

AGENDA  
MGS Council Meeting  
Saturday, October 13, 2018

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes April 7, 2018
- 4) Business Arising
  - a) VP Information Technology vacancy
  - b) Computer Chair
- 5) Reports
  - a) Presidents Report Jayne Paradis
  - b) Branch Reports
    - Beautiful Plains
    - Dauphin
    - Southeast and Winnipeg
    - South West Branch
- 6) VP Administration Rick Walker
  - Library
  - Research
  - Membership Services
  - Special Projects
- 7) VP Communication Janice Butcher
  - Generations
  - Outreach and Education
  - Publicity
- 8) VP Finance Gayle Mager
  - Fundraising
  - Treasurer
- 9) VP Internet Technology Vacant
  - Computer
  - MANI

10) New Business

- a) Approval of Appointment of VP Administration and VP Finance
- b) Proposed MGS 2020 Conference

Adjournment.

## Manitoba Genealogical Society Inc Council Meeting

Portage la Prairie Library Royal Rd N, Portage la Prairie, MB

Saturday, 7 April 2018, 9:30 am

Present: Jayne Paradis, President; Jim Oke, Past President; Virginia Braid, VP Administration; Janice Butcher, VP Communications; Kathy Stokes, Special Projects; George MacKay, Southwest Branch; Don White, Dauphin Branch; David Farmer, *Generations*; Pat Sundmark, Secretary.

Apologies:

1. Call to order: 9:5 am	
2. moved: Jim Oke seconded: Dave Farmer " that we accept the agenda with additions"	CARRIED
3. moved: Virginia Braid seconded: Janice Butcher, "that we approve the minutes of the last Council meeting"	CARRIED
4. Business Arising: a) VP Information Technology vacancy: Jayne Paradis reported that we have a new server and are purchasing some new computers as necessary to update. Daryl Dumanski and Gord McBean, are interviewing several well qualified IT people who are interested in work experience.	
5. Reports: a) President: Jayne Paradis reported that there is a problem with a decreasing number of patrons coming in to work in the library. There are some who come in for help and some who make it a social gathering. We need to discuss our hours and days we are open. Sunday is no longer working for patrons. We need to emphasize our importance as a source of information and the benefits of free Ancestry and Newspaper archives etc. Suggestion to contact Bill Redekop of the Free Press re requests he receives. Perhaps we could try Sunday afternoon tea and discussions? b) Branch Reports: i) Dauphin: Don White: positive regarding members. Bill Curtis has offered to do presentations for the group. Suggestions for distance would be webinars or other computer compatible ways to communicate information. ii) Southeast and Winnipeg: Virginia Braid: report attached iii) Southwest and Brandon: George MacKay: report attached	NB Each branch must present a financial statement at the AGM
6. VP Administration: Virginia Braid: report attached b) Library: Mary Bole: report attached c) Research: Jim Rutherford: report attached moved: Kathy Stokes seconded Virginia Braid " that the yearly fee for professional researchers be raised to \$25.00 payable in January." d) Membership Services: Kenda Wood: report attached. e) Special Projects: Kathy Stokes: Report attached	CARRIED

