



Minnesota Genealogical Society

1185 N. Concord Street
South Saint Paul, MN 55075

<http://mngs.org>

MGS Board Meeting
MGS Golden Valley Library
5768 Olson Memorial Highway
Saturday, September 15, 2007

Present: Robin PanLener, President
Darlene Joyce, First Vice President
Sheila Northrop, Secretary
Mary Wickersham, Treasurer
Jay Fonkert, Director
Paula Goblirsch, Director
Terry Kita, Director
Kathy Lund, Director
Gerald Maher, Director
Bergetta Monroe, Director
Kathryn Otto, Director
Rick Rusinak, Membership Committee Chair
John Schade, Library Committee Chair

Not Present: Maureen Laughy, Executive Ctte., at large
Cecelia McKeig, Second Vice President
John Whitty Mercer, Past President
Jean Jensen, Director
Valerie Morrison, Director
Myrtice Orr, Director

The meeting was called to order at 1:00 P.M.

Introductions were made of all present.

Secretary's Report:

Sheila Northrop reported that the Board had received the last meeting's minutes via email. A motion was made to accept the minutes, seconded and passed. Sheila noted that all year-end reports due today have not been received yet. All year-end reports received will be filed in the MGS Office with the 2006-7 Minutes. Sheila also requested updated roster information after the election results are reported. And she requested additions to the current draft of the Master Calendar.

Treasurer's Report:

Mary Wickersham reported that the Treasurer's report had been emailed to all Board Members. There was some discussion. Mary requested input on the 2008 Budget. She reported that she is working on a draft to present to the finance committee. Mary also reported that there is still much work to be done on determining the distribution of occupancy cost to the branches. A motion was made to accept the Treasurer's report, seconded and passed.

Membership:

Rick Rusinak reported that the new membership database program is in operation. Rick is the administrator of the database. Arlene Fenning will be the database manager in charge of making changes and additions to the membership. The position of communication manager, in charge of retrieving information, is open at this time. Rick reported that the database information has been updated, email trials have been run and documentation of procedures is in process. Rick recommends constant reminders to members to keep their email information current. Changes should go to mngs-mbrshp@comcast.net. He also wanted the Board to be prepared should we run into any postal service mailing problems as we transfer from paper to email distribution of the newsletters. It was requested that Rick provide location information for out-state versus metro membership and he agreed to do so soon.

Election:

Kathy Lund reported that all nominees were voted in and that David Suddarth has been elected as a new Director. She introduced David to the rest of the Board.

President's Report:

Robin PanLener reported that there is no job description for the development officer position yet due to time constraints. He also reported that the Open House for our new location is scheduled for December 1, immediately following the Quarterly Program at Fort Snelling. He provided an overview of upcoming Quarterlies. Next year's Awards Banquet will be held sometime between the March and June quarterlies. He is suggesting May 15th because of that date's proximity to the State sesquicentennial celebration. Robin outlined many ideas for this event. He also reported that the awards will focus primarily on out-state Minnesota members and that nominations are now open until February 2, 2008. Robin nominated Jay Fonkert as our representative to the Federation of Genealogical Societies, with Paula Stuart Warren as an assistant. A motion to accept these candidates was made, seconded and passed.

1st Vice President's Report:

Darlene Joyce reported on the cemetery project and stressed that extra care will be needed for the physical move of those particular records to our new location. She reported that she has transferred last years' year-end reports to the secretary for filing in the office. Darlene discussed the oversight responsibilities for all Board

members and committee leadership. She suggested that Robin communicate to committee chairs which Board members have oversight authority and require information from those committees. Darlene was commended by the entire Board for her commitment and hard work.

Property:

Robin reported that Valerie Morrison was not available today and asked that Jerry Maher and Terry Kita give us an update on the Property committee. Jerry reported that the schedule of the move has been distributed and that preparations are ongoing. They are still looking for volunteers and have distributed a list of needs. They especially need someone to design a layout for the new office. Kathy Lund volunteered to assist. There was much discussion. Terry reported that there is an opportunity to lease additional space at the new location. He requested that we investigate interest in this space from others. He also reported that we are waiting on a schedule of work for the new location. A discussion of move details ensued.

