

**EXECUTIVE COMMITTEE MEETING
IOWA GENEALOGICAL SOCIETY
Tuesday, August 3, 2010**

The regular meeting of the Executive Committee of the Iowa Genealogical Society (IGS) was held Tuesday, August 3, 2010 in the conference room of the IGS library, Des Moines, Iowa.

Present: Barbara Hug, President; Carla Anders, 1st Vice President; Kathy Gourley, 2nd Vice President; and LaWanda Nepstad, Treasurer A quorum was present

Call to Order: President Hug called the meeting to order at 5:35 p.m.

Appoint Minutes Review Committee: Carla Anders and LaWanda Nepstad will review the minutes of this meeting.

Reports

A. President June and July:

- When Billie Murano resigned as Librarian, I asked Theresa Liewer to chair a committee to review the work of IGS and determine what duties need to be done by paid staff and those done by volunteers and to make a recommendation to the Board as to how to proceed with staffing at IGS. Currently Debi has assumed full-time position as Librarian, trying to work in the bookkeeping, membership and other responsibilities. A lot of the work can be done in down times in the library, but the bookkeeping must be done on her computer in her office, so this is obviously not the best solution. I am hoping to have a report for the Board Meeting.
- I met with an ad hoc group to carry out the objectives of the grant we received for the web site. A request for bids letter was sent out last week of July to the three companies from the proposal. I've visited with each company with the following verbal plans. I hope to have both bids by August 14th and a recommendation from the committee by the board meeting.
 - Captain Jack's plan to use a two phase approach. Phase one for \$5,000 or a little over is a site redesign using a content management system. This allows authorized individuals to access pages directly from the web site to add and delete information. A second phase, which I don't have a cost yet, would be to add a membership management program to allow for the members-only feature we want.
 - Spindustry also will propose a two-phase program with the first phase being a written plan called Scope Definition for \$5,000 to \$6,000. Phase two for developing the software (also using content management system) and the membership management system for a cost of \$30,000 to \$40,000.
- Raising the Roof Committee – We reached our goal of \$49,000 and I've completed writing all of the thank-you letters for this campaign. If you hear of someone who did not get a letter, please contact me right away. There were 309 different donors. Of these 310 donors: there were 23 County chapters, 12 Board

Members, 1 State society and 3 Businesses. Sixty-two donors were from outside of Iowa

- As editor of the Hawkeye Heritage, I completed the Summer issue of the HH and it is on line. We are already working on the Fall issue. We need a feature article for both the Fall and Winter issues. I will be resigning my position as editor of the HH after the Winter issue is complete.
- I've been working with Carlita Beltz to form a Legacy Users Group and will present an application for a Special Interest Group at the August 14th meeting.

B. 1st Vice President and 2nd Vice President's reports: Kathy and Carla handed out a preliminary agenda of the fall conference. Due to short time frame left to print and distribute the registration form, the Executive Committee by consensus agreed upon the following costs:

Registration paid or postmarked by Saturday, September 25, 2010

Members: \$55 Non-members: \$80

One day members: \$35 One day non-members: \$55

Registration paid or postmarked September 26, 2010 or later

Members: \$65 Non-members: \$90

One day members: \$45 One day non-members: \$65

The brochure and registration form will be complete very shortly.

D. Treasurer's Report – LaWanda distributed the Profit and Loss Statement and the Balance Sheet for January 1 thru July 31st.

Finance Committee Report – LaWanda reported that the committee is going to recommend to the Board that the hours we've kept this past year be continued indefinitely.

Unfinished Business

The committee reviewed a draft of the personnel policy and made suggestions for changes. Not all parts were covered and members are to reply to Barbara with suggestions on the last few parts before the policy is sent to the Board of Directors on Saturday.

Adjourn

Since all business had been conducted the meeting was adjourned at 7:05 p.m.

Minute Review Committee:

Carla Anders – From: Carla Anders <carla.anders@yahoo.com>

Subject: Re: Minutes of August 4 meeting

To: LaWanda Nepstad <nepstadl ...snip... Hug <bhug@prairieinet.net>

looks ok

LaWanda Nepstad - From: LaWanda Nepstad <nepstadl@TheBakerGroup.com>

To: Barbara Hug <bhug@prairieinet.net>

Subject: RE: Minutes of August 4 meeting

Looks good.