<p>f) Volunteer recruitment: Daryl Dumanski: report attached</p> <p>Discussion re IT Committee followed. It is necessary to have more communication with a committee regarding IT with the executive providing more supervision.</p> <p>Suggestions: an IT committee with MANI as a section a committee chair with the ability to manage necessary to have smaller areas of responsibility. Jayne to ask Gord McBean re a position he would like and what area he might want to participate in.</p> <p>moved: Jim Oke seconded: Dave Farmer " that we fill the chair of the Computer committee ASAP"</p>	CARRIED
<p>7. VP Communications: Janice Butcher:</p> <p>a) <i>Generations</i>: Dave Farmer reported that the last edition was sent to members by email as we are no longer printing copies. a few will be printed to be in the library. this will save a substantial amount of money for both printing and mailing. It will also allow the editor freedom to produce a varied amount of pages and eventually to provide links to other material. There were only a few complaints about the new format.</p> <p>b) Outreach and Education: Bill Curtis: report attached</p> <p>c) Publicity: Daryl Dumanski: report attached</p>	
<p>8. VP Finance: Rick McLellan</p> <p>a) Treasurer: Linda Wray: financial statement distributed</p> <p>b) Fundraising : Judith Roe report attached</p>	
<p>9. New Business:</p> <p>a) Proposed Constitutional changes.</p> <p>Janice Butcher provided suggested changes and rationale for them : Refer to document on proposed Motions 1 - 8, previously distributed to MGS Council:</p>	CARRIED
<p>1. Motion: moved: Janice Butcher seconded: Kathy Stokes, " That Motions 1 - 6 re adding bylaws be approved."</p> <p>2. Motion: moved: Jim Oke, seconded: Dave Farmer "That the following Amendments be made to Motion 3, ARTICLE 1:</p> <p>a) that Article 1.1.2, under Communication Department, "Website/Facebook" be changed to "Social Media"</p> <p>b) that Article 1.1.4 under Information Technology Department, "Computers" be changed to "Computer and Network Operation", and "MANI" be changed to "MANI management and operation"</p> <p>c) that "Website operation" be added to Article 1.1.4, Information Technology "</p> <p>3. Motion: moved:- Janice Butcher seconded: Dave Farmer, " That the following Amendment be made to Motion 3, ARTICLE 2: "That Article 2.4 be added: That chairs of Advisory Committees report to the MGS Executive".</p>	CARRIED CARRIED CARRIED

**South West Branch MGS**  
**Council Report**  
**October 13, 2018**

**Membership:**

- Approximately 64 members

**News:**

- A motion was passed at our October 3, 2018 meeting that SWB membership fees will be increased from \$10 to \$15 per year effective January 2019.

**Activities:**

- Monthly meetings have started back up in September and will continue until June then we will be taking the summer off.
- “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 continues on cataloguing our collection of books into the Musarch Database
- Digitizing the SW Branch Obituary collection is our newest project for our Library. The collection was started in 1978 and includes many different local papers in Westman. We currently have approximately 5,000 obituaries on file that are searchable.
- Our program committee continues to work toward providing interesting and educational presentations for each of our monthly meetings. The September meeting was held at the Daly House Museum and was followed by a tour of the museum and archives.
- The Branch is hosting a “Meet the Author’s” event on October 13<sup>th</sup>. Local author’s Sharon Simms and Eleanor Chornoboy will be presenting their books.
- Again this year the Branch is co-hosting a Genealogy Day at the Brandon Public Library on October 20<sup>th</sup>. Other confirmed presenters are Sandi Jasper from the City of Brandon Cemetery.
- A tour of the Manitoba Archives is scheduled for members 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.
- Our annual Heritage Dinner has been booked for April 3, 2019 at Knox United Church. The speaker for the evening will be Gordon Goldsborough.

Reported by:

George Mackay

President – South West Branch MGS

# **Manitoba Genealogical Society**

## **Membership Report – October 13, 2018**

Membership as of October 11, 2018 is as follows:

Individual members 393; Associate members 13; Institutional members 14; Life members 53; Journal Exchanges 55; MGS branches, libraries 14; No mail out members 6; Total membership 548. This is a drop of 26 members since the last membership report at the AGM.

The distribution for the September 2018 issue of Generations was as follows:

Emailed: 461

Membership without an email address: 73

Breakdown as follows:

Individual	19
Institutions	4
Life	20
Journal Exchanges	21
MGS Branches, Libraries	9

### MANI problems and issues:

The issue with the MGS expiry date being set to December 31, 1970 for members renewing on line has been resolved; however, a new problem has developed where the Branch expiry date is being set to December 31, 1970 when members renew on line.

A new problem was noticed over the last few months 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 the problem and is looking into it.

SOUTHEAST & WINNIPEG BRANCH (MGS)  
COUNCIL REPORT  
OCTOBER 13, 2018

SUBMITTED BY PRESIDENT VIRGINIA BRAID

The Branch has prepared twelve programs for our Monday night sessions and still have seven spots to fill. We have had very good turnouts for the presentations so far, with at least 15 people at each. We would welcome suggestions for topics for the few slots that we still have open.

The Branch did not have a treasurer at the time of our AGM but our secretary, Jill Glover has graciously offered to become secretary treasurer for the 2018-2019 term. We have already been to the bank to make this change official.

