



Indiana Genealogical Society

Board of Directors Meeting Minutes

August 06, 2022

10:00 a.m.

Plainfield-Guilford Township Public Library
Plainfield, Indiana

CALL TO ORDER

At 10:00 a.m. on Saturday, August 06, 2022, Curt Sylvester, IGS President, called the IGS Board of Directors meeting to order. This meeting was held in person and via Zoom.

ATTENDANCE

Attendance in person:

Sue Caldwell, Ron Darrah, Janet Mobley, and Curt Sylvester.

Attendance online:

Donna Adams, Lou Ann Clugh, Jill Cobb, Kaye Ford, Anne Hager, Susan Heider, Marlene Polster, Rhonda Stoffer, and Sharon Whetstone.

Excused Absence:

Michael Maben

APPROVAL OF AGENDA

MOTION: Donna Adams moved and Janet Mobley seconded to approve the agenda. The motion passed.

MINUTES OF LAST BOARD MEETING

MOTION: Lou Ann Clugh moved and Rhonda Stoffer seconded that the Minutes of the April 30, 2022 Board Meeting be approved. The motion passed.

FINANCIAL REPORT

MOTION: Sue Caldwell moved and Lou Ann Clugh seconded the acceptance of the financial report and that it be filed for annual financial examination. The motion passed.

REPORT OF THE EXECUTIVE COMMITTEE

Sue Caldwell, Vice-President, reported that there were no actions of the Executive Committee since the last Board meeting.

CONFIRMATION OF DATES FOR FUTURE BOARD MEETINGS

29 October 2022	Fort Wayne
21 January 2023	Plainfield
01 April 2023	Annual Conference and Seminar at Fort Wayne
29 April 2023	Plainfield
29 July 2023	Plainfield
28 October 2023	Fort Wayne

MOTION: Janet Mobley moved and Sharon Whetstone seconded the approval of the meeting dates for 2023. The motion passed.

APPOINTMENTS BY IGS PRESIDENT

Curt Sylvester, President, announced the following appointments:

- The IGS Website committee as Donna Adams, Sue Caldwell, Ron Darrah, Rhonda Stoffer, and Curt Sylvester
- Sue Caldwell was appointed chair of the Finance Committee
- Marlene Polster as chair of the Research List Committee
- Jill Cobb and Lou Ann Clugh as co-coordinators for the District Directors

NOMINATION AND ELECTION COMMITTEE

MOTION: The Committee on Bylaws and Standing Rules moved and Rhonda Stoffer seconded the acceptance of Motion 2022 A and referred to the next scheduled board meeting. The motion passed.

That the Standing Rules state that the Board elects three members of the Society to the Nominations and Election Committee with each being in a different class. One would be elected for the term expiring at the end of the Annual Conference of 2023, one for the term expiring at the end of the Annual conference of 2024, and one expiring at the end of the Annual Conference of 2025. Then each year at the first Board meeting after the Annual Conference, the Board would elect a new person for the term just expired. Each year after the new person has been elected to the Nominations and Election Committee, the three members shall choose their own chairperson and report it to the President and Board.

Rationale: *This permits continuity for a standing committee while permitting a new member to be elected each year.*

The elections were held for the Nomination and Election Committee. Three persons were elected as follows:

- Class of 2025
MOTION: Kaye Ford moved and Sue Caldwell seconded that Kaye Ford be elected to the Class of 2025. Motion passed.
- Class of 2024
MOTION: Kaye Ford moved and Jill Cobb seconded that Jill Cobb be elected to the Class of 2024. Motion passed.
- Class of 2023
MOTION: Rhonda Stoffer moved and Sharon Whetstone seconded that Michael Maben be elected to the Class of 2023. Motion Passed.

President, Curt Sylvester, shared that the Standing Rules state that these three are to choose their chairperson and report that decision back to the president. They were also asked to read the job description which had some required actions by the next Board meeting.

