



# Indiana Genealogical Society

## Board of Directors Meeting Minutes

October 29, 2022

10:00 a.m.

Allen County Public Library  
Fort Wayne, Indiana

### CALL TO ORDER

At 10:16 a.m. on Saturday, October 29, 2022, Curt Sylvester, IGS President, called the IGS Board of Directors meeting to order. This meeting was held in person and via Zoom. It began late due to challenges in getting the microphones and cameras functioning correctly.

### ATTENDANCE

Attendance in person:

Donna Adams, Sue Caldwell, Ron Darrah, Kaye Ford, Rhonda Stoffer, and Curt Sylvester.

Attendance online:

Lou Ann Clugh, Anne Hager, Susan Heider, Janet Mobley, and Sharon Whetstone.

Excused Absence:

Diana Brumfield, Jill Cobb, Michael Maben, Marlene Polster, and Donna Schroeder

### APPROVAL OF AGENDA

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

### MINUTES OF LAST BOARD MEETING

**MOTION:** Lou Ann Clugh moved and Sue Caldwell seconded that the Minutes of the August 06, 2022 Board meeting be approved. The motion passed.

### FINANCIAL REPORT

**MOTION:** Sue Caldwell moved and Janet Mobley seconded the acceptance of the financial report and that it be filed for annual financial review. 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.

### APPOINTMENTS TO IGS POSITIONS

President Curt Sylvester announced that he had appointed Rhonda Stoffer as the chairperson of the IGS Website Committee.

### UPDATES AND ANNOUNCEMENTS

Donna Adams, Sue Caldwell, and Curt Sylvester staffed the IGS Booth at the Genealogy and History Fair at the State Library on 22 October 2022. Twenty-three persons registered and those names will be added to our prospective mailing list. A free year's IGS membership was won by Gary Warner of Greenfield, Indiana. It was shared that many of those who stopped at the booth were not familiar with IGS or thought that it was a subgroup of the Indiana Historical Society. It was felt that we need to do a better job of getting our organization known.

**CONFIRMATION OF DATES FOR FUTURE BOARD MEETINGS**

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:** Sharon Whetstone moved and Lou Ann Clugh seconded the approval of the meeting dates for 2023. The motion passed.

**MOTIONS REFERRED FROM LAST BOARD MEETING TO AMEND IGS BYLAWS**

**MOTION:** The Board of Directors moves that motions one through six to amend the IGS Bylaws that were previous approved by the Board of Directors be sent to the IGS membership for vote. The motion was seconded by Kaye Ford. The motion passed. Information regarding these six motions will be sent via Constant Contact to all IGS members during the last week of December. During the month of March 2023, a ballot will be sent to all IGS members to vote on these six amendments. The motions approved are:

**MOTION 1: AMEND CURRENT ARTICLE II: PURPOSE**

The Board of Directors of the Indiana Genealogical Society moves that Article II of the IGS Bylaws be amended to read 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 people 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 2: AMEND CURRENT ARTICLE X: CHAPTERS:**

The Board of Directors of the Indiana Genealogical Society moves that Article X 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 3: AMEND CURRENT ARTICLE XII: AMENDMENTS:**

The Board of Directors of the Indiana Genealogical Society moves that Article XII of the IGS Bylaws be replaced with two articles known as:

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

***Rationale:** The procedures for amending these two documents are different. In the current Bylaws, the procedures for amending these two documents are in the same article and are confusing. This motion is to separate the procedures into two distinct articles in the Bylaws to clarify the procedures for amendments. 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 4: CREATE A NEW ARTICLE FOR AMENDING THE BYLAWS:**

The Board of Directors of the Indiana Genealogical Society moves to create a new article for amending the IGS Bylaws which would be stated as follows;

- 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 an 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 5: CREATE A NEW ARTICLE FOR AMENDING THE STANDING RULES:**

The Board of Directors of the Indiana Genealogical Society moves to create a new article for amending the IGS Standing Rules which would be stated as follows:

- 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.*

**MOTION 6: DELETE THE AT-LARGE DISTRICT AND DIRECTOR POSITION**

The Board of Directors of the Indiana Genealogical Society moves to delete the At-Large District from our structure as noted in the IGS Bylaws and our IGS Standing Rules. This would also eliminate the position of Director of the At-Large District.

