

**IOWA GENEALOGICAL SOCIETY  
BOARD MEETING  
November 8, 2008**

The regular meeting of the Iowa Genealogical Society (IGS) Board was held Saturday, November 8, 2008 at the IGS Library Conference Room in Des Moines, Iowa.

**Present:** Barbara Hug, President; Ricki King, 1<sup>st</sup> Vice President; Kathy Gourley, 2<sup>nd</sup> Vice President; Diane Densmore, Secretary; Alan Neve, Region 2 Representative (Rep.); Pat Border, Region 3 Rep.; Nicoe Hart, Region 8 Rep.; Betty Cross, Region 9 Rep.; Adrian Brisee, Region 15 Rep.

**Absent:** Michael Magee, Region 4 Rep; Eileen Johnson, Region 7 Rep.; Sandra Leininger, Region 10 Rep.; Grace Hertz, Region 12 Rep.; Janice Danielson, Region 14 Rep.; Linda Abercrombie, Region 16 Rep.

**IGS Members Present:** Margaret Foster, Tom McGarvey, James Lawton

**Staff Present:** Debi Chase, Administrative Assistant

1. **Call to order and determine quorum:** President Hug called the meeting to order at 10:05 a.m. A quorum was present.
2. **Approve the agenda:** There were no additions to the agenda.
3. **Appoint a minute review committee:** Pat Border and Adrian Brisee volunteered to do this.
4. **Reports:**
  - a. **President:** (See Attachment 1) President Hug reported the Judith Runestad, Region 11 Representative has resigned. Betty Cross made a motion to accept the resignation of Judith Runestad; seconded by Pat Border. **Motion carried unanimously.** President Hug appointed James Lawton to be Region 11 Representative. Nicoe Hart made a motion to accept the appointment of James Lawton as Region 11 Representative and to seat him on the Board immediately; seconded by Alan Neve. **Motion carried unanimously.** President Hug has appointed the following committee chairs and vice chairs:
    - Building and Grounds – Dennis Allen, Chair; Jim Kapler, Vice Chair
    - Events – Tami Foster, Chair; Diane Densmore, Vice Chair
    - Library – Margaret Foster, Chair; Vice Chair to be named later
    - Publicity – Cris Nagla, Chair; Marcia Guffey, Vice ChairKathy Gourley made a motion to approve these committee chairs and vice chairs and to seat the chairs on the Board, if present; seconded by Betty Cross. **Motion carried unanimously.**

- b. Treasurer:** (See Attachment 2, 3 pages) President Hug reported that we currently have a bank balance of \$9,958.82. However, much of this is encumbered for early November bills. We still have two outstanding leases. One should be paid off in June 2009 and the other in November 2009.
- c. Vice Presidents:** (See Attachment 3) 1<sup>st</sup> Vice President Ricki King presented a report on the Education Committee which plans to continue with our current classes and create new classes and special education events.  
(See Attachment 4, 2 pages) 2<sup>nd</sup> Vice President Kathy Gourley presented a list of 71 new members. Betty Cross made a motion to accept these new members; seconded by Nicoe Hart. **Motion carried unanimously.**
- d. Region Representatives**
- i. Region 2:** (See Attachment 5, 2 pages) Alan Neve reported that Iowa County had a busy summer and are happy with their move to North English. Poweshiek County has received a \$6000 grant for rebinding some 1880 history books and to bind their loose newspapers. Johnson County is doing a series of programs on basic genealogy subjects. KeoMah has begun to organize a new Mahaska County history to be published in 2010.
- ii. Region 3:** Pat Border reported that Scott County is indexing newspapers. These are online through their local library. Jackson County has moved to a new location, but she does not have their new address yet.
- iii. Region 4:** (See Attachment 6) Mike Magee was absent, but submitted a written report. The Northeast Iowa Genealogical Society is now located in the new Sullivan Brothers addition to the Grout Museum in Waterloo.
- iv. Region 9:** (See Attachment 7) Betty Cross reported that Appanoose County along with the Drake Library have received a \$5000 grant to purchase a new reader/printer. Davis County has a new reader/printer/scanner with digital capability. Lucas County is continuing to photograph tombstones for the Iowa Gravestones project on the internet. Monroe County has published a 2009 pictorial/historical calendar which can be purchased for \$10.00. Wapello County has a new wireless laptop computer and will be electing officers in November.
- v. Region 10:** (See Attachment 8) Sandra Leininger was absent, but submitted a written report. Adams County meets on the first Sunday of each month, except January. Clarke County meets the first Wednesday of each month. Union County meets the third Sunday of each month during the months of September through May.
- vi. Region 11:** James Lawton reported that Greene County had their election of officers last week. They had 30 entries at the county fair this summer.

- vi. Region 12:** (See Attachment 9) Grace Hertz was absent, but submitted a written report. Lauren Genies held their first cemetery walk/tour in September. Pocahontas Genies continue to extract birth record information at the courthouse. Palo Alto County is extracting information from a donation of box of scrapbooks and other genealogical materials collected by a former county resident. Humboldt County sponsored a barn quilt tour in September. Webster County continues to extract information from probate records at the courthouse and photograph grave markers in the county. Calhoun County continues to update cemetery records. Kossuth County has indexed several more obituary books.
- vii. Region 14:** (See Attachment 10, 2 pages) Janice Danielson was absent, but submitted a written report. Buena Vista County has had good usage of their library and received a check from their local Board of Supervisors. Plymouth County is taking pictures and copying tombstones in the LeMars Cemetery. The Computer Genies of NW Iowa had a recent meeting at the cemetery of the Cherokee Mental Health Institute. Cherokee County continues to index obituaries.
- viii. Region 15:** Adrian Brisee reported that Carroll County has seen a decline in their activities. Both Crawford and Harrison County groups have visited Adrian's library for research.

