

Minutes of meeting of the
Directors of the Québec Genealogical eSociety (QGeS)
held on 18 December 2018 at 10:00 am (EST) via GoToWebinar

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

Absent: Bruce Dawe

Next meeting: 08 January 2019 @ 09:00 (EST)

Below, for review and disposition by the Board, are the outstanding items from the last meeting and new items raised since then.

Pending items are also included for reference (see section 5), but no discussion is planned at this meeting, unless requested prior to meeting.

1) 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	Project completion has slipped to January 2019. Discussions are underway with Koumbit to resolve various issues. Due to the high risk this project won’t be completed before January 08 (30 days before 1st member’s renewal date), a manual system will be developed to manage the process until the new system is productionized.	1-	Johanne & Mike L
c) Members’ Forum	System is ready for testing. Test results required by 07 January when Koumbit developer returns from holidays.	2- After Membership automatic renewal	Johanne & Mike B

2) Administrative tasks

a) 2018 Annual Survey: With regards to the survey results, the Board concluded that there were no red flags indicating quality deficiencies in the QGeS tools and resources. Survey feedback identified a need to improve member interaction related to research questions. This will be addressed with the introduction of the Members’ Forum. To increase the visibility of the underutilised recorded webinars (based on survey results), Johanne will refer to them in bi-weekly newsletters. Action: Johanne.

b) Review BMS2000 / PRDH usage: Mike B indicated that there was insufficient data in what was provided to determine if there was meaningful correlation between member numbers and database usage. He said members’ database usage most likely follows the cycle described by Johanne – join / use / stop. No further action required.

c) Revise Policy 2 (Finances): Mike L reported a typographical error in para 2.9 where *Canada-Not-For-Profit-Incorporations Act* should read *Canada-Not-For-Profit-Corporations Act*. Revision to Policy 2 required. Action: Mike L

d) Review Director's status: The Board discussed Bruce's current inability to participate in Board activities, due both to personal matters occupying him and conflicting schedules. To accommodate Bruce, the meeting agreed to advance meeting times to 9:00am (EST), commencing with the next meeting which is scheduled for 08 January 2019.

The Board appreciates Bruce's situation and looks forward to his return as a contributing director in the QGeS member-elected Board, not only in Board meetings but also in the associated discussions (emails) and activities / workload outside the meeting. To further support Bruce if he is unable to participate in the near term, the Board agreed to a leave-of-absence status for Bruce for a maximum duration of three months from the date of this meeting.



3) Marketing tasks

a) Social Media: Mark had nothing to report. Johanne said she would be working on the YouTube video as a publicity demo for the QGeS soon after the holidays.

b) Monitor upcoming Genealogical Conferences and propose to Board where/when QGeS should participate: Mike L noted the upcoming 2019 conferences where QGeS will be participating:

- Alberta Genealogical Society, 26/28 April, Edmonton, AB, Marketplace table, and lecture.
- Ontario Genealogical Society, 21/23 June, London, ON, Marketplace table, and lecture.
- Virtual Genealogical Association, 17 August, Virtual @ 11:00am.

He also mentioned a New England Regional Genealogical group that he was awaiting information concerning their conference in April (03/06) in Manchester, New Hampshire.

c) Webinars for 2019: In response to Johanne's request for additional Webinars for 2019, Mark had previously agreed to do The American Occupation of Montreal. Mike B offered to do an introduction to the Members' Forum, once it is in production.

d) Open House 2018 for National Genealogy Week: The November Open House coincided with the QGeS gaining twenty-one new members in November, the second

highest monthly total after June. Coincidentally or not, both months included significant public events.

4) 2019 Board meeting dates: The meeting agreed to hold 2019 Board meetings on the second Tuesday of the month with meetings commencing at 9:00am (EST).

This item concluded the topics on the agenda. Mike Laekas closed the meeting wishing all a merry Christmas and Happy New Year.

5) Pending / Ongoing Items (included for reference only – these items were not discussed at 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 members' annual meeting. Action: Johanne

b) Ongoing –

1) Directors will continue to assess the tasks in the Administration Manual in the QGeS Dropbox to consider what tasks they can / want to assume.

2) U.S. Border States activity: 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.

3) Reach out to members: The Customer Care Team will contact members with stated goals / objectives in their profile to see if QGeS resources have facilitated the process.

4) Tour de Québec: Two venues from the original initiative remain for 2019, Ste-Anne-de-Bout-de-l'Ile Historical Society on Jan 22, 2019 and Aylmer Heritage Association on May 5, 2019.