

**MINUTES OF
A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE IOWA GENEALOGICAL SOCIETY**

Saturday, September 10, 2005

A Special Meeting of the Board of Directors of the Iowa Genealogical Society was held Saturday, September 10, 2005, at 10:00 a.m., at the Iowa Genealogical Society Library in Des Moines, Iowa.

Board members present were: Robert Aubrey, Charles Prickett, Peter Seaba, Evelyn Brightman, Pat Border, Patricia Bernard, Ted Lussem, William Lees, Grace Hertz, Stan Bassman, Janice Danielson and Adrian Brisee.

The meeting was called to order at 10:00 a.m. by Robert Aubrey, presiding officer.

Bob Aubrey announced that the following individuals have submitted their resignations: George Giesler, President; Rick McConnell, Vice President; Mel Armstrong, Vice President, and LuAnn Folkers, Executive Director.

The following motion was made by Grace Hertz, seconded by Ted Lussem and unanimously approved.

MOTION: It is moved that the resignations of George Giesler, Mel Armstrong, Rick McConnell and LuAnn Folkers be accepted.

Bob Aubrey reported that a committee headed by Margaret Foster, with members Jerry Swim, Ted Lussem and June Beals, have assembled a potential slate of officers to fill the expired terms of those who resigned: Theresa Liewer, President; Joyce Brown, First Vice President; Helen Phillips, Second Vice President.

The following motion was made by Ted Lussem, seconded by Ev Brightman and unanimously approved.

MOTION: Moved that Theresa Liewer be appointed President, Joyce Brown be appointed First Vice President, and Helen Phillips be appointed Second Vice President to fill the terms left vacant by the resignations of George Giesler, Mel Armstrong and Rick McConnell.

Bob Aubrey will continue to serve as Secretary, and Chuck Prickett will continue his term as Treasurer.

Bob Aubrey turned the meeting over to Theresa Liewer in order that she might discuss the financial status of the Society, as well as numerous other issues facing the Society.

Theresa announced that Marsha Martin had drafted a letter for Bob Aubrey's signature to the Polk County Board of Supervisors requesting that Polk County exempt the entire Library building from the payment of property taxes. This letter was submitted at the end of August and, although to date no firm resolution has been forthcoming, it is believed it will receive favorable response.

Discussions were held on the following matters:

- (a) IGS now has approximately \$1,000 in its checking account.
- (b) One of the lease payments for a copier is now automatically withdrawn from the IGS bank account. It is the intent to terminate this arrangement.
- (c) Short-term financial proposals were discussed. The current expenses required to simply keep the doors open include: (i) Salaries - \$2,400; (ii) payroll taxes - \$184; (iii) electricity - \$850; (iv) water - \$80; (v) telephone - \$150; (vi) insurance - 492; (vii) security - \$150; (viii) internet - \$63, and (ix) web hosting - \$370, for a total of \$4,640.

There are current past-due bills of \$8,700. The September monthly operating expenses will be the \$4,640 listed above. The mortgage payment due October 1 is \$4,850, and the July/August payroll taxes will be \$1,035. This amount to required funds of \$19,235. Current potential funds include: checking account - \$1,000; stock account - \$8,400, and donations of \$3,000, totaling \$12,400. There is also about \$7,034 in an endowment account.

After considerable discussion, the following motion was made by Ted Lussem, seconded by Stan Bassman and unanimously approved:

MOTION: Moved that the stock account be liquidated and that the funds transferred to the general operating fund.

Considerable discussion took place regarding the future of the endowment fund. Stan Bassman inquired as to the fund's growth during the past year. It was reported that there was an approximate gain of \$271 for the past eight-month period. Discussion on this matter was deferred until later in the meeting.

The October operating expenses will be \$4,650, plus the November 1 mortgage payment of \$4,820, totaling \$9,470 needed through November 1.

(d) Theresa expressed the belief that little profit would be gained from the Fall Conference, since we still must pay for the Spring Conference. Additionally, the speakers will require immediate payment. It is anticipated that registrations will increase in the next couple of weeks and everyone was urged to send in their registration forms and to encourage others to do the same.

Cookbook sales have been slowing, but they will be for sale at the Conference. Memberships also usually pick up during Conference.

(e) It is planned that an immediate mailing will be sent to membership which will include: (a) the paper ballot; (b) an explanation of the resignations and those appointed to fill the resulting vacancies, as well as those standing for re-election; (c) a note concerning the misdiagnosis of Joyce Brown's illness and her resulting resignation, and her re-entry into the leadership of the Society; (d) a conference registration form. Bob Aubrey reported that the letter will include an explanation of the cash flow situation and will ask for contributions to pay the bills. A pledge form for the capital campaign will be included. IGS has paid about \$120,000 of the mortgage, with \$80,000 of that amount being interest. It is proposed that the membership be given the opportunity to buy the building. If 600 people will loan \$1,000 each to pay off the mortgage, IGS will pay them back over time. Theresa Liewer will donate the postage required for this mailing.

