

AGENDA
MGS Council Meeting
Saturday, February 9, 2019

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes October 13, 2018
- 4) Business Arising
- 5) Presidents Report - Jayne Paradis
- 6) Branch Reports

Beautiful Plains
Dauphin
Southeast and Winnipeg
South West Branch

- 7) VP Administration - Rick Walker
- Library
- Research
- Membership Services
- Special Projects

- 8) VP Communication
- Generations
- Outreach and Education
- Publicity
- Social Media

- 9) VP Finance - Gayle Mager
- Fundraising
- Treasurer

- 10) VP Internet Technology
- Computer
- MANI

11) New Business

12) Adjournment

South West Branch MGS
Council Report
February 9, 2019

Membership:

- Approximately 65 members

News:

- The Branch will have an information table set up at the Scottish Pavilion on February 1 & 2 as a part of the annual Westman Multicultural Festival.
- The SW Branch annual Heritage Dinner will be on April 3, 2019. Gordon Goldsborough will be the keynote speaker speaking on "20/20 Hindsight: Commemoration in Manitoba". Once a poster is created it will be sent to MGS for posting.

Activities:

- Monthly meetings continue with good membership turnout. Meetings will continue until June.
- "Drop in Genealogy" which is an opportunity for fellow researchers to meet to discuss their experiences and what brick walls they may have and general sharing of information. These will continue on the third Thursday of each month at our Library.
- Work is almost complete on cataloguing our collection of books into the Musarch Database
- Digitizing the SW Branch Obituary collection in a searchable PDF format continues for our Library. The collection was started in 1978 and includes many different local papers throughout the Westman area.
- Our program committee continues to work toward providing interesting and educational presentations for each of our monthly meetings.
- The Branch hosted a "Meet the Author's" event on October 13th. Local author's Sharon Simms presented on her "Bolton Blog" and "52 Ancestors in 52 Weeks". Eleanor Chornoboy presented on her book "Katrina".
- The Branch also co-hosting a Genealogy Day at the Brandon Public Library on October 20th. The other presenter was Sandi Jasper from the City of Brandon Cemetery.
- We had a group of members take a tour of the Manitoba Archives in Winnipeg on October 22nd.
- Our Facebook page continues to be very popular with 197 followers not including numerous genealogy groups and societies that also follow our page.
- We continue to co-host "Writing Your Memoirs" sessions with the Western Manitoba Regional Library at the Public Library in Brandon.
- The Margaret E. Goodman Library is open every Monday from 2 – 4 PM excluding holidays.

Reported by:

George Mackay

President – South West Branch MGS

SOUTHEAST & WINNIPEG BRANCH (MGS)
COUNCIL REPORT FEBRUARY 9, 2019

Submitted by President, Virginia Braid, MGS# 868

The Branch has arranged for a full slate of presentations for the year 2018-2019. Eighteen in all. At our May 13th AGM we plan to have Des Kappel who is in charge of Manitoba's Geographic Names Program speak and our June tour will be at the Centre du Patrimoine. We have had 9 exciting presentations so far and 7 more as well as the two mentioned previously are on our agenda. We have around 12 to 15 people at most of our presentations. Our educational sessions have been very successful.

We had some difficulty getting our bank account up and running when we had to change signing names after our AGM. We hope that all will be operational for the rest of the year. Our new executive for 2019-2020 may want to look at this issue and make some changes.

Our bank account needs some influx of funds. We will be looking at ways to add to our bank balance. We may hold a Beginners' workshop, or some other presentation or raise our fees as a way to increase our revenue. We want to continue supporting MGS with their Internet, Ancestry and Newspaperarchives subscription but may have to cut back if our revenue does not increase. We charge \$5.00 for non-members of our Branch to attend our Monday night presentations. We had some concerns that we were not able to get in touch with MGS's Treasurer. We are pleased that contact has been made and we hope that this communication can be on-going.

The Wednesday Night Library is in its winter hiatus. We had 43 patrons this fall but many of them were repeat attendees who were long-time members of the branch.

