

**MEETING OF THE
EXECUTIVE BOARD
OF THE
IOWA GENEALOGICAL SOCIETY**

**Saturday, January 20, 2007
IGS Conference Room**

The regular quarterly meeting of the Iowa Genealogical Society (IGS) Executive Board was held Saturday, January 20, 2007 in the IGS Conference Room of the IGS Library in Des Moines, Iowa.

Present: Theresa Liewer, President; Dennis Allen, 2nd Vice President, and Ted Lussem, Representative for the Regions. Since a quorum of officers was not present, no official action was taken at this meeting.

Other IGS Members Present: Debi Chase, Dennis Davies, Diane Densmore, Margaret Foster, Ruth Hall, Karen Hanley, Marcia Martin, Billie Murano, Cris Nagla, Duane Pierce, Elizabeth Williams.

1. **Call to Order** at 10:00 a.m. by Theresa Liewer, President.
2. **Approval of Agenda**
3. **Approval of Minutes** – No action taken
4. **Officer's Reports**
 - a. **President:** Theresa read resignation letters from Rich Fleming, Secretary and Ray Senor, Representative for Region 1. **No action taken.** Diane Densmore volunteered to take minutes for today's meeting. Theresa reported on giving a presentation about IGS and genealogy in January to the Central Hawkeye Gas Engine and Tractor Association. She will also be teaching a beginning Irish research class to the Ankeny Genealogical Society in February and to the Story County Genealogical Society in March. Theresa then reported about her meeting with Ralph Crandall from the New England Historic Genealogical Society (NEHGS) and their fundraising efforts. (See attached handout.)
 - b. **Treasurer:** Office vacant. Theresa presented the Profit & Loss statement for calendar year 2006 in comparison with calendar year 2005, as well as a Balance Sheet as of December 31, 2006. (See attached statements.) Approximately, \$62,900 was paid to the mortgage in 2005, with approximately \$550,400 remaining.
 - c. **1st Vice President:** Joyce Brown is absent today because of a death in the family. Joyce still wishes to resign her position.
 - d. **2nd Vice President:** Dennis Allen reported on his involvement with Tom Newton at the State Vital Records office. Mr. Newton will continue to communicate with us, but no action will be taken until next fall about the vital records accessibility. We need to present questions to Mr. Newton who will report our concerns to the Federal Government.

5. Staff Reports

- a. **Library** – (See attached reports.) Diane Densmore reported that Hazel Demirjean cataloged in 573 books worth about \$12,439.92 during calendar year 2006. These were all donated books. Billie Murano then presented a library projects report and library attendance data. We were able to obtain a “Security Arch” at no charge from the Des Moines Public Library. We are just beginning to investigate the cost for book tags for this device.
- b. **Administrative Assistant:** Debi reported that she had done a membership renewal mailing and would be sending membership cards next week. She had a phone call from a Minnesota genealogical society inquiring about our Pioneer Certificate program, because they would like to start a similar program. She also has lead on a possible new business friend.

6. Committee Reports

- a. **Ancestor Memorial Wall:** Elizabeth Williams and Ruth Hall have been working on a letter to send to the donors who have contributed to the Ancestor Memorial Wall plaques to submit data such as birth, marriage, and death certificates, narratives, photos, and DVD's. Elizabeth read a draft of a letter to be sent. All submissions become property of IGS and we will reserve the right to reject items not deemed suitable. Discussion, comments, and suggestions followed.
- b. **Publicity Committee:** Elizabeth Williams reported that publicity is on-going. Duane Pierce is responsible for doing the printed notices in the Des Moines Register newspaper, etc. Elizabeth has contacted Pam Washington, a sales manager for Des Moines radio stations, who will be giving suggestions to us for press releases. The publicity committee would like feedback as to what is successful. Plans to update our IGS trifold brochure are being considered.
- c. **Building Committee:** Ted Lussem reported that we had no snow removal expense in calendar year 2006. It costs us \$100 per snow plowing, so this was a significant savings. We rented the West Wing out for 3 months for \$1000 for storage purposes; this contract expires February 15. There is still a roof leak in Debi's office area. Marcia Martin is to contact our roofing contractor who guaranteed the roof repair last fall.
- d. **Revenue Sharing:** Dennis Davies reported that we have 2,148 publications for sale. Sales are decreasing as more free information is available on the internet. (See attached reports). The total owed does not reflect the forgiven accounts. Our website is up-to-date. Dennis has added a link to Goodsearch to encourage visitors to use it, as IGS will earn a penny per search on this search engine. Diane Densmore suggested we use this website to generate income for IGS.
- e. **Newsletter:** Cris Nagla reported that February's newsletter is ready for printing, pending a couple of articles yet to be received from Theresa. Discussion followed about using email as a way to save postage. Diane Densmore suggested printing a list of committees, their members and contact information in the newsletter.