***Rationale:** The At-Large District was created to have a method of communicating with IGS members who did not live in the state of Indiana. This was prior to emails and internet. In today's world, IGS members living outside the state of Indiana usually contact either the County Genealogist or the District Director serving the county of their ancestors. Many of the listed duties of the director of the At-Large District are not possible for those living outside the state of Indiana. It is felt that this position is no longer need and its elimination will have no effect on the abilities of IGS members to research their Indiana ancestors.*

**MOTIONS REFERRED FROM LAST BOARD MEETING TO AMEND IGS STANDING RULES**

**MOTION:** The Board of Directors moves that motions one through eleven that were approved at the 06 August 2022 meeting of the Board of Directors be approved for policy at the October 29 Board

meeting. If approved, these motions become effective immediately and, as applicable, added to the Standing Rules and Policy Manual. This motion was seconded by Lou Ann Clugh. The motion passed and became effective immediately. Motions one through eleven approved above are as follows:

**MOTION 1: AMEND THE NOMINATIONS AND ELECTION COMMITTEE:**

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.*

**MOTION 2: CHANGE TITLE OF CURRENT DIVISION III:**

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 3: REARRANGE THE THREE RULES REGARDING DISTRICT DIRECTORS:**

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 4: AMEND THE DUTIES OF DISTRICT DIRECTORS:**

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

**MOTION 5: CHANGE NAME OF WRITING AWARD:**

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 6: REMOVE THE BLOG FROM THE IGS WEBSITE:**

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

**MOTION 7: APPROVE NEW WORDING IN CONTRACTS:**

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 follows:

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 passed.

**MOTION 8: AMEND WORDING IN THE TREASURER’S JOB DESCRIPTION:**

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 Standing 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, a 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.*

**MOTION 9: AUTHORIZE CONTRACT FOR WEBSITE CREATION:**

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 10: CREATE A NEW IGS WEBSITE FUND:**

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 11: DESIGNATE FUNDING:**

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.

**REPORT OF THE FINANCE COMMITTEE**

Sue Caldwell, chair of the Finance Committee, gave the report of the Finance Committee which contained eight amendments. The motions, if passed, will then be referred to the January 21, 2023 Board meeting for approval and implementation. The motions were as follows:

**MOTION 1:**

The Finance Committee moves that no IGS Board member may hold a paid contracted position while serving on the Board. This is to be added to the Standing Rules and Policy Manual. The motion was seconded by Kaye Ford. The motion passed and is referred to the January 21, 2023 Board meeting.

**MOTION 2:**

The Finance Committee moves that a moratorium be placed on all cash awards for 2023 including awards, honors, grants, and scholarships. The motion was seconded by Kaye Ford. The motion passed and is in effect immediately.

**MOTION 3:**

The Finance Committee moves that the Standing Rules be changed to state that the IGS Service Awards will be certificates instead of financial awards. The motion was seconded by Rhonda Stoffer. The motion passed and is referred to the January 21, 2023 Board meeting.

**MOTION 4:**

The Finance Committee moves that the Standing Rules be changed to state that the writing award be a certificate instead of a financial award. The motion was seconded by Janet Mobley. The motion passed and is referred to the January 21, 2023 Board meeting.

**MOTION 5:**

The Finance Committee moves that the Standing Rules be changed to state that the IGS Electronic Database Award will be a certificate instead of a financial award. The motion was seconded by Janet Mobley. The motion passed and is referred to the January 21, 2023 Board meeting.

**MOTION 6:**

The Finance Committee moves that the Standing Rules be changed regarding the IGS Library Staff Educational Scholarship. In the future, the recipient will receive \$500 and the \$500 for the library will be eliminated. The motion was seconded by Kaye Ford. The motion passed and is referred to the January 21, 2023 Board meeting.

**MOTION 7:**

The Finance Committee recommends the following pricing for the seminar in April 2023: \$30 for IGS members; \$60 for new member with seminar fee combined; \$65 seminar fee for non-member. The motion was seconded by Rhonda Stoffer. The motion passed and is in effect immediately.

**MOTION 8:**

The Finance Committee recommends that the 2023 Budget be approved as presented. The motion was seconded by Lou Ann Clugh. The motion passed and is in effect immediately.