In March we will be starting to look for people to join our executive in preparation for our AGM. We have several people who have to change their positions on our executive as they have served the mandated years.

January 29, 2019

Updates:

Ongoing Projects

1. Military Project – This project includes biographies, photos, etc. from all veterans from the Beautiful Plains area who served in World War 2. Hopefully this will be completed by spring.
2. Seniors' Stories – a collection of stories and photos from many of our area Pioneers – originally published in the weekly newspaper.
3. Obituary updates
4. Funeral card updates
5. Riverside Cemetery – transcription and photo updates

Current Status:

In January, we had one of our members give a presentation on organizing & preparation for book publication. She had examples of different styles of books she had already done and gave us her thoughts on what was good or bad on each style. Although the turn out for the meeting was poor, it was very interesting and helpful. Those of us who were there were went away enthusiastic to get started.

In February, we are having another member give us a talk on her research. She has done various types of work, including personal family history, cemetery and local area histories. Her talk will include a discussion on the early settlers from the Polonia, Springhill, & Mountain Road areas. She is an excellent speaker and we are looking forward to her presentation.

We struggle to keep our group interested and attendance runs high one month to low the next. It seems difficult to get any interest in going into the city to the MGS Library or the Manitoba Archives. The same thing goes for any out-of-town activity, conferences, etc. We need ideas for meetings, as Norma & I are running out of things to do.

We are also in flux at the moment, as we are losing our space at the Church where we have our library. We have been trying to find a place to relocate, but that is not going too well. There are very few spots to consider, as either they have too many steps, too little space for us or require a substantial rent.

Carol Bray
Beautiful Plains Branch

(contact at cbray1@mts.net or ph. 204 476 2687)

MGS Council Meeting

VP Administration Report – Rick Walker

Saturday February 9, 2019

Since my appointment as VP of Administration at the October 13, 2018 Council meeting, I have been busy on a number of fronts.

I have met with Jinny Braid and she gave has been especially generous with her time and answering my many questions. She provided a good overview of her duties and responsibilities as VP of Administration. Thank you.

I have met with the various Chairs of Committees that report to this position in order to introduce myself and to get a feel for their operations on the various days of the week.

Membership

In working with Kenda Wood, Membership Chair we have been reviewing current membership policies and procedures and making some adjustments.

We now no longer distribute copies of membership lists to Executive, Chairs of Committees and Branches, as this information needs to be more tightly controlled for privacy reasons.

If any Chair wants membership information, they can email Kenda at membership@mbgenealogy.com with their request and the reason for the information and we will determine if the information can be safely released. Once we have some data on the number of requests and types of information being requested, we will develop a policy for approval and distribution.

Shortly, we will have a “read only”, up-to-date version of the membership list available on the front desk computer. It will be available for volunteer staff who work at reception to look up membership names when checking to see if someone is a member when they come to use the resources.

We have been looking at a few institutional memberships that currently have free memberships to determine if this practice should continue, or if they should be encouraged to take out institutional memberships.

I have also been working with Kenda on a revised membership application that is now in place. Thanks to Gord McBean for all his help in getting this information on the website. Aleta is also working on putting a membership form up on the website in a form that can be filed out online.

New fees for memberships and associate members of the Southwest Branch have now been put up on the website thanks to Gord's efforts.

Next up, we will be working on a revised membership package for new members that will be sent out electronically.

Library

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 collections are being used less and space is always at a premium it is critical that we make some decisions about what we collect, what we hold onto and put some clear policies and procedures around them.

We are in the process of drafting a new Collection Development Policy for the Society that will include purpose and scope of collection, collection practices, donations and tax receipt policies, and collection withdrawal policies. Once we have a draft document, I will share it with the Council and Executive to get your comments and feedback before finalizing the document.

We have discarded all old print copies of Generations beyond two years old as we have bound copies in the collection.