MOTIONS TO AMEND IGS BYLAWS

MOTION: The Committee on Bylaws and Standing rules moved and Lou Ann Clugh seconded that Motion 2022 B be accepted and referred to the next IGS Board meeting for approval:

That “Article II Purpose” of the IGS Bylaws be modified and that the new approved Purpose Statement be the only one used in any venue. There were some amendments which were accepted by both the person making and the person seconding the motion. The motion was approved and referred to the next scheduled Board meeting as follows:

Article II Purpose

The purpose of the Indiana Genealogical Society shall be to promote genealogical and historical research and education through:

- A. Fostering an interest in all the peoples who contributed in any way to the establishment and perpetuation of the state of Indiana.
- B. Preserving and safeguarding Indiana historical and genealogical records.

- C. Receiving and holding gifts and bequests from any source for the benefit of the Society as approved by the Board of Directors.
- D. As a nonprofit 501(c)(3) organization, it shall strive to perpetuate the purpose of the Society and promote genealogical research of our Indiana ancestors.
- E. Maintain a website that preserves documents and makes them available for genealogical research.
- F. Keeping our website, publications, social media, and other offerings current to meet the changing needs for genealogical research.

Rationale: *It was discovered that there were various versions of the IGS Purpose Statement on existing documents. This motion is to provide an up-to-date statement that reflects the current status of the Indiana Genealogical Society and supersedes all other versions.*

MOTION: The Committee on Bylaws and Standing rules moved and Donna Adams seconded that Motion 2022 C be accepted and referred to the next IGS Board meeting for approval:

That “Article X Chapters” of the IGS Bylaws be deleted.

Rationale: *Several years ago, the IGS Board recognized that the chapter concept was no longer practical and discontinued the function. This motion is to bring the IGS Bylaws up-to-date with current Board practice.*

MOTION: The Committee on Bylaws and Standing rules moved and Jill Cobb seconded that Motion 2022 D be accepted and referred to the next IGS scheduled Board meeting. The motion passed as follows:

That “Article XII Amendments” of the IGS Bylaws be divided into two articles:

- 1. Amendments to the Bylaws
- 2. Amendments to the Standing Rules and Procedures Manual

Rationale: *Amendments to the Bylaws and to the Standing Rules and Procedures Manual occur to different procedures. This motion is to divide these into two different articles of the Bylaws as shown in the next motions. Amendments to the Bylaws requires action by the voting members at an IGS Annual Conference. Amendments to The Standing Rules and Procedures Manual is by the members of the IGS Board.*

MOTION: The Committee on Bylaws and Standing rules moved and Susan Heider seconded that Motion 2022 E be accepted and referred to the next IGS Board meeting. The motion passed as follows:

That a new article in the IGS Bylaws be named “Amendments to the IGS Bylaws” and contain the following:

- Section 1: Amendments to these Bylaws may be proposed in writing by the Board of Directors or by petition of at least twenty-five (25) members in good standing. Proposed amendments shall include the exact wording and rationale for the proposal. The proposal shall be submitted to the Corresponding Secretary at least sixty (60) days prior to the Annual Conference and provided to the IGS Board of Directors for review.
- Section 2: The proposal shall be reviewed by the Board of Directors and may be voted on at any meeting of the IGS Board of Directors.
- Section 3: The Corresponding Secretary shall send a copy of the proposed amendments to every member of the Society as least thirty (30) days prior to the Annual Conference.
- Section 4: Proposed amendments shall be voted upon by every member ballot as provided in the Standing Rules, a two-thirds (2/3) vote of ballots received shall be required for adoption. An adopted amendment shall take effect at the close of the Annual Conference unless otherwise stipulated in the proposal.

