access to the upcoming and recorded webinars page, but not to the webinars' access hyperlink.

d) Facebook: Mark said he will continue to update the QGeS Facebook page for genealogical items/news that may interest our members. He will start to look at Instagram. The QGeS has an Instagram account but due to her other commitments, Johanne has not regularly posted to it.

e) Conferences: An activity is required to bring to Board's attention Genealogical Conferences where QGeS members may benefit from participating. Mike L mentioned that he had previously discussed this with Bruce who indicated an interest in taking on this activity when he returns.

Johanne briefed the meeting on those below:

-One World One Family -18 Aug 2018.

- New York State Family History Society Sept 13-15, 2018.
- Le Congrès de la Fédération québécoise des sociétés de généalogie, Sept 28-30, 2018.
- New England Regional Genealogy Conference – 2020.

f) Newsletter: Mark suggested putting in our newsletter something like “We want to hear from you, contact us with your suggestions.” Action Johanne

g) Mike L explained the opportunity we have to connect with members who, in their profile, shared their goals / expectations that they expect to achieve as a member of the QGeS. He proposed that as a member of the Customer Care Team, he would review members’ profiles to find these individuals, contact them to see if they have been successful, and discover whether QGeS resources had facilitated the process. The meeting agreed.

This discussion concluded the items on the agenda. Mike Laekas closed the meeting. The following items were not discussed.

5) Pending Items

a) Public Accountant

March 2019 -Issue revised Policy 2 that excludes members from the Public Accountant vote if they are temporarily absent from the meeting at time of vote. Action: Mike L,

April 2019 -Advise members via Newsletter of change to Policy 2 prior to next AGM. Action: Johanne,

b) **Members’ Survey**– Distribute survey to members on an annual basis (ref: 2d).