

**IOWA GENEALOGICAL SOCIETY
BOARD MEETING
November 14, 2009**

The regular meeting of the Iowa Genealogical Society (IGS) Board was held Saturday, November 14, 2009 in the West Wing of the IGS Building in Des Moines, Iowa.

Present: Barbara Hug, President; Kathy Gourley, 2nd Vice President; LaWanda Nepstad, Treasurer; Diane Densmore, Secretary; Alan Neve, Region 2 Representative (Rep.); Pat Border, Region 3 Rep.; Mike Magee, Region 4 Rep.; Bernice Kimball, Region 5 Rep.; Nicoe Hart, Region 8 Rep.; Betty Cross, Region 9 Rep.; Saundra Leininger, Region 10 Rep.; Jim Lawton, Region 11 Rep.; Virgil Karstens, Region 13 Rep.; Janice Danielson, Region 14 Rep.; Donna Kelly, Region 15 Rep.; Linda Abercrombie, Region 16 Rep.; Margaret Foster, Chair Library Committee; Alice Veen, Chair Publicity Committee

Absent: Eileen Johnson, Region 7 Rep.; Grace Hertz, Region 12 Rep.

Staff Present: Billie Murano, Librarian

Other IGS Members Present: Carla Anders, Cleon Babcock, Jean Babcock, Marcia Guffey, Theresa Liewer, Ted Lussem, Carl Nollen

Guests Present: Rick Helps, Jason Muselman

- 1. Call to order:** President Hug called the meeting to order at 10:00 a.m.
- 2. Appoint minutes review committee:** Pat Border and Janice Danielson volunteered for this duty.
- 3. Appoint Cleon Babcock as Parliamentarian:** President Hug appointed Cleon Babcock as parliamentarian for today's meeting.
- 4. Approve Agenda:** There were no additions to this agenda.
- 5. Elect 1st Vice President:** President Hug nominated Carla Anders as 1st Vice President. There were no other nominations from the floor. **Election of Carla Anders carried by voice vote.**

6. Reports

a. President:

i. President Hug introduced Rick Helps, Vice President of State Savings Bank and Jason Muselman, Loan Officer, State Savings Bank, West Des Moines.

Both of these gentlemen acknowledged the current need for IGS to re-roof the building. The State Savings Bank is willing to advance IGS a second mortgage for up to \$50,000 as a balloon note with interest-only payments for one year with the principal being due at the end of that year. However, before this can be approved by the bank, IGS needs to submit a re-payment plan to the bank.

ii. **Finance Committee Report:** (See Attachment 1) LaWanda Nepstad read this report.

iii. **Roofing the building:** The Board members toured the back office and Production 2 workroom to see the water damage caused by the roof. Nicoe Hart made a motion for approving a bank loan for a maximum of \$50,000 to re-roof the entire building and to appoint a committee to select the contractor and oversee construction. LaWanda Nepstad seconded. Discussion followed. Saundra Leininger called for the question; Jim Lawton seconded. President Hug called for the vote on the motion. **Motion carried by voice vote.** President Hug appointed Nicoe Hart as chairman for this committee with members Theresa Liewer, Ted Lussem, LaWanda Nepstad and others, if needed.

iv. **President's Report:** (See Attachment 2) President Hug reported on the recent quilt show and quilt raffle. A generous IGS member has donated the money needed to complete the third panel of the Ancestry Wall.

v. **Review of Job Descriptions for Region Representatives:** President Hug asked the Region Representatives to review their duties per the current bylaws and present a report at the next Board meeting to demonstrate how they accomplish these goals. The 2010 Board Meetings are scheduled as follows: February 13, May 8, August 14 and November 13.

b. 2nd Vice President

i. **Report of Annual Conference:** Kathy Gourley reported that there were 90 attendees at the annual conference. The evaluation form averaged a 9.4 rating on a scale of 1 to 10, 10 being the highest. The profit was about \$5,000.

ii. **Approving new members:** (See Attachment 3, 2 pages) Kathy Gourley made a motion to approve 63 new members. Alice Veen seconded. **Motion carried.**

iii. **Review of members who have dropped their membership this year:** Kathy Gourley reported that 304 members have dropped their membership in the time frame of January through October 2009. 15-20% were out-of-state members. Nicoe Hart volunteered to send postcard reminders to renew to these members.

c. **Treasurer's Report:** (See Attachment 4, 3 pages) LaWanda Nepstad reported that since the annual conference, many members have paid their membership dues and given monetary donations. The mortgage is at a balance of \$515,353 as of November 14, 2009, compared to \$537,210 at this time last year.

