

Annual Meeting Reports

September 2020

PRESIDENT'S ANNUAL REPORT

Our organization has gone thru some major changes this year. We have sold our building at 4 Elm Street and in May 2020 we moved to our new space at 1 Sundial Avenue, Suite 317N, Manchester, NH. The move was quite an experience, with Denis Joyal and I guiding the unpacking and placement of our books, computers, Tree of Life, etc. We are about 80% unpacked and getting ready for our opening. Our library space might be smaller, but our resources are still as large as they ever were.

As the whole world has dealt with the global pandemic so too has ACGS. When the Governor of NH put the Stay at Home order in place in March 2020, we closed our doors with the hopes of reopening them in short order. The timing of the pandemic fell right in line with our process to refit our new space and packing up of our old space. All in all, there was only a delay of a few weeks to the initial plan which we account to the endless hours put in by Ron Blais, Steve Lefoley, and I to meeting with the management team and planter for our new location. If we did not keep on top of them to move as fast as they could it would have been a much longer wait to move in.

As we await the Governor's release to reopen libraries in NH, we find that COVID-19 not only interrupted our opening, it has also affected our annual Fall Conference. In a "normal" year we would have our Fall Conference at the end of September where we would distribute our annual reports to the members that attend and hold our annual elections for the board of directors. In an abundance of safety and to follow the guidelines of the CDC and the State of New Hampshire not to have gatherings of more than ten people, the ACGS has canceled the Fall Conference for 2020. Per our by-laws we are required to supply our members with an annual report as well as to hold elections. To be compliant with our by-laws we have decided to include an abbreviated selection of our annual report to include the President's report, Minutes from the 2019 Annual Meeting, and the Treasurers report, in the August issue of our journal. Later, we will be creating a page for members on the website with a complete rendering of all committee annual reports for 2020.

Also included in this issue of the journal is a ballot for the elections of our Board of Directors for 2020 with biographies for each of the nominees. It is our request that each member either print the ballot if they receive the journal electronically or cut out the page from the journal, then complete the ballot with your election choices. If you hold a Family Membership, please be sure to print or make a copy of the ballot for the other family member so that all members have a chance to vote, you may mail them in together. Once completed per the directions on the ballot, please mail it back to the library to the address and attention shown on the ballot form, no later than August 26, 2020.

Thank you for your understanding and cooperation. Next year we hope to return to the Puritan, the last Saturday in September. We hope to see you soon at our new location, watch the website for more details.

Julie Smith, President

ACGS ANNUAL BUSINESS MEETING MINUTES

September 28, 2019

MEETING CALLED TO ORDER at the Puritan Back Room, Manchester, NH at 8:35 a.m. by President, Muriel Chabot Normand.

IN ATTENDANCE were the following officers: Muriel Chabot Normand, President; Juliet Smith, Vice-President; Ronald Blais, Treasurer; Jeanne Lundell, Recording Secretary; Elaine Maurice, Corresponding Secretary; and the following directors: Jeanne Boisvert, Cecile Durocher, Steve LeFoley, Herb Boyce, and Jo Zurwell.

SECRETARY'S MINUTES: President Muriel Chabot Normand noted the minutes published in the Conference Program and asked for comments/questions. None were presented.

TREASURER'S REPORT: This was also published in the Conference Program. Ronald Blais asked for comments/questions. None were presented. Ronald presented a report on the sale of 4 Elm St., Manchester, NH. The prospective buyer asked for an extension due to details of financing the purchase. This was granted. The new date is November 1, 2019. We also asked conditionally for an extra \$10,000 from the buyer. After the sale is finalized, we will be renting space from the Sundial Center, Building 1, 317 N, 3rd floor. The lease agreement will cover 20 years. Some of our records such as obituaries and journals will be scanned and made available on the members only section of our website.