**REPORT OF THE ANNUAL CONFERENCE COMMITTEE**

Michael Maben, chair of the Annual Conference Committee, submitted a written report stating that the seminar will be held on April 01, 2023 at the Allen County Public Library in Fort Wayne, Indiana. It will have two tracks. The first track will be three presentations by IGS member, Amy Johnson Crow. The presentations will be “Finding Ancestors Before 1850”, “After Mustering Out: Researching Civil War Veterans”, and “Using Land Records Effectively.” The second track will be “Indiana County Development” by Michael Maben; “The Blanchard Family and the National Road” by Ron Darrah; and “Using Periodicals and PERSI to take your Research to the Next Level” by Curt Witcher. The report was accepted and the Board requested that the Annual Conference business meeting be live streamed on Facebook Live and recorded and placed on the IGS website.

**REPORT OF THE WEBSITE COMMITTEE**

Rhonda Stoffer, chair of the Website Committee, reported that the committee has interviewed various firms regarding the creation of a new website. Some felt that they were not able to do this project. The committee has selected the Firespring firm in Lincoln, Nebraska. She referred to two documents from Firespring that the committee had provided to all board members. The first phase will be six weeks of virtual meetings to create a roadmap for the future website. After the roadmap has been approved, the committee will then determine what firm will actually create the website.

**MOTION 1:**

The Website Committee moves that \$4,000.00 be approved for a contract for a “Website Development Roadmap Proposal” with the Firespring firm of Lincoln, Nebraska and that the IGS President be authorized to sign the contract.

***Rationale:** The Website Committee has interviewed various firms regarding our need for a new IGS website. The proposed “Website Development Roadmap Proposals” is a six-week project with the members of Website Committee consulting with the designers of Firespring to determine the best design for a future IGS Website.*

The motion was seconded by Susan Heider. The motion passed and is in effect immediately. The Treasurer requested that she be provided with a copy of the contract, an invoice, and a W-9 form by the Firespring firm.

**MOTION 2:**

The Website Committee moves that the description for the Website Committee be approved for inclusion in the IGS Standing Rules. There was an amendment to include section 10 from the Webmaster’s job description in the description of the Website Committee. Donna Adams seconded the amended motion. The motion passed and is referred to the January 21, 2023 Board meeting. The amended motion is as follows:

**WEBSITE COMMITTEE**

- A. The Chairperson is appointed by the President after the business meeting of the Annual Conference.
- B. Tenure: This is an annual appointment with annual reviews. Duties become effective at the time of the appointment.
- C. Membership of the Website Committee
  - 1. Chair should appoint two (2) to four (4) other IGS Board or non-Board members to be members of the committee.
  - 2. The Webmaster may attend meetings of the Website Committee to apprise the committee of issues related to the website. If unable to

attend, the Webmaster may submit a report with issues, questions, or recommendations related to the website.

D. Duties of the Chair:

1. Chair the Website Committee and oversee the policies regarding content and operation of the IGS website.
2. Shall forward invoice submitted by the IGS Webmaster to the IGS Treasurer stating authorization for payment.
3. Shall oversee the Electronic Database Award:
  - a. Review information on this award for accuracy as printed in the Standing Rules and Procedures Manual and as listed on the IGS website.
  - b. Receive from the Webmaster a list of databases that are eligible for the Electronics Database Award. Submit recommended recipients to the Board of Directors for approval.
  - c. Announce the recipients of this award at the business meeting during the IGS Annual Conference. Present certificate to recipients who are in attendance or mail to those not present. Have information on recipients published in the IGS newsletter.
3. Shall submit a written report by at least forty-eight hours preceding each regularly scheduled meeting of the Board of Directors. The report will include the report of the Webmaster and may include genealogical activities, events, and news since the last Board meeting. The report to be submitted using Board approved procedure.

