

# Manitoba Genealogical Society Inc.

## Executive Meeting, Tuesday October 9, 2018

**Present:** Jayne Paradis, Jim Oke, Janice Butcher, Gayle Mager, Rick Walker, Mona Phillip

**Regrets:**

### **1. Call to Order:**

The meeting was called to order by the President at 6:00 p.m.

### **2. Adoption of the Agenda**

Motion: That the agenda be approved as presented

Moved: Gayle Mager                      Second: Jim Oke

CARRIED

### **3. Approval of the Minutes of September 6, 2018:**

Motion:

That the minutes of the previous meeting be approved as presented.

Moved: Gayle Mager                      Second: Mona Phillip

CARRIED

### **4. Business Arising:**

#### **a) Volunteer Recognition Policy**

The draft policy was reviewed. The secretary to make suggested changes and send to President to send out for Council Meeting October 13, 2018.

Motion: That the Volunteer Recognition Policy be approved by Executive as amended and sent to Council for final approval.

Moved: Jim Oke                      Second: Gayle Mager

CARRIED

#### b) Vacant Positions

It was noted that Gayle Mager was willing to step down as VP IT and become VP of Finance and Rick Walker is willing to become VP of Admin while retaining position as secretary.

Motion: That Gayle Mager move from the position of VP IT to the VP of Finance and that Rick Walker be appointed VP of Admin while retaining his position as secretary; and that these changes remain in effect until the 2019 AGM.

Moved: Jayne Paradis Second: Mona Phillip

CARRIED

Jayne spoke about the Aleta being unable to continue in the Chair – Computer position. She will ask Gord to see if he knows of anyone from RRC who might be interested in being Computer Chair. Jayne will speak with Aleta to thank her for her help to date with computers and to let her know she is welcome to continue as a volunteer with the association in some other capacity.

#### c) Open House

Janice provided a review of how the event went on Saturday September 29, 2018. She indicated that they had about 17 people attend looking for help with their research. In general, they were not interested in becoming members of the association although one new membership was taken out. She reminded the Executive that it was the only event held annually in this building.

Jayne thanked Janice and her team for all the hard work in putting the event together.

#### d) 150 Anniversary Update

Gayle provided an updated outline for the 150 Anniversary Conference proposal. The Executive is very supportive of the proposal with the conference being held at Club Regent Casino and Conference Centre, CanadInn on June 12 – 14, 2020.

Motion: That the proposal to host a Conference June 12- 14, 2020 at Club Regent Casino and Conference, CanadInn be approved by the Executive and forwarded to the October 13, 2018 Council meeting for review and approval.

Moved: Jim Oke Second: Mona Phillip

CARRIED

If the proposal is approved on Saturday, David Farmer will be asked to place an introductory piece in the December issue of Generations.

## **5. Executive Reports**

### **a) President**

Jayne noted that the first Sunday opening will be Sunday October 14, 2018 from 12 – 4 p.m. the issue of opening on Sunday November 11, 2018 (Remembrance Day) was discussed and it was agreed that the Resource Centre should be closed that day.

There continues to be concern about opening on Sundays when the number of people using the facility is very poor. The issue of hours will be looked at next meeting in more detail.

### **b) VP Finance**

Gayle discussed that she is just beginning to review and sort out the financial documentation and software that is being currently used by the Society. A draft financial policies and procedures manual was distributed for discussion by Executive at the next meeting.

More information on financial statements, annual financial review and trust accounts will be discussed at the next meeting.

### **c) VP Communications**

Janice provided a report on the Culture Days Open House. As a result of preparing for the event, she noted a few things that need to be reviewed by the Society. The new Members Package needs to be reviewed and updated. The VP of Admin will review and work with the Membership Chair to prepare a new document for Executive review.

Janice outlined changes that are needed to the website including the location of the donation's icon on the front page. The MANI members section also needs to be updated.

### **d) VP Admin and VP IT**

No reports as the positions vacant at this time.

## **6) New Business**

There was a discussion about the upcoming Council meeting and the agenda for the meeting. Jayne to prepare an agenda based on the discussion and forward to Council members for October 13, 2018 meeting.

**7) Date of Next Meeting**

**The next Executive Meeting will be November 6, 2018 at the MGS office.**

**8) Adjournment**

Meeting adjourned at 8:00 p.m. by Jim Oke.