

MEETING OF THE
EXECUTIVE COMMITTEE
OF THE
IOWA GENEALOGICAL SOCIETY

Saturday, October 11, 2008

The regular meeting of the Iowa Genealogical Society (IGS) Executive Committee was held Saturday, October 11, 2008 in the IGS library conference room in Des Moines, Iowa.

Present: Barbara Hug, President; Ricki King, 1st Vice President, Kathy Gourley, 2nd Vice President; Diane Densmore, Secretary; Alan Neve, Representative for the Regions.

Other IGS Members Present: Nicoe Hart, Region 8 Representative and Jim Kapler

1. **Call to order and determine quorum:** President Barbara Hug called the meeting to order at 10:05 a.m. and determined that a quorum is present at today's meeting.
2. **Appoint a minute review committee:** Alan Neve and Ricki King volunteered to do this.
3. **Reports**
 - a. **President:** (See Attachment 1) President Hug stated that the west wing of our building will be used for storage for a few days. There will be an open forum in Indianola on October 23 for the Iowa Historical Records Advisory Board to discuss historical records for preservation. Barbara Hug and Diane Densmore will attend this meeting.
 - b. **Treasurer:** (See Attachment 1) President Hug stated that the Program Service Revenue difference between last year and this year reflected the lower price paid by fewer attendees to the fall conference this year. Bills for the fall conference are still being paid, so a full accounting should be available at next month's Board meeting.
 - c. **Vice Presidents – annual conference:** President Hug gave a summary of the evaluation forms. On a scale of 1 to 10, 10 being the highest score, the overall rating of this year's conference averaged 9.1; content average was 9.0; keynote speaker was 9.6. Many compliments were received; some of those have been printed in this month's newsletter. 1st Vice President Ricki King reported that she is already researching possible speakers for next year's conference.
 - d. **Staff:** (See Attachment 3, 5 pages) Secretary Diane Densmore presented librarian Billie Murano's report showing library attendance and usage of Ancestry.com. The cataloging report shows the addition of 777 books to our shelves from January 1 to September 30. Volunteer hours total 4703 for the same time period.

e. Committees:

- i. Hawkeye Heritage** – President Hug reported that the next issue will be going to the printer next week and will be mailed about the first week of November.
- ii. Grant Committee** – Secretary Densmore reported that this committee has written four grants in the last two months. We received notice yesterday that Principal has denied our grant request.
- iii. Election Committee** – President Hug discussed the election committee report from the Annual Meeting held on October 3, 2008. This committee will pursue finding a person to fill the vacant Treasurer position.

4. Old Business

- a. Wells Fargo Loan:** President Hug read a letter received from Wells Fargo that stated that due to the current national economy troubles, their mortgage interest rates have increased and they can no longer be competitive with other lenders.
- b. State Savings Bank Mortgage:** President Hug stated that she will be contacting our current mortgage holder to determine if they are still willing to negotiate a new interest rate. This information will be brought to the Board meeting in November.
- c. Open officer positions:** President Hug stated that a treasurer still needs to be found, as well as a replacement for Stan and Fran Jeffers as Region 5 Representatives.
- d. Building and Grounds:**
 - i. Fence in back of building:** President Hug reported that the fence fell down due to rusted posts and needs to be repaired as soon as possible since it is a liability issue. Ricki King obtained the website information for the city of Des Moines zoning codes.
 - ii. Security contact:** A new person needs to be found as the contact person to our security company for off-hour alarms.

