

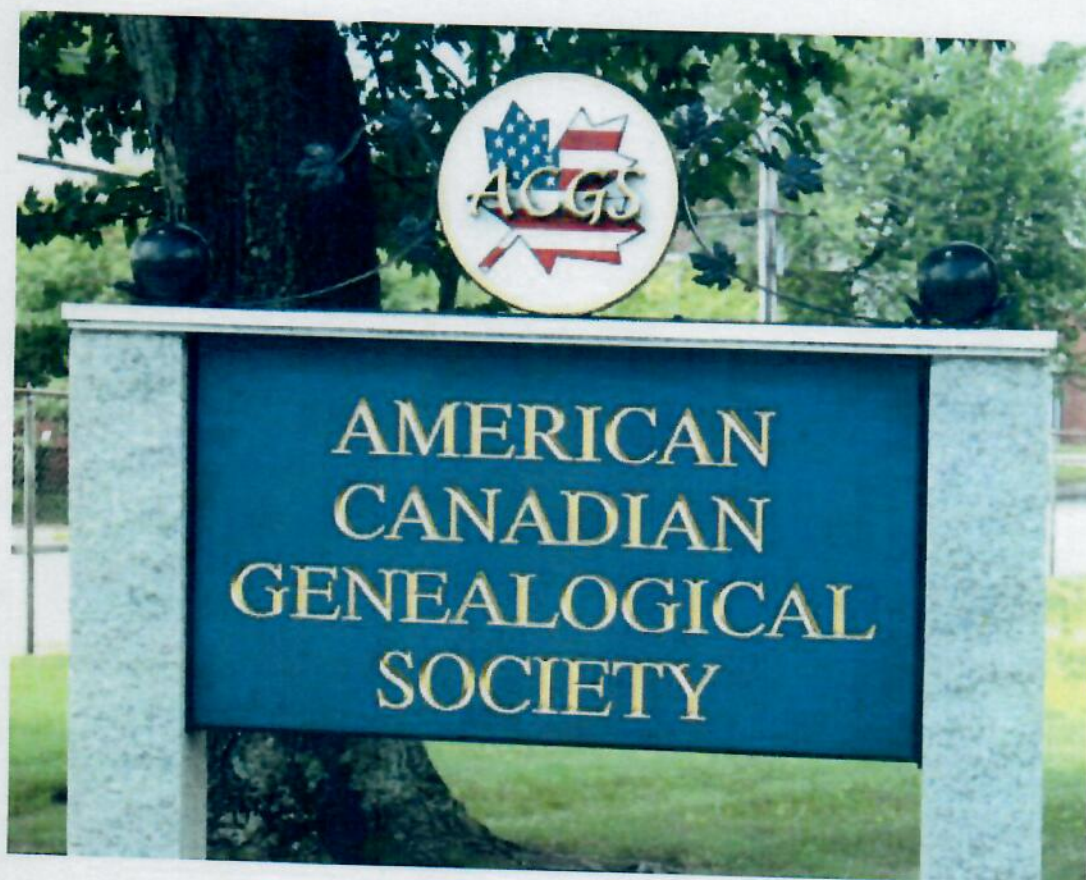
***AMERICAN-CANADIAN  
GENEALOGICAL SOCIETY***



*Leaders In French Canadian,  
Franco American  
and Acadian Genealogy*

4 Elm Street • Manchester, NH • 603-622-1554

**Fall Conference and Annual Meeting  
Saturday, September 30th, 2017**



***Puritan Restaurant – Pappas Room***  
Route 28 – Manchester, NH



## **Annual Meeting Reports** **September 30th, 2017**

President's Report  
September 2017

Dear Members and Guests,

As some of you may know, our Past President, Bernadette Meunier has decided not to seek re-election for the next term. She has taken a position as Archivist for a local genealogical society, which will take much of her time, as well as her other volunteer activities around the Concord, NH area.

The Board of Directors, Officers and Members would like to express our warmest thank you to Bernadette for all that she has done for the Society in all of the years that she has been active as a Volunteer, Membership Chair, Vice President, and, President. She will be missed, but has indicated that she will be readily available to help in any way that she can. Unfortunately, due to a conflicting engagement, she cannot be here today to receive our and, your best wishes in person.

At our August Board of Director's Meeting, I became President, in accordance with the Society's By-Laws, and, am seeking re-election for the coming term.

Our Society is in solid hands, and we look forward to working with the in-coming Board Members and Officers.

