

MEETING OF THE
EXECUTIVE BOARD
OF THE
IOWA GENEALOGICAL SOCIETY

Saturday, July 19, 2008

The regular meeting of the Iowa Genealogical Society (IGS) Executive Board was held Saturday, July 19, 2008 in the IGS library conference room in Des Moines, Iowa.

Present: Theresa Liewer, President; Barbara Hug, Treasurer; Alan Neve, Representative for the Regions and Dennis Allen, 2nd Vice President. A quorum was present

Staff Present: Billie Murano, Librarian and Debi Chase, Administrative Assistant

Other IGS Members Present: Margaret Foster, Helen Phillips, Ted Lussem

Call to Order at 10:03 a.m.

Adoption of Agenda - Agenda was adopted as presented by the president.

1. Dennis Allen and Alan Neve were appointed to be the minutes review committee.
2. President's Report - Theresa and Helen Phillips spoke at a regional conference in Adams County; Theresa has done three session on the Talk @ 12 on Iowa Public Radio; Congratulations are in order to the German Interest Group for a great conference; grant writing committee has been meeting. See attached report for the details.
3. Treasurer's Report - Total outflow of funds from checking for June was \$14,121.51 and income was \$14,405.53 which included \$3,646 donated for the printing and mailing of the Hawkeye Heritage and \$4,500 transferred from the PayPal and Credit Card accounts with an ending checking account balance was \$5,624.50. All bills were paid for June. See attached report.

Barbara presented charts to show the board that over the past three years income has steadily declined and that anticipated revenue falls short of meeting expenses in all but two months of the year.

Barbara asked for board recommendation on which bills not to pay if we don't have enough funds in any given month. By consensus the lowest priority being Davis Brown Law Firm for bills dating back to the purchase of the property, next is Laser Resources for copy machine followed by Bankers Leasing for the office furniture. All other bills and expenses must be paid. We can not pay interest only on the mortgage unless we have permission from the bank.

As ways to cut costs we discussed selling the older of the two microfilm reader-printers but decided there is not enough resale value to pay off the current lease which is just under \$5,000. The librarians think we need a back up reader-printer.

They have rented the west wing of the building on the last weekend of September for \$50.

The internal audit is complete and the auditor will present at the next full board meeting.

The 990 Federal tax form is about half done.

4. 1st Vice President Report - In her absence Denise Gripp e-mail her report to the board prior to the meeting that included final plans for the Member Appreciation day held today, June 19th and information regarding the fall conference. See attached report.
5. 2nd Vice President Report - Dennis Allen reported that a caterer has been secured for the fall conference banquet; lunches will be handled by a different caterer. Dennis is working on getting vendors to attend the conference. He has commitments from Maia Books and Jonathan Shepard Books. It is difficult to get book vendors because of the cost of travel therefore he is looking at other options and has found a woman in Ankeny who holds scrap booking shows and sells those items. By consensus the group decided to offer the county chapters the option of selling their publications at no cost to the county.

6. Staff Reports

- a. Billie Murano, librarian, reported that we have received three more large donations of materials; some of which contain a lot of personal research documents. We might want to limit the items we will accept as donations to exclude the actual research. Volunteer hours for the year are at 2,791.25, however we know that many volunteers are not checking in and recording their time.
- b. Debie Chase, Administrative Assistant, reported that we have 1,696 members and exchange newsletters and the Hawkeye Heritage with 156 libraries and/or societies. She sends out renewal notices each month. She assisted in the mailing of the Hawkeye Heritage and is getting good responses from readers. John Murano who is in the bulk mailing business was a great deal of assistance in getting the Hawkeye Heritage mailed; it would have been much more difficult without his assistance.

Debi mentioned that we are having problems with people parking in our lot during large events at the capitol or the State Historical Library. By consensus the group decided to charge \$5.00 per car for parking on a trial basis.
- c. Dennis Davies sent a report stating that we have some new publications since the June newsletter, that he has added new information to the web site, that he has done some investigation into the on-line database and that the Minolta copy machine is not working as well as it should. See attached report.

7. Committee Reports

- a. Library committee - Helen Phillips reported they are awaiting word about the status of the awards on the application for a set of information about preserving and organizing library collections.
- b. Nominating committee - Margaret Foster reported that the slate of officers has gone to the President. The President has appointed Ted Lussem, Helen Phillips and Tom Scott to serve as the election committee.
- c. Grants committee - Therese reported that the committee had met several times and they will write again for the Small Operating Support (SOS) grant from the State of Iowa.
- d. Hawkeye Heritage - Barbara reported that the Hawkeye Heritage was mailed in June and reports have been positive. The committee is working on the next issue.
- e. Fall Conference - There will be a silent auction for which we will request only genealogical-related items.

- f. LDS Indexing - Theresa reported that she has not been contacted by LDS and doing any indexing of Iowa records.
 - g. Other - After discussion we decided to hold a garage sale at the library on one weekend of September; Theresa will work with Billie and Margaret to determine the exact date. We will advertise the larger items on www.craigslist.com
8. New Business
- a. State Fair Exhibit - Denise Gripp has arranged for IGS to have free promotional space in Pioneer Hall during the Iowa State Fair. The building is not air conditioned. Margaret will recruit volunteers for shifts of 4 hours each. Marcia Guffey is doing the display.
 - b. Mortgage - Theresa reported that Duane Pearce contacted Wells Fargo Bank about a reduced-rate mortgage for our facility. A small information-gathering committee has discussed this and wants to see us apply for the loan which is actually a bond for non-profit agencies. Theresa is working with Jim Sherriff, Wells Fargo Bank in Ankeny. There are some advantages and disadvantages to refinancing the facility and we'll have to do detailed figures to see if it is worth the cost.
9. Calendar - Next meeting is August 9th for the full board, October 11 for the Executive board and November 2nd for the new full board.
10. Meeting adjourned at 12:20 p.m.

Recorded and submitted by
Barbara Hug, Treasurer