OFFICER AND DIRECTOR ELECTIONS were presented by Jackie Watson. After introducing the officers and directors that were up for election, she requested nominations from the floor. There were no new nominations; Jeanne Lundell, recording secretary, cast a vote to recognize the ballot as presented. New officers voted in were as follows: Juliet Smith, President; Ronald Blais, Vice-President; Christine Bard, Treasurer, Muriel Normand, recording secretary; and Elaine Maurice Corresponding Secretary. Newly elected or re-elected directors were as follows: Larry Autotte, Denis Joyal, Jeanne Lundell, and Larry Maurice.

Newly elected president Juliet Smith recognized and thanked Muriel Chabot Normand for her service to the society as past president and research chairperson.

It was announced that the society is in desperate need of a Publicity Chairperson. As we need to increase our presence in the community and our membership rolls, this is a vital position that needs to be filled.

Meeting adjourned at 9:15 a.m.

Submitted by Jeanne Lundell, Recording Secretary

TREASURER'S REPORT – ANNUAL MEETING 2020
For the trailing twelve months ending May 31, 2020

A review of the Balance Sheet as of May 2020 and Trailing Twelve-Month Income as of May 31, 2020 discloses several variances. These variances are mostly as a result of the sale of the building, which closed in December, and the preparation of our new rental space. The board worked with a realtor and space planner as well as our attorney to see us through both of these changes. As with any construction/new space type project there are always cost overruns, however, the board did a wonderful job at trying to keep these at a minimum while keeping things moving along as the Covid-19 health crises hit at the very beginning of the rental space fit up. Before the stay at home order items that we were not using and would not be used at the new location were sold, however, due to the timing of the move during this time some items needed to be discarded. At the end of our financial year which is 12/31/2020 we will be addressing any balance sheet adjustments needed.

After the sale of the building we started moving forward again with the additional phases of website updates. Please check out our members only section and see for yourself. Please remember that we are a 100% volunteer run society with a physical library. We survive on membership dues and your donations and we are appreciative. Once we are open again and it is safe for you to do so please visit our new location. There is plenty of parking and an elevator. Respectfully submitted: Christine Bard, Treasurer

AMERICAN-CANADIAN GENEALOGICAL SOCIETY
FINANCIAL STATEMENTS
for the Twelve Trailing Months of June 01, 2019 through May 31, 2020

Prepared by: Christine Bard, Treasurer since October 2019

	INCOME STATEMENT				CHANGE	
	2020		2019			
REVENUE:						
Membership Dues	\$ 40,381.00	\$	34,075.00	\$	6,305.10	
Publication Sales	\$ 15,226.97	\$	2,955.80	\$	12,271.71	
Genealogist	\$ 12.00	\$	3.00	\$	9.00	
Library Sales	\$ 1,581.88	\$	3,144.55	\$	-1,562.67	
Research Fees	\$ 1,279.62	\$	3,110.00	\$	-1,830.18	
Conference Revenue	\$ 8,566.00	\$	5,273.00	\$	3,293.00	A
Various Donations & Misc. Income	\$ 272,799.07	\$	7,759.79	\$	265,039.28	B
Website Income	\$ 8,630.74	\$	19,812.42	%	-11,181.68	C
Rent	\$ 6,450.00	\$	12,900.00	\$	-6,450.00	D
Total Revenue	\$ 361,905.60	\$	90,804.54	\$	272,871.14	
Expenses:						
Membership	\$ 2,404.77	\$	941.66	\$	1,463.11	E & F
Publications	\$ 14,594.03	\$	5,079.39		9,514.64	G
Genealogist	\$ 8,044.75	\$	9,558.04	\$	-1,513.29	
Library	\$ 451.27	\$	878.49	\$	-427.22	
Conference	\$ 5,033.45	\$	5,387.09	\$	-353.64	
Society	\$ 21,898.93	\$	15,579.26	\$	6,319.67	
Website Expenses	\$ 12,350.00	\$	9,074.01	\$	3,275.99	
Building	\$ 39,023.65	\$	45,026.36	\$	-6,002.71	
Total Expenses	\$ 104,190.23	\$	91,624.30	\$	12,665.93	
Net Surplus or Loss	\$ 258,111.75	\$	-642.03	\$	258,753.78	H