As President I signed a grant application to the Winnipeg Foundation for money to be used to purchase new computers for the library. Aleta can fill you in on the details of this application.

The Wednesday Night library has started and we have several members making use of it. We go until Dec. 12 and will start up again on March 20. We have a dedicated group of volunteers, both regular and spares that help keep Wednesday Night going. The Branch thanks them all.

The Branch have 105 members.

# Library Ctte - Mary Bole

Council Report   October 2018

## Local History Books

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.

For years we have been saving second copies of the LHB's but because of the decline of customers borrowing the books decided to sell the duplicates. (Jim Anderson Books) We have also been discarding books on a regular basis.

## Personal Genealogical Records

According to our Constitution : ARTICLE 3: OBJECTIVES OF THE SOCIETY

3.1.2 To collect and preserve information, books, manuscripts, and other related material relevant to such genealogical study.

I have a concern – lately someone wanted to donate 100 binders of genealogical research. When this happens, we will have to ask them to give us a summary of their work.

## Money

I have received an invoice from Newspaper Archives – due October 19.

## Indexing

At present when other jobs are done the Tuesday volunteers are busy indexing.

## A New Place to Research

The following apparently can only be viewed in Manitoba – look good.

Our World <http://www.manitobaresearchgateway.ca>

## Other

Percy Gregoire-Voskamp is retiring as the Librarian at the Portage Library.

SPECIAL PROJECTS COMMITTEE REPORT TO MGS COUNCIL MEETING OCT. 13. 2018

I have been writing reports such as this since the early 1980s. I think that is more than long enough, so I have decided to retire as Chair of this committee after the 2019 AGM. Mona Phillips has agreed to take over after June 2019 with the Executive's agreement then.

Most of the work of this committee has been with the setting up and running of our cemetery transcription program, which began in the late 1970s. Currently we have 1373 cemeteries, large and small, in our collection. Some updates have been completed in the past few years, but many remain to be reread and logged into the MANI index. There have been problems with data entry of cemetery information, but recently things have improved. If we hire transcribers to update cemeteries this summer, we must apply for grants to pay them.

Wednesday volunteers do most of the data entry of cemeteries along with their other duties, so I want to recognize the work of Orma Sozansky, Linda Toews, Mona Phillips, David Jenkins and Rick Walker as well as others who work from home.

Other projects have come and gone over the years. One of the most successful is the Winnipeg newspapers computerized obituary index dating back to 1968. Jim Rutherford has been and continues to be in charge of this program. Another longtime obit index is from the Victoria Times Colonist, is kept up to date by a former MGS member who brings clippings for us every time she revisits Winnipeg. A long ago Strays program is no longer in existence.

I have never seen a list of all the smaller projects current or past that have found their way onto MANI, nor do I know if there are any more that have not been entered into the program. We should compile such a list.

Currently, we are working on streamlining the prices we charge for cemetery purchases. We should sell individual pages or maintain the current practice of selling only a complete cemetery.

One question that is not part of Special Projects responsibilities has to do with a popular publication we update from time to time. A recent patron wished to buy a copy of the latest edition of "Fast Facts" but I could not locate any. Who decides whether we plan to upgrade and reproduce this publication since we no longer have a Publications Chair?

I am also concerned that we are not always following our procedures set out over the years. For instance, the executive is supposed to approve expenditures over \$500.00. Either we should follow the policy or delete it. If it is to be kept, perhaps the amount should be increased. A second problem is that applications for grants have, in the past had to be approved by the Executive. Does this procedure still apply?

*Kathy Stokes*

Manitoba Genealogy Society  
VP Communication/Social Media Chair Report  
Council meeting – Saturday, Oct. 13, 2018

**A. Tasks completed since AGM (June 2):**

**1. MGS Website**

- 22 new posts
- updated Calendar
- minor edits to information

**2. MGS Facebook page**

- 119 new posts
- I am starting to post “Events” at the beginning of our page because they remain in chronological order until the event is over. Regular posts move down as new posts are added and get lost among subsequent posts
- Total of 1091 individual “likes”
- Our most popular post so far was about the mass graves of Brandon residential school students - 35 likes, 154 shares, 4694 people reached.

