

## BIGWILL BOARD MEETING 7-23-16

**Present:** Maureen Brady, Al Munn, Roger Higgs, Arlyn Booth, Marge Zook, Dick Gilbert, Rita Sullivan, Arlene Basten, Rollie Littewood, Prudy Sullivan, Dave Sullivan.

Maureen called the meeting to order at 9:30 am

### OLD BUSINESS

**New Member Welcome Letter:** The necessity of using a Welcome Letter for new members was re-visited. After some discussion it was agreed that this would be useful.

**Action Item:** Al Munn volunteered to develop a welcome letter to send to new members.

### **Publicity:**

- Maureen is creating a list of various genealogical societies and libraries that can be used to advertise the BIGWILL general meetings. **Action Item:** Maureen will also create a list of newspapers to advertise in. This should be complete by the November meeting.
- **Action Item:** Arlene Basten will look into developing a Facebook page for BIGWILL and giving access to all board members.
- There was some discussion about whether there was any mention in the bylaws regarding who is responsible for handling publicity for the group. Should this be part of the 2<sup>nd</sup> Vice President's duties, an appointed Publicity chairman or a Director? It was determined that this does not have to be the responsibility of a board member, but could just be a "chairperson".
- Dick made a motion that we create and appoint a Publicity Chairman person. Roger 2<sup>nd</sup> the motion. Motion passed. The purpose of this position is to attract new members and to encourage present members to attend the meetings.
- Prior to the conclusion of the meeting, Arlene Basten volunteered to accept this role. It was agreed that the Publicity Chairman is not required to attend board meetings. **Action Item:** Al Munn will provide the member emails to Arlene to use for this purpose.

### **Surname List:**

Rollie Littlewood removed the member names from the online Surname list. However, the member number will be displayed.

## **NEW BUSINESS:**

### **Nametags:**

Karen Glass created member nametags for the general meetings numbers. The board agreed that this it was ok that the member ID numbers were included on these.

### **Vendor Display at conferences and other genealogical events:**

There was a discussion about whether BIGWILL should have a table with a BIGWILL board member present at genealogy events such as fairs and conferences if there is not cost involved. However, we will have to consider the costs of purchasing a tri-fold, table-top display board. **Action Item:** Maureen agreed to look into the cost of a display board. We will also need to consider having other materials available such as our brochures and newsletters.

Dick made a motion that it would be beneficial for us to do this. Roger 2<sup>nd</sup> the motion. It was agreed that BIGWILL would participate when appropriate. Motion passed.

**Action Item:** Maureen will ask Karen if she has the original copy of the BIGWILL brochure and ask her to update the membership cost on this. Copies need to be made and sent to FGS for the upcoming meeting in Springfield, Illinois.

### **Website Hosting:**

- Rollie Littlewood reported that Rootsweb is currently being used to host the BIGWILL website because it is free. Rootsweb does not offer us the ability to feature a “members only” area.
- Rollie said there is no interest from people in contributing to the website. Until he senses an interest he feels there is no reason to change the format, or the host site.
- Prudy asked if the number of hits can be monitored. Rollie confirmed that there is a counter that records the number of hits each page receives but that he does not monitor this.
- Rita Sullivan asked if the font could be made larger and if a blank space could be placed between some of the items to make it easier to read/locate information.
- Nothing will be changed.

### **Nominating Committee:**

One general member is needed as well as one member from the board and one board member to act as the chair. Roger Higgs, 2<sup>nd</sup> VP, Arlene Basten, Secretary, Marge Zook and Rita Sullivan, Directors are up for re-election this year. Because their positions are up for reelection they are excluded from the nominating committee process.

**Action Item:** Prudy and Dave Sullivan volunteered to be on the Nominating Committee. Prudy will serve as the chairman. A general member will be selected at the September meeting to complete the committee.

## **TREASURER REPORT:**

### **Membership Dues:**

- Dick Gilbert reported that the amount of cash has decreased even though the membership dues had been increased to \$28. Hopefully the publicity push will help attract new members and provide some additional revenue.
- There was a discussion on raising the Family membership cost from \$25 +\$1 for each additional family member to \$5 for each additional family member. (i.e., cost for husband and wife would be raised from \$26 to \$30).
- Dave Sullivan made the motion to increase the additional cost for an additional family membership from \$1 to \$5 additional for each extra member. Rita Sullivan 2<sup>nd</sup> the motion. Motion passed.

### **NARA**

- Dick stated that the NARA contribution is not made until year end so we can determine if money is available for the contribution.

