

MCIGS Board Meeting Minutes
Thursday, February 17, 2022

ZOOM

Present:

Tami Allred, Nancy Gaynor, Jan Polep, Mike Reall, Laurie Stage, Ann Wells, Bill Wheeler, Sue Durbin

Absent:

Meeting called to order by Laurie at 7:08 p.m. Approved by Bill and seconded by Mike

SOCIETY GOVERNANCE

- Approval of January 20, 2022 minutes:
 1. Bill moved and Nancy seconded to approve the minutes. Minutes were approved as written.
- Financial Update: Bill asked if we are interested in raising the membership fee. Conclusion is the fee is good for now. Tami suggested we reconsider in August.

SOCIETY BUSINESS

- **New Business:**
 1. Long-Range Planning Meeting: Laurie proposed we set a date, prepare the agenda, and move forward to take action.
 - a. May 7, 2022 at 10:00 a.m. is the selected date
 - b. Location is TBD once we check availability with Cary Library
 - c. Bill will chair this activity
 2. Review Location of Inventory Spreadsheet
 - a. Laurie will send each board member the list of items
 - b. Each board member is responsible to check off what they have and return to Laurie
 3. Creation of Generic Contracts
 - a. Move forward as is. We either use the speaker's contract or ours based on speaker preference for monthly meetings and conference
 - b. This will be added to the Long-Range Planning meeting in May
 4. Volunteer Committee Chairperson and additional board support positions
 - a. The newsletter will have a "Volunteer Corner" where this will be highlighted
 - b. Nancy will write a short "Thank You" for those who recently volunteered
 5. Website Uploads Needed
 - a. 5 website uploads needed
 - i. All available documents have been uploaded with the exception of the 10th Anniversary index
 6. Review new MCIGS Logo
 - a. After much discussion we will leave as is. The tree is universal in genealogy world.
 7. Establish procedures for placing Board Meeting Minutes on the website
 - a. Board Meeting Minutes will not be posted on website until after they have been approved at the following meeting
 8. Additional tasks needing immediate attention
 - a. Board Member Manual was last updated 07/15/2020
 - i. Ann, Bill, and Laurie volunteered to update the manual

- **Previous Business**

1. President Plaque location and confirmation of names
 - a. Nancy will locate the plaque and advise with result
 - b. Next step is to provide Life Membership to past presidents
2. Procedures for memorials ... this has been tabled
3. General Meeting MC
 - a. Nancy is taking on responsibility to MC the March meeting
 - b. Mike is taking on responsibility to MC the April meeting
4. Marketing our Society – Brand Guide
 - a. Bill asked all to review Dallas Genealogy website <https://dallasgenealogy.com/dgs/>
5. Marketing for Programs
 - a. IGS will post our meetings if we are a member at a cost of \$40.00
6. Microsoft 365 Implementation
 - a. Bill is available to educate all either as a group or individually

- **Committee Updates**

Programs	Jan had nothing new to report
Membership	Bill reported 177 total members, 137 annual and 40 lifetime
Website	Mike will upload November 2021 and January 2022 meeting minutes
Library	Nancy meeting next week with Tom at McHenry Library to review holdings and space for the collection.
Early Settlers	Claudia had nothing new to report
Newsletter	Ann requested all items for the newsletter be in by Sunday, February 20 th .
Conference	Planned date for stuffing envelopes is March 19 th at 1:00 p.m.
Volunteers	Mike posted link on website
Scholarship	Laurie has sent letters to various departments at high schools in McHenry County to offer the scholarship opportunity to graduating seniors

- **Future Planning**

1. Laurie suggested each board member send her five (5) questions to ask the membership. The members will have the opportunity to answer the questions and be highlighted in future newsletters.

ADJORNMENT

Ann moved and Jan seconded to adjourn. The meeting was adjourned at 9:00 p.m.

Respectfully submitted,
Sue Durbin, recording secretary