After the last Council meeting, Mary and I discussed the request from Portage la Prairie Library to accept some binders of information. Mary let Portage la Prairie Library know we respectfully decline to accept the 100+ binders of information they had.

As a result of discussions with Mary Bole and Gord McBean we met the last week of December to talk about bringing the server from Toronto to Winnipeg. It will be backed up off site from MGS so that there is no risk of loss of data. There may be a new operating cost for hosting with a Winnipeg company but the cost should be small. Gord is doing research and will be bringing a motion to Council today. There was also discussion about linking the MGS collection through the catalogue at another educational institution or library and this will be pursued this year.

Research

I have met with Jim and his team on Thursdays and they are a great group to work with. We spoke about the free Research Thursdays and they started in early January. More promotion is needed to help this service take off.

Special Projects

Work continues on the cemetery transcription project. I continue to work with the Special Projects team and the MANI team to ensure that communications regarding decisions that are being made are shared and are in the best interest of the Society.

Mona Phillips will be taking over as the Chair for Special Projects as Kathy will be stepping down from this function after the AGM in 2019.

Office Manager

As the Office Manager position has been vacant for some time, I do not believe there is a need to retain the Office Manager position. This is something that can be incorporated into the overall duties of the VP of Administration. I will be recommending that we delete it at the AGM under constitutional changes.

For some time now, it has been my observation that there is a lot of old furniture, equipment, office supplies and other stuff that we should purge from the MGS. All of it contributes to a poor image of the Society and limits the space in the building. I have begun to sort and arrange for the discarding of this stuff. I will work with the various Chairs to ensure that nothing is inadvertently thrown out by accident. In the future, we may look at grants for renovating the space (paint, carpeting, lighting, etc.)

Executive Committee

At the Executive level I continue to take minutes for the Society. Copies of all minutes of Executive and Council meetings are available the office at MGS. We will be making copies available online for all members to see. Aleta is working on this project.

In November I put together an inventory of all furniture and materials in our building for the purposes of our insurance policy. This information was also helpful for Gayle in preparing a grant application for the replacement of old furniture and equipment for the office.

Conclusion

Overall, it has been a very busy few months. It is hard to believe that it has only been four months. I still have lots of questions and learning to do. 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.

In December Rick Walker, Gord McBean, Aleta Foreman, Amber Bole and myself had a meeting about the transfer of KOHA files to Winnipeg.

I wrote the following in October:

Over the last 2 years we have been involved with University of Manitoba. We agreed to allow them to borrow a number of our Local History Books to be scanned. It's ultimately for the Manitoba Libraries Consortium, and the University of Manitoba Libraries and Archives & Special Collections that are doing the work for the Consortium.

Since that time, they have returned all but 19 books – which were promised before Christmas but still not back.

When not helping the patrons we are doing a shelf reading of the library and continue to index.

We are taking turns helping with the cleaning of the library.

Our biggest concern is lack of patrons.

Jim Rutherford, Research Report

January 27, 2019

Research Dept. Report for Council Meeting Feb. 9/19

Since we returned to work after the holiday break, I have had a number of problems involving PayPal records from the e-mails which hope are being straightened out. While looking after the e-mails is separate from the research department, it does take considerable time responding to them as they cover a large area. Many are addressed to "contact" rather than a specific department.

Staff has been a problem this month due to illness and now one of our main researchers is away on holidays for the next 4 weeks. We had to waste time trying to get the data requested by paid customers since it did not come through for the last four with their PayPal payments. We had to bother those people by e-mail to please resend their request information direct to research@mbgenealogy.com. Some took at least two messages to get them to comply. Of course I apologized for the fact our system was not working.

It is good that we do have paid research to look after and at this time, there are four outstanding just received in the past month.

We had one request for free research on the third Thursday of January as part of a test from January to March. This was a member but Sheila Woods looked after it. This was intended for non-members only as a way of promoting new memberships but as this was the only request we received, we did it anyway.