- f. **Grant Committee:** Marcia Martin would like IGS members to think of our membership fee as a gift for the future, and that the newsletter, Hawkeye Heritage and use of the library is a bonus to us.
- g. **Historian:** Margaret Foster reported that information for the years 2005 and 2006 are in one notebook and available for viewing in the library.
- h. **Volunteer Coordinator:** Margaret Foster pointed out the need for a volunteer training workshop for those volunteers who aren't familiar with Ancestry.com. Marcia Martin relayed information that the German Interest Group would be doing a presentation on Ancestry.com and that any member of IGS is welcome to attend.
- i. **Events Committee:** Theresa reported that we are having two open houses in February for President's Day. March Madness will consist of a contest for IGS members to recruit new members. The person who brings in the most will receive a prize of a line on the Ancestor Memorial Wall. There is a slumber party and a garage sale being planned for the last weekend in April. Ken Kerr is in charge of the slumber party. Margaret Foster is in charge of the garage sale. Theresa also reported that the Irish Interest Group hopes to have a car in the Annual St. Patrick's Day parade in downtown Des Moines.

7. Old Business

- a. **Endowment Fund:** Nothing to report
- b. **Hawkeye Heritage:** Theresa says it will be sent. Dennis Allen has been checking publishing costs with the local school systems.
- c. **Ancestry.com:** It is now up and running. We are charging patrons \$1.00 per hour of use, so that we will be able to pay for the next year's subscription of \$1650.

8. New Business

- a. **Polk County Genealogical Chapter:** There was an error when Polk County Genealogical Society joined as a chapter of IGS and entered on the IGS website. "Polk County Genealogical Society" is the correct name, and "Charter-Pierce" will be removed from the list of chapter links on the IGS website. This new business needs to be voted at the Board of Directors meeting in February. Theresa also suggested a review of our need for a policy for our links webpage to other genealogical websites. **No action taken.**
- b. **Volunteer Form and Waiver:** Ted Lussem feels that the waiver part of this form is unreasonable and needs to be removed. We carry liability insurance and people cannot legally sign away their right to sue in case of an accident. Theresa directed Billie to remove this waiver from the Volunteer Form.
- c. **East Village Promenade Money:** There were about 55 attendees and we raised a total of \$345 from the bake sale and craft sale. This money was promised to be distributed to help pay the county chapter revenue sharing bills. This should have been presented originally to a full board meeting for consideration, although a discussion was held between Diane Densmore, co-chair of the East Village Promenade Committee and Dennis Allen, 2nd Vice President prior to announcing the intended use of the money. Discussion followed and checks will be written to pay the three county chapters who have the highest outstanding bills for 2nd Quarter of 2004 which are Adams

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County, Northeast Iowa Genealogical Society and Northwest Iowa Genealogical Society.

- d. **Fall Conference 2007:** Joyce Brown has been working on this project. The conference will be held October 5-6, 2007 at the Best Western Motel in Marshalltown. We have a signed contract from our speaker, Megan Smolenyak. By having only one speaker, we will save expenses of additional travel and motel rooms that two speakers entail. There will be two break-out sessions.
- 9. Executive Session** for discussion of personnel issues was held with only the three officers present.
- 10.** Meeting adjourned at 1:00 p.m.

Minutes recorded and typed by
Diane Densmore, Member, Iowa Genealogical Society