Rationale: *This article for the Bylaws specifically states the procedures for amending the IGS Bylaws. It separates this action from procedures to amend the IGS Standing Rules and Procedures Manual.*

MOTION: The Committee on Bylaws and Standing rules moved and Jill Cobb seconded that Motion 2022 F be accepted and referred to the next IGS Board meeting for approval. The motion passed as follows:

That a new article in the IGS Bylaws be named “Amendments to the Standing Rules and Procedures Manual” and contain the following:

- Section 1: Standing Rules are a further defining of the detailed operation of the Society.
- Section 2: Amendments to the Standing Rules and Procedures Manual may be proposed and voted upon at any meeting of the IGS Board of Directors.
- Section 3: The adopted amendments shall take effect immediately or unless otherwise stipulated in the proposal.

Rationale: *This article for the Bylaws specifically states the procedures for amending the IGS Standing Rules and Procedures Manual. It separates this action from procedures to amend the IGS Bylaws.*

MOTIONS RELATED TO DISTRICT DIRECTORS

MOTION: The Committee on Bylaws and Standing rules moved and Anne Hager seconded that Motion 2022 G be accepted and referred to the next IGS Board meeting for approval. The motion passed as follows:

In the Standing Rules and Procedures Manual, change Division III “Districts and District Directors” to “District Directors”

MOTION: The Committee on Bylaws and Standing rules moved and Kaye Ford seconded that Motion 2022 H be accepted and referred to the next IGS Board meeting for approval. The motion passed as follows:

In the Standing Rules and Procedures Manual, rearrange as follows:

- Rule 1 is Duties of District Directors
- Rule 2 is Election of District Directors
- Rule 3 is Districts of the Indiana Genealogical Society with map

MOTION: The Committee on Bylaws and Standing rules moved and Janet Mobley seconded that Motion 2022 I be accepted and referred to the next IGS Board meeting for approval. The motion passed as follows:

In the rule about “Duties of District Directors”, change all of the items to read as follows:

1. A District Director is a voting member of the IGS Board of Directors. See “Article VI Board of Director” of the Bylaws of the Indiana Genealogical Society, Inc. for information on the Board of Directors.
2. Each District Director is to attend all regularly scheduled meetings of the Board of Directors, all special called meetings of the Board of Directors, and the business meeting at the IGS Annual Conference.
3. Serve as an active member on at least one committee during your term of office as a District Director.
4. Plan and participate in at least one IGS event in your District each year.
5. Provide at least one article each year about something of genealogical interest or history in your District for inclusion in the Indiana Genealogist either by writing it or obtaining it from someone in your District.
6. Serve as the Coordinator of all Indiana County Genealogists within your District.

7. Communicate with all Indiana County Genealogist within your District and encourage them in their work on behalf of the Indiana Genealogical Society.
8. Call for reports from each County Genealogist before each regularly scheduled meeting of the Board of Directors.
9. Provide a written compiled report of all the genealogical activities, news and events for your district for each meeting of the IGS Board of Directors.
10. Keep the newsletter editor and the webmaster up-to-date on information about your District by checking the website periodically and suggesting changes or items to include.
11. Actively seek out individuals and encourage them to seek appointment as an Indiana County Genealogist for any county in the state of Indiana.
12. The position of District Director will be considered vacant at the beginning of the third consecutive regularly scheduled meeting of the Board of Directors at which the District Director fails to appear, unless they have notified in advance of acceptable reasons for the absences. The President will then fill the vacancy by appointment for the remainder of the term.

Rationale: *These three amendments were proposed to up-date-the position description for the District Directors and to reorganize the way they are listed in the Stand Rules and Procedures Manual.*

2023 ANNUAL CONFERENCE AND SEMINAR

Michael Maben filed a written report stating that space has been reserved at the Allen County Public Library for our 2023 conference on April 1, 2023. Of the two possible dates the IGS considered (April 1st or April 22nd), only the April 1st date was available at the ACPL. Now we need to select a main speaker and plan both tracks. I reviewed the evaluations from 2022 to see if there were any themes, but they were all over the place in possible topics. Curt Witcher and I talked about different speakers, and we should decide soon who we want to contact. Once we have selected the main speaker, we will plan the talks and work on the second track. Since the Board's directive is to have a hybrid conference, both in person and online, there will be a lot more work on the part of planning with cameras and other necessary technology. Here again I will work closely with the ACPL staff as we plan this part of the conference. Curt has also reserved space at ACPL on Friday, March 31, 2023, if we want to have the Society Management Seminar or the 2nd track on Friday. We can decide that later.

