

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

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

Next meeting: Tue, May 14, 2019, 9:00 am - 10:30 am EDT

Future meeting dates:

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.

Considering the anticipated extended discussion concerning item 1) website development / modification / support, Mike L suggested and the meeting agreed to postpone discussion on this topic until all other items on today's agenda had been discussed.

2) Administrative tasks

a) 2018 Statement of Operations: Mike L tabled the auditor's report which will be presented to members at the Annual Meeting. The meeting acknowledged the effort of the internal auditor, Linda Boyer, in compiling the report, and unanimously agreed to renew her membership in the eSociety as compensation. Action: Johanne

Note: Linda said she would not be interested in conducting the 2019 audit.

b) 1st Quarter 2019 Financial Report: Mike L tabled the 2019 first quarter financial report. Mark indicated that, from a Director's perspective, the report mostly met his expectations. He suggested that an additional column showing the Jan/Feb/Mar totals would be beneficial. He also noted that, to be consistent with accounting practices, the Opening and Closing Monthly Balances should not be included in an Income / Expenses report. He also requested a total income line that is based exclusively on Membership and donations. Further, Mark mentioned that the inclusion in the 2019 report of a Loan was confusing in terms of the Loan specified in the 2018 Statement of Operations. Mike L indicated that this 2019 loan was separate from that of 2018 and he agreed for the need to identify it appropriately. Action: Mike L

c) 2018 Loan Agreement: Mark delivered (via Canada Post) the signed 2018 Loan Agreement. The agreement will be filed in the appropriate file in the Dropbox. Action: Johanne
The meeting agreed with the suggestion that Linda should mention the existence of this loan when she presents the audit findings.

d) 2019 AGM: Thursday 09 May at 19:30 EDT.

d1) AGM Notice: Johanne noted that the 2019-03-31 Newsletter included the formal notice of the upcoming Annual Meeting. This item is closed.

d2) AGM Agenda: Mike L tabled the draft agenda for the upcoming Annual Meeting. Following a discussion, Mike L agreed to revise the agenda in accordance with the Board's suggestions and distribute an updated version for review. The intent is to include the agenda in the next Newsletter (2019-04-15). Action: Mike L & Directors

d3) AGM Moderator: Johanne said that Maggie Blanchard (2018 AGM moderator) agreed to return as the moderator for the 2019 Annual Meeting. This item is closed.

d4) AGM Meeting material: Mike L reported that he will provide the Board for their review the Annual Meeting material as soon as it is completed. AGM dry-runs to be arranged in conjunction with the ongoing preparation of the material. Action: Mike L

e1) Policy 2 (Finances): Mike L tabled the finance-related internal auditor question that will be presented to members at the Annual Meeting. The meeting agreed with the format and content. This item is closed.

e2) Policy 5 (Meetings): Mike L tabled the contents of the Policy 5 ballot which is scheduled to be distributed to members this week. The meeting agreed with the format and content of the ballot. Action: Mike L

e3) Advise members via Newsletter of revision to Policy 5 prior to members' annual meeting: Johanne reported that the 2019-03-31 Newsletter informed members of the eballot for the Policy 5 change. This item is closed.

3) Marketing tasks: Mike L noted that current membership is 240, despite eight cancellations in March.

a) YouTube video to guide new members: Johanne reported no progress on this item. Action: Johanne

b) Genealogical Conferences: Johanne said the New England Regional Consortium Conference (NERGC) was a success for the QGeS, yielding twelve new members from those who visited the QGeS exhibit during the 3-day event. Mike L sent a follow-up email to an additional sixty people who visited, which may generate more sign-ups. Johanne mentioned that several existing members visited the booth and expressed their gratitude for the society's tools and resources. She then discussed briefly the upcoming Alberta Genealogical Society Conference in Edmonton and the Ontario Genealogical Society in June.

c) Webinars for 2019: Johanne reported that webinars are scheduled up to and including June and she is working on the schedule July to December.

d) Marketing Tasks - Free Membership Door Prize: Johanne noted that the Bruce-designed Membership door prize for the NERGC conference was won by Merlyn Liberty from Massachusetts, who is very eager to join our society. Johanne mentioned that a second door prize had been mailed to the Northwest Genealogy Society in Washington. Bruce noted that he has to put the master in the Dropbox. Action: Bruce

1) Website development / modification /support activities: Johanne briefed the meeting on the various exchanges with Réseau Koumbit Inc (Koumbit), which concluded with Koumbit dissolving the partnership with the QGeS. The Koumbit conditions of the dissolution are that Koumbit terminated all development and production support for our website effective 03 April 2019. Any system emergencies (i.e. if our website is down, etc.) after this date will handled by their regular systems support team. On 12 April 2019, they will also close their issues-related database (Redmine project) which defines our website development history. Koumbit will host the QGeS website until January 31, 2020. Koumbit provided references and hyperlinks for other website hosts and Drupal development providers.

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) 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.