

## Manitoba Genealogical Society Inc.

### Executive Meeting, 14 November 2016

#### Library and Resource Centre

Present: Jim Oke, President; Rick McLellan, VP Finance; Virginia Braid, VP Administration; Gord McBean, VP Information Technology

Regrets: Kathy Stokes, Past President; Linda Wray, Treasurer; Janice Butcher, VP Communications; Pat Sundmark, Secretary

1. Meeting called to order 1:05 pm a. Virginia Braid noted that the four members present constituted a quorum for business at the meeting.	
2. The Agenda was adopted as distributed.	
3. Acceptance of the minutes of 14 November 2016. Gord McBean moved acceptance of the minutes as presented,, seconded by Rick McLellan.	CARRIED
4. Business Arising: a) MGS Brochure distribution. Virginia Braid noted that just over 700 copies of the brochure had been provided through the Friesens Printing Grant. Still required were the membership inserts to be printed and added, these were finalized and ready to go. After discussion, it was decided to provide 200 copies to Daryl Dumanski to divide amongst her list and 100 copies to outside Winnipeg Branch (60 to Southwest, 20 each to Beautiful Plans and Dauphin). This would leave 400 in reserve to back fill high consumption locations and opportunity distributions such as outreach events (eg., by Elizabeth Briggs and Bill Curtis). b) Computer purchase: new computer is purchased and installed. b) Computer Upgrades. Gord McBean reported that the short notice computer purchase decided on before Christmas had proceeded as intended. Quality commercial grade machines had been acquired at a savings and considerable software also acquired at a savings through the Tech-Soup avenue. These expenditures should qualify for grant monies. One computer was setup with the high speed scanner for library purposes and the other as the main e-mail administrator as these were both demanding applications. c. MGS Strategic Plan. Jim Oke said that not much had happened due the holiday season and his intent was to draft a preamble/introduction section and the pass copies to individual subject matter experts for their input.	
5. Reports: a) President: Jim Oke reported on the meeting with Ms. Holly Cote from	

<p>the Provincial Heritage Branch held on Dec 16<sup>th</sup> at the Resource Centre. It was a useful meeting for both sides, but the impression was that staff shortages in the Prov. Govt. would not see much activity there for the immediate future. Gord McBean reported on a PHA group meeting with Provincial Heritage Minister Rochell Squires on Nov 16<sup>th</sup>. It was again a useful meeting and the Minister and her Deputy Minister appeared to be interested and well informed about heritage matters. The Cultural Review Committee process was apparently continuing but no official announcements had been made.</p> <p>b) VP Administration: Virginia Braid, reported on patron and volunteer numbers for December, down a bit due the holiday. The Volunteer Luncheon pre-Christmas had been successful with good attendance and some positive cash flow. There were more files to sort in preparation for move to the Prov. Archives.</p> <p>c) VP Communications: Janice Butcher was absent but brochure distribution arrangements had been made at item 4a. She was attending to web site and Facebook administration by remote access.</p> <p>d) VP Information Technology: In addition to the computer purchases, Gord McBean reported that he had met with the Red River students engaged in the MANI Cemetery Transcripts module development and this work was well underway. A few other minor MANI issues were being dealt with as well. To facilitate MANI development is a "clean: environment it was desirable to create an additional server to mimic the main server. This would be a temporary measure during development work.</p> <p><u>Motion:</u> Gordon McBean moved, seconded by Virginia Braid that additional commercial server space be leased for \$75 month to facilitate MANI development activity.</p> <p>One issue evident was some unhappiness from members when MANI access was cut automatically by the system for non-payment of dues, but this was more likely due to delays in processing dues payments coming in. Closer and speedier co-ordination of payments should be arranged to avoid this in the future.</p> <p>e) VP Finance: Rick McLellan Nil report, December accounts not posted due holiday.</p>	<p>CARRIED</p>
<p>6. New Business:</p> <p>a) Gift Certificate Proposal. Daryl Dumanski had put forth an idea to make MGS Gift Certificates available for publicity and promotion purposes. After discussion it was agreed that a gift certificate program was probably a worthwhile project, but certain decisions were needed such as numbering and accounting for certificates, values to be made available,</p>	

<p>redemption procedures and accounting items.</p> <p><u>Motion:</u> Moved by Gordon McBean, seconded by Rick McLellan, that a MGS Gift Certificate program be approved in principal pending development of policy and procedures documentation.</p> <p>Virginia Braid said she would work with VP Finance to create a suitable process and policy document.</p> <p>b) Hertitage Award. Jim Oke nated that the Manitoba Historical Society had initiated a Lt. Gov. award for preservation of local hertitage and history resources. He suggested that MGS might wish to nominate someone for this award.</p> <p>c) Council Meeting. It was noted that an MGS Council Meeting was scheduled for Saturday, Jan 21<sup>st</sup>, and a notice of meeting should go out soon.</p>	Carried
7. Next Executive meeting, 13 February 2017 at 1:00 pm	
8. Meeting adjourned at 2:45 pm	

Respectfully submitted,

Jim Oke, President