Fiscal Year 2016-2017 was a year of rebuilding and infilling. Our Volunteers, Board Members, and Officers have responded to many changes, and were willing and eager to accept new and different responsibilities.

New positions were added. A Volunteer Coordinator, who will play a major role as we develop our volunteer base. Moreover, we have recently added a Fund Raising Chair, and a Grant Writer. These are new positions, and are necessary as we attempt to grow the Society in the coming years. We are also looking to develop our Marketing Strategy by adding a Marketing Chair, and Inventory Control Associate to augment our Order Fulfillment function.

We addressed some deferred maintenance, safety issues, and unexpected but necessary boiler repairs. Our 1952 building can sometimes be a challenge to maintain, and eats up funds that could be used to further our genealogical mission. We try to keep up with the normal preventive maintenance, but we are sometimes surprised by issues that need to be immediately resolved.

The Board of Directors has voted to seek outside help in order to develop the type of Website that will enable us to become more viable. In the past, we relied solely on volunteers to develop and manage our present Website. Unfortunately, we have learned that this function needs to be left to the professionals. In 2017-2018, we will be embarking on a major Fund



Raising Project in order to raise the necessary funds to make this possible. The addition of our new Fund Raising Chair, and Grant Writer positions, will enable us to finally move forward with this project.

There are too many people to thank for all that they do for our Society, and I will not mention them by name for fear of leaving someone out. To all of you who are an integral part of the American-Canadian Genealogical Society, a big THANK YOU! Without your willingness to step in and get things done, we would not have a society.

Moreover, to our dear Members, THANK YOU for all of your support and kindness. We are here to serve your needs, and are trying our best to adhere to the words of our Founders: "It's all about the members." Whatever we do, those words are in the back of our minds. Our mission is all about you.

I look forward to leading our Society, if elected, and will do all in my power to continue to improve on all that has been done in the past, as well as lead us into the future. Thank you.

Sincerely,

Muriel C. Normand, President

### ACGS ANNUAL BUSINESS MEETING MINUTES SEPTEMBER 24, 2016

**MEETING CALLED TO ORDER** at the Puritan Back Room, Manchester, NH at 9:00 a.m. by President, James Gaudet.

**IN ATTENDANCE** were the following officers: James **Gaudet**, President; Bernadette **Meunier**, Vice-President; and Jeanne **Boisvert**, Recording Secretary; and the following directors: Larry **Autotte**; Cécile **Durocher**; Janine **Penfield**; Jackie **Watson**; Gerry **Lalonde**. There was approximately 62 other attendees, the majority being ACGS members.

**SECRETARY'S MINUTES** President **Gaudet** noted the minutes published in the Conference Program and asked for comments. No comments were presented. **A motion to accept the minutes was made by Gerry Lalonde and seconded by Constance Hébert. Motion carried unanimously.**

**Treasure's Report** was also published in the Conference Program. President **Gaudet** asked for any comments, none were forthcoming therefore **A motion to accept the treasurer's report was made by Larry Autotte and seconded by Constance Hébert. Motion unanimously carried.**

**PROPOSED BY-LAWS AMENDMENTS:** No changes proposed



**NOMINATING COMMITTEE 2016:**

Ronald **Blais** presented the slate of candidate that he and Jeanne **Boisvert** had solicited for the 2016-2017 season. Mr. **Blais** stated the candidates had all agreed to serve if elected.

The proposed slate of candidates was as follows:

**OFFICERS:**

President	Bernadette Munier
Vice-President	Muriel C. Normand
Treasurer	Ronald <b>Blais</b>
Corresponding Secretary	Paula Schulz
Recording Secretary	Jeanne <b>Lundell</b>

**Directors:**

Jeanne Boisvert
Constance Hebert
Stephen Lefoley
Jackie Watson

**The slate of candidates was approved unanimously as there were no dissenting votes.**

President **Gaudet** asked if anyone had any issues they wanted to bring up and none were forthcoming.

**A motion to adjourn was made by Jackie Watson and seconded by Jeanne Levesque.** Motion unanimously carried.

Meeting adjourned at 9:39 a.m.

Jeanne M. Boisvert

Recording Secretary



## Membership Report: 2017

It has been quite a year and I've learned a great deal since I became the Membership Chair. I still have three goals that I'm pursuing. First, streamline the membership renewal/signup process, second, to convince more people to take email delivery of the "Genealogist", and lastly to improve the accuracy and completeness of our databases.

One of the more successful small steps towards these goals has been to email every new member and welcome them to the society. This not only confirms we have a correct email address but allows me to request they take an emailed version of the journal and make sure we have all their membership information. About three quarters of the new members take electronic delivery of the "Genealogist".