A NERG is every two years with the last conference in 2019

B 2020 Includes LT Capital Gains

C the website funding campaign has ended although we always welcome and need donations

D rent ended with the sale of the building

E in 2020 we went to a different membership renewal model

F in February 2020 we participated in the WZID Women's Expo by renting a booth

G printing costs based on the amount of books printed

H reflects the sale of the building and renting and furnishing our new location

06/07/20

American-Canadian Genealogical Society
Balance Sheet
As of May 31, 2020

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · BANK ACCOUNTS	
1001 · TD Bank Operating Account	3,916.08
1004 · St. Mary's Bank Checking Account	480.22
1005 · CASH ON HAND-CASH REG	150.00
1006 · PETTY CASH-Christine Bard	150.00
1010 · TD Bank Money Market Account	501.40
Total 1000 · BANK ACCOUNTS	5,197.70
Total Checking/Savings	5,197.70
Other Current Assets	
1300 · INVENTORY-RESALE	4,804.00
1310 · Prepaid Expenses	39,218.61
1315 · Prepaid Rent	5,940.48
1350 · Investments	473,976.29
Total Other Current Assets	523,939.38
Total Current Assets	529,137.08
Fixed Assets	
1500 · Fixed Assets	
1520 · FURNITURE, FIXTURES & EQUIPMENT	
1521 · Furniture & Equipment	179,363.90
1522 · Accu. Deprc. Fur. & Fixt.	-123,754.21
Total 1520 · FURNITURE, FIXTURES & EQUIPMENT	55,609.69
1530 · ACGS HOLDINGS	244,941.05
Total 1500 · Fixed Assets	300,550.74
Total Fixed Assets	300,550.74
Other Assets	
1600 · St. Mary's Bank Share	5.00
Total Other Assets	5.00
TOTAL ASSETS	829,692.82
LIABILITIES & EQUITY	
Equity	
3000 · OPENING BALANCE EQUITY	517,215.01
3900 · RETAINED EARNINGS	324,802.91
Net Income	-12,325.10
Total Equity	829,692.82
TOTAL LIABILITIES & EQUITY	829,692.82

ACGS LIBRARY BOARD ANNUAL REPORT 2020

Due to the impending sale of our building many projects proposed for the library were put on hold until the sale was confirmed, and the move made.

One of the things that the Library Committee accomplished was the cleaning and purging of the third floor. Once that was done, we started purging the family files. Due to lack of space, decisions were made to discard all materials that are accessible on the internet. We decided to keep any pictures that were marked, original documents, newspaper articles etc.

The obituaries were all digitized and are now on our website.

We also discarded all Family Associations pamphlets. All periodicals were digitized and can be accessed on our computers, as well as our *Genealogist*.

The Main Collection was purged of books that were mainly novels, as well as older "how to" books. Again, space was the factor.

Now that we are in our new space, the Library Committee is looking forward to continuing servicing our patrons and making our library accessible to all. We welcome any comments or suggestions.

We hope that our patrons stay safe and we encourage you to check out our website as we will continue to add more items.

Respectively Submitted,
Jeanne M. Boisvert #6394
Jacqueline Watson #7227
ACGS Library Co-Directors

Membership Annual Report 2020

This has been quite a year of changes for our society especially with the move to Sundial. Again, this year I have to first thank Cecile Durocher, #9737, and Larry Autotte, #3505, for volunteering to do the data entry of the checks and credit cards. They continue to "keep the wheels rolling" for the society.

Larry was also a key player in the "Lapsed Member Survey". We wrote to all those that did not renew their membership in an attempt to find out why. We had about a 30% response rate and the results were not that surprising. Several people had just forgotten and when they received the letter, renewed. This pretty much paid for the cost of the mailing. A significant number of lapsed memberships were because the members had passed away or were no longer able to drive, highlighting that our membership tends to be older. Another significant group simply finished their genealogy work.