### **ISGS and WSGS.**

- Dick mentioned that he hasn't received email reminder notices to pay the BIGWILL membership dues for these societies. **Action Item:** Rollie will check to see where the email notifications renewal notices for ISGS and WSGS are going.

### **Publicity Costs**

- Dick mentioned that Publicity costs are not accounted for in the budget. Marge made a motion that we set aside a \$200 for a publicity fund in the budget. Roger 2<sup>nd</sup> the motion.

### **Refreshments**

- Prudy Sullivan mentioned that only one person signed up to bring food to the general meeting. She also reported that the donations received were very slim and did not cover the amount needed.

Marge made a motion was made to accept the treasurers report with amendments. Rita 2<sup>nd</sup> the motion. Motion was passed.

## **MEMBERSHIP:**

Membership year is from January 1st – December 31<sup>st</sup>. Al Munn mentioned that new members that join after September should be counted as paid members for the following full year since it is so close to the renewal period. Everyone agreed that new memberships received after the September meeting would be count as dues for the following year. New memberships received any time during Jan. 1 to Sep. 30 would be dues for the current year.

## **PROGRAMS FOR 2017:**

Previous survey ideas were discussed as possible future programs.

Rollie suggested that Tina Beaird be used as she has 4 British Isle talks and some Irish. He also distributed several sheets of Family Search and Legacy webinar topics. The group feels that they would like to restrict the speakers to British / Irish-Scottish topics.

Maureen mentioned that she is developing a presentation on Irish Records and Research that she is willing to do for free. Maureen would also be willing to do a presentation on using “FindmyPast” which has a vast amount of British material on the website.

Rita suggested that a speaker come from Allen County to discuss what they have available. **Action Item:** Rollie will check with his friend Don to see if he could do a presentation for BIGWILL. FGS will be in Allen County in 2018. This would be the general topic for the year.

The “Scotts Irish and Shenandoah Valley” may be a good idea, Maureen mentioned that Peggy Clemens Lauritzen was a very good speaker.

## **Tentative Program Schedule:**

- **January:** “The Quest for Your English Ancestors” - Claire V. Brisson-Banks
- **March:** “English-Scottish Borders” - Jackie Torrence, from Lagrange, IL. Maureen will check to see if she’s available.
- **May:** Tina Beaird – double presentation “Scottish Migration” and “Beyond Scotland’s People”.
- **July** – Find My Past – Maureen Brady
- **Sept** – Allen County (Don ?)

- **November** – Irish Resources – Maureen Brady.

**Action Item:** Rollie agreed to arranging the webinar and to check with Don's availability for the Allen County presentation.

**Action Item:** Maureen will contact Tina Beaird and Jackie Torrence. She will also contact the church about lunch once she has confirmation from Tina for the May program.

Meeting adjourned at 1:30 pm

Minutes submitted by:  
Arlene Basten  
Secretary

Please see the attached list of "Action Items" below.

**Action Items**  
**Board Meeting 7/23/16**

**MEMBERSHIP:**

- **Action Item:** Al Munn volunteered to develop a welcome letter to send to new members.

**PUBLICITY:**

- **Action Item:** Maureen will also create a list of newspapers to advertise in. This should be complete by the November meeting.
- **Action Item:** Arlene Basten will look into developing a Facebook page for BIGWILL and giving access to all board members.
- **Action Item:** Al Munn will provide the member emails to Arlene to use for this purpose.
- **Action Item:** Maureen agreed to look into the cost of a display board. We will also need to consider having other materials available such as our brochures and newsletters.
- **Action Item:** Maureen will ask Karen Glass if she has the original copy of the BIGWILL brochure and ask Karen to update the membership cost on this. Copies need to be made and sent to FGS for the upcoming meeting in Springfield, Illinois.

**NOMINATING COMMITTEE:**

- **Action Item:** Prudy and Dave Sullivan volunteered to be on the Nominating Committee. Prudy will serve as the chairman. A general member will be selected at the September meeting to complete the committee.

**TECHNICAL:**

- **Action Item:** Rollie will check to see where the email notifications renewal notices for ISGS and WSGS are going.

**PROGRAMS:**

- **Action Item:** Rollie will check with his friend Don to see if he could do a presentation on the Allen County Library for BIGWILL.
- **Action Item:** Rollie agreed to arrange a webinar.
- **Action Item:** Maureen will contact Tina Beaird and Jackie Torrence to discuss availability and topics.
- **Action Item:** Maureen will also contact the church about lunch once she has confirmation from Tina for the May program.