Membership Committee Report

Prepared by Kenda Wood, Membership Chair

Membership Report				
	As of Jan 27/19	As of Oct 11/18	As of Mar 31/18	Variance Jan 27/19 to Mar 31/18
Individual	368	393	418	-50
Associate	11	13	13	-2
Institutional	16	14	14	2
Life	53	53	54	-1
Journal Exchanges	54	55	55	-1
MGS Branches, Libraries	14	14	14	0
No Mail Outs	0	6	6	-6
Total	516	548	574	-58

Generations Distribution			
	Dec 2018	Sept 2018	As of Jan 27/19
Emailed	444	461	
Membership without Email Address			
Individual	17	19	14
Institutions	4	4	3
Life	20	20	20
Journal Exchanges	20	21	10
MGS Branches, Libraries	9	9	2
Total without Email Address	70	73	49

With the assistance from the Tuesday volunteers the number of members without email addresses has been reduced and currently sits at 49.

MANI issues:

Problems previously reported which continue are:

- the Branch expiry date is being set to December 31, 1970 when members renew on line.
- the MGS expiry date being set incorrectly when a member renews on line after their membership has expired. The system is applying a new expiry date of 12 months from the date they renewed on line. So if they renewed their membership on October 9, 2018, the system is generating an expiry date of October 9, 2019 and not October 31, 2019.

Gord McBean is aware of these problems.

Report Date: February 9, 2019

Mail

Address Book

Calendar

Preferences

Search

Compose

Compose

MGS Council Mee

Fwd: Special Pr

not only complete cemetery transcriptions for sale, but also individual pages from cemeteries large and small, all in one order. A new method of pricing is recommended by Specia these sales.

Print copies of cemetery transcriptions are held at the MGS Office and are available for purchase on-line at the MGS store on the MGS website. Complete transcriptions and/or ind may be ordered using the new pricing system.

MOTION:

That the new pricing structure for cemetery sales be as follows:

0 - 25 pages	\$ 10.00
26 - 50 pages	\$ 20.00
51 - 75 pages	\$ 25.00
76 - 100 pages	\$ 30.00
101 - 125 pages	\$ 35.00
126 pages plus	\$40.00

Kathy Stokes
Special Projects Chair

Generations Report to MGS Council **Council Meeting Saturday, February 9, 2019**

Generations continues to receive positive feedback on the new format. The majority of our members like the on-line edition, new fonts, layout, etc. There are some who still prefer the hardcopy version, to read with their morning coffee. But they are accepting it. To this date we have only lost one member due to the changes, that we are aware of.

Changes will continue, with the adoption of new easier to read fonts, layouts, etc. It is hoped that some new authors will be found to regularly contribute articles; as well as new articles with how-to, in-depth information. It is still planned to highlight members and their stories.

The role of *Generations* has changed and will continue to do so. With most of the information being posted on the MGS web-site, *Generations* will become much like the local newspaper. It won't be the first to report new genealogical information, but *Generations* will be able provide more in-depth and opinion based information.

It is gratefully appreciated for all the support from the MGS membership and the Council and Executive members in helping to keep *Generations* a high quality and respected publication.

David Farmer
Editor - Generations.

2019 February 9 – Publicity Chairman Report, Daryl Dumanski, MGS #1031

- Seminar Chairman requested email re: Save the Date for 2020; populated 2 Mailchimp (marketing service account) email campaigns; 1 to individuals – 402 subscribers, 99.8% delivered, 74.4% open rate, 934 opens – 764 Canada, 143 USA, 1 Mexico, 1 Thailand; 1 to institutions/journal exchanges – 53 subscribers, 100% delivered, 60.4% open rate, 169 opens – 126 Canada, 29 USA, 4 – United Kingdom
- Reminder to executive re: gift in kind from Friesens printing deadline - brochure order beginning November; Friesens requested .pdf file/proofed from existing file/ordered Jan. 9
- Working on free public service announcement publicity for Third Thursday Free Research

Recommendations/Events or Upcoming Activities:

