

Minutes of meeting of the
Directors of the Québec Genealogical eSociety (QGeS)
held on 12 February 2019 at 10:00 am (EST) via GoToWebinar

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

Next meeting: Tue, Mar 12, 2019, 9:00 am - 10:30 am EDT

Future meeting dates:

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	Update
a) "Terms of Membership" note on the checkout page	Not started.	3-After Member's Forum	Johanne
b) Membership automatic renewal	Manual membership renewal process is completed and working. Mark said that he renewed ahead of the expiration date, but was unable to see if the new renewal date continues to be based on his original joining date, Johanne confirmed that the system automatically sets the next renewal date to 12 months after the current membership is due to expire, not the date when the member renewed. Now that the manual process is working, Mike L requested that the Root Cause Analysis be sent to Koumbit. Johanne indicated that there would be a pause and reflection before returning to the automatic renewal project. As of today, about 43% of members, whose memberships were expiring in Feb and early Mar have renewed.	1	Johanne & Mike L
c) Members' Forum	Mike B reported that, though the Members Forum is not all that he believed it could or should be, and though there is a high but acceptable risk of post-production problems, he estimates that we are within days of deploying. Mike L noted that from what he has seen in the test environment, the Members' Forum appears is well integrated within the QGeS site. Mark mentioned that he is still offering his services as a	2	Johanne & Mike B

	moderator for the Forum, in addition to Mike B. On behalf of the Board, Mike L thanked Mike B and Johanne's for their tireless efforts in debugging the Koumbit developed module.		
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2) Administrative tasks

a) 2018 Statement of Operations: Mark requested and the meeting agreed to a correction of the Revenue / Expenses comparison line to reflect the positive balance remaining at the end of 2018 - i.e. Excess/(Deficiency) instead of (Deficiency)/Excess. Once this change is made, the information will be sent to the QGeS auditor. The meeting also discussed the appropriate location for the figures for the loan and its repayment, but decided to leave this to the auditor's recommendations. Action: Mike L

Mark also requested an update on the QGeS finances at Board meetings. He suggested and the meeting agreed to a quarterly schedule, with the first update to be presented at the April Board meeting. At the discretion of the Treasurer, more frequent reviews could be scheduled. Action: Mike L

b) 2019 AGM: Following a brief discussion and a review of April 2019 Conference commitments and the Easter holidays, the meeting agreed to hold the AGM sometime in May. Johanne proposed a Saturday which would give members in different time zones the opportunity to join. Mark said he would not be available the first Saturday in May. Johanne and Mike L will provide options for the Board to consider. Action: Mike L and Johanne

Post meeting note: In response to a question concerning the timing of AGMs, the *Canada Not-For-Profit Corporations Act and Regulation* stipulate that annual meetings shall be convened not later than 15 months after the last preceding annual meeting but not later than six months after the end of the corporation's preceding financial year.

c) Membership Dues: The meeting agreed to maintain the Membership dues at \$45.00. No further action is required

d) Dropbox Link: Bruce reported that his link to the QGeS Dropbox is functioning and that he has access to all the included material. No further action is required.

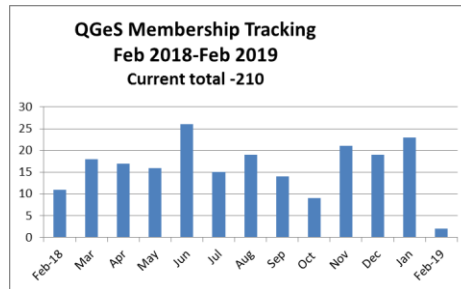
e) Board Meeting Protocol:

- **Method of approval of prior meeting's minutes.** Following a discussion, the meeting agreed that, at the start of each meeting, the chairperson will ask if there are any revisions required for the minutes from the previous meeting. In the spirit of efficiency, Mike B suggested that Board Members who note deficiencies or errors in the minutes not wait until the next meeting to advise the Secretary.

Post meeting note: The date specified in the January 2019 minutes of meeting header is incorrect. The date should read January 2019 instead of January 2018.

- Is a “no response” to email proposals / resolutions outside of board meetings considered to be a tacit approval? The meeting agreed that the absence of a Board Member’s response to a proposal / resolution / etc. distributed in between meetings will be considered concurrence to the proposal / resolution / etc.

f) “No Profile” Members: In response to Mike L’s concern regarding “No profile” members who decide to renew, despite the fact that they have not activated their account and therefore have not benefitted from their \$45 investment, the meeting consensus was that these “No profile” members would still be required to pay \$45 for their renewal, if they renewed. No further action required.



3) Marketing tasks

a) Tour du Québec: Johanne provided an update on the recent visit to the Ste-Anne-de-Bout-de-l’Ile Historical Society on Jan 22, 2019. She indicated that one participant had joined and that she had been invited to return in November for a repeat presentation. Mark suggested getting a mention in the Society’s newsletter with a hyperlink to the QGeS website. Action: Johanne will check if this society has a newsletter.

b) 1st Year Anniversary YouTube video: Johanne reported no progress as yet on her 1st Year Anniversary YouTube video for release by end of February. Mark suggested that she look at the NBGS YouTube. Johanne mentioned that she was waiting for the Members’ Forum to go live before producing the YouTube video. Action: Johanne

c) Genealogical Conferences: Mike L reviewed the following upcoming Genealogical Conferences where QGeS will participate.

New England Regional Genealogical Consortium	2019-04-03/06	QGeS is registered for an exhibitor booth.
Ottawa Gene-O-Rama	2019-04-05/06	QGeS sent Rack Cards.
Alberta Genealogical Society	2019-04-26/28	Johanne received contract to give 5 lectures. QGeS is registered for Market Place table.

Ontario Genealogical Society	2019-06-21/23	Johanne to give 1 lecture. Not yet registered for Market Place table.
Northwest Genealogy Conference	2019 -08- 14/17	QGeS will send flyers and door prize.
Virtual Genealogical Association	2019-08-17	Johanne will give a webinar on QGeS,

d) Webinars for 2019: Johanne reported that March, April, and May are currently rather lean in terms of Webinars. An opportunity for a webinar will exist when the Members' Forum is launched. Mark indicated he would be available sometime in the 2nd half of 2019 to do one on how genealogists may use city directories to aid in their research. Action: Johanne

e) Free Membership Door Prize for Northwest Genealogy Conference: Bruce indicated he would be able to show the Board his concept for a Door Prize by early March. Johanne suggested the March Board meeting as the venue. Action: Bruce.

With no further topics to discuss, Mike L closed the meeting.

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.

c) Tour de Québec: One venue from the original initiative remains - Aylmer Heritage Association on May 5, 2019.