**MOTION 3:**

The Website Committee moves that the job description for the IGS Webmaster be approved for inclusion in the IGS Standing Rules. The motion was seconded by Kaye Ford. The motion passed and is referred to the January 21, 2023 Board meeting. The motion is as follows:

**WEBMASTER**

- Section 1: The candidate for the position of Webmaster is to be interviewed by the IGS Board President and the Chairperson of the Website Committee and is officially hired by the IGS Executive Committee.
- Section 2: As a contracted position, the term of the contract shall commence on the date hired and shall remain in effect until otherwise terminated according to Section 17.
- Section 3: The IGS Website Committee shall review the compensation of the Webmaster annually prior to October 01 and report recommendations to the chair of the IGS Finance Committee. The Finance Committee will include compensation for the IGS Webmaster in its proposed budget.
- Section 4: Compensation for the IGS Webmaster shall be set by the IGS Board of Directors.
- Section 5: The Webmaster may attend meetings of the IGS Website Committee to apprise the committee of issues related to the website. If unable to attend, the Webmaster may submit a report with issues, questions, and recommendations related to the website.
- Section 6: Keep Website Committee apprised of any changes with webhosting or other website-related issues.



- Section 7: Maintain a list of passwords with backup provided to the IGS Treasurer.
- Section 8: Maintain and update the IGS website as approved by the Chair of the Website Committee and/or the IGS President.
- Section 9: Maintain and update the online payment system on the IGS website.
- Section 10: Submit an invoice for payment to the Chairperson of the Website Committee. The Chairperson of the Website Committee shall forward to the IGS Treasurer stating authorization for payment.
- Section 11: The Webmaster shall maintain the website as directed by the Website Committee. The goal is present the Indiana Genealogical Society positively according to the IGS Purpose Statement.
- Section 12: The Webmaster shall attempt to maintain an awareness of the advancements in web technology, software, and methods and keep the IGS Website Committee apprised of possible and/or needed upgrades.
- Section 13: The Webmaster shall initiate a regular backup routine using tools provided by the Website Committee.
- Section 14: Submit a report to the IGS Website Chairperson prior to each regularly scheduled board meeting.
- Section 15: Submit a report annually of databases that are eligible for the Electronics Database Award.
- Section 16: Intellectual Property/Work for Hire: All materials created by the Website Administrator for and on behalf of IGS shall be considered a “work for hire,” and belong solely and exclusively to IGS. Each party will retain exclusive interest in and ownership of its Intellectual Property developed before this agreement or developed outside the scope of this agreement.
- Section 17: The Webmaster agrees that he/she serves at the discretion of the IGS Board of Directors. Either party may terminate this agreement, with or without cause, by giving the other party written notice at least ninety (90) days in advance of the termination date stated in such notice.
- Section 18: In the event that the service of the Webmaster is terminated, he/she agrees to:
- a. Provide all information (user IDs, passwords, URLs, contact information, etc.) required to continue day-to-day administration of the web presence under the control of the Webmaster to the individual designated by the IGS Board of Directors within 48 hours of termination.
  - b. Return all hardware, software, and documents belonging to the Society within 14 days of termination. Shipping expenses provided by the Indiana Genealogical Society, Inc.

#### **UPDATE ON SCANNERS**

Ron Darrah led a discussion on the two scanners and laptops owned by IGS. He asked who was in charge of these items and other property owned by the Society. The Board asked Ron to contact the two groups currently in possession of the scanners and computers and retrieve them if they were finished. It was also suggested that a “Loan Document” be created with a time period designated for each loan. Prior to COVID-19, the two scanners were loaned to a project for scanning of National

Guard documents in Fort Wayne, Indiana and to the Kosciusko County Historical Society. Ron will make the contacts and report back to the Board.

## **REPORTS OF OFFICERS**

Curt Sylvester, president, asked each of the officers to review their reports and discuss the activities with which they had been involved since the last Board meeting.

## **REPORTS OF DISTRICT DIRECTORS**

Curt Sylvester, president, stated that the reports of the District Directors were usually filed but never discussed at the Board meeting. He stated that the District Directors make up the greater part of the IGS Board and are a key link in the connectivity of IGS throughout the state. He then called on each District Director to discuss their work since the last Board meeting. It was noted that only five District Directors were in attendance and that only six filed reports. During the sharing, there were ideas shared and questions raised about procedures. It was felt that there should be meetings of the District Directors to share ideas and assist one another. Lou Ann Clugh was asked to coordinate such meetings.

## **REPORTS OF STANDING COMMITTEES**

Curt Sylvester, president, asked each chair of a standing committee to review their reports and activities since the last Board meeting.

**Annual Conference Committee** report was presented earlier in the meeting's agenda.

**Bylaws and Standing Rules Committee** has been actively meeting with the various committees in updating and amending policies that are were presented earlier in the meeting's agenda.