- Print a new business card.
- Add logo & embed our Instagram feed onto the website
- Update our online members only section for all legal documents including minutes, AGM's, Constitution & Bylaws
- Request that our donation buttons on the website be moved to the top or at least second down on our pages rather than the bottom
- Request thank yous to donors/sponsors/gift in kind donors be added to our website in donations section & when current be added onto our facebook page. I had requested this be done for the free poster printing for Culture Days done by the UPS Printers or Friesen's Printing. Repeat recommendation from last council meeting – thank yous also to St. Mary's Garden/TD Bank/CN Employees/All Charities Campaign/CandaHelps/& any other donors (with approval). We have an existing 'Funding Acknowledgements' at the bottom of the 'About Us' page that can be moved & add hotlinks to the donors logos.
- Request from September (if not done) re-format Visitor sign in sheet to collect email addresses of non-members. Can adjust it to include where they found out about our event or MGS Resources as well. With check box approval can be added to our marketing lists.
- As previously expressed suggest scheduling at least 2 Open Houses – currently with Culture Days at the end of September & another one in spring each year – maybe May or June. It has been reported in previous minutes that we have run out of time to schedule this. Our other opportunity could be to piggy back with another organization for Doors Open organized by Heritage Winnipeg in May (25th & 26th, 2019) each year.
- Continue discussion on how to make more use of the Resource Centre to increase our revenue stream on Mondays, Fridays, Saturdays.



Education and Outreach Committee

Bill Curtis – Chair

I was unable to make recent meetings of council, and reports I had sent have gone missing. So this will bring things up to date since the last AGM.

We had a display booth at the two-day Manitoba Highland Gathering in Selkirk, and again at the week-long Folklorama Festival at the Scottish Pavilion. We did not take part in the Social Studies Teachers Association this year.

We have given genealogy classes at Windsor Park Public Library, the Land Surveyors of Manitoba, the Transcona Friends & Neighbours Association, the St. Andrew's Heritage Centre (3 classes), McNally Robinson Community Classroom (3 classes), and the East European Genealogical Society.

09 February 2019

Report
 Manitoba Genealogical Society
 Social Media Chair– Janice Butcher
 Council meeting – Saturday, February 9, 2019

A. Tasks Completed since October 13, 2018 Council Meeting

1. MGS Website

- Added 20 “News” posts
- Regularly updated the “Calendar”
- Updated the Dauphin Branch and Southwest Branch sections of the website (Sheila Woods is responsible for updating the SE / Winnipeg Branch section)
- Note that most of the posts on both the website and Facebook page are not about MGS events. MGS hosts only one regular event a year – the Open House held in conjunction with Culture Days. Several posts are about the three active Branches presently operating in MGS. I communicate regularly with these branches.

2. MGS Facebook page

- Added 122 new posts
- Total of 1151 individual “followers” of MGS as of January 31. Many of these people are faithful followers of our Facebook page and will certainly be potential attendees at our 2020 Conference.
- Responded to a few inquiries for research assistance – I forwarded them to the Research Chair.

3. Twitter and Instagram

I have previously indicated that I do not wish to become involved with Twitter and Instagram. The Publicity Chair has volunteered to take on these responsibilities and will report on them at the Council meeting. Note that Facebook posts are supposed to automatically be transferred to Twitter. This does not seem to be working at the moment. Also there is no link for Instagram on the MGS website. Perhaps the Computer and Network Operations Chair could be asked to look into this.

4. Over the past three years, I have developed good **connections with other heritage groups** in Manitoba. I post events for the following groups:

- a) The East European Genealogical Society
- b) Mennonite Heritage Archives
- c) Military History Society of Manitoba
- d) Winnipeg Public Library presentations
- e) Creative Retirement Manitoba

5. I have registered MGS for the **Red River Heritage Fair** (RRHF) to be held May 2, 2019.

- The RRHF is similar to a Science Fair. Students from Grades 4-11 research and prepare a poster and a verbal presentation on some history topic. MGS has sponsored a “Family History” Award for the last 3 years.
- I have served as judge of the Family history projects at the RRHF for the last 3 years – a full day commitment (2 morning and 2 afternoon sessions). I am prepared to act as judge again this year. Is there anyone else who would like to assist me?

