

Minutes of meeting of the
Directors of the Québec Genealogical eSociety (QGeS)
held on 12 March 2019 at 09:00 am (EDT) via GoToWebinar

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

Next meeting: Tue, Apr 09, 2019, 9:00 am - 10:30 am EDT

Future meeting dates:

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

Mike L began the meeting by confirming the presence of a quorum and asking if the prior meeting's minutes required corrections or revisions. There were none and the meeting proceeded.

In response to Bruce's notice that he would have to leave at 10:00 am, the meeting agreed with Mike L's suggestion to commence the meeting with Bruce's action item.

3e) Marketing Tasks - Free Membership Door Prize

Bruce reviewed the four options provided to the Board, indicating the key differences. Board members acknowledged the professional look of the submissions. Following a discussions of features and preferences, the meeting consensus was QGeS Gift Cert Design 3 with the following revisions:

1. Eliminate the vertical elongation of the QGeS logo (tree). It should look the same as the logo on the QGeS website.
2. The e in Quebec Genealogical eSociety requires an accent (Québec).
3. Virtual Genealogical Society should all be in small caps.
4. Remove Conference logo URL in lower left hand corner.
5. Include a certificate number (e.g. #2019-001).

Mike L noted that a second Door Prize is required for the New England Conference in April and that he would provide Bruce with the NERGC logo.

Action: Bruce - Target date for completion of both certificates is Saturday 16 March.

The meeting also noted that the certificate master should reside on an accessible and generally available application (i.e. not commercial graphics design software). Bruce indicated that he would put the master in the QGeS DropBox.

1) Website development / modification /support activities

Item	Status	Priority	Update
a) "Terms of Membership" note on the checkout page	Not yet started.		
b) Membership automatic renewal	Johanne reported that the manual process is working, some problems encountered but all resolved. Of 43 renewal notices, 24 have renewed this far. This development item for an automatic renewal is closed.		Johanne & Mike L
c) Members' Forum	Board members were disappointed with low level of usage since launch two weeks ago; however, the meeting agreed it is too soon to be concerned. Because the Members' Forum is in production, this development item is closed		Johanne & Mike B
d) Server for BMS2000 & PRDH login	New request sent to Koumbit for a separate server to integrate members' QGeS login with BMS2000 & PRDH database login (i.e. eliminate the need for separate logins).		Johanne

2) Administrative tasks

a) 2018 Statement of Operations: Mike L reported that the QGeS auditor expects to complete her work with the next two weeks.

b) Review of 2019 Finances (Jan/Feb): As he had mentioned previously, Mark noted that the contents of the detailed monthly reports exceed what he, as a Director, requires for review. He also suggested again that a quarterly Directors' review is adequate from his viewpoint. Following some discussion, Mike L said he would provide a revised format in the form of a quarterly report for the April Board meeting. Action-Mike L

c) Loan Agreement: Mark proposed and the meeting agreed to authorize QGeS Directors to sign the loan agreement on behalf of the QGeS. Action: Mike L to coordinate.

As suggested by Mike B, this loan agreement is not intended to cover any further voluntary financing of QGeS operations by Johanne, which should it occur, will be the subject of a separate document requiring Board approval.

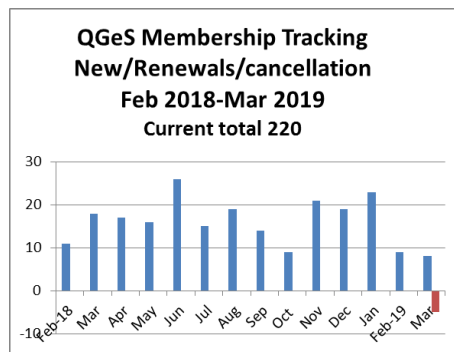
d) 2019 AGM Date: Following a discussion, the meeting agreed to hold the next AGM on Thursday 09 May at 19:30 EDT.

e1) Policy 2 (Finances). The meeting agreed to publish the revision which precludes the need for a Public Accountant, as permitted in Canada Not-For- Profit Corporations Act and corrects a typographical error (section 2.9) where *Canada-Not-For-Profit-Incorporations Act* should read *Canada-Not-For-Profit-Corporations Act*. Action: Johanne

e2) Policy 5 (Meetings). The meeting agreed to publish the revision which addresses the "person missing during vote" situation at the AGM. Action: Johanne

e3) Advise members via Newsletter of Board approved revisions to Policy 2 and Policy 5 prior to members' annual meeting. Action: Johanne

e4) Members' approval of revisions to Policies. Given that we are now 200 members, Mike L suggested simplifying the AGM voting process for the revised Policies 2 and 5 by distributing well before the AGM a ballot (accept/reject/abstain) covering the revisions, collecting the ballot results before the AGM, and reporting the results at the AGM. The meeting agreed. Action: Mike L



3) Marketing tasks

Mike L noted that the current membership is 200 despite the cancellation of 5 memberships.

a) Tour du Québec: Johanne said she had confirmed that the Ste-Anne-de-Bout-de-L'île Historical Society does not have a newsletter where we could post details of the QGeS. This item is closed.

b) 1st Year Anniversary YouTube video: Johanne reported that there had been no progress on this item due to other priorities. Following a discussion, the meeting agreed with her suggestion that this YouTube video would be better suited as a guide for QGeS new members. Action: Johanne

c) Genealogical Conferences: Update - Mike L reviewed the following list of conferences where the QGeS will be represented in one form or another.

New England Regional Genealogical Consortium Manchester, New Hampshire	2019-04-03/06	QGeS is registered for an exhibitor booth. Door prize (12 month free membership in QGeS) will be provided
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Ottawa Gene-O-Rama	2019-04-05/06	QGeS sent Rack Cards.
Alberta Genealogical Society Edmonton, Alberta	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 2 lectures. QGeS registered for Market Place
Northwest Genealogy Conference	2019 -08- 14/17	QGeS will send flyers and door prize (12 month free membership in QGeS).
Virtual Genealogical Association	2019-08-17	Johanne will give a webinar on QGeS

d) Webinars for 2019: Johanne mentioned that there are currently no webinars scheduled after May, although Pam Vittorio is interested in doing another one, perhaps in June. Mike B agreed to do a webinar on the Members' Forum in May. Johanne will coordinate and pursue others.

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

a) 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.