5. New Business

- a. Review roles of officers based on the By-laws:** President Hug read the by-laws concerning each officer's roles and obligations.
- b. Review Restated Articles of Incorporation:** President Hug has consulted with Jean Babcock, Chair of last year's By-Law Committee and determined that IGS did not have a current copy of the Articles of Incorporation. Therefore, we will be filing a "Restated and Amended Articles of Incorporation of the Iowa Genealogical Society" to the Secretary of State of the State of Iowa. This action will need to be approved at next month's Board meeting.

c. Determine procedures for board operation:

- i. Reports:** President Hug would like all reports from Board members to be written. Board members are asked to present only a synopsis, ask for questions about the written report, or only discuss the most important issues of the report. This will save time during Board meetings, so that the Board can spend more time on Regional Representative issues.
- ii. Dates to Meet:** President Hug expressed the need for this Executive Committee to meet more frequently than quarterly. The Executive Committee will meet the second Saturday of the month, unless that day falls on a Board meeting date, then which the Executive Committee will meet the first Saturday of that month. The following dates were set for the Executive Committee for 2009 (all dates are Saturdays): January 10, February 7, March 14, April 11, May 2, June 13, July 11, August 1, September 12, October 10 (tentative date since the fall conference has not yet been scheduled; October 3 is held in reserve), November 7 and December 12. The Board Meetings will be held quarterly on the second Saturday of February, May, August and November. Those dates for 2009 are February 14, May 9, August 8 and November 14.
- iii. Starting and ending times:** President Hug suggested keeping all meeting times at 10:00 a.m. and every attempt will be made to end all meetings by 2:00 p.m.
- iv. Set up and clean up:** President Hug would like to have these duties assigned to someone who would be responsible for set up and clean up of the conference room for the Executive Committee meetings. Diane Densmore volunteered to set up and Kathy Gourley volunteered to clean up.
Kathy Gourley made a motion to adopt these procedures for Executive Committee operations. Seconded by Ricki King.
Motion carried unanimously.

d. Brainstorm ideas for Committee Chairs:

- i. Building and Grounds:** Jim Kapler declines to chair this committee but is willing to serve on this committee.
- ii. Events:** Tami Foster has agreed to chair this committee. Diane Densmore has agreed to be vice-chair.
- iii. Grants and Capital Campaign:** No chairperson has been declared yet.
- iv. Library:** Diane Greene has agreed to be on this committee, but not as chair or vice-chair.

- v. **Publicity:** No chairperson has been declared yet. President Hug led a discussion to define this committee's responsibilities. The goal of this committee will be to develop general promotion of IGS and its regions and to work with the events committee to publicize events. To carry out these goals, this committee should 1) develop a listing of free print and electronic media outlets with at least one in each region and the deadline dates for each, 2) take information from the events committee and publicize in the Des Moines area and regions, 3) work with regional reps to promote IGS and to publicize state and regional events, 4) track how people are learning about events and use that information to plan future publicity, 5) develop a speakers bureau in the Des Moines area and regions to give 15 to 30 minute presentations for service organizations. These duties are agreed on, by consensus, of this Executive Committee.
- vi. **Education:** Per IGS by-laws, the chairperson of this committee is Ricki King, 1st Vice President.
- vii. **Membership:** Per IGS by-laws, the chairperson of this committee is Kathy Gourley, 2nd Vice President.
- viii. **Computer/Technology:** Dennis Davies, Dennis Allen and Cris Nagla have agreed to be on this committee.
- ix. **Revenue Sharing and Publications:** Dennis Davies has agreed to be on this committee.
- e. **Brainstorm ideas for programs, events and fund raisers:** President Hug suggested that we pursue developing a cemetery tour, possibly in one of the smaller towns near Des Moines. Ricki King suggested having special activities for February which is Black History Month. Ricki King and Diane Densmore agreed on the need of reviving the "Lives and Times" lecture series.
- f. **Any other not known at this time:** Diane Densmore suggested finding out if Tom Gaard is still attending East Village business meetings and having him direct that information to President Hug.

6. Adjournment: Kathy Gourley made a motion to adjourn. Seconded by Ricki King. **Motion carried unanimously.** Meeting adjourned at 2:47 p.m.

Diane Densmore, Secretary
Iowa Genealogical Society

Minutes approved (See Attachment 5, 2 pages) by email from Alan Neve on October 14, 2008 and by email from Ricki King on October 16, 2008.