No report on membership would be complete without some numbers so here they are. At the time of last year's fall conference we had 1216 members and 167 of them opting for emailed journals. As of August this year we had 1200 members and 196 of them electronic. While the membership numbers are pretty much the same, we had 77 new members join and slightly more than that not renew.

I would like to ask that all members help in improving the completeness of our records, especially those of you that are life members. As of last year, we had 253 members with no phone or email on record, a pretty high percentage of the membership. I've managed to get that number down to 170 so far but would like to see it much lower. It is expensive for us to send a letter if we want to communicate and members with no email miss out on the newsletter and timely library notices. If you have a chance please just send an email to [membership@acgs.org](mailto:membership@acgs.org) with a subject of "info update" and put your name and phone in the message.

Respectfully submitted by **Steve Lefoley** – Membership Chair

## ACGS LIBRARY BOARD ANNUAL REPORT 2016-2017

As usual this past year held projects that was accomplished by a great, hard working group of volunteers. We continue to add repertoires on our shelves. A few of the Library volunteers did a complete inventory of all our holdings. A hard and tedious job well done.

Although it has always been our policy to allow some of our main collection books to be taken out by our members, they were marked as such with a tag inside the cover. Now we have tagged all these books with an orange "2 week loan" tag on the spine of the book to make it easier for the members to recognize the books that they can checked out.

We added a reading corner which include an end table and two rocking chairs. The reason for this was to make a comfortable place for the patrons of the Library to sit comfortably and read a book or for someone who may be accompanying a researcher to have a place to rest.



As a group we are consistently coming up with ideas on how to improve the Library so our patrons will feel comfortable and create a place that patrons will enjoy doing research.

We conducted a retraining session for all our desk volunteers as many things have changed and we wanted to update them on these changes and to make sure we are all on the same page.

A special Thank You to Jackie Watson for her hard work on revising and updating the Volunteer Handbook.

We changed the phones by adding portable phones on the Volunteer desk as well as in the office. We also added a mailbox downstairs for deliveries to the building.

We continue to acquire donations of used books. They are sorted and books that we don't have on our shelves we catalogue and the books we already have we sell as a used book. Many of our members who are downsizing are gracious enough to donate their collection to us. We greatly appreciate their gifts. We hope you will think of us when you downsize.

When, used books are not sold after a year we find another genealogical society to donate them to. We have made 2 donations of used books to Moffett House in Berlin, NH.

We look forward to continuing into the next year our dedication to making our Library one of the best.

Respectfully submitted,

*Jeanne Boisvert*

### **Research Report**

September 2017

Dear Members and Guests,

The trend in the types of research that we are being asked to do continues to evolve into more complex and challenging engagements. Our clients are asking us to do extensive research on descendants, as well as ancestors. One such on-going case started with finding the four sons of an ancestor and has now expanded to the grandsons and great-grandsons.

We are also seeing more requests for difficult translations, lost relatives and verification of previously done genealogical lines that were either poorly cited, or not cited at all.

Our Research Staff has been augmented with the addition of Jeanne Lundell, who has extensive research skills, and is a veteran of several visits to the LDS Library in Salt Lake City. She is currently working on the above engagement, and is finding those descendants that our client wants.



Although our Research Revenue has decreased from last year, it is well ahead of the last five years. If you recall, we had a very unusual engagement last year that created a one-time windfall. This was reflected in our Budget for 2017, and I am glad to report that we are slightly beating that Budget.

When we changed our pricing scheme to an hourly rate, discounted for members, we also started doing quick look-ups for our members without charge. If we can do it in fifteen minutes or less, our members are welcome to ask us for a free look-up. That may be a vital record where the date and location is known, or making a copy of one or two pages in a periodical or book that we have handy.

We look forward to a busy new year, and we thank all of our clients who have entrusted their research to us.

Sincerely,  
Muriel C. Normand, Chair

**DID YOU KNOW YOU CAN REQUEST A QUERY IN OUR JOURNAL  
"GENEALOGIST" FREE FOR MEMBERS**

**THANK YOU TO ALL OUR VOLUNTEERS AND SPONSERS**

**Cut out the Free Pass below and visit our Library**

***American-Canadian Genealogical Society***

*Leaders in French-Canadian, Acadian and Franco-American Genealogy*



**ONE GUEST PASS**

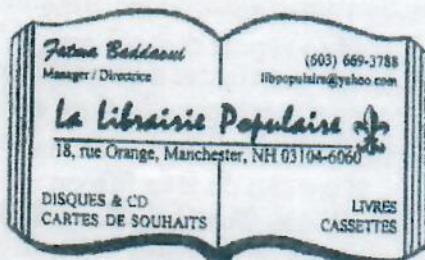
**Discover your heritage**

Visit us at 4 Elm St.  
Manchester, NH  
Corner of West Baker St.

