



# The Surname Society

Minutes of Committee Meeting held online on Saturday 16 February 2019 at 11.00am BST

Present: Mandy Blake (Secretary, UK), Kirsty Gray (Chair, UK), Colin Spencer (Webmaster, Spain), Carole Steers (Social Network Co-ordinator, UK), Sylvia Valentine (Vice Chair, UK)

Apologies: None

		ACTION
1	KG welcomed everyone.	
2	Minutes of the last meeting were agreed and signed.	
3	Actions arising – action point 2018/021 in progress but needs amending from KG to 'all'. KG will repeat the call-out on social media for webinar presenters. Action points 2018/027-2018/033 (inclusive) completed.	2019/001 (MB) 2019/002 (KG)
4	Chair's report: Usual tasks carried out. Geoff and Marian (Legacy) thanked us for getting the conference info to them in plenty of time.	
5	Webmaster's report: Usual tasks and website updates, etc. KG asked if any of us know anyone with website skills to take over from CSp. SV will approach a possible candidate. All agreed.	2019/003 (SV)
6	Social Network Co-ordinator: Getting regular enquiries and new members. Google+ (including Hangouts) will be removed from service at the beginning of April, so CSp suggested removing G+ sooner rather than later. All agreed. KG has a member of her external admin staff who will help out with TSS social media during RootsTech.	
7	Newsletter Editor's report: JF has started on the next edition but has only had one member submit an article. She will try to come up with something as a lead story, but if any committee members could supply something it would be greatly appreciated! KG and CSt will submit an article each, and will do something from RootsTech for a subsequent issue. KG suggested Erin and Linda each doing an article ahead of their presentations at our conference. MB was asked to feed this back to JF and send best wishes from committee.	2019/004 (CSt, KG, SV)  2019/005 (MB)
8	Secretary's report: See Appendix A.	

9	Treasurer's report: The bank and PayPal accounts have been reconciled up until the end of Jan 2019. Excess PayPal funds have been transferred to the bank account. There are small amounts owing to presenters which will be paid when they reach the threshold amount, and I anticipate making further payments next week. The accounts for 2018 have been sent to the accountant to prepare a financial statement for the forthcoming AGM. MB noted that HG needs to be a signatory on the bank account so she will remind KG about this in March.	2019/006 (MB, KG)
10	AGM/Conference 2019: There have been no responses received for standing as either Webmaster or Secretary. MB will send previous AGM reports to KG.	2019/007 (MB)
11	THE Genealogy Show: CSt has had two volunteers, apart from other committee members. We've offered free tickets and polo shirts but that still hasn't enticed people so far. KG suggested CSt ask Jill Ball, good to have one of our international members. Look at this again in March.	2019/008 (CSt)
12	Plans for new Webmaster and Secretary (volunteers for 2019): Re Webmaster, see point 5 above. Re Secretary, MB happy to stay on as Membership Secretary, which is a non-committee role. SV happy to take minutes, so we have a short-term solution. Possibility of just looking for a Minutes Secretary.	
13	New and innovative ideas for member engagement: