



# Indiana Genealogical Society

## Board Meeting Minutes

August 8, 2020

10:00 a.m.

### Zoom Online Meeting

#### Call to Order

At 10:05am on Saturday, August 8, 2020, Rhonda Stoffer, IGS President, called the IGS Board Meeting to order using Zoom. This meeting was held online due to state restrictions regarding the COVID-19.

#### Attendance

Attendance online: Donna Adams, Jennifer Alford, Diane Brumfield, Sue Caldwell, Lou Ann Clugh, Ron Darrah, Kaye Ford, Susan Heider, Sheila Kell, Michael Maben, Janet Mobley, Marlene Polster, Rhonda Stoffer, Curt Sylvester, and Sharon Whetstone.

#### Approval of Agenda

**MOTION:** Lou Ann Clugh moved and Marlene Polster seconded to approve the agenda. The motion passed.

#### Minutes of the Last Board Meeting

**MOTION:** Sue Caldwell moved and Lou Ann Clugh seconded that the Minutes of the May 2, 2020 Board Meeting be approved. The motion passed.

#### Financial Report

**MOTION:** Marlene Polster moved and Lou Ann Clugh seconded the approval of the financial reports. The motion passed.

#### Confirmation of the Next Meeting Date

24 October 2020                      Fort Wayne or Zoom

#### Confirmation of Next Five Meeting Dates

23 January 2021	Plainfield
10 April 2021	Conference/Annual Meeting on Zoom
01 May 2021	Plainfield
07 August 2021	Plainfield
30 October 2021	Fort Wayne
30 January 2022	Plainfield

#### Approval of Executive Committee Action

The following actions of the Executive Committee were approved by consent. The actions were:

- Approved that IGS will work with John De Jong and FamilySearch to finish the marriage records project by promoting the project to membership and ICGs.
- Approved offering member chapters a Zoom subscription by adding them to the IGS account for \$74.95 per year.

- Approved the request of Monroe County to hold the 2020 grant award funds until 2021 as they have cancelled the program for this year due to COVID-19.

### **New ICG for Marion County**

Marlene Polster announced that the Long Range-Planning Committee has approved that Ron Darrah will serve as the Marion County Indiana County Genealogist. The Board approved this by consent.

### **Membership**

There was discussion on the membership classifications.

**MOTION:** Marlene Polster moved and Lou Ann Clugh seconded that under Article I Dues and Memberships of the Standing Rules and Policy Manual, that section 3 regarding organizations be deleted and replaced with:

Section 3: Dues for libraries and Archives

The current rate for libraries and archives shall be \$30.00 in U.S. dollars.

The motion passed.

**MOTION:** Marlene Polster moved and Sue Caldwell seconded that the forty dollars (\$40) foreign membership fee be removed from the website and that all IGS memberships, local or foreign, be at the current rate of thirty dollars (\$30). The motion passed.

### **FamilySearch Project**

President Rhonda Stoffer shared that work with John De Jong and FamilySearch is continuing. A lot has been accomplished and negotiations with counties continue. Mr. De Jong is available to meet with county officials to share the process.

### **Hendricks County Probate Records Project**

President Rhonda Stoffer shared that she has not had a response from the Hendricks County Clerk regarding the digitized records. Additional IGS records for Hendricks County have been found in Amazon storage.

### **IN-Genweb Update**

No report.

### **Education Committee**

President Rhonda Stoffer shared that she had an inquiry from a person stating an interest in working on the Education Committee. This position is still listed on the IGS website, but has not functioned for many years. Board actions today may eliminate this as a standing committee.

### **Cloud Storage**

President Rhonda Stoffer shared that Susan Heider is investigating cloud storage and a report will be made at a future Board meeting.

### **Upcoming Election**

President Rhonda Stoffer reported that the upcoming election will affect some officers and other leadership. A nominating committee will be appointed.

### **2021 Annual Conference**

Michael Maben reported that David Lambert will not be available for our 2021 Annual Conference due to the New England Genealogical Society's ban on travel due to COVID-19. It was discussed that the 2021 Annual Conference should plan for a virtual speaker on Saturday and a possible second track of speakers on Friday. Michael will work on this and report back to the Board.

**MOTION:** Michael Maben moved and Marlene Polster seconded that David Lambert be rescheduled for an in-person presentation in 2022 in Fort Wayne. The motion passed.

### **Indiana County Genealogists**

Marlene Polster reported that with the addition of Ron Darrah as the Marion County IGS, we now have a total of fifty-nine counties covered. We still have thirty-three counties without an ICG.

### **OurRoots Project**

President Rhonda Stoffer shared that the OurRoots Project is in Beta testing. She will keep the Board informed on the progress of this project.

### **Website Update**

President Stoffer reported that the IGS website continues to be updated.

### **Report of the “To Do List” Committee**

Susan Heider reported the findings and recommendations of the “To Do List” Committee. The committee offered the following motions:

**MOTION:** The “To Do List” Committee moved and Lou Ann Clugh seconded that the following be added to the Standing Rules and Policy Manual under Article I Section 3:

- a. Provide the Treasurer a copy of the contract with the speaker (or link)
- b. Ensure the speaker has provided a properly completed IRS W-9 to the Treasurer before the conference to avoid any potential delay in the payment of speaker’s fees
- c. Approve the invoice received from the speaker after the conference and forward to the Treasurer for payment (invoice to have name/address which matches the IRS Form W-9, the conference date, dollar amount which matches the contract).

