

**BIGWILL**  
**Minutes of Board Meeting**  
Nippersink Library, Richmond, IL  
February 19, 2005

**Present:** Peg Gleich, Margaret Kurzynski, Susan Sincere, Dan Kane, Kathy Brady-Blake, and Joan Georgick

Meeting was called to order at 10:10 a.m.

**Minutes of last meeting:** Minutes were approved with note to add Kathy Brady-Blake and Sandy Wille.

**Treasurer's report:** Margaret Kurzynski reported a balance of \$872.58 in the checking account.

The \$1,800 CD renewal is due in March 2005. The committee decided to roll over the CD for \$1,000 and put the remaining balance of the CD into the checking account. With the upcoming workshops, the committee felt that the society needed to have sufficient funds to cover any up-front costs for the workshops. Margaret will advise what amount is transferred into the checking account.

Margaret is to send in the NARA contribution to FGS by March 31, 2005. She estimated the contribution to be around \$100.

The rent of the church for 2004 is \$175.00. Margaret is to send the payment by March 31, 2005. For 2005 rent, it was decided to pay the church in quarterly payments of \$50.00, so as not to adversely affect the cash flow of our checking account. The small increase of \$50.00 for 2005 was agreed upon because the Board believed the church has not been paid an increase in rent for over five years. The first quarterly payment for 2005 is to be paid by 3/31/05; the second quarterly by 6/30/05; the third quarterly by 9/30/05 and the fourth quarterly by 12/31/05.

**Financial:** Dan Kane reported he was unable to audit the 2002 and 2003 financial books because he needs to create a spreadsheet like the one Rollie Littlewood used. The 2002 and 2003 books were returned to Margaret Kurzynski so she could complete some reports. Margaret is to return the books to Dan at the next BIGWILL meeting, 3/19/05.

**Library:** It was suggested to Susan Sincere that she write up an article for the newsletter about volunteering at the Nippersink Library after our bi-monthly meeting. After the January meeting, Mr. & Mrs. Carter came to the library to seek some advise about their genealogy quest. The Carters joined our society that same day.

All electronic newsletters from other societies are to be sent to the BIGWILL email address. Susan is to print a copy of any society newsletter and add it to our library section.

Ann Wells donated twelve issues of “Cheshire Ancestry” for our library collection.

Thomas J. Zolik, 7001 Hill Pl, Minneapolis, MN 55427-2125, donated to our library collection a book titled “Elgin and Its Surroundings”, published 5/1/1891. This book was originated sent to Peg Gleich in care of Gale Borden/Elgin Public Library. Elgin Genealogy Society and the Elgin Library have copies of this book. A thank you note will be sent next week.

The library contract will be approved sometime soon. The library board is reviewing the contract.

Susan Sincere motioned that we become members of the “Friends of Nippersink Library” group. The cost to support the library is \$40.00/year. The motioned was second by Dan Kane. The board approved the motion.

**Membership:** Dan stated that our membership as of February 2005 is 121. There are a total of 80 people that have paid their 2005 dues. A reminder is to be sent to those that have not paid. Dan stated that half of our members want their newsletter sent by email, and the other half want the newsletter sent by regular mail.

It was discussed about creating a membership card for BIGWILL members. Peg Gleich is to ask Dave Dexter to design the membership card. The card is to be printed on normal business card stock that Dan Kane can obtain. It was also suggested that once the membership card design is completed, Dan could use the design to create new name badges for the BIGWILL members.

Peg passed out the BIGWILL Register forms to the board members. It was recommended that all board members update their register and send it to Rollie Littlewood.

**Programs:** Joan Georgick has assumed the position as second vice-president, Publicity. Joan requested that Peg send her the latest list of public relations addressees of societies and newspapers.

Dan suggested that Joan contact Jim Cahill of the Tinley-Moraine Genealogy Society to get some information on Father Kevin Shanley as a possible speaker for 2006 program.

**Workshop – April 23, 2005:** The April workshop brochure was completed in January. Six mailed-in registrations have been received as of 2/19/05. Three board members paid their registration during the board meeting.

