

Manitoba Genealogical Society Inc.

Executive Meeting, Tuesday November 6, 2018

Present: Jayne Paradis, Jim Oke, 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.

Moved: Gayle Mager Second: Mona Phillip

CARRIED

3. Approval of the Minutes of October 9, 2018:

Motion:

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

Moved: Mona Phillip Second: Gayle Mager

CARRIED

4. Business Arising:

a) 150 Anniversary

Gayle provided a report (se attached) of her progress on the conference to date. Potential Keynote Speakers have been contacted. Information has been sent to the province and Manitoba 150 Committee about the event.

Motion:

That the MGS sign an agreement with CanadInn Regent Avenue location to host the MGS Conference and provide a non-refundable deposit of \$1000.00.

Moved: Gayle Mager Second: Mona Phillip

CARRIED

b) Computer Chair

Jayne spoke with Aleta and she has agreed to remain in the Computer Chair position.

c) VP IT

Motion:

That the Executive accept Gayle Mager's resignation as VP of It

Moved: Rick Walker Second: Mona Phillip

CARRIED

5. Reports:

President- Jayne Paradis

The President had no report for the meeting.

VP Administration

Rick distributed a report (see attached) to the Executive and outlined the work he had been doing since being appointed. He has met with former VP of Administration, Chair of Membership, Chair of Library and Chair of Special Projects to meet the various volunteers and find out more about what they are doing.

VP of Finance – Jim McKerchar

Gayle provided her report to the Executive (see attached).

Motion:

In order to gain control over expenditures, all cheques/expenditures must be approved by motion at Executive Meetings effective immediately until the end of fiscal year March 31, 2019.

Moved: Gayle Mager

Second: Rick Walker

CARRIED

Gayle has also begun to work on grant applications and asked Executive to send her their wish list of items for possible inclusion.

6. New Business:

a) VP Communications

The correspondence that was received surrounding the resignation of the current VP of Communications was reviewed. The resignation has been accepted and the Executive thanks Janice Butcher for her work and support of the MGS and wishes her well in her future endeavours.

b) Vacant Position on the Executive/Council

There was a discussion about the current vacancies and possible names of people who could be approached. The Executive also had some discussion about possible restructuring of the organization to reduce the number of Standing Committees and positions. More discussion at the next meeting.

c) Small Branch Membership

There was a short discussion about the role of branches and the need for better communications between MGS and branches. Also, concerns were raised about low membership and activity of two of the branches and how the Society could assist with improving this situation. More discussion at a future meeting.

d) Research Thursdays

Jayne provided information from the Research Committee about Research Thursdays and free genealogical help on those days. There will be a five-month trial period that will begin soon. This will occur on the third Thursday of the month and will involve two bookings per day.

e) Offering Membership discounts at events like Open House

The Executive discussed the discount membership that was offered at the recent Open House and agreed that this is not an approved practice and should not be continued. No discount memberships will be offered.

f) Insurance and Inventory

There was a discussion about insurance on the contents of the MGS and the need for an up to date inventory for claim purposes. Gayle will work on the computer and other equipment inventory and Rick will do an inventory of the furniture, collections and other items in the building.

7. Date of Next Meeting (s)

It was agreed that the date of the next Executive meeting would be December 4, 2018.

8. Adjournment:

Motion:

That the Executive meeting be adjourned.

Moved: Jim Oke

The next Executive Meeting will be December 4, 2018 at 6:00 p.m. at the Manitoba Genealogical Society office.

AGENDA
MGS Executive Meeting
Tuesday, November 6th, 2018

1. Call to Order
2. Adoption of Agenda
3. Acceptance of minutes - Executive Meeting October 9th, 2018
4. Business Arising
 - a) 150th Anniversary
 - b) Computer Chair
 - c) VP IT
- 5) Reports from President, VPs and Treasurer
- 6) New Business
 - a) VP Communication
 - b) Vacant positions on Executive/Council
 - c) Small Branch Membership – Dauphin and Beautiful Plains
 - d) Research Thursdays
 - e) Offering Membership discount at events like Open House
- 7) Next proposed executive meeting
- 8) Adjournment

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 from 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 meting 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.

Manitoba Genealogy Society

2020 Celebrating 150 years of Manitoba Conference Report

6 November 2018

Conference Report

- Potential Keynote Speakers:
 - Louise Lisa Cooke (*Genealogy Gems*) *Not confirmed
 - Dianah Southard *Not confirmed
 - David Obee (airfare, hotel and small honorarium)
 - Louis Kessler (not charging us for plenary/keynote and workshop session – donating back to MGS)
 - Lesley Anderson (*Canadian Ancestry Rep*) *Not confirmed
- Holly Cote at Heritage & Culture has been notified and is excited of our plans for the event.
- Information has been sent to Manitoba 150 committee about the event, have not heard anything back from the committee to date.
- Canad Inn needs a \$1000 deposit to hold current prices for 2020. They have added another breakout room at no charge (five in total) which means we would now have 30 workshop choices for attendees. A room has been reserved from 1-3pm on Sunday just in case we want to have our AGM at that time. There is no charge for the room and we can cancel if we choose.
- Call for Papers will go out mid-December and have a deadline of June 1 to give us enough time to review and confirm workshop speakers
- Website is being worked on for the conference which will be conference.mbgenealogy.com
- All registration will be thru Eventbrite and payments will go directly to PayPal; this is in the processes of being setup.
- Sponsorship requests will begin mid-January 2019. Various channels are being reviewed for sponsorship from corporations within the province.
- Judith is working on a list of vendors to approach for advertising in the syllabus. She will begin contacting them in spring of 2019.