(f) A discussion was held regarding the resolution passed at the last Board meeting in which the membership would be asked to approve a \$5.00 increase in the membership fees, but which would further allow a member to pay for three years at the old rate. After lengthy discussion, the following motion was made by Bill Lees, seconded by Grace Hertz and unanimously approved:

MOTION: It is moved that the motion approved at the last Board meeting in which a proposal for a \$5.00 increase in membership fees was to be presented to the full membership for approval be rescinded.

(g) Theresa suggested that IGS pay one-half of the past due bills giving a little more leeway in the cash flow situation.

(h) After further lengthy discussion concerning the future of the endowment fund, the following motion was made by Bob Aubrey, seconded by Adrian Brisee and unanimously approved:

MOTION: It is moved that the funds in the endowment fund be loaned to the general operating fund with the understanding that such funds will be eventually repaid. It is further moved that a report on the status of the endowment fund be presented at each quarterly board meeting.

(i) Joyce Brown will take over the administration of the Fall Conference. Funds for the conference will be kept in a segregated account. The annual meeting will be held at some point during the conference but no time certain has yet been determined. Volunteers are needed to help with the conference.

Publicity about the conference has been slack, but it is planned to increase the publicity in the next couple of weeks.

A table will be set up at the conference to commemorate the 40th anniversary of IGS, with photos, documents, etc. A Sunday reception for charter members in celebration of IGS' 40th anniversary is also planned.

The Thursday night get-together will be a book signing affair for the speakers and an opportunity to meet them one-on-one.

In order that awards can be presented at the Conference, the Regional Reps were asked to email nominations for outstanding chapters and outstanding members to Theresa Liewer (tliewer@aol.com).

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(j) Those board members whose terms will expire this year are: Ev Brightman, Grace Hertz, Janice Danielson, Jane Briley and Pete Seaba. Efforts are being made to fill those positions. As in the past, write-ins on the ballot will be honored.

(k) A discussion was held as to how the duties performed in the past by LuAnn Folkers which will be accomplished. Attached hereto is the job description of the Executive Director. Some of those duties include: financial administration, newsletter production, Hawkeye Heritage, E-commerce, database maintenance, various Board-related business, computer trouble-shooting, etc. Deb Chase reminded the Board of the need to find replacements for speaking engagements which have brought in substantial memberships.

Since we no longer have the CDs loaded into the computers, it was suggested IGS go back to the "old system" of simply checking out a particular CD and inserting it into a computer. Additional discussion was held as to the possibility of subscribing to Ancestry or Heritage Quest and the potential cost. Heritage Quest cost is based on the number of potential members using the subscription.

Many of these duties will now be required to be done by volunteers. Confidence in the talents of the IGS membership was expressed, and their ability to adequately perform many of these tasks.

(m) The following motion was made by Janice Danielson, seconded by Grace Hertz and unanimously approved.

MOTION: It is moved that Charles Prickett, Theresa Liewer, Joyce Brown and Margaret Foster execute and submit bank resolutions allowing them to sign checks on behalf of the Iowa Genealogical Society.

(n) The following committees, and perhaps others, will be formed and volunteers sought to perform the duties required by these committees: Revenue Sharing; Membership & Publicity

(includes Lives & Times); Library; Volunteer Coordinator; Building; Education; Personnel; Webmaster; Program; Auditing; Budget, and Bylaws. A Speakers' Bureau should be established.

(o) The long-term goals of the Society was presented by Theresa Liewer, including:

(i) Professional Evaluation. The Greater Des Moines Foundation has such a service which will supply advice to viable nonprofit organizations. Perhaps this is something which would be beneficial to IGS.

(ii) Mortgage Reduction. This is a first priority goal.

(iii) Grant Writing. Chris Nagla has volunteered to help with this important area. IGS must prove its viability in order to obtain substantial grants. Further talent in this area of work is sought. Chris said that all fundraiser ideas would be welcomed and urged everyone to send her what suggestions they might have.

(iv) Pay Revenue Sharing. Some discussion was held as to the issue of paying the chapters for the revenue sharing earned to date. Chapters may be asked to forgive these amounts due. A letter will be sent to the chapters explaining the situation.

(p) Theresa expressed the desire that greater communications can be attained in the future, not only with the chapters but with the membership in general.

With no further business to come before the Board, the meeting was adjourned at 1:22 p.m. on motion by Ted Lussem and second by Ev Brightman.

Respectfully submitted,

Donna L. Cooper,
Secretary pro tem