Peg Gleich will rework the contracts for Maggie Loughran and Paul Blake’s speaking engagement.

The Janesville Area Convention and Visitors Bureau have agreed to do the registration of the workshop. They will provide visitor badges and a goody bag to the attendees.

Susan made a motion to offer two free BIGWILL memberships as door prizes. The motion was second by Joan Georgick. The board approved the motion.

Paul Milner will be picking up the speakers at the airport and provide housing for them the night before the workshop. A motion was made by Kathy Brady-Blake to reimburse Paul Milner for reasonable related expenses incurred for the spring workshop. The motion was second by Dan Kane. The board approved the motion.

Dan Kane made a motion that we have 2 urns of coffee, 1 urn of tea, with complete set up at a cost of \$45 for each. This coffee/tea will be provided during the morning registration process. The motion was second by Kathy Brady-Blake. The board approved the motion.

Paul Milner will send the spring workshop syllabus for each speaker to Peg by 4/1/05. It was discussed that about 100 syllabus will be printed. Each attendee will get a copy of the syllabus. After the workshop, the syllabus will be offered for sale at a cost of \$5-10 each. Cost to include mailing fees.

**Policy & Procedures:** Rollie Littlewood sent the following as an addition to the Policy book:

*The society intends to publish a bimonthly newsletter, to be distributed to its members and to others as the Board may direct. This newsletter will announce society events and such society business as is deemed of interest to the entire membership. It may also contain other articles considered by the newsletter editor to likely be of interest to society members.*

*Currently there are two forms of this newsletter, printed and a PDF version. All "basic" information will appear in the printed newsletter. At his or her discretion, the newsletter editor may publish additional articles in the printed newsletter, subject to budgetary considerations. The primary budgetary considerations at this time are that the newsletter shall not use extra-cost options, such as four-color printing, and that most newsletters shall not weigh more than 1 ounce. The web provides the society with the ability to distribute an enhanced version of the basic newsletter electronically, at little or no additional cost to the society. Some of the enhancements available are the use of color and an essentially unlimited number of pages in each issue. The board recognizes that not all members will choose to take advantage of the electronic version of the newsletter, but recognizes that the decision of whether or not to receive the (possibly enhanced) electronic version is entirely up to each individual member.*

Dan Kane made a motion to accept the proposed addition to the Policy book. The motion was second by Kathy Brady-Blake.

Peg Gleich and Susan Sincere are to adopt a policy format for BIGWILL. Dan Kane is to obtain copies of position descriptions from the Chicago Genealogy Society. He is to send these to Peg and Susan.

A question to Rollie Littlewood: Is it possible to post the Board minutes to our web site that only the board members would be able to get access to?

**Sherry Irvine Workshop – September 17, 2005:** Susan Sincere is to be the committee chair on this workshop. Peg Gleich will be the assistance chair. Some of the questions that need to be investigated are: Is there a signed contract with McHenry Community College? Is it possible to get a lower rental rate because we are a non-profit society? Is the date actually confirmed with community college? Do we decide to use vendors, rent tables to vendors, or have one book vendor (Storbeck) to be the only vendor present? Is the budget of \$2,000 for the workshop sufficient to cover all expenses? Can we get local businesses or societies to help defray costs of the workshop by having them advertise in the syllabus?

**Genealogy Fair – 4/30/05 – Arlington Heights, IL:** Peg Gleich and Susan Sincere will be representing BIGWILL at this fair. They will have information about our society and sample newsletters as freebies.

**ISGS Legislative Committee:** Kathy Brady-Blake will be our liaison with the Illinois State Genealogical Society.

**Wisconsin State Genealogical Society Leaders Workshop – September 17, 2005 – Stevens Point, WI.** This workshop covers society programs, fund-raising, leadership skills, newsletters, recruiting new members and retaining members, and how to recruit for board member positions. This workshop will be held the same time as our Sherry Irvine workshop.

Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Joan Georgick  
2<sup>nd</sup> Vice President