**Finance Committee** report was presented earlier in the meeting's agenda.

**Genealogical Service Awards Committee** has had no applications this year and agrees with the recommendation to make these award certificate only.

**Grants Committee** reported that they had received one application. Due to the moratorium on grants and scholarship, they will notify the applicant and suggest to apply the next year.

**Historian Committee** had no report.

**Indiana County Genealogist Committee** reported that there are currently forty-six persons serving as County Genealogists. They continue to find persons to serve in the remaining counties.

**Legislative Committee** provided a link to information on the proposed new State Archives Building. They will also be watching the proposals before the state legislature that have impact on genealogical research.

**Library Staff Educational Scholarship Committee** expressed disappointment in the need to have the moratorium on librarian scholarships and looks forward to making an award in the following year.

**Membership Committee** reported that there are currently 577 members (26 of these are life members). This is an increase of 33 over the 2021 total membership. Additional memberships have been received since this report was filed. It was reported that of the 551 members, 224 (41%) live in Indiana and 327 (59%) live outside of Indiana. Two motions were a part of this report and are shown in the "Motion Section" below.

**Nominations and Election Committee** reported that the 2023 elections will include the positions of Recording Secretary, Treasurer, and the Northern Tier of District Directors. They are accepting nominations for these positions.

**Publications Committee** reported that they have been meeting to review the publications and social media. They will also continue the live presentations on Facebook with the next one scheduled for 6 pm on January 03, 2023. There were also two motions in this report which are shown in the "Motion Section" below.

**Publicity Committee** had no report. There was a motion regarding this committee which is shown in the "Motion Section" below.

**Researchers List Committee** reported that as of August there were fifty-four names on the list. Ten names are being removed due to deaths or unable to contact. They are waiting for twenty-two persons to respond. An updated list will be provided to the Webmaster by November 15, 2022.

**Society of Civil War Families of Indiana Committee** reported that there are two applicants at this time.

**Indiana Territorial Guard Committee** reported that there are two applicants at this time.

**Website Committee** report was presented earlier in the meeting's agenda.

## **MOTIONS FROM THE STANDING COMMITTEE REPORTS ABOVE**

### **MOTION ON MEMBERSHIP:**

The Membership Committee moved and Lou Ann Clugh seconded that the description for the Membership Committee be approved and placed in the IGS Standing Rules. The motion was approved and referred to the January 21, 2023 Board meeting. The motion was as follows:

#### **MEMBERSHIP COMMITTEE**

- A. The Chairperson is appointed by the IGS President after the business meeting of the Annual Conference.
- B. Tenure: This is an annual appointment with annual reviews. Duties become effective at the time of the appointment.
- C. Chairperson should appoint two (2) to four (4) other IGS Board members to be on the committee including the IGS Treasurer.
- D. Duties of the Chair:
  1. Maintain the membership database of members' names and contact information using Eleo platform and email service.
    - a. Active: A member is considered active from the date of joining/renewing through the last day of the same month one (1) year later. Example: Person A joins/renews on June 3, 2022; their membership is good through June 30, 2023.
    - b. Lapsed: A member is considered lapsed for two (2) weeks from the date of membership expiration. Example: Person A's membership lapses on June 30, 2023; they have a two (2)-week grace period until July 15, 2023.
    - c. Dropped: A member is considered dropped when the lapse period ends. Example: Person A's membership lapsed until July 15, 2023; they will be dropped as of July 16, 2023, with website access removed.
    - d. The chairperson will send a list of dropped log-in's to the IGS webmaster monthly.
    - e. Renewal reminders: Send an email reminder to members two (2) weeks prior to the date of their membership expiration. Example: Person A's membership expires on June 30, 2023; on June 15, 2023, send an email renewal reminder. This gives them four weeks to send in their dues (two weeks before expiration and a two-week lapse period). A second reminder will be sent at the time the membership actually expires.
  2. Distribute lists of members, by District, to IGS District Directors and IGS Committees as requested.
  3. Contact various IGS Committees for updated material to include in the welcome email to new members.
- E. Receive monthly update of website log-ins from the IGS Webmaster.