- RRHF requires a prize valued at least \$50 for each Award. In the past, MGS has given a cash prize of \$50, presented at the Awards Ceremony held the evening of the Fair. The prize is presented to the winner by the RRHF committee as I do not attend this Ceremony after spending a full day judging projects. It will be difficult to get a receipt signed by the recipient.
- Website listing of all RRHF Awards <https://www.redriverheritage.ca/awards/>

B. Some Concerns

1. MGS Website

a) The Executive has informed me that the MGS website duties will no longer be performed by the Social Media Chair but by the “Computer” chair (the actual name approved at the June 2018 AGM is “Computer and Network Operations” Chair). The Executive does not have the authority to do this. Section 1 of the new MGS Bylaws approved at the June 2018 AGM outlines the Standing Committee Chairs by Department (see attached copy of revised Constitution). It is clear that Social Media is in the Communications Department, NOT the Information Technology Department. The Executive cannot make a change to the Bylaws without approval from Council (Section 3 of MGS Bylaws).

b) Why does the MGS Executive want to make this change? They have given me no rationale so I hope that they can explain their reasons to Council. For the last several years the Communications Department has been responsible for the website content, sometimes called the “front end” of the website, and the Information Technology Department has taken care of the technical aspects of the website (the “back end”).

c) Does the present “Computer and Network Operations” Chair, aka the “Computer” Chair, want to take on responsibility for the website content, as directed by the Executive?

2. Minutes of MGS Executive Meetings

As the Social Media Chair presently responsible for the website and Facebook page, I need to have information about upcoming events, library hour changes, closures due to inclement weather, new initiatives, etc. I have requested that I be emailed a copy of the Executive minutes so that I can post relevant information. I was denied this request by the Executive.

The MGS Constitution section 6.4.1 states that “All decisions of the Executive shall be subject to the approval of the Council of the Society”. Thus all Council members need to receive the Executive minutes in the most convenient way possible. Email would be the quickest and most convenient method, rather than having to sign on to MANI.

3. Size of MGS Executive

MGS is intended to have a 10-member Executive (Section 6.1 of Constitution - revision made at 2018 AGM). Presently there are only 5 members sitting on the Executive, with two members taking on two roles each (VP Administration is also Secretary and VP Finance is also Treasurer). There are presently 3 vacancies – VP Communications, VP Information Technology, and 1 Member-at-Large. This means that when it comes to voting on motions, only 5 MGS members are voting. During such votes, 3 Executive members can pass a motion. I feel that 3 Executive members should not be able to make decisions for all members of MGS. I am wondering what efforts have been made to rectify this situation, including filing the vacant positions.

C. Motions for Council Meeting

Unfortunately I will not be able to attend the MGS Council meeting on February 9 because I am out of town. I am proposing the following three motions for consideration by Council members at

the February 9 meeting. I hope that another Council member will second my motions so they can be voted on at the meeting. If anyone has questions about any of the motions, please contact me by email or cell phone at 204-226-3195. My landline has been discontinued so cannot be used. In fact, I will be available by phone during the Council meeting if any clarification is needed.

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

Attachments

1. MGS Constitution as revised at 2018 AGM
2. Job descriptions of MGS Standing Committee Chairs as circulated for information at the 2018 AGM.

Manitoba Genealogy Society

Vice-President Finance Report

9 February 2019

Treasurer Report

- Changes to RBC signing authority has been completed.
- Installation of Quickbooks software to reception desk computer has been complete. Training/training manual will done on February 15, 2019 at 10:00 am.
- Financials have been switched into Quickbooks software with only a few discrepancies that need to be verified.
- Contacted Wyatt Insurance to review current policy and requested quote for Officer Liability as well a Cyber insurance
- Motions for approval for any payments are being done the Executive meetings. If you have a request for reimbursement, please have it to me prior to each Executive meeting.
- Please advise me if you are incurring any costs on behalf of the society. All invoices should be address and paid by MGS, even if there is a credit card required.

