

MEETING OF THE  
EXECUTIVE BOARD  
OF THE  
IOWA GENEALOGICAL SOCIETY

Saturday, January 12, 2008

The regular meeting of the Iowa Genealogical Society (IGS) Executive Board was held Saturday, January 12, 2008 in the IGS library conference room in Des Moines, Iowa.

**Present:** Theresa Liewer, President; Denise Gripp, 1<sup>st</sup> Vice President, Barbara Hug, Treasurer; Diane Densmore, Secretary; Alan Neve, Representative for the Regions; and Jean Babcock, Parliamentarian.

**Staff Present:** Billie Murano, Librarian and Debi Chase, Administrative Assistant

**Other IGS Members Present:** Margaret Foster and Elizabeth Williams

1. **Call to Order** at 10:08 a.m.
2. **Adoption of Agenda** – Diane Densmore requested that the Hawkeye Heritage be added to Old Business as item “c”.
3. **Final Approval of Executive Committee minutes from October 20, 2007** – The minutes stand as approved by the Minutes Approval Committee appointed for that meeting. Barbara Hug and Alan Neve were appointed by President Liewer as the Minutes Approval Committee for today’s meeting. Secretary Diane Densmore submitted a correction for the November 10, 2007 Board Meeting minutes as follows: New Business f. **Regional Representative for the Executive Committee** – Alan Neve has volunteered for this assignment. Ted Lussem made a motion to accept Alan Neve for this position. Linda Abercrombie seconded. **Motion carried.** This correction will be added to the November 10, 2007 Board Meeting minutes.
4. **President’s Report** - (See Attachment 1) In January, we received a \$1,000 grant from US Bankcorp. This should help us with other grant requests from the business community. We also received \$170 from Goodsearch for the period through September. Through our participation with Younkers Community Days, we received a check for \$699. Wrapping Christmas gifts at Barnes and Noble netted us \$184. Cris Nagla has submitted her resignation as newsletter editor effective after the February 1<sup>st</sup> issue. We thank her for her efforts and will especially miss her ability to keep us on schedule. We have an ongoing struggle to bring in volunteers to keep IGS working.

5. **Treasurer's Report** – (See Attachment 2, 7 pages) Barbara Hug presented the Profit & Loss (condensed) Statement comparing the year 2007 to 2006 and 2005. It shows that Direct Public Support was down, Program Service Revenue was up, and Memberships were down. Our mortgage balance is \$543,740 at the end of 2007, down from \$550,448 at the end of 2006.
6. **First Vice President's Report** – (See Attachment 3, 2 pages) Denise Gripp reported that Meldon Wolfgang has been contracted as the keynote speaker for the 2008 Fall Conference. She also presented other ideas for the conference. She has planned a 3 month class schedule and is actively seeking new teachers and new class ideas.
7. **Second Vice President's Report** – Dennis Allen was absent. No report.
8. **Staff Reports – Library and administration** – (See Attachment 4, 5 pages) Billie Murano reported that library attendance is down for the year just ended. There were no out-of-state patrons in the month of December which is not unusual. She reported that 45 students from North High School in Des Moines researched famous Iowans as a special class project, spending about six hours each at IGS to learn research skills. Over the past few months, Billie had been in contact with Highland Memory Gardens Cemetery to obtain a listing of burials. They have given Duane Pierce a copy of an old list. That list will soon be available in the library. The annual Christmas holiday was busy with cleaning the library, card filing in the catalogue files, and spacing the books on new shelves to make room for more. We added 657 books to our shelves in 2007. Debi Chase reported that she is holding 26 checks from other libraries pending the publication of the *Hawkeye Heritage*. Three libraries have already cancelled their IGS membership and two more may cancel. Barbara Hug made a motion to return these checks with a letter apologizing for the delay. Motion seconded by Denise Gripp. **Motion passed unanimously.** Barbara Hug then made a motion that when we print the *Hawkeye Heritage*, we send a copy to the libraries which were members in 2006 and/or 2007. Motion seconded by Alan Neve. **Motion passed unanimously.** Debi Chase also reported that the Ames Iowa Stake of the LDS church is focusing on family history this year. A group from Ames will be visiting IGS on March 15. She has also submitted the IGS class schedule and other information to the Des Moines Stake newsletter.
9. **2006 Audit Report** – (See Attachment 5, 12 pages) Tom McGarvey reported that the Auditing Committee has reviewed the financial statements of the Iowa Genealogical Society for year ended December 31, 2006, and has found that they fairly represent the financial position of the Society as of that date and the results of the financial activity for the year. He cautioned that IGS needs to maintain at least \$60,000-\$80,000 in direct cash contributions to maintain the Society. Barbara Hug moved to accept the 2006 audit report. Alan Neve seconded. **Motion carried unanimously.**

## 10. Committee Reports

- a. **Volunteer Committee** – Margaret Foster reported that she confers with Billie Murano every week and is currently seeking two people to help cover Saturdays.
- b. **Historian Committee** – Margaret Foster reported that the IGS history book is up-to-date.
- c. **Nominating Committee** – Margaret Foster reported that this committee has not yet met this year. Theresa Liewer has just received a resignation letter from Phyllis Rothlauf, Region 1 Representative.
- d. **Publicity Committee** – (See Attachment 6, 2 pages) Elizabeth Williams presented a report about the East Village Promenade held in November 2007. She also reported that this committee is now submitting IGS event information to three national periodicals.

## 11. Old Business

- a. **NGS Kansas City Bus Trip** – Theresa Liewer has booked an IGS booth at the National Genealogical Society conference next May in Kansas City. We will offer a two-tier bus trip: 1) transportation only or 2) transportation and a less expensive, more remote motel. Participants would be responsible for their own registration for the event and if using option #1, would make their own hotel reservations.
- b. **Challenge to pay off equipment lease – German Interest Group** – Theresa Liewer reported that the \$2000 given by the German Interest Group as a challenge to pay off equipment leases was matched with \$4150 for a total of \$6150. Barbara Hug made a motion that we use \$5500 of the \$6150 to pay off the leases on the 2 copier/printers in the back room and the library shelves, with the balance of the money to be used to pay monthly payments on the remaining leases. Diane Densmore seconded. **Motion carried unanimously.**
- c. **Hawkeye Heritage** – Theresa Liewer reported that there is still confusion in the status of getting this printed. IGS member Joan Hanlon was in the process of scanning the material to a different computer format. Theresa will be in contact with Joan this week.

## 12. New Business

- a. **2008 Budget** – (See Attachment 7, 2 pages) Barbara Hug presented a preliminary budget proposal. Our mortgage monthly payment is \$5018. Mid-American energy bill is about \$710 per month. The water bill is \$90 per month and telephone is \$190 per month. This budget will be presented to the Board at their meeting next month for approval.
- b. **Membership** – Theresa Liewer reported that we are trying to keep a better record of current membership. She also stated that when the *Hawkeye Heritage* is published that it would be sent to people who were members in 2006.
- c. **Filling vacant Committee chair/ Newsletter editor positions** – Theresa Liewer reported that finding volunteers to take over the events committee chair and to publish the newsletter are priorities. She asked the Executive Committee for their help in finding members for these duties.
- d. **Security system modification** – Theresa Liewer explained that as of February 18, 2008, the federal government is shutting off all analog radio signals. This means the analog radio backup to the phone line of our security system will no longer work. This radio backup is usually only recommended for banks and jewelry stores. Diane Densmore made a motion to pay \$75 for a service call by A-Tech Security to reprogram our system for no radio backup and not replace the analog radio. Denise Gripp seconded. **Motion carried unanimously.**

14. **Calendar** – The regular quarterly Board meeting will be February 9<sup>th</sup> at 10:00 a.m. in the IGS conference room.

13. **Personnel matters – closed session** - The Executive Committee moved into executive session at 2:52 p.m. for personnel matters.

15. **Adjournment** – Alan Neve made a motion to adjourn. Barbara Hug seconded. **Motion carried unanimously.** Meeting adjourned at 3:22 p.m.

Diane Densmore, Secretary  
Iowa Genealogical Society

Minutes approved by Barbara Hug by email on January 17, 2008. (See Attachment 8). Minutes approved by Alan Neve on February 2, 2008. Attachment 9).