April of 2020 marked the first full year of new membership rates so by April everyone had received a renewal with the new prices. Many switched to email delivery of the journal when they renewed so as of this report date, 2/3 of the membership receive the *Genealogist* by

email and 1/3 receive a printed copy. Thanks to Janine Penfield #9134, the number of exchanges receiving a printed journal has also gone down. Janine surveyed all the exchanges and solicited their preference for email, paper, or no journal at all. We now send out 58 printed copies of the Genealogist in exchange for other societies' journals.

The new website is gaining in popularity and we are seeing more and more renewals online via the web site. In the future we will be looking into enhancing this and streamlining the process. An added benefit of renewing via the web is that you can at the same time update your information. Please note that you are responsible for keeping the society updated if you change your email, especially if you receive the journal electronically.

Just recently we started sending out 1st class letters with return postage for renewals. Again, I have to thank Larry Autotte for spearheading this effort and we hope that it prompts people to keep their membership. A couple of side effects of this is that we get returns on the letters when someone moves or passes away and the letter allows us to better communicate the different membership options better than a small postcard.

Each yearly report would not be complete without the numbers. We currently have an 899 active members, eight-six of them lifetime members. 525 of the active members live within driving distance of the library. While this year has seen a drop in membership, we would like to see it start increasing. I hope the new website will help with that since we now have additional resources available.

Here's looking forward to 2021.

Respectively Submitted
Steve Lefoley – Membership Chair

Website Committee Annual Report 2020

After the launch of our new website in April of 2019 we have continued to add new information, pages of interest, and searchable indexes to the website. With limited resources while we waited for the sale of our building, we added items that did not cost much but added great value. We added on the public side of the site: an index to the Genealogist, a page explaining the newsletter in hopes to promote it to a greater audience, an Acadian History page, a Fall Conference 2019 page with all the excitement from last years conference.

On the Member's Only side of the site we have added a searchable index for the ACGS collection of obituaries that has been growing for over 30 years. This database holds about 400,000 obituary images. In addition, we most recently received a donation of 2649 obituaries of the Belanger family donated by James Belanger #4321, and these have been uploaded and included in the database and are completely searchable in the index. If you or someone in your family has collected family obituaries that are not already part of our database, we would be interested in taking a look to see if we can work them into our collection. Please email me at marketing@acgs.org.

Once the stay at home order from the pandemic took effect and made ACGS close the library, we decided it was important to include as much of what a member could do at the library be available on the website. With that in mind we were able to work out arrangements with Ancestry to allow us to add, for a limited time, the Ancestry Library Edition to our website for our members. We were overly excited to be able to obtain access for our members to Genealogy Quebec – Lafrance to the website; we are working on a way to make this a permanent feature of the website.

Thank you for keeping an eye on our website for the latest updates on COVID-19 and how it has impacted the library, as well as to the state of the Relocation of the library; it was a challenge to have both happen at the same time.

We look forward to adding more amazing items to the website in the year to come.

Respectfully Submitted

Jo Zurwell, Website Committee Chair

Marketing Committee Annual Report 2020

The focus of the marketing committee over the past year has to reduce our inventory on the Croteau and Methot book collections as well as to sell off as much inventory of the repertories before we moved. We developed a campaign geared toward libraries that had previously ordered large quantities of books from us. This campaign was successful as we received large book orders from Clayton Library in Dallas, TX, San Antonio Library in TX, and the Michigan Archives; our books have found good homes. In the process of packing up every corner of the library we found some interesting treasures that we had received as donations over the years but did not fit our library make up, so we found good homes for them with our members and other libraries.

It fell under the marketing committee to try and sell our used office equipment that we had collected over many years in our old building and would not fit in the new location. After about six months of promotional emails and postings on social media outlets we were successful at selling off about 85% of the items.

Just before the stay at home order was put into effect in March, ACGS participated in the WZID Women's Expo 2020 on February 22nd. Our focus at our booth was to promote our society and attain new members. We had a lot of people stop by the table and show a strong interest and we hope to see new memberships from this event.

Respectfully Submitted,

Jo Zurwell, Marketing Committee Chair

End of Reports