MGS Executive Meeting

VP of Administration – Report

Tuesday November 6, 2018

Since my appointment as VP of Administration at the October 13, 2018 Council meeting, I have begun to meet with the various Chairs of the Committees that report to this position in order to introduce myself to the many volunteers involved and to find out more about their operations.

I have met with Kenda Wood, Membership Chair and begun to review current membership policies and procedures.

We will no longer be distributing copies of membership lists to Executive, Chairs of Committees and Branches. This information should be more tightly controlled for privacy reasons. If anyone wants membership information, they can email Kenda at membership@mbgenealogy.com and we will determine if we will release the information. Once we have some data on the number of requests for this information and the type of requests we are receiving, we will develop a policy for approval and distribution. We will still keep a copy at the front desk for reference when people come in so we can check and see if they are members.

We will look at a few institutional memberships where we provide free memberships. I can see no policies or history that allowed for this and recommend we look at sending subscription notifications out to them.

I also talked with David Farmer and Joyce Elias about the printing of Generations for some individuals and institutions. They have done a great job reducing the number of copies printed to less than 25 copies and the cost is minimal. No changes needed.

I have met with Mary Bole, Chair of the Library and she has provided me with a tour of the library and we have begun to work through the various processes and policies in place related to collections within the library. As a result, we have discarded all old print copies of Generations beyond two years old. I am working on the elimination of the card catalogue in the back office but need to first ensure

that a redundant server is in place for KOHA and the other electronic services. I have spoken with Gord McBean about.

I have asked Mary to let Portage la Prairie Library know we respectfully decline to accept the 100+ binders of information they have. Mary and I are working on developing a revised Collection Development Policy that will include purpose and scope of collection, collection practices, donations and tax receipt policies, and collection withdrawal policies. I will bring a draft to the Executive when ready.

There appears to be no apparent collection development budget at this time and this is something we will need to establish for the future development and growth of the collections that support the work of the Society. I have spoken to Gayle about this and will work with her on this budget when she has a better understanding of the Society budget and is able to assist.

Today, I spent time with Mary and Enid talking about Serials/Journals and the processes involved. I will be working with them on changes in what and how we collect serials and how we make that material more available to the public.

I have met with Jinny Braid and she gave me an overview of her duties and responsibilities as VP of Administration. I am now working on reviewing a number of policies, procedures, and decisions; as well as starting the task of cleaning up the office, storage areas and the library and public areas in general. I will be throwing out (or finding other homes) for a large amount of stuff in an effort to reorganize the space, provide better public space, increase accessibility and create a better overall appearance for the centre.

Overall, at this point I have way more questions than answers. While there is much work to be done, we have a dedicated group of volunteers who are always hard at work trying to improve the services we provide to our members.

Manitoba Genealogy Society

Vice-President Finance Report

6 November 2018

Treasurer Report

- Software change over from Sage 50 to Quickbook is well under way, chart of accounts has been setup with opening balances as of December 31, 2017. All transactions within accounts are being entered from this date forward, however there is difficulty in locating clear backup documents for each transaction.
- RBC Savings and PayPal accounts have been reconciled to the end of October 2018
- PayPal account will be scheduled for transfer of funds on the 1st, 15th and last day of the month.
- RBC Chequing account has not been reconciled as several deposits do not have clear backup, deeper investigation needs to be done in order to allocate to appropriate accounts.
- Copies of Grant applications need to be located to ensure all requirement are being met.
- Winnipeg Foundation Grant (One-Time Community Grants) application opens mid-December 2018 with a deadline of January 30, 2019. Please have all committee wish lists in by end of November 2018.
- Verified requirements for the charitable tax receipts with Revenue Canada:
 1. We are not required to provide a hard copy receipt, emailing can be done. A tax receipt can be created in Quickbooks and it can be emails through this software program. This will eliminate the cost of postage.
 2. Donations received via PayPal do not have to have a tax receipt mailed as long as we have on the PayPal receipt that there will be no separate receipt mailed and they are to retain email for income tax purposes
- Last week ordered a Square Reader for MGS office to allow us to start accepting INTERAC, credit cards, Apple Pay, Google Pay and chip credit cards in-house. There is no initial cost for the device and transactions for major credit cards are 2.65% per credit tap, insert or swipe and debit cards are \$.10 per transaction and will be deposited directly into the MGS bank

account. This cost is comparable to PayPal and is less than if we rent a point-of-sale terminal from the banks.

- **NOTE:** An observation in entering the transactions into Quickbooks, I found that over 50% of our income derives from the MANI project and would like to acknowledge and thank, Gord and his crew; and Jim and his research crew for all their hard work.

Recommendations:

1. In order to gain control of expenditures, I would like to put forward a motion that all cheques/expenditures must be approved by motion at the Executive Meetings effective immediately until the end of fiscal year (March 31, 2019). Cheques that are approved will then be mailed/distributed by treasurer.
2. Immediate implementation of the **MGS Daily Deposit Tally sheet** for a daily closing of the in-house daily revenue for easy entering for the treasurer as current practice does not have sufficient detail for data entry.
3. Immediate implementation of the **Member Expense Claim Form** for any reimbursement to individuals which will require adequate explanation and backup.
4. All Grants applications requests to be forwarded to VP Finance/Treasurer for delegation/addition to appropriate grant as per their research. Copies of grants must be kept for future reference and financial reports.
5. Dissolving the Grants and Applications Standing Committee, this is part of the Finance/Treasurer role responsibilities; a “committee” is not required to fill out the applications.

Ongoing:

- Development of Finance Policies and Procedures
- Goal to have Quickbooks on MGS network by end of December to start using as point of sale (ie. Entering any sales into software for printing of receipt and tracking of income).