

## GALLATIN COUNTY GENEALOGICAL SOCIETY MINUTES

Executive Board Meeting

May 6, 2014 @ 6:30 p.m.

- Heather Bienvenue welcomed the officers to the executive board meeting at Tricia Thompson's house. The main topic of discussion was the creation of a list of duties for each of the seven officers to aid members in the election of officers during the last meeting of the year on Saturday, May 10, 2014. The duties outlined for each officer are:

- President:

1. Preside over meetings.
2. With members' input, create and abide by an agenda for the monthly society meetings and executive board meetings.
3. Make certain that each society and executive board meeting is well planned and organized, flows smoothly, starts and ends on time, and that each member has fun and fellowship.
4. Conduct elections for society officers at the May meeting annually.
5. Appoint a person to audit the books at the end of each year (May).

- Vice President:

1. Preside over meetings when the president is absent.
2. Program chair, which includes working with the officer team to invite and coordinate speakers for each society meeting.
3. Obtain a meeting room for each society meeting.
4. Oversee any committees of the society.
5. Set membership recruitment goals and work on maintaining and increasing membership from the previous year.

- Secretary:

1. Take minutes at each society and executive board meeting.
2. Notify members of upcoming meetings via email.
3. Email the minutes to members prior to each society meeting, so they can be approved at the next society meeting and posted to the society's website.
4. Give a secretary's report at each regular society meeting.
5. Maintain the membership list, including each member's name, email address, postal address, and phone number. (Note: This information is shared with the MSGS because the GCGS is part of the state organization.)
6. Submit the information for each society meeting to the club section of the Bozeman Daily Chronicle on the Sunday before each meeting; the "Get Out" section of the BDC on the Friday prior to each meeting (if appropriate); and the Grapevine Community Calendar on the MontanaPBS website one week prior to each meeting (if appropriate). (The club section of the BDC, the "Get Out" section of the BDC, and MontanaPBS have deadlines for submission of events.)
7. Handle the correspondence of the society, including thank you notes.
8. Maintain the records, files and details that are important for the smooth operation of the society.

9. Keep the club materials organized and these items on file:
    - a. Inventory of all society property
    - b. GCGS Bylaws
    - c. MSGS Bylaws
    - d. Minutes of all regular society meetings and executive board meetings
    - e. GCGS membership list
    - f. List of committee chairmen and members
    - g. GCGS brochure
- Treasurer:
1. Control the society's money, its collection, and disbursement.
  2. Give a treasurer's report at each regular society meeting.
  3. Transact all business through the society's bank account, including the deposit of society funds.
  4. Reconcile bank statements.
  5. Collect member dues and forward the state's portion to the MSGS.
  6. Inform members if dues have not been paid.
  7. Maintain green membership forms.
  8. Distribute membership cards.
  9. Participate in the audit of the books at the end of each year (May).
- Webmaster:
1. Maintain the GCGS website.
  2. Coordinate with the project manager to post the indexed records to the appropriate database on the website.
  3. Maintain a back-up copy of the information contained on the GCGS website.
  4. Post GCGS minutes to the website after they have been approved.
  5. Check the website's mailbox for correspondence and either answer or forward the email to the appropriate member (generally the Project Manager) to handle.
- Project Manager:
1. With input from members, determine the Gallatin County genealogical records that the society will index (i.e., voter registrations at the Pioneer Museum, vital statistics that appear in the Bozeman Daily Chronicle at the Bozeman Public Library, naturalization petitions at the Law & Justice Center, divorces at the Law & Justice Center, etc.)
  2. Coordinate with Gallatin County repositories (i.e. Pioneer Museum, Bozeman Public Library, Law & Justice Center, etc.) to access genealogical records for indexing.
  3. Coordinate and train the volunteers to index the genealogical records.
  4. Coordinate with the Webmaster to post the indexed records to the appropriate database on the website.
  5. Give a project manager's report at each regular society meeting.
  6. Handle the website's email correspondence.

- State Liaison:

1. Maintain a relationship with the Montana State Genealogical Society so that information from the state society can be reported to the Gallatin County Genealogical Society at each regular society meeting.
  2. Handle correspondence with MSGS.
  3. Attend or secure an alternate to attend MSGS board meetings, so that GCGS is represented.
  4. Submit articles to MSGS for the Roundup newsletter.
  5. Coordinate the procurement of any items requested for the MSGS conference (i.e. door prizes, books for the Book Frolic, conference bag materials, etc.)
  6. Coordinate volunteers to help with the MSGS conference if requested.
  7. Coordinate the set-up of the GCGS table at the MSGS conference.
  8. Represent GCGS at the MSGS conference (i.e., give the society report during the state conference, etc.)
  9. During any year that the GCGS is hosting the MSGS conference, the state liaison will chair the state conference committee and determine any subcommittees needed.
- Tricia Thompson has made arrangements with the Belgrade High School Honor Society to help with indexing at the Bozeman Public Library on Wednesday, May 21, 2014, from 9:30 a.m.- 12:30 p.m. as a part of National Caring Day.
  - Norma Ardeson, the treasurer, has asked that we amend the GCGS Bylaws in Article V. Officers to read that the checks may be signed by either the president or the treasurer, but not both as it currently appears in the Bylaws. This is the way the checking account was set up initially at the bank when GCGS was established in 2012.
  - The slate of candidates and procedures for officer elections on May 10, 2014, were discussed. Heather Bienvenue, per the bylaws, will conduct the elections. She has asked that Tricia Thompson help count the ballots cast. In addition to the candidates who have shown an interest in running for an office, the bylaws include a provision to take nominations from the floor on the day of the elections. Members must be present at the meeting per the bylaws to vote.
  - Bonnie Jackson wants to ask the membership if the society should meet seven times a year instead of eight. Currently, the society meets September through May, with the exception of December due to holiday obligations. However, because spring break is always in March during the society's meeting time (second Saturday of each month), the society may want to skip that month as well.
  - Besides the business meeting and elections during the May meeting, there will be time for members to share successful research techniques, discuss roadblocks, and ask any questions about genealogy.

Respectfully submitted,

Bonnie Jackson  
GCGS Secretary