

Minutes of meeting of the
Directors of the Québec Genealogical eSociety (QGeS)
held on 09 October 2018 at 10:00 am (EDT) via GoToWebinar

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

Next meeting: 13 November 2018 @ 10:00 (EDT)

1) French Name Change: Johanne reported that she had once again contacted the RBC regarding the need to resubmit the application forms signed by the original submission's signatories. Her persistence paid off as the Bank has made the name change in our bank records & documents to specify Société Généalogique Virtuelle du Québec. This concludes the event that began with the receipt of a lawyer's letter in February 2018.

2) Website development / modification /support activities

Item	Status	Priority	Action
a) "Terms of Membership" note on the checkout page	Requires Koumbit input. Not started	3-After Membership automatic renewal & Member's Forum	Johanne
b) Membership automatic renewal	Not Started	1- Must be productionized before 31 December 2018	Johanne
c) Members' Forum	To minimize the cost of this project, Mike B and Johanne developed a mock-up based on the Members' Forum screens of the Dev site. This was sent to Koumbit on 02 Oct 2018. Awaiting revised estimate from Koumbit	2- After Membership automatic renewal	Johanne

3) Administrative tasks

a) Members' Survey: The meeting reviewed the proposed survey on the Survey Monkey site and accepted its format and contents. The meeting agreed to a two-week response time for recipients with a reminder sent after 1st week. Distribution to be by 1st week in November. Action: Mike L

b) Annual declaration to the provincial registrar. Mike L reported he had submitted the QGeS declaration on 02 October 2018 and will check for a response after the meeting. Action: Mike L

Post meeting note: Annual declaration was published by Registrar 02 October 2018.

c) Develop backups for various administrative functions. Meeting agreed to move this item to Pending section. Directors will continue to assess the tasks in the Administration Manual in the QGeS Dropbox to consider what tasks they can / want to assume.

d) BMS2000/ PRDH usage & Weekly change in passwords to strengthen the integrity of QGeS membership: Review of usage data by Board members concludes

that usage rate is not a concern: however, the meeting agreed to develop similar report that will provide a correlation between usage and number of members. Action: Mike L
Johanne suggested and the meeting agreed to change the passwords monthly instead of weekly since the PRDH may have a delay of 1-2 weeks. Action: Johanne

4) Marketing tasks

a) Tour de Québec: Johanne indicated there remains only two more events, Cantley 1889/ Gatineau Valley Historical Society on Nov. 4 and Dollard-des-Ormeaux Public Library, Montreal on Nov. 21. She said this activity did not provide value for money in terms of number of new members it generated, and that conferences are where future marketing efforts should be aimed.

b) U.S. Border States activity: Mark reviewed briefly the contents of his 26 September email on this subject which covered settlement patterns in the United States. The Northeastern states make up 45 percent of the 2.16 million who cited French Canadian ancestry in the 1990 census. This information will guide future Marketing efforts.

c) Webinars non-member access: Johanne will provide non-members with access to the upcoming and recorded webinars page, but not to the webinars' access hyperlink. Action: Johanne

d) Facebook & Instagram: Mike L apologised for responding to a question on Facebook which he believed was Mark's responsibility. Johanne mentioned a problem with Facebook in that she doesn't receive notifications of QGeS posts. Johanne and Mark agreed to address this issue outside of meeting business.

e) Keeping track of upcoming Genealogical Conferences where QGeS may participate.: Johanne noted that she had sent brochures for the Washington Genealogical Conference.
Mike L Indicated that he would follow up with Bruce to initiate this activity. Action: Mike / Bruce

-New England Regional Genealogy Conference – 2020.

f) Newsletter: Johanne reported that she was delinquent on adding to newsletters the suggested "We want to hear from you, contact us with your suggestions." Action: Johanne
Following discussion concerning the newsletter and newsletter frequency, the meeting agreed to let Johanne manage this consistent with the rest of her QGeS workload. The suggestion was to have a monthly newsletter with Express bulletins to address subjects requiring a more frequent dissemination to our members. Action: Johanne

g) Reach out to members: The Customer Care Team (Mike L) indicated that he had emailed all members who had not yet created a profile and had a few responses. He said he is also gradually contacting other members with stated goals / objectives in their profile to see if QGeS resources had facilitated the process. This is an ongoing item and

will be moved to the Pending / Ongoing Items Section until further review by the Board is required.

5) New Items:

a) National Genealogy Week: Johanne proposed that the QGeS provide non-members with free access to the Society during National Genealogy Week (November 17-24). Following a discussion, the meeting agreed during this period to provide non-members with access only to the Resource Links and recorded Webinars. Access to the Databases and Members' Directory will remain for members only: Johanne

6) Pending / Ongoing Items (no discussion planned for this meeting)

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