

# Manitoba Genealogical Society Inc.

## Council Meeting, Saturday February 9, 2019

### Present:

Rick Walker  
Mona Phillip  
Gayle Mager  
Jim Rutherford  
David Farmer  
Kenda Wood  
Bill Curtis

Gord McBean  
Virginia Braid  
Mary Bole  
Don White  
Janice Butcher  
Kathy Stokes  
Aleta Foreman

### Regrets:

Jayne Paradis  
George Mackay  
Judith Roe

Jim Oke  
Daryl Dumanski

## 1. Call to Order:

In the absence of the President, Rick Walker assumed the Chair and Mona Phillip acted as Secretary. The meeting was called to order by the Chair at 10:00 a.m.

The agenda for the meeting, previously emailed to all council members, was presented and the following motion was made:

**Motion: *That the agenda be approved as presented.***

**Moved: Gord McBean**

**Second: Jim Rutherford**

**CARRIED**

## 3. Approval of the Minutes of October 13, 2018:

**Motion: *That the minutes of the previous Council Meeting be approved as presented.***

**Moved: Gayle Mager**

**Second: Mona Phillip**

**CARRIED**

## 5. Business Arising:

1. Update on 2020 Conference (see VP Finance Report)
2. Update on "Thursday Research" program (see Research Chair Report)

3. Summer Student Program in Dauphin – (See VP Finance Report)
4. Request from Portage Library to forward research materials to MGS Library (see Library Chair Report)

## 6. Reports

### a) President – Jayne Paradis

No written report. Rick Walker advises that he and Jayne have met with a representative of the Province concerning a mid-term review of operations since last grant application submitted. The Province's representative advised that they were impressed with our efforts to promote Manitoba heritage, specifically our preparations for Manitoba 150 (i.e. 2020 Conference). Additional opportunities were discussed, particularly improving our Manitoba Day event and participating in Doors Open Winnipeg.

### b) Branch Reports

#### **Southwest Branch- George MacKay**

Written report attached

The Chairman made note of reference in the report to Southwest Branch annual dinner with a view to having someone from Winnipeg office attend.

#### **Dauphin Branch – Don White**

Continue to follow up on outstanding items from last meeting

1. Inclusion of Dauphin Branch in Culture Days activities this year – Refer to Daryl Dumanski for 2019
2. Research opportunities – Refer to Jim Rutherford to discuss opportunities with Don
3. Article in Generations about the Branch and what it has to offer – Don White or other member of branch to prepare article for next issue of generations. Work with David Farmer as required.

Additionally, it was suggested that members of Executive make the trip out to Dauphin to get acquainted with their operation

#### **Southeast & Winnipeg Branch – Virginia Braid**

Written Report Attached. Items of concern were discussed including the desire to increase revenues. The acquisition of promotional flash drives was discussed. This will be investigated further by Executive. Gayle to work with Virginia on flash drive project.

#### **Beautiful Plains Branch**

Written Report Attached

The branch will be losing its current library space at the Church. Follow up required to determine what is in their current inventory and invite suggestions on how we can help.

As with Dauphin and Southwest Branch, it was agreed that a trip by Executive would be beneficial and will occur in the spring or sooner. Janice Butcher advised that she visited the branch a couple of years ago. David Farmer suggest that MGS work with the Beautiful Plains branch to assist in deciding their future prospects.

## **7. VP Administration – Rick Walker**

Written report attached. VP Administration thanked the various Standing Committee Chairs for all their hard work.

### **a) Library – Mary Bole**

VP Admin continues to work with Library Chair on Collection development Policy plus provide input and support of KOHA project with Library Chair and Computer Chair. Written report of Library Chair attached.

Mary Bole advised the meeting that she intends to retire from her position as Library Chair at the AGM.

Library Chair requested electronic copies of Membership Lists and the discussion expanded to include their availability to Executive and Council members. Bill Curtis advised that he used the Membership List to contact individuals in the course of his duties as Outreach/Education, without necessity of attending resource library in person. The restriction of distribution of Membership Lists is entirely due to Privacy Laws. The List will remain available at the resource library. Executive will look for a way to address Bill Curtis's unique needs.

The use and availability of MGS email outside of one dedicated computer in the resource library was also discussed. It was suggested that the dedicated email computer not be used by volunteers or patrons unless necessary, leaving it free for sending and/or receiving email.

Due to the recent closures due to bad weather, it was suggested that we need a plan to deal with unexpected. Executive has drafted an Emergency Services plan to be circulated when finalized.

### **b) Research – Jim Rutherford**

Written report attached.

The “Research Thursday” program has had one interested participant. The program will be continued to June, 2019 and will be subject to further review at that time. Members and volunteers are encouraged to “spread the word” on this program.

Jim continues to work with Gord rectifying issues with PayPal/estore on research requests.

Staffing remains an issue with holidays/illness. Suggestions are welcome.

### **c) Membership Services – Kenda Wood**

Written report attached.

Membership policies and procedures reviewed with Membership chair including delivery of Generations by email and regular mail. MANI issues continue to be discussed with Gord McBean. There are also some hiccups due to revised process resulting from new accounting practices – these issues are being addressed by VP Finance and should be resolved when accounting system comes online.

See discussion under Library Chair report as to availability of Membership Lists.

Kenda Wood advised the meeting that the stats indicate a decline in membership. An Online Member Survey was suggested for consideration using Survey Monkey. Bill Curtis thought a survey might identify how members learned about MGS. David Farmer suggested that we continue to promote the value of membership.