- F. Maintain and grow membership through publicity, encouraging the Society to provide searchable data on the website, and offer ongoing online benefits, such as education and seminars.
- G. Shall submit a written report by at least forty-eight hours preceding each regularly scheduled meeting of the Board of Directors, including the current number of members and their distribution by District, as well as statistics regarding growth/decline. The report may include genealogical activities, events, and news since the last Board meeting. The report to be submitted using Board approved procedure.

#### **MOTION ON MEMBERSHIP:**

The Membership Committee chairperson moved that an IGS Life Membership category be open to members and nonmembers for five hundred dollars (\$500) (payable once), beginning 1 April 2023. An IGS Lifetime Member will receive IGS members' only benefits the same as an individual membership, and those will continue for the remainder of that member's lifetime. The motion was amended to start on April 01, 2023 and conclude on April 21, 2024 as a part of the celebration of the 35<sup>th</sup> anniversary of IGS. A second amendment was to place a twenty-year limit on the membership. The amended motion would be:

That an IGS Life Membership category be open to members and nonmembers for five hundred dollars (\$500) (payable once), beginning 1 April 2023 through April 21, 2024 as a part of the celebration of the 35<sup>th</sup> anniversary of IGS. The term of the membership would be twenty years or the member's life, whichever is shorter.

The amended motion was seconded by Donna Adams. The motion passed and was referred to the January 21, 2023 IGS Board meeting.

#### **MOTION ON PUBLICATIONS**

The IGS Publications Committee chairperson moves that the IGS Newsletter and Indiana News e-blast be combined into one publication, which will be available to members and to the general public on the IGS website. The IGS Newsletter would be published monthly to bridge the gap between the quarterly journals. Compensation for the IGS Newsletter Editor would need to be adjusted.

***Rationale:*** *This is a more efficient way to spread relevant genealogical news to both members and the general public.*

The motion was seconded by Rhonda Stoffer. After discussion the motion was tabled for reconsideration at the January 21, 2023 meeting of the IGS Board.

#### **MOTION ON PUBLICATIONS**

The IGS Publications Committee chairperson moves that the Indiana Genealogical Society accept advertising in its publications. A detailed advertising plan would be devised and shared at the next IGS Board meeting.

***Rationale:*** *Advertising in IGS publications would be a new revenue source for the Society. See attached advertising policy of the Texas Genealogical Society (<https://www.txsgs.org/advertising/>).*

The motion was tabled for reconsideration at the January 21, 2023 meeting of the IGS Board.

#### **MOTION ON PUBLICITY**

Rhonda Stoffer moved and Kaye Ford seconded that the IGS Publicity Committee be discontinued and funds for this committee in the budget be transferred to cover cost of promotions such as printing of brochures and rental of tables at other genealogical venues.

***Rationale:*** *The description of activities of this Publicity Committee are now covered by our social media, publications, and booths at genealogical venues.*

The motion passed as was referred to the January 21, 2023 meeting of the IGS Board.

## **CONTACT INFORMATION**

There was discussion of how contact information should be shown. Seven options found on various state genealogical websites were reviewed. After discussion, there was the following motion.

### **MOTION:**

Curt Sylvester moved and Rhonda Stoffer seconded that contact information on the IGS website, in all IGS publications, and any other places be limited to listing the office, the name, and the email address. If a mailing address is need for filing applications, those mailing addresses should be on the application. The motion passed and is in effect immediately.

## **IGS VOLUNTEER OPPORTUNITY**

Curt Sylvester, president, led a discussion on a draft for an “IGS Volunteer Opportunity” form. Each Board member is asked to review and get any suggestion back to Curt Sylvester as soon as possible. By consent, it was approved that this document could be provided to all IGS members in “Google Forms” or similar application.

## **IGS SURVEY**

Curt Sylvester, president, led a discussion on a draft for an “IGS Survey Opportunity” form. Each Board member is asked to review and get any suggestion back to Curt Sylvester as soon as possible. By consent, it was approved that this concept could be provided to all IGS members in “Google Forms” or similar application. It was understood that these questions could be presented in a way that was not overpowering to the recipients.

## **REMINDERS**

The Board was reminded that the 35<sup>th</sup> Anniversary of IGS will be Sunday, 21 April 2024

## **ADJOURNMENT**

**MOTION:** Rhonda Stoffer moved and Kaye Ford seconded that the Board meeting be adjourned. The motion was approved and the meeting adjourned at 2:53 p.m.

Curt Sylvester  
IGS Recording Secretary