Volunteers:

Kathy Lund reported that she is using the website to locate library volunteers since we do not yet have an office manager. So far, she has found 2 new volunteers in the St. Paul area for the new location. There is a great need for a volunteer coordinator from this new area. Kathy reported that she is trying to organize meeting schedules for the new building. Robin volunteered to locate a contact for reserving the auditorium.

Continuous Improvement:

Kathy Lund reported that Handbook changes are temporarily in limbo, due to all the upcoming changes with the move. She is still looking for committee input. She noted that the committees currently in operation have changed from those outlined in the Handbook.

Membership:

Rick Rusinak reported that he learned that publications to foreign addresses have previously been done manually and will continue in this manner for now.

Library:

John Schade reported that the cataloging update is almost complete. He discussed his intent to make sure all future cataloging is done in the same manner for consistency and discussed some details of this process. He also presented many ideas for future improvement of the library. He had some questions about submitting requests for budget items for the library. There was also some discussion of acquisitions and donations. And he reported that Kathy Lund has been acknowledging this year's donations. There was some further discussion.

Education:

Jay Fonkert reported on the Sesquicentennial meeting and the ideas discussed. There were event ideas and also program ideas. The committee would like to explore ideas for media exposure. He reported a lot of good brainstorming.

Jay also reported that the Education committee is trying to coordinate their activities with the branch events. He outlined the committee's recommendations for the intermediate genealogy certificate series and the special topics lecture series. He also outlined the details of these series and made a proposal for the special topics lecture series finances. There was discussion. A suggestion was made that we increase awareness of our classes. A discussion ensued about publicity and advertising. Robin asked for ideas on this. A written proposal was distributed as follows:

MGS Education Committee Proposal Special Topics Lecture Series

Proposal: charge \$12 for members, \$15 for non-members
Proposal: \$135 fee to speaker, excess to MGS; additional stipend to speakers traveling more than 50 miles

A motion was made to accept this proposal, seconded and passed.

Darlene Joyce asked that the Education committee create a proposal that outlines the details of the certification and the costs of such. She also asked for application forms for certification and wondered about charging a fee for such. A motion was made and seconded. There was discussion. The previous motion was withdrawn. A motion was made that the Board mandate the Education committee provide a written description of classes and the procedure for certification for the Intermediate series for approval by the Board, along with a budget and an application form for the purpose of certification and provide this material by the November Board meeting. This motion was seconded and passed. Jay then presented a draft for speaker and topics information. The Board recommended its usage. There was discussion of quarterly program ideas. Bergetta volunteered to temporarily head a Program committee if one can be formed. The Board decided to switch the March and June quarterlies so that June is the branching out meeting and March will be the out-state meeting.

Program:

Wes Waring did not attend this meeting. Bergetta agreed to chair the committee provided that 2 more volunteer members are found. There was a nomination for Wes Waring to receive the Dorothy Chandler award next spring. Robin detailed the specifics of the September Quarterly meeting. Suggestions were made.

Publications:

Paula Goblirsch reported on the status of the Journal and that we appear to be on schedule to be caught up by the end of this year. The committee received

congratulations from the Board. Paula requested articles on the theme of “what ancestors were doing 150 years ago”. She presented details on upcoming articles. Kathie Otto reported that a new brochure will be needed for our new building and all changes should be submitted as soon as possible. Robin reported that there is a new phone number and he will get it to the Board soon. Robin also asked that he have a brochure to distribute concerning the move. Kathie Otto already had a mock up, but suggested a flyer for Robin’s purposes.

Technology:

Jerry Maher reported for Jim LaValle that the Technology is continuing to do great work.

Old Business:

Rick Rusinak reported that the new membership database can track attendees to events and non-member information as needed. There was discussion of the possibilities.

Mary Wickersham reported that Kathie Otto has joined the Research committee and will be helping with the Mary Leonard collection. She also reported that the Leonard family has made an additional money donation.

New Business:

A suggestion made that we make a personal invitation to Jean Jenson to participate in the move celebrations. Bergetta Monroe agreed to pursue this.

A motion was passed to adjourn the meeting. The meeting was adjourned at 4:15 P.M.

Respectfully submitted,
Sheila Northrop, Secretary