**3. Organized MGS Open House** (Saturday, Sept. 29) in conjunction with Culture Days.

- 17 adults and 4 children attended. Almost all had specific research questions they wanted help with. The volunteers spent considerable time with each person and most went away very happy with the results.
- I believe only 1 MGS membership was sold at the special Open House price of \$45; One person said they would buy one later.
- 9 volunteers assisted for part or all of the day. Thank you to those who volunteered.
- Suggestions, comments are welcome for improving next year's Open House.

**B. FYI - Major Sources of Information for MGS Facebook/Website**

1. Blog – “Genealogy a la Carte” - <https://www.facebook.com/groups/GenealogyALaCarte/>
2. Southwest Branch Facebook page - <https://www.facebook.com/swmanitobagenealogy>
3. Winnipeg Public Library Newsletter  
<https://wpl.winnipeg.ca/library/pdfs/atthelibrary/atthelibrary19.5.pdf>
4. East European Genealogy Society <https://eegsociety.org/Home.aspx>
5. Mennonite Heritage Archives <http://archives.mennonitechurch.ca>
6. Military History Society of Manitoba <http://www.mhsm.ca/Z341/>
7. Creative Retirement Manitoba <https://crm.mb.ca/newsite>
8. Ontario Genealogy Society Newsletter – subscribe at <https://ogs.on.ca/news/>
9. Several other blogs

**C. Concerns/Things to Do**

1. Twitter feed. Facebook posts are supposed to automatically feed into Twitter. This system worked fine until May 11, 2018. For some reason, this is no longer happening. Can someone please help?
2. Instagram. There was some discussion of MGS going on Instagram. Are we still planning on doing this? If so, who would like to do it?
3. Canada Helps donation button. The button has changed locations on the website a couple of times?? Just wondering – how often is Canada Helps used for donations?
4. MANI section. Documents need to be re-organized and updated.

***Generations***  
**Report to MGS Council**  
**Saturday, October 13, 2018**

As of this report *Generations* has issued two electronic-only format issues. The response has been very positive, with readers enjoying the new look (single column, larger fonts, and more colour). With the electronic format, there is no limit to the number of pages, thus allowing for more and longer articles, more photos and more varied content. The December issue will continue with the new format.

To meet our internal and some external print requirements, we are still printing 20 copies of *Generations*. The printed copy is still in black and white, except for the cover. The varied number of pages causes a small problem, as the print requirement is in ‘booklets’ of 4. It can be necessary to add pages to make the total number of pages divisible by 4. These extra pages can be more content, if there is suitable content available or ‘Intentionally Left Blank’ pages. Thus far, having to do this has not caused any problems. It may mean a little extra work to balance the pages.

Since going to the electronic-only format, printing costs per issue have dropped to approximately \$200. On an annual basis, this will represent a potential cost savings of approximately \$3,200. These costs may vary slightly due to the length of the issue. We are now being charged for overages, whereas prior to this there was no charge. Typically there will be 3 overages per issue, so this will be taken into account when determining the number of copies to print. This will help keep the costs of printing *Generations* stable. We are also looking at alternative methods/sources of printing.

Currently the method of distributing over 500 copies to our members (i.e. sending out 500+ e-mails with an attachment) is mainly a manual effort. We are looking into a method of automating this system to reduce the time required to send *Generations* to our members.

As always, *Generations* would not be produced in such high quality without the committed efforts of all the editorial staff, feature writers, article contributors and members who submit news items, fillers and items that may be of interest to others. A big Thank You to you all.

Submitted by: David Farmer  
Editor, *Generations*.