Grant(s) Update:

- Winnipeg Foundation Grant application submission for \$25,900 has been completed which included office chairs, computer desks, computers, monitors, software and server.
- Urban/Hometown Green Team Grant application has been completed for request of two students for the Dauphin area to visit and collect information from cemeteries.
- Researching other grants to assist with conference and MGS projects.

MGS 2020 Conference Update:

- Call for Papers has gone out via email, posted on website and on social media (facebook, Instagram and twitter) with deadline of 31 May 2019.
- Subdomain has been updated with information (conference.mbgenealogy.com)
- Sponsorship requests will be sent out by mid April 2019
- Exhibitor package will be sent out mid June 2019
- First Manitobans recognition program draft is still being worked on and will be out shortly.

2019-02-09: COMPUTER CHAIR REPORT – Aleta Foreman, MGS #5236

Since the last Council meeting the following has been completed:

- Minutes for the last approved Council and Executive meetings have been uploaded to the Members Section within MANI.
- QuickBooks software has been installed on the reception desk computer with the goal of documenting cash transactions and processing printed receipts on demand. A formal template is yet to be set up to accommodate transactions and processing of receipts. Will liaise with Gayle Mager to complete this process.
- A revised Membership Application form has replaced the previous version on the MGS web site. It can be printed and completed by hand. Copies are also available in the Resource Centre. A user-friendly fillable PDF form for the web site (also could be implemented for Generations electronic version) has been recommended. Presently a fillable form is being drafted and is approximately 75% completed. Goal is to have complete before March 1st.
- A meeting was held on December 21, 2018 to review the status of Koha collection and planning for the future. See attached Report for details and recommendations.
- Suggestions have been submitted to me about content and format for the Members Only area of MANI. I discussed these suggestions and recommendations with Gord McBean as MANI Chair who will review the current status of the Members Only section to determine where improvements can be made.

Respectfully submitted,

Aleta Foreman
Chair, Computer Committee

Attachment

KOHA REPORT: DECEMBER 21, 2018

PRESENT:

Mary Bole
Amber Bole
Rick Walker
Gord McBean
Aleta Foreman

A meeting was held to review the status of the KOHA server and future planning. Koha library software is a world-wide free and open source scalable library management system. The MGS Koha server operates from Toronto and Amber Bole, who monitors the server, was present and provided an overview of the current equipment and procedures. Amber did emphasize that although the current procedure has been efficient and cost-effective, it should be a consideration to bring the KOHA server back in-house and maintained locally.

Currently there are 10,000 plus items listed in Koha. To bring Koha in house there would be a need to purchase new server. With new server equipment and computer resource support, it was felt this is attainable and manageable locally. Funding was discussed both for equipment purchase as well as maintenance costs. Equipment costs has been included in the Winnipeg Foundation Community Grants submission (January 31, 2019). Maintenance costs were felt to be manageable.

Long term, there was discussion of the benefits of partnering with a library or other educational institution as an associated collection. This would involve MGS being assigned an identification code for our collection. It would require standardization from MGS to adapt to a library or other educational institution criteria when adding new content to the collection. It was felt this would be attainable with a minimal amount of resources due to the current Koha format. Partnering with a library or other educational institution could also alleviate the resources necessary to maintain a server. It was also felt that partnering with a library or other educational institution could draw more attention to our Resource Centre and a subsequent increase in membership. If the decision to partner with a library or other educational institution is approved, we will need to contact these resources to determine feasibility, requirements and next steps.

RECOMMENDATION:

1. It is our recommendation to purchase the necessary computer server to bring Koha in house in the short term.
2. Long term recommendation would be to research the process of partnering with a library or other educational institution to link our current and future Koha holdings as a searchable collection.

Respectfully submitted:

Aleta Foreman
Computer Chair
Rev. 2019-02-02