There was discussion and suggestions for the Annual Conference, our IGS Annual business meeting, as follows:

- Provide adequate time for the annual business meeting including the financial report and the report on balloting.
- Provide adequate time for the presentation of awards, scholarships, grants, and lineage society certificates. Each of these presentations should include information about the person receiving the honor and why they are receiving it.

There was discussion and suggestions for the seminar as follows:

- There should be a charge for attendance at the seminar and the charge should be the same whether the person is attending in person or virtually.
- There should be a charge for attendance at the seminar even if there is a sponsor. NGS and FGS have sponsors and still charge for attendance.
- There should be two rates for the seminar charges as a way of encouraging attendees to become IGS members. The cost for an attendee who joins IGS would be the thirty dollars membership fee plus the charge for the seminar. The cost for an attendee who does not join IGS should be at least ten dollars more. This would encourage persons to join IGS to receive the lower rate.
- In 2019, the charge for the seminar was \$40.00 for members and \$50.00 for non-members.

- If the future seminars are both virtual and in-person, the charge will need to cover the cost of the speaker's fees, lodging, food, transportation, etc. The fees should cover all the expenses so that the seminar is self-supporting.

THIRTY-FIFTH ANNIVERSARY OF IGS

Curt Sylvester reported that April 21, 2024 will be the Thirty-fifth Anniversary of IGS. It was suggested that we attempt to create a history of IGS by that time and that there be a celebration of our Anniversary. This celebration could be a part of our 2024 Annual Conference and seminar.

IGS BOOTH REVIEW

Curt Sylvester reported on the Midwestern Roots event held July 15-16, 2022 in Indianapolis. The IGS Booth was staffed by Ron Darrah, Jill Cobb, and Curt Sylvester. Curt noted that the pull-up banners were attractive, but that better promotional materials need to be available at the booth. Donna Adams, Jill Cobb, Ron Darrah, and Janet Mobley felt that it was important that IGS have a presence at seminars and conferences to promote our Society. They also shared the following suggestions:

- Have a laptop computer and a large screen to show attendees how our website works and an overview of our data
- Have up-to-date brochures that tell our IGS story and encourage persons to become members
- Pull-up screens may need to be updated
- Have brochures about our next seminar. Seminar speakers and dates need to be planned eighteen months in advance so that we can promote at various venues
- Have candy or other items to give away
- Have the booth staffed by volunteers who share the workload and promote the Society
- Have a drawing for a gift that requires people to provide contact information. This could be added to a list for future contact for membership, announcements about seminars, etc.

IGS has been invited to have a booth at the Indiana Genealogy and Local History Fair at the Indiana State Library on Saturday, 22 October 2022. Volunteers are requested to staff the booth.

PUBLICATIONS COMMITTEE REPORT

MOTION: The Publications Committee moved and Sue Caldwell seconded that Motion 2022 Q be accepted and referred to the next IGS Board meeting for approval. The motion was revised and passed as follows:

That the name of the Elaine Spires Smith Family History Writing Award be changed to the IGS Genealogy Writing Award.

MOTION: The Publications Committee moved and Donna Adams seconded that Motion 2022 R be accepted and referred to the next IGS Board meeting for approval. The motion passed as follows:

That the IGS Blog be removed from the IGS website.

CONTRACTED WORKERS

MOTION: The Publications Committee moved and Donna Adams seconded that Motion 2022 J be accepted and referred to the next IGS Board meeting for approval. The motion passed as follow:

That the descriptions for the four contracted editors found in DIVISION XI of the IGS Standing Rules and Procedures Manual be changed as shown on attachment. The motion was passed.