d. Committee Reports

- i. Publicity:** Alice Veen reported that she is now posting our events on the National Genealogical Society website calendar and on genweb. Barb Hug appeared on KCCI-TV for the recent slumber party; Theresa Liewer has been on WOI radio. WHO radio has announced our events. The slumber party was also in the Des Moines Register, twice. Alice would like to network with the county chapters and regions to benefit all. She invited the Region Representatives to send her information for publicity. She will also now be editing the regular bimonthly newsletter, as well as the monthly e-news.
- ii. Library:** Margaret Foster reported that the Library Committee has not met in the last month. Important issues have already been discussed in other committee meetings.
- iii. Education:** Carla Anders would like the Region Representatives to complete a society questionnaire for speakers from their county chapters or historical societies in their areas so that a Speaker's Bureau can be organized.
- e. Staff/Library Report:** (See Attachment 5, 4 pages) Billie Murano reported that we continue to see a downward trend in the use of the library. She said that special events need to be emphasized.

Meeting recessed at 12:30 p.m.

Meeting reconvened at 1:00 p.m.

7. Unfinished Business

- a. Process for the revision of bylaws:** Kathy Gourley reported that she would like any comments from the Board members about the draft of new bylaws given to her by December 31, 2009, so that the process of adopting the bylaws can be started.

8. New Business

- a. Staffing plan:** LaWanda Nepstad read the Finance Committee recommendation to adopt a staffing plan of two employees each working 24 hours per week and one employee working two to three hours per month for the German Interest Group. Discussion followed. President Hug called for a vote. **Recommendation carried by a voice vote.**
- b. Library hours for November 30, 2009 to March 31, 2010:** LaWanda Nepstad read the Finance Committee recommendation to adopt new hours for the library as follows: Beginning Monday, November 30, 2009 through March 27, 2010, library hours will be M-W-F and Saturday 10 a.m. to 4 p.m.; Tuesday and Thursday 10 a.m. to 9 p.m. with the understanding that on occasion the library will open earlier for special situations. Discussion followed. President Hug called for a vote. **Recommendation carried by a voice vote.**
- c. Approve budget for 2010:** (See Attachment 6, two-sided page) LaWanda Nepstad, at the recommendation of the Finance Committee, asked that the Board approve the 2010 budget option "A" with total expenses of \$105,067. President Hug called for a vote. **Recommendation carried by a voice vote.**

- d. Elect Region Representative for Executive Committee:** Jim Lawton nominated Nicoe Hart as Representative for the Regions for the Executive Committee. There were no other nominations. President Hug called for a vote. **Nicoe Hart elected.**
- e. Appoint chairs of committees**
- i. Events** – Carla Anders volunteered to serve on this committee, but not as chair.
 - ii. Grant Writing** – vacant
 - iii. Membership** – Marcia Guffey volunteered to chair this committee.
 - iv. Building and Grounds** – vacant
 - v. Ancestry Wall** – Sandra Leininger volunteered to chair this committee. Alan Neve volunteered to work on this committee.
- f. Unemployment Compensation:** President Hug reported that one employee has applied for unemployment due to the furlough in August. However, IGS has never had an account. Nicoe Hart made a motion to approve the application and letter of intent for the election to make payments in lieu of contributions. Pat Border seconded. **Motion carried.**
- g. Unemployment Compensation:** President Hug explained that since we have not contributed to the State and Federal Unemployment funds, that if and when a claim is filed, IGS must pay the entire amount of the claim. Nicoe Hart made a motion to apply to terminate the election to make payments in lieu of contributions effective December 31, 2009 and close to the contributions based on wages paid beginning January 1, 2010. Jim Lawton seconded. **Motion carried.**
- h. Hawkeye Heritage printing:** President Hug reported that many members prefer a hard copy of the *Hawkeye Heritage* instead of receiving it by email or reading it on the website. LaWanda Nepstad made a motion to offer the *Hawkeye Heritage* as a publication to members at cost and to non-members at \$0.16 per page plus postage. Bernice Kimball seconded. **Motion carried.** Carl Nollen has volunteered to print copies of the *Hawkeye Heritage* to mail to our library members.
- i. Grant proposal:** Kathy Gourley made a motion to approve the “Fiscal Stability Grant” application, to the Iowa Cultural Trust, due November 16, 2009, which requires a matching \$2500 from IGS. Jim Lawton seconded. **Motion carried.**

9. Adjournment: President Hug adjourned the meeting at 2:00 p.m.

Diane Densmore, Secretary
Iowa Genealogical Society

Minutes approved by email by Pat Border and Janice Danielson.
(See Attachment 7, 2 pages)