The motion passed.

**MOTION:** The “To Do List” Committee moved and Sue Caldwell seconded that the following be added to the Standing Rules and Policy Manual for Contracted Positions:

- a. A copy of the contract (or cloud link) naming the contractor and clearly stated beginning and ending dates (if applicable).
- b. The contractor must submit a completed and current IRS Form W-9.
- c. For each payment, even those ongoing, the contractor must submit an invoice that includes:
  - i. A description of the work completed
  - ii. Date work completed (if there is a precise date)
  - iii. Name that matches the W-9 on file
  - iv. Current address and telephone number
- d. Approval from person providing oversight of the contractor’s work (if applicable)

The motion passed.

**MOTION:** The “To Do List” Committee moved and Sheila Kell seconded that on the Purchase and Reimbursement Policy that references to a virtual credit card number be removed. The motion passed.

**MOTION:** The “To Do List” Committee moved and Marlene Polster seconded that the following phrase be added to the Standing Rules and Policy Manual:

“All contract workers and paid speakers must have a current IRS Form W-9 on file with the IGS Treasurer before any payment will be made. Those in a recurring contract position will need to submit an invoice for each payment as outlined in the Standing Rules and Policy Manual.”

The motion passed.

**MOTION:** Lou Ann Clugh moved and Kay Ford seconded that the “Purchase and Reimbursement Authorization Policy” be included in the Standing Rules and Policy Manual. The motion passed.

**MOTION:** Kay Ford moved and Donna Adams seconded that the IGS “Reimbursement Request/Expense Approval Form” and the IGS “Bank Balance Verification Form” both be included in the Standing Rules and Policy Manual. The motion passed.

### **Report of the Revision Committee**

Curt Sylvester, Chair of the Revision Committee made the following motions on behalf of the committee:

**MOTION:** The Revision Committee moved and Marlene Polster seconded that IGS Revision Document A Recommendation One that the IGS Long-Range Planning Committee be discontinued and that two of its tasks be transferred as stated in the following motion. The motion passed.

**MOTION:** The Revision Committee moved and Sue Caldwell seconded that IGS Revision Document A Recommendation Two be adopted that the following two tasks of the Long-Range Planning Committee be transferred as follows:

- Article X, Section 3.1 and Section 3.3.a of the Long-Range Planning Committee be transferred to become Section 3.5 of Membership in the Standing Rules and Policy Manual.
- Article X, Section 3.3.e of the Long-Range Planning Committee be transferred to become Section 2.8 of the Vice-President’s job description in the Standing Rules and Policy Manual.

The motion passed.

**MOTION:** The Revision Committee moved and Sue Caldwell seconded that IGS Revision Document B be adopted as a replacement for the current Article III Indiana Genealogists and placed in the new Standing Rules and Procedures Manual. The motion passed.

**MOTION:** The Revision Committee moved and Sue Caldwell seconded that IGS Revision Document C be adopted and placed in the new Standing Rules and Procedures Manual. The motion passed.

**MOTION:** The Revision Committee moved and Kay Ford seconded that IGS Revision Document D as amended be adopted and placed in the new Standing Rules and Procedures Manual. The motion passed.

**MOTION:** The Revision Committee moved and Marlene Polster seconded that IGS Revision Document E as amended be adopted and placed in the new Standing Rules and Procedures Manual. The motion passed.

**MOTION:** The Revision Committee moved and Lou Ann Clugh seconded that IGS Revision Document F as amended be adopted and placed in the new Standing Rules and Procedures Manual. The motion passed.

**MOTION:** The Revision Committee moved and Janet Mobley seconded that IGS Revision Document G as amended be adopted and placed in the new Standing Rules and Procedures Manual. The motion passed.

**MOTION:** The Revision Committee moved and Sheila Kell seconded that IGS Revision Document H as amended be adopted and placed in the new Standing Rules and Procedures Manual. The motion passed.

**MOTION:** The Revision Committee moved and Lou Ann Clugh seconded that IGS Revision Document I be adopted for implemented changes to the new Standing Rules and Procedures Manual. The motion passed.

### **Publication Report**

President Rhonda Stoffer reported that there are several openings within the publication area and asked if there were volunteers. The current situation with IGS publications is as follows:

- *Indiana Genealogist*, our quarterly journal has no editor due to resignation. The former editor stated that she had templates and several submissions that could be used in future issues. The consensus of the Board was to continue our quarterly and asked the IGS President to contact the former editor to acquire the templates and submitted articles. An effort will be made to find a qualified person to be the new editor. In the meantime, it is

hoped to produce some quarterly issues with the existing submissions. Anyone interested in helping should contact the IGS President.

- *Genealogy* Newsletter is being edited by Jennifer Alford and sent via email to all IGS members.
- IGS Social media has no person in charge. Rhonda has posted some to the IGS Facebook page which presently has 7, 149 followers. All other social media is on hold.
- “Once A Hoosier-Always A Hoosier” has had no person in charge for some time, but the submit form is still on our website. Recently, submissions were received, but there is no one to do this. The Board agreed that the submission information for “OAH-AAH” be removed from the website. It was also suggested that the most recent submissions be given to Jennifer Alford for inclusion in a future *Genealogy* Newsletter.

### **Adjournment**

At 2:40pm, Marlene Polster moved and Lou Ann Clugh seconded that the meeting be adjourned. The motion passed.

Curt Sylvester  
IGS Secretary