Wednesday: 9 am - 9 pm  
Friday: 9 am - 6 pm  
Saturday: 9 am - 4 pm  
Sunday: 1<sup>st</sup> & 3<sup>rd</sup> of month  
1pm - 5 pm

**[www.acgs.org](http://www.acgs.org)**





Aussi,  
Ecoutez notre programme  
en français  
*Emission "Chez-Nous"*  
*Radio Program*  
*WFEA 1370 - AM*

Tous les dimanches de 9am - 12pm  
Animateur/Host :  
**Roger Lacerte**  
Manchester, NH



679 Mast Road, Manchester, NH 03102  
603-935-7053

[www.thebagglunch.com](http://www.thebagglunch.com)

## AMERICAN-CANADIAN GENEALOGICAL SOCIETY ANNUAL MEETING TREASURER'S REPORT

This report is for the Trailing Twelve Month Period of August 2016 through July 2017. The next page shows the Trailing Twelve Month totals compared to the prior year.

### Comments on Major Variances

Our Membership Revenue continues to decrease at the rate of 6% per year. Although we continue to acquire new members, those whose memberships have lapsed or have passed away continue to outpace the new members. Our Membership Dues have remained at \$35 for individuals and \$45 for families for over 6 years, while our costs keep climbing, especially Occupancy Costs. This issue needs to be addressed in the coming year.

Publication Sales increased by 40% due to the sales of Roger Lawrence's Captives Book, as well as a windfall from the Dallas, Texas Public Library, which surprised us with a purchase of \$9,600. Without that windfall, our sales would have been \$4,000 less than last year.



This is partially because we have not published as many new repertoires in the last twelve months.

Research Income decreased 30% due to an extra-ordinary engagement reflected in the prior year income. This is a non-recurring event.

Donations reflects an increase of 75%, however, included in that amount is \$2,000 that we received from our participation in the NERGC 2017 Conference. The remainder of the increase is due to "In Memorium Donations" for Roger Lawrence and Raymond Gravelle.

The 18% increase in Rental Income is due to a timing adjustment in the receipt of payments. One of our tenants was a little behind and caught up in December 2016.

The 30% decrease in the cost of the Genealogist is also a timing issue, and corrected itself in August 2017.

Society Expenses rose 53% due to non-recurring Professional Expenses. \$3,200 of the variance represents the cost of having our building appraised, as well as a study of Market Value Rentals for our type building. This is the first time that we have had our building appraised.

Occupancy Expenses rose 14% due to a number of issues: increases in heat, electricity, boiler & radiator repairs, and fixing safety and deferred maintenance items. As our 1952 building ages, these costs will continue to rise.

Major changes were made to our Balance Sheet during the Annual 2016 Audit of our Books & Records. Our society has never depreciated its fixed assets. In order to comply with Generally Accepted Accounting Principles, adjustments were made to bring these accounts in line to reflect the true book value of the assets. The Land was separated from Building, the Building was depreciated according to the IRS guidelines, Capital Improvements were depreciated over a 15 year life, and Furniture & Fixtures were reduced to Salvage Value of \$10,000. The Depreciation for the 2016 year was reflected under Occupancy Expenses, and the Prior Year's Portion was charged against Retained Earnings. This effectively reduced Total Equity by 23%.

Our Capitalization Policy states that any capital item purchased for over \$1,000, and has a useful life of at least 5 years, is capitalized and depreciated. Most of our office equipment purchases, including computer equipment, cost less than \$1,000, and are immediately charged to Operating Expenses. Building Improvements costing more than \$1,000, with a useful life of 15 years, are capitalized and depreciated. All other costs are immediately charged to Occupancy Expenses.

Any member may view the society's Audited Financial Statements, and it's Federal Income Tax Form 990. Please contact the Treasurer at [Treasurer@acgs.org](mailto:Treasurer@acgs.org) to set up an appointment, or call 603-622-1554 on the days that the Library is open for business.