## 2018 October 13 – Publicity Chairman Report, Daryl Dumanski, MGS #1031

- Did all free public service announcement publicity for Culture Days Open House – pleased with listings in the Billboard section of the Winnipeg Free Press for 3 weeks prior to the event
- Created posters – contacted local business The UPS Store #431 on Ellice Avenue regarding sponsoring the printing of the poster on Aug. 26. Met to discuss with owner Alex & she agreed & printed 225. Estimated cost: \$150.
- Aug. 31 – picked up posters/dropped off for deliveries in the Exchange/sign out sheet at MGS & cleaned up front windows & posted – sent this info. to executive
- Had 150 posters delivered. Cost of delivery 37.50. I will submit expenses & then make a donation for a tax receipt.
- Requested an event be published on MGS facebook page on Sept. 7 so it could be shared.
- I only took 3 photos at the event & checked in to MGS during event on facebook so one of them could be shared. A good one taken by Ginny which she had permission to take. There is a photo disclosure form that we can use that is sent with information to the organizers for Culture Days activities.
- I sent the .pdf for both the brochures & the business cards to Ginny as she needed it (cc to Janice & Bill) on Aug. 21

### Recommendations/Events or Upcoming Activities:

- Put thank yous to sponsors/donors onto our social media & do a google review. Currently The UPS Store/Friesen's
- Put thank yous to sponsors/donors into the journal – doesn't cost us anything. (UPS Store/Friesen's/St. Mary's Garden/All Charities Campaign/CandaHelps – as permitted.
- Re-print existing brochures & new business cards.
- I have put this into past reports 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 each year.
- Suggest using a Visitor sign in sheet to collect email addresses of non-members. Sent this to Ginny, Jayne & Janice on Sept. 19. Can adjust it to include where they found out about our event as well.
- Have asked the Research Chairman if we can promote our Research by advertising Free Research assistance on the Third Thursday of the month from 1 – 3. Schedule months/dates (Nov./Jan./Feb./March/April/May/June to start) & start to advertise. People would have to register to book their spot. (This research is free but as spaces are limited please register at [research@mbgenealogy.com](mailto:research@mbgenealogy.com)) Details to be discussed with the Research department.
- Continue discussion on how to make more use of the Resource Centre to increase our revenue stream on Mondays, Fridays, Saturdays.
- Membership fee reduction – I can't recall a motion at a council meeting to discount the membership fee during that event? Did this happen? (Finances: Council shall set all membership & service fees)

## 2018 October 13 – Volunteer Recruitment Report, Daryl Dumanski, MGS #1031

- At last council meeting & AGM agreed to start work on Finance department vacancies
- As we had just past our AGM & membership had already been contacted would make use of our account with Volunteer Manitoba
- Confirmed with new V.P. Finance (Jim McKerchar) on August 27 to use Volunteer Manitoba & sent sample of listing
- Listed on Volunteer MB website on August 31
- By Sept. 4 – received 6 resumes – sent to Jim to set up interviews but he had resigned
- Forwarded to Jayne – told to hold off till after exec mtg. on Sept. 6 with possible solution. Responded to 7 applicants letting them know we are holding briefly as our organization is working on a restructuring (of some sort) solution.
- By Sept. 13 had 10 resumes – again asked Jayne what I should be responding. Told to hold off interviews & would have to wait until executive meeting in October.
- We now have 20 resumes to respond to. Will send another brief email regarding our delay for updating our financials after new appointments to the department.
- Will reviewing the resumes for tentatives & sort to meet with Gayle when she is ready.
- We need to thank Rick McLellan for making sure our Charitable Return was completed as our financial obligation for Revenue Canada after he was no longer in that position. He delivered it in timely fashion to MGS for the requisite signatures of the President for submission.

# Volunteer Recognition Policy

The goals of the Manitoba Genealogical Society Inc. are to collect and preserve Manitoba genealogical and historical records in order to assist researchers in their genealogical work; and to foster the education of its members through workshops, seminars and publications.

The Society recognizes that it is only able to successfully and effectively meet these goals through the hard work and dedication of all its volunteers. As such, it is important and worthwhile to recognize all volunteers on an annual basis for their contributions to the Society.

The Society will endeavour to recognize all volunteers in a number of ways including, but not limited to;

- Thanking all volunteers at the Annual General Meeting
- Recognizing specific volunteers with individual awards (i.e. Florence Cox/Joan Whiston Awards) who have made outstanding contributions to the Society through their volunteer's efforts
- Acknowledging specific volunteers, and volunteers in general, through its publications, newsletters, website and by other means
- Through other means approved by the Executive and/or Council from time to time

Prepared: September 10, 2018

Approved by Executive: October 9, 2018

Approved by Council: October 13, 2018