Kathy Stokes advised that in person visits by patrons are declining. Gayle Mager suggested initiatives such as online webinars might assist in retaining members.

### **d) Special Projects – Kathy Stokes**

Special Projects Chair written report attached including sales of cemetery transcripts to date and proposed new price list.

**Motion:**

**That the proposed new pricing schedule for cemetery transcriptions be approved in principle, subject to further review at the Executive Committee.**

**Moved: Kathy Stokes      Second: Gayle Mager**

**CARRIED**

## **8. VP Communications –vacant**

### **a) Generations – David Farmer**

Generations Chair report attached.

David Farmer advised that he intends to retire as Generations Chair after publication of the December, 2019 issue.

### **b) Publicity – Daryl Dumanski**

Publicity Chair report attached.

Suggestions made by Daryl to be further reviewed. Participation in the Open Doors Winnipeg program to have priority as well as the Manitoba Day event, both of which support our application for **Provincial Grant**.

### **c) Education and Outreach – Bill Curtis**

Written report attached

Bill requested that he required a supply of approximately 200 business cards. Gayle and Aleta advised they would have a supply printed for Bill.

### **d) Social Media Chair – Janice Butcher**

The Social media Chair report attached. In response to the written report and outstanding items therein:

1. The Chair clarified that a receipt is needed from the Red River Heritage Fair organizers and not the award recipient. This receipt is for financial accountability and audit purposes.
2. It was noted that Daryl Dumanski continues to volunteer to look after Instagram and Twitter. A request to put the Instagram logo on the website was referred to the Computer Chair to implement.

Three motions were presented for Council consideration;

1. **Motion:** That the responsibility for posting information on the MGS website remain with the Social Media Chair of the Communications Department, as per the list of Standing Committee Chairs outlined in the MGS Bylaws approved at the 2018 AGM (Bylaw Section 1).

**Moved: Janice Butcher**

**Second: David Farmer**

After the motion was discussed by the Chair of Social Media and various members of Council, the motion was tabled. Once the Executive and Council has dealt with review and approval of new job descriptions this motion will be reviewed.

2. **Motion:** a) That the minutes of MGS Executive meetings be emailed to the Social Media Chair in a timely fashion to enable her to post relevant information on the website and Facebook page; b) That the minutes of MGS Executive meetings be emailed to all members of Council so they are kept aware of decisions made by the Executive.

**Moved: Janice Butcher**

**Second: Aleta Foreman**

After the motion was discussed by the Chair of Social Media and various members of Council, the motion was withdrawn by the Chair of Social Media.

3. **Motion:** That the MGS Executive recruit individuals to fill the three vacant positions on the present Executive.

**Moved:** Janice Butcher

**Second:** Bill Curtis

After a brief discussion by the Chair of Social Media and various other Council members it was determined that this motion was Out of Order as it was covered within the Constitution. The motion did not proceed.

## **9. VP Finance – Gayle Mager**

Written report submitted by VP Finance outlining:

1. migration to Quicken software;
2. update of signing authorities;
3. update on Grant applications; and
4. update on status of preparation for 2020 Conference

### **a) Fundraising – Judith Roe**

No written report provided.

## **10. VP IT – Vacant**

### **a) Computer Services – Aleta Foreman**

Written report attached. Computer Chair in process of determining requirements to update and maintain the KOHA server. Requirements have been reviewed with MANI Chair. Recommendations have been made to purchase a KOHA server and to research whether we may be able to partner with a library or educational institution.

Cost of server has been submitted on Grant application – update will be provided to Executive when received.

A fillable membership form is being worked on and will be added to website.

### **b) MANI – Gord McBean**

A draft report was sent ahead and final version tabled at the meeting. MANI Chair is working with Research, Computer and Membership Chairs regarding ongoing modifications to software.

### **MOTION**

**That the MGS approve the expenditure of up to \$50.00 annually for back up costs of server data.**

**Moved: Gord McBean**

**Second: Gayle Mager**

**CARRIED**

**c) Volunteer Recruitment – Darryl Dumanski**

No written report specific to Volunteer Recruitment provided.

The Chairperson reminded Council that volunteers should keep track of hours logged at home on MGS business/projects. Hours to be recorded on the volunteer sign in sheet. Suggestion made by Jim that a new form be created that allows for better tracking and separation of in-person and home volunteer work. VP Administration to prepare.

Rick Walker made special mention of the time spent by Pat Allan working from home and conveyed the thanks of the Council for that extra work.

## **11. New Business**

1. Emergency Services Policy – A draft to be presented to Executive for approval and shared at next Council meeting for approval.
2. Purchase of Promotional Flash Drives – VP Finance to work with Southeast Branch Chair on this fundraising initiative
3. Initiative to make a comprehensive list of MGS projects and initiatives underway – The Chair asked that all Council members submit a list (a few sentences on each initiative) to the President by the end of February 2019.
4. Planning of Events for Manitoba Day – The Chair asked if anyone had ideas that the Executive could consider for celebrating the day to send those suggestions to the President by the end of February 2019.
5. Planning for Open Doors Event – May 25 & 26, 2019 – To be discussed at next Executive meeting.

## **12. Adjournment**

***Motion: That the meeting be adjourned.***

**Moved: Gayle Mager**

**Seconded: David Farmer**

**CARRIED**

**Next Council Meeting will be May 11, 2019. Future meeting dates in 2020 will be tentatively scheduled by Executive and submitted to Council by email for review.**

DRAFT