**e. Committees**

- i. Building and Grounds:** (See Attachment 11) President Hug reported that Dennis Allen and George Rieck have patched multiple roof holes. They are now accessing what is needed for the back fence repair.
- ii. Events:** (See Attachment 12) Vice Chair Diane Densmore reported that four slumber parties have been planned for next year, among other activities. This committee requests Board approval for an Iowa raffle permit and setting up an Ebay account for the sale of rare, old books. Betty Cross made a motion to obtain a State of Iowa raffle permit; seconded by Ricki King. **Motion carried unanimously.** James Lawton made a motion to set up an Ebay account; seconded by Nicoe Hart. **Motion carried unanimously.**
- iii. Publicity:** (See Attachment 13) President Hug reported that this committee is creating a Speakers Bureau for promoting IGS at club meetings, schools, and other events.
- iv. Hawkeye Heritage:** President Hug reported that the current issue has been printed for about \$1 per copy, 1750 copies. She is hopeful that we will have the \$1000 estimated for postage.

- v. **Staff:** Debi Chase reported that she and Billie Murano have written guidelines for janitorial issues when the library or west wing are used. Currently we have 36 North High School (Des Moines) students researching four days a week for six weeks. Next week, there will be a 5<sup>th</sup> Grade Gifted and Talented Class here from Martensdale-St. Mary's School for a day of research. We recently acquired two like-new microfilm cabinets. The library copier has been having more mechanical problems. Delpha Musgrave from the State Historical Library, Des Moines, has given us a copy of the index of county records on microfilm available at that facility.
- vi. **Other:** None.

## 5. Old Business

- a. **Wells Fargo Loan:** President Hug reported that Wells Fargo has notified us that they could no longer be competitive for refinancing our mortgage due to the current national financial crisis.
- b. **State Bank refinancing:** President Hug presented a refinancing plan of our current mortgage. This would lower the current interest rate from 7.875% to 6.25%. The total savings per month would be \$497.97. The total savings per year would be \$5,125.28. The origination fee of \$5,372 would be rolled into the loan amount and be paid off in a year. James Lawton made a motion to accept the new mortgage refinancing proposal from State Savings Bank; seconded by Nicoe Hart. **Motion carried unanimously.**
- c. **Endowment Fund:** No report.

## 6. New Business

- a. **Adopt standing rules for board operation:** President Hug presented the following standing rules for the Board:
  - 1) Agenda and any supporting documents will be sent 5 to 7 days prior to the meeting.
  - 2) Reports will be written and distributed at the meeting or sent to the secretary for inclusion in the meeting and minutes.
  - 3) Board of Directors will meet February 14, May 9, August 8 and November 14 in 2009.
  - 4) Starting time of meeting is 10:00 a.m.
  - 5) Events costing \$99 or less from the treasury may be approved by the President and/or Executive Committee and reported to the Board of Directors; whereas events costing \$100 or more will be brought before the Board of Directors for approval.
  - 6) Ending time of meeting is 2:00 p.m. and no later than 2:30 p.m.
  - 7) Set up committee - need 1 or 2 volunteers
  - 8) Clean up committee - need 1 or 2 volunteers
  - 9) Any others you think would make the Board operate more productively.James Lawton made a motion to adopt these eight standing rules for Board operation; seconded by Nicoe Hart. **Motion carried unanimously.** Diane Densmore and Alan Neve volunteered to be the set up committee. James

Lawton and Margaret Foster volunteered to be the clean up committee.

**b. Appointment of standing committee chairs and vice chairs:** President

Hug presented the following list for approval:

Computer and Technology - Dennis Davies, Chair; Dennis Allen, Vice Chair.

Parliamentarian - Jean Babcock

By-laws - Kathy Gourley, Chair

Revenue Sharing Publications for Resale - Dennis Davies, Chair

Education - Ricki King, Chair; Nicoe Hart, Vice-Chair

Membership - Kathy Gourley, Chair; Marcia Guffey, Vice Chair.

Auditing - Tom Garvey, Chair

Pat Border made a motion to accept the chairs and vice chairs of the above named committees; seconded by Alan Neve. **Motion carried unanimously.**

**c. Adopt procedural rules for IGS Facility:** President Hug presented the following procedural rules for Board approval:

1) Committee meetings are to be held in the meeting room or other location in the building except for the kitchen.

2) Classes, meetings and events are to be scheduled with the librarian on duty and put on the official IGS calendar.

3) Any activity held in the library or west wing will be set up and cleaned up by the individual or committee responsible for the activity.

4) Any group wishing to meet at the IGS facility needs to meet during regular library hours or pay a staff person to be present.

Nicoe Hart made a motion to approve these four procedural rules for the IGS facility; seconded by Adrian Brisee. **Motion carried unanimously.**

**d. Approve the IGS President to sign documents as approved by the Board:**

Diane Densmore made a motion to authorize President Barbara Hug to sign all necessary documents including banking and mortgage related documents for IGS; seconded by Ricki King. **Motion carried unanimously.**

**7. Development: Region Representative Tool Box:** President Hug led an open discussion of ideas to help Region Representatives achieve their responsibilities. The Board would like to encourage communication among the counties. Adrian Brisee will investigate utilizing a blog linked to our IGS website for this purpose. This blog could be used for posting of information, events, classes and special programs for both individual chapters as well as IGS. The Region Representatives are also encouraged to forward the Board's meeting minutes to their chapters.

**8. Adjournment:** James Lawton made a motion to adjourn; seconded by Pat Border. **Motion carried unanimously.** The meeting adjourned at 2:20 p.m.

Minutes approved on November 14, 2008 by Adrian Brisee and on November 18, 2008 by Pat Border by emails. (See Attachment 14)