

Minutes of meeting of the
Directors of the Québec Genealogical eSociety (QGeS)
held on 08 January 2018 at 10:00 am (EST) via GoToWebinar

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

Next meeting: Tue, Feb 12, 2019 9:00 am - 10:30 am EST

Future meeting dates:

Tue, Mar 12, 2019 9:00 am - 10:30 am EDT
Tue, Apr 9, 2019 9:00 am - 10:30 am EDT
Tue, May 14, 2019 9:00 am - 10:30 am EDT
Tue, Jun 11, 2019 9:00 am - 10:30 am EDT
Tue, Jul 9, 2019 9:00 am - 10:30 am EDT
Tue, Aug 13, 2019 9:00 am - 10:30 am EDT
Tue, Sep 10, 2019 9:00 am - 10:30 am EDT
Tue, Oct 8, 2019 9:00 am - 10:30 am EDT
Tue, Nov 12, 2019 9:00 am - 10:30 am EST
Tue, Dec 10, 2019 9:00 am - 10:30 am EST

1) Website development / modification /support activities

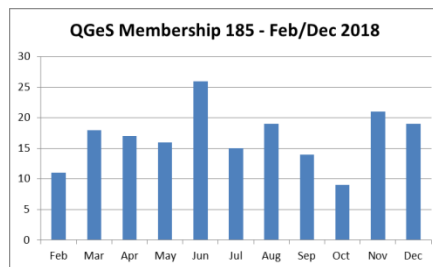
Item	Status	Priority	Action
a) "Terms of Membership" note on the checkout page	Requires Koumbit input. Not started	3-After Membership automatic renewal & Member's Forum	Johanne
b) Membership automatic renewal	Project completion date of January at risk- Koumbit custom-built module provides automatic email that take member to Join US, not to a renew screen. Also does not provide for automatic renewal. Talks ongoing with Koumbit to resolve yet another Koumbit problem.	1-	Johanne & Mike L
c) Members' Forum	Test results provided to Koumbit. QGeS has prioritized the latest list of issues : 1= showstopper, must be fixed before deployment; 2= won't stop deployment because user can figure it out; 3= we tolerate it. For posts, the Board agreed to a flat view as opposed to a threaded view.	2- After Membership automatic renewal	Johanne & Mike B

2) Administrative tasks

a) Underutilised recorded webinars (based on survey results): Johanne reported that the latest newsletter included a reminder and list of recorded webinars. She also noted the monthly New Member Orientation webinar includes a mention of what they are and where they are found. No further action required.

b) Revise Policy 2 (Finances): Mike L noted that this revision (correct typo) will be included with the revision to Policy 2 for the Public Accountant vote requirement. This item is moved to the Pending Section.

c) Preparation of 2018 Financial Statement: Mike L reported that Directors will receive a draft 2018 Statement of Operations for their review. Action: Johanne / Mike L



3) Marketing tasks

Johanne noted that December was a big month for new memberships, despite no significant marketing effort during that period. She suggested the influx perhaps coincides with the end-of-year closing of traditional memberships.

a) YouTube video: Johanne said she plans to have a YouTube video done by end of February. Action: Johanne

b) Upcoming Genealogical Conferences: Mike L provided an overview of Conferences where QGeS will be participating:

Ottawa Gene-O-Rama	2019-04-05/06	Sending Rack Cards
Alberta Genealogical Society	2019-04-26/28	Market place table & 5 lectures
Ontario Genealogical Society	2019-06-21/23	Market place table & lecture
New England Regional Genealogical Consortium	2019-04-03/06	Exhibitor booth
Northwest Genealogy Conference	2019 -08- 14/17	Sending flyers and door prize
Virtual Genealogical Association	2019-08-17	Presenting Webinar on QGeS

c) Webinars for 2019: Johanne reported that emails were sent out to various English and French members on whether they would like to provide a webinar. So far, no one has confirmed a date beyond February. Johanne is actively looking for volunteers, English and French, to provide webinars from March – December.

d) 1st year Anniversary: Johanne asked if we should do something to acknowledge this approaching milestone, such as another Open House. Bruce agreed. Mark cautioned that an open house comes with a real cost to providing access to non-members. Mike B said that we don't want to dilute the value of our membership through an Open House, considering we had one in November. Johanne suggested having the YouTube video available to coincide with RootsTech Feb. 27 – March 2, 2019. RootsTech was the formal launch of the QGeS so the YouTube video publicity would coincide with our 1st anniversary. The meeting agreed with Johanne's suggestion. Action: Johanne

e) Free Membership: Johanne mentioned that the Northwest Genealogy Conference had asked if the QGeS would provide a Free Membership Door Prize for their event in August 2019. The meeting agreed to the request and Bruce offered to prepare the Door Prize. Mike L suggested early April when Bruce would present the draft Door Prize to the Board. Action: Bruce.

f) Dropbox: Bruce mentioned that he did not have the link to Dropbox. Johanne said she would send it to him. Action: Johanne

g) Administrative Conflict: Mike L questioned if there was a conflict with him acting as chairperson and secretary for Board meetings and offered to step down from either or both positions, if the Board determined a conflict existed. The meeting unanimously confirmed his continued role as both chairperson and secretary for Board meetings.

4) Pending / Ongoing Items (Included for reference only):

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. This revision will also correct a typographical error in para 2.9 where *Canada-Not-For-Profit-Incorporations Act* should read *Canada-Not-For-Profit-Corporations Act*. 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.