Respectfully Submitted: Ronald P. Blais, Treasurer 15 August 2017



American - Canadian Genealogical Society

AMERICAN-CANADIAN GENEALOGICAL SOCIETY

TRAILING TWELVE MONTH FINANCIALS

August 1, 2016 through July 31, 2017

Prepared BY: Ronald P. Blais, Treasurer

Revenue	TTM Actual	Prior Year	\$ Variance	% Variance
Membership Dues	\$35,390	\$37,888	(\$2,498)	-6.6%
Publication Sales	\$17,717	\$12,648	\$5,069	40.1%
Library Income	\$2,464	\$2,189	\$275	12.6%
Research Income	\$5,395	\$7,784	(\$2,389)	-30.7%
Conference Income	\$4,836	\$4,309	\$527	12.2%
Donations and Interest Income	\$12,465	\$7,095	\$5,370	75.7%
Rental Income	\$12,095	\$10,236	\$1,859	18.2%
<b>Total Revenue</b>	<b>\$90,362</b>	<b>\$82,149</b>	<b>\$8,213</b>	<b>10.0%</b>

Expenses				
Membership Renewals & Reminders	\$835	\$674	\$161	23.9%
Publication Printing & Shipping Costs	\$3,998	\$4,573	(\$575)	-12.6%
American-Canadian Genealogist Costs	\$8,585	\$12,292	(\$3,707)	-30.2%
Library Expenses	\$1,184	\$525	\$659	125.5%
Conference Expenses	\$3,780	\$4,557	(\$777)	-17.1%
Society G & A Expenses	\$13,605	\$8,864	\$4,741	53.5%
Occupancy Expenses	\$54,561	\$47,650	\$6,911	14.5%
<b>Total Expenses</b>	<b>\$86,548</b>	<b>\$79,135</b>	<b>\$7,413</b>	<b>9.4%</b>

Net Surplus or (Deficit)	\$3,814	\$3,014	\$800	26.5%
--------------------------	---------	---------	-------	-------

BALANCE SHEET

Assets				
Cash On-Hand and in Banks	\$28,293	\$30,581	(\$2,288)	-8.1%
Inventory for Resale	\$32,600	\$25,260	\$7,340	22.5%
<b>Current Assets</b>	<b>\$60,893</b>	<b>\$55,841</b>	<b>\$5,052</b>	<b>8.3%</b>
Land	\$8,460	\$0	\$8,460	100.0%
Building, less Depreciation	\$176,730	\$230,172	(\$53,442)	-30.2%
Capital Improvements, less Depreciation	\$92,966	\$96,200	(\$3,234)	-3.5%
Furniture and Fixtures, less Depreciation	\$10,000	\$132,199	(\$122,199)	-1222.0%
<b>Fixed Assets</b>	<b>\$288,156</b>	<b>\$458,571</b>	<b>(\$170,415)</b>	<b>-59.1%</b>
St. Mary's Bank Share	\$5	\$0	\$5	100.0%
Library Holdings	\$346,477	\$344,263	\$2,214	0.6%
<b>Other Assets</b>	<b>\$346,482</b>	<b>\$344,263</b>	<b>\$2,219</b>	<b>0.6%</b>
<b>Total Assets</b>	<b>\$695,531</b>	<b>\$858,675</b>	<b>(\$163,144)</b>	<b>-23.5%</b>
Liabilities & Equity				
<b>Total Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total Equity</b>	<b>\$695,531</b>	<b>\$858,675</b>	<b>(\$163,144)</b>	<b>-23.5%</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$695,531</b>	<b>\$858,675</b>	<b>(\$163,144)</b>	<b>-23.5%</b>



## 2017 Election of Officers and Four Directors

### Slate of Officers and Directors for 2016/2017

President  
Vice President  
Corresponding Secretary  
Recording Secretary  
Treasurer

Muriel C. Normand  
Julie Smith  
Elaine Maurice  
Jeanne Lundell  
Ronald P. Blais

#### Directors:

Cecile Durocher  
Larry Autotte  
Dennis Joyal  
Janine Penfield

### Conference Committee

Our gratitude to many people who made this conference happen.....

The entire Library Board staff under the direction of the co-directors, Jeanne **Boisvert** and Jackie **Watson** who secured the restaurant, chose the meal, met regarding the set up and A/V; collected and co-ordinated the raffle items; made the favors for the tables; local publicity; coordinated the advertising for our program brochure; and to our web master who got the program and registration up on our web site.

Muriel **Normand** who coordinated the speaker selection

Pauline **Cusson** for her assistance in teaching Jeanne Boisvert in putting this program together & with Lafayette Press for final details and the printing of the program.

LeBlanc, Cusson • 03-923-1412