

Board Meeting for January 17, 2015

The January 2015 board meeting was postponed by email vote to Saturday morning, January 17th at 9:00am. Bill Haines, Sherry Copenhaver, Sher Brown, Chuck Chamberlain & Shirley Hodges attended.

The Treasurer reports were handed out for January-December 26th 2014. Final reconciliation for 2014 will be done when all of the bank statements have been received.

Our board meetings are being changed to the 2nd Saturday of each month at 9:00am for the next few months. We may change again for summer months. We may also want to combine an educational program now and then with our meetings.

We plan to have detailed written job descriptions completed by the next board meeting (February 14th) for the Web, databases, treasurer, membership secretary, correspondence secretary, librarian, etc. These will be kept in a notebook at ECGS. In addition, the digital copies of these instructions will be uploaded to our cloud backup site. For those applications that have data files, the data files will be continually backed up to the same cloud storage. Sherry will distribute instructions on how to upload files to the cloud storage. In addition, we should also have lists of emails, software, bank accounts, Board Member contact information, etc. available for board members.

Computer upgrade: The librarian computer has been updated and has the new 1T hard drive installed. The main computer has not been updated yet.

Historian position: We still do not have anyone to fill the historian position. This position is described as collecting information about our Society, such as newspaper articles and photos of meetings. We will describe this better in the newsletter.

Backups for critical positions: Ideally, we would have at least two people know how to do each job. However, this will probably never actually be possible. We will address this after we have complete instructions done and decide what to do.

Special Interest Groups: The Military group already is scheduled for the first meeting on January 19th at 7:00pm. Shirley plans to have a Family Writing group on

the 4th Saturday of February (February 28th) from 10am - noon. We need to check with CSA to make sure room is available for then. We will need to publicize and ask for RSVP.

Newsletter Deadline: There is really not a deadline, but it would be nice to get items by about the 20th of the month. Sherry says to send them whenever you get them ready and if it is too late for the current edition, she will put into the next edition.

Electronic resources: We want to have some software available on our computers and we talked about Ancestry and possible newspaper archives. When we budgeted these in for 2015, we budgeted for a single user rather than a library copy and we need to find out what the cost of a library copy would be. We also want to investigate some of the newspaper and obituary subscriptions that are available and their costs. We will research good OCR scanning software. We will come up with a list of possible purchases and their costs for the March meeting.

Office Supplies: We need to inventory our office supplies and come up with a system to know when to reorder items. We would like to get one person to be responsible for the ordering of supplies and try to get a credit card to use for that purpose.

We talked about several large-item purchases we would like to investigate, such as wireless printer and laptop. We will ask John Evans for his opinion on what we should be looking for and his recommendations. We do know a laptop would need to have USB ports and a VGA or HDMI interface for the LCD Projector.

Future projects: We talked about digitizing newspapers and the possibility of teaming up with others (such as CSA, library, other societies) to combine resources. There are two types of digitizing for newspapers; one type is to convert microfilm to digital and there are (expensive) machines that can do this, or they could be contracted out. The other type are newspapers that have never been microfilmed or copied. Family Search microfilmed many of our newspapers in the past and we should check with them to see if they are converting them to digital and how we could obtain copies. We would also want to check with Eaton County clerk office to see if they are converting anything. We should inventory the various Eaton County newspaper collections and see what the status is for them. This is a large project and in the talking-about stage only. Bill will check

with MSU and possible State Archives to see how they do it. At this point, this project is in a research stage to find out as much as we can about digitizing newspapers.

We decided to open up ECGS for research on one Saturday a month and see how it goes. Gary Copenhaver agreed to be a room volunteer for these, at least to begin with. We will be open on the 3rd Saturday of each month from 10am-2pm. If we find that we could use more hours or more Saturdays, we can add them later if we get more volunteers.

Some Charlotte High School Seniors are going to perform community service at the courthouse on Monday, January 26th. They will be moving things from the attic to some shelving on the 2nd floor. We will have some things for them to do in case there is not room for all of them at once, or in case they need to warm up from the cold attic. We will have some things for them to scan and perhaps Sharlene might have some things for them to do. We could have them count office supplies for inventory if they have time. If they don't, we can do the inventory ourselves at the February board meeting.

We did not have an answering machine message on our ECGS phone. Sher recorded a message to inform callers that our normal business hours are Tues-Thurs, 10-2 and they can check our website or call back when we are open. Sherry brought up the subject of having a couple more phones would be handy, especially at the Librarian computer.

Chuck has a copy stand, which could be used to take pictures of newspapers. He will bring it next board meeting and Sherry will bring her camera and we will see how it works for some of the newspapers we have.