To assist the Board members to see the proposed changes for the four job descriptions, the changes were detailed in red including additions and deletions. After the motion passed, the president asked the chair of the Publications Committee to resubmit the four job descriptions as they should look after all of the changes. These updated descriptions will then be a part of the motions referred to the next scheduled meeting of the Board.

INDIANA COUNTY GENEALOGIST COMMITTEE REPORT

MOTION: The Indiana County Genealogist Committee moved and Ann Hager seconded that Motion 2022 K be approved. The motion passed as follows:

That the Indiana County Genealogist Committee be able to make changes as necessary to the ICG application to keep it up to date.

Rationale: *This will permit the ICG Committee to keep their application relevant to the changes that are happening in today's society and in the needs for genealogical research.*

MOTION: The Indiana County Genealogist Committee moved and Janet Mobley seconded that Motion 2022 L be approved. The motion was passed as follows:

That the Indiana County Genealogist Committee, after reviewing and approving a candidate for the position of Indiana County Genealogist, be approved to send the name of the approved candidate to the IGS President for approval by the IGS Board of Directors via an email vote.

Rationale: *This will permit an approved candidate to begin serving immediately rather than waiting three or four months for approval at the next scheduled meeting of the IGS Board of Directors.*

MOTION: The Indiana County Genealogist Committee moved and Lou Ann Clugh seconded that the following persons be approved as Indiana County Genealogists. The motion passed.

Roxanne Rothrok Perucca for Harrison County

Fay Myers for Kosciusko County

Anita Watts Kopetski for Marshall County

John Arford for Allen County

FINANCE COMMITTEE REPORT

Sue Caldwell, the newly appointed chair of the Finance Committee, announced that Ron Darrah and Lou Ann Clugh have agreed to serve on the committee with her. They will be reviewing with the Treasurer, board members, and committee chairs as they prepare an operating budget for 2023.

MOTION: Sue Caldwell as chair of the Finance Committee moved and Lou Ann Clugh seconded that the following changes be made in the Treasurer's job description in the Stand Rules and Procedures Manual and referred to the next scheduled meeting of the Board of Directors. The motion was passed as follows:

That #11 in the current job description of the IGS Treasurer become #12 and that a new #11 state: Shall provide a financial report, Profit and Loss Statement of the past fiscal year of the Society, to the Annual Conference each year.

Rationale: *This amendment is adding what is already procedural to the list of duties of the IGS Treasurer. It is not a new duty.*

WEBSITE COMMITTEE REPORT

Rhonda Stoffer reported for the newly appointed Website Committee. The committee asked IGS members to suggest things that they wish included on the new website. They also asked for suggested websites that might be an example for the new IGS website. The owners of those websites were contacted and asked for their evaluation of their own websites and if they would recommend the designer. Only three design firms were recommended. Those three were contacted and only two expressed interest in creating a website for IGS. The committee interviewed those two firms and are now in further discussions with each. In order to move forward, the IGS Website Committee offered the following motions:

MOTION: The Website Committee moved and Kaye Ford seconded that Motion 2022 M be approved. The motion was amended and passed as follows:

That the IGS Website Committee, in consultation with the Finance Committee, be authorized to select and sign a contract with those firms and individuals that they feel will best facilitate the creation of a new IGS Website.

MOTION: The Website Committee moved and Lou Ann Clugh seconded that Motion 2022 N be approved. The motion was passed as follows:

That a designated fund be created to be known as the IGS NEW WEBSITE FUND. That this fund will be able to receive funds designated to be used for the creation and establishment of a new IGS Website.

MOTION: Sue Caldwell moved and Janet Mobley seconded that \$50,000 of funds currently held in IGS accounts be designated for the new IGS Website. The motion passed.

The Board then discussed the importance of promoting this new website and seeking funding. Among the ideas for funding was seeking grants, encouraging donations including things such as the IRA mandatory distributions and yearend charitable contributions.

The current IGS website will continue in operation until the new website is created and functioning. There was a suggestion that a “Donate” button be added to both the current and new website encouraging donations. This suggestion was accepted by the Board without motion.

