



MCIGS Board Meeting Minutes

26 August 2021

Virtual via Zoom

Present: Claudia Conroy, Nancy Gaynor, Jan Polep, Mike Reall, Laurie Stage, David Stumpf, Ann Wells, and Bill Wheeler

Absent: Tami Allred

Laurie called the meeting to order at 7:01 PM.

SOCIETY GOVERNANCE

- Approval of 15 July 2021 Minutes: Mike moved and Nancy seconded to approve the minutes. Minutes were approved as written.
- Financial Update:
 - Financial documents have been submitted.
 - Laurie met with Janine from Edward Jones to be updated on our investments.

SOCIETY BUSINESS

New Business

- Identification of duties assigned to each Director position:
 - Laurie nominated Mike to be webmaster with a term expiring 2021. Mike would also like to head projects on sharing personal histories like recording, working with libraries, etc. Nancy suggested he could write information to be added to video/audio recorders located in area libraries that would guide someone who might be interviewing someone on their personal history.
 - Ann agreed to continue as newsletter editor.
 - Nancy agreed to continue as library chairman.
 - Laurie nominated Bill to be membership chairman in the interim.
 - Dave would like to stay as a director and help recruit speakers.
 - Bill suggested each director could have areas of interest added to their profile on the website, like SAR, DAR and CAR, and Mike's interest in personal histories.
 - Claudia will not be running for recording secretary at the end of 2021.
- Google Suite vs Microsoft
 - Most board members expressed displeasure with google but Tami would like to keep google.
 - Mike said he could teach us google drive but there is also an issue with the organization on the drive.
 - If we go with a Microsoft platform:
 - ❖ we could still use zoom, Formsmarts and MailChimp.
 - ❖ we could get the full package with a non-profit license.
 - ❖ Bill could move us from google to Microsoft.
 - ❖ we could keep google up and running while migrating to Microsoft.
 - ❖ we would reorganize to make finding data easier.
 - All present agreed to change to Microsoft.
 - Bill needs the IRS Determination Letter which should be on the shared drive, or he can get it from Tami or Jan, in order to arrange for the Microsoft platform.
- Passwords:

- We need to change the passwords often and especially after someone leaves the board.
- Bill suggested passwords should be in a password safe - for future discussion.
- We should change the most important passwords first including ones for finances.
- Tami needs to share the financial passwords with Laurie and then change them.
- For the Last Pass, a password safe we have, we need to remove Kristen's phone number and just use a user name and password without additional verification.
- Donation in Alice Wagner's honor:
 - Ann wrote a plan for future memorials which she sent to Laurie. Review in the future.
 - We discussed planting 2 oak trees in McHenry County for \$50 through the McHenry County Conservation District.
 - Dave suggested we set up a reserve fund which we decided was for a future meeting.
 - Since Alice was a founder of MCIGS, longtime McHenry County resident and a librarian, we decided to look into purchasing a book in her honor. Nancy will talk with the genealogy librarian at the McHenry Public Library where many of our books are housed to get ideas on what would be appropriate to purchase in Alice's memory.
- Conference Chairman:
 - Ann volunteered to be conference chairman. Dave volunteered to help.
 - Ann will set up a conference meeting soon.
 - Ann reported that 2 of the speakers with whom we have conference contracts do not want to travel due to Covid so it's likely the conference will be virtual again in 2022.

Previous Business

- Inventory items from Arlene.
 - Laurie met with Tami at the storage unit where everything from Arlene is now stored.
 - Laurie has keys to both storage units and the P.O. Box.
- Debit card: Laurie and Tami need to go to the bank to remove Arlene and add Laurie.
- Illinois Humanities History Grant: no report
- Volunteer and additional board positions:
 - Dave suggested we have succession planning so we can see who in the organization would be a good fit for a job.
 - Laurie mentioned that there are two ways of getting help as sometimes someone wants to do a specific task and other times someone only wants minimal involvement only adding their opinions at a board meeting.
 - Ann said she would add the July meeting minutes to the newsletter.
 - Laurie wanted to write a "from the president" column. Laurie and Ann will talk tomorrow about newsletter information regarding open positions.
 - Mike will send the link to the website list for jobs that are posted to Laurie to review.
 - Bill will mention the open secretary position at the beginning of the next membership meeting.
- Library book insurance:
 - Ann says we need insurance on our books housed in area libraries according to the contract but no one seems to have a copy of it.
 - Nancy still needs to talk with Crystal Lake Public Library about our books.

- Jan will ask someone at Crystal Lake Public Library if she knows anything about a contract.

Committee Updates

- Programs:
 - Jan asked that each of us email a list of 3 program topics by 15 September so she can put together a list for us to choose which ones we want.
 - Usually, we pay speakers \$175 + travel for speaking in person. When a speaker is on zoom, we pay \$125-150 with no additional travel fees.
 - Bill suggested we keep big speakers in mind as they may agree to our fee structure while speaking on zoom.
- Membership: no report.
- Website: see above notes.
- Library: see above notes.
- Early Settlers: see attached report of one newly proved Early Settler.
- Newsletter: Deadline for submissions is 28 August 2021.
- Volunteers: no report.

ADJOURNMENT

Claudia moved and Ann seconded to adjourn. The meeting was adjourned at 8:34 PM.

Respectfully submitted,
Claudia Conroy, recording secretary