

MEETING OF THE
EXECUTIVE COMMITTEE
OF THE
IOWA GENEALOGICAL SOCIETY

Saturday, December 13, 2008

The regular meeting of the Iowa Genealogical Society (IGS) Executive Committee was held Saturday, December 13, 2008 in the IGS library conference room in Des Moines, Iowa.

Present: Barbara Hug, President; Kathy Gourley, 2nd Vice President; Diane Densmore, Secretary.

Absent: Ricki King, 1st Vice President and Alan Neve, Representative for the Regions

1. Call to order and determine quorum: President Hug called the meeting to order at 10:15 a.m. A quorum was present.

2. Approval of agenda: No additions or corrections needed.

3. Appoint minute approval committee: Kathy Gourley and Barbara Hug will review the minutes.

4. Reports and discussion as needed:

a. President's Report: (See Attachment 1) President Hug has continued to handle our financial situation.

b. Treasurer's Report: (See Attachment 2) President Hug reported that our current cash on hand is \$4,934.41.

c. 1st Vice President: Ricki King was absent. No report.

d. 2nd Vice President: Kathy Gourley has been working with Ricki King to select a venue for next year's fall conference. They hope to have a decision by January's meeting.

e. Events Committee: (See Attachment 3) Diane Densmore reported that this committee's fundraising yielded a total of \$315 in November. Plans are on-going for the slumber party on January 17, 2009 and open houses in February for Black History month.

f. Publicity Committee: (See Attachment 4) President Hug reported that this committee continues to work on a Speakers Bureau.

g. Building and Grounds: (See Attachment 5) President Hug reported that the back fence has been repaired.

h. Library Committee: President Hug reported that the Library committee has requested that the Executive committee adopt a ban on portable scanners in the library. Kathy Gourley made a motion to return this issue back to the Library committee to consider other ways to allow emerging technologies to be used in the library. Diane Densmore seconded. **Motion carried.**

i. IGS Publications Committee: President Hug is still researching the new bulk mailing policy of the U.S. Postal Service of checking all mailing addresses for accuracy. She is considering inserting the next newsletter into the Hawkeye Heritage to save money.

5. Old Business

a. None known at this time.

6. New Business

a. Review position descriptions of IGS staff and adopt:

1) Diane Densmore made a motion to approve the “Part Time Librarian” job description as written. (See Attachment 6) Kathy Gourley seconded. **Motion carried.**

2) Kathy Gourley made a motion to approve the “Library Administrator” job description as written. (See Attachment 7) Diane Densmore seconded. **Motion carried.**

3) Kathy Gourley made a motion to approve the “Administrative Assistant” job description as written. (See Attachment 8) Diane Densmore seconded. **Motion carried.**

b. Review personnel procedures – Discussion only.

7. Adjourn: Diane Densmore made a motion to adjourn to Closed Session. Kathy Gourley seconded. **Motion carried.** Meeting adjourned at 2:15 p.m.

Minutes approved by email by Barbara Hug on December 16, 2008 and by Kathy Gourley on January 6, 2009. (See Attachment 9, 2 pages)