MEMBERSHIP COMMITTEE

Kaye Ford, chair of the Membership Committee, reported that she continues to work entering the names of members in a new system. She stated that at the present time, there are 477 paid members of the Indiana Genealogical Society. This is a major decline in membership which may be a result of COVID-19 and not having in-person Annual Conferences and seminars for two years. The lower number of members was referred to the Finance Committee since the actual membership income is far below the anticipated income for the annual operating budget.

MOTION: The Membership Committee moved and Lou Ann Clugh seconded the following motion:

That the Indiana Genealogical Society offer an individual Life-Time Membership for five hundred dollars (\$500) beginning September 1, 2022.

This motion was did not pass.

COMMITTEE CHAIRS REQUESTED TO ADD TO THEIR COMMITTEES

Curt Sylvester, IGS President, encouraged all chairpersons to select at least one (hopefully two) person(s) to serve on their committee. This provides a way of training new persons to assume roles with IGS. It also gives a backup person for each chair.

NAMES AND CONTACT INFORMATION

Curt Sylvester, IGS President, shared that some had expressed concern about having private contact information of IGS officers, District Directors, and Chairs of Committees listed on the IGS website and in IGS publications. Some felt that all that was needed was the name of the position, name of person, and contact email. Some felt that a picture and biographical sketch would add to the listing. There was also question about where applications for awards, grants, scholarships, and lineage societies. Some of these require mailed documents. This was referred to the next scheduled IGS Board meeting.

RECORDING SECRETARY

The position of Recording Secretary is still vacant. Names were requested for this position.

MISSION STATEMENT OF THE INDIANA GENEALOGICAL SOCIETY

Curt Sylvester, IGS President, shared that in reviewing IGS documents, brochures, and social media, various mission statements were found. After discussion, it was determined that, like the Purpose Statement,” there should be only one mission statement. Ron Darrah volunteered to review all the various mission statements and propose a new mission statement at the next scheduled meeting of the IGS Board of Directors.

RESEARCHERS LIST COMMITTEE

The description of the Researchers List Committee, found in the Standing Rules and Procedures Manual was discussed. Mark Hostetler was thanked for his service as the chair of this committee. Marlene Polster volunteered to serve in this capacity and was appointed by the president.

LIABILITY INSURANCE

Curt Sylvester, IGS President, reported that while reviewing the liability documents, that he was surprised to learn that the current policy is only “Event Liability Insurance” and does not cover the Board. This liability insurance was required for using a venue for our annual conference and seminar. The annual premium for the “Event Liability Insurance” is \$1,464.50.

Most nonprofit organizations carry liability insurance on their officers, Board members, volunteers, and contracted workers. Two companies (the one carrying our current event liability insurance and another company) were requested to provide a quote for liability insurance that would cover the Board, officers, district directors, committee chairs, volunteers, contracted workers, plus events and meetings.

At the time of Board of Directors meeting, only one company had provided a quote. Their quote was for liability insurance that would cover the IGS Board, officers, District Directors, committee chairs, volunteers, contracted workers, seminars, events, meetings copyright challenges. Their quote was for \$1,845.00 which is \$380.50 over what is being paid for the “Event Liability Insurance,”

MOTION: Donna Adams moved and Jill Cobb seconded the following motion:

That the Board accept this company’s bid and secure liability insurance that covers the IGS Board, officers, District Directors, committee chairs, volunteers, contracted workers, seminars, events, meetings copyright challenges.

The motion passed.

REPORTS OF OFFICERS

All officers had filed written reports.

REPORTS OF DISTRICT DIRECTORS

Written reports had been filed by six District Directors.

REPORTS OF STANDING COMMITTEES

Written reports of various Standing Committees had been filed for review prior to the meeting.

ADJOURNMENT

MOTION: Lou Ann Clugh moved and Janet Mobley seconded that the Board meeting be adjourned. The motion was approved and the meeting adjourned at 4:20p.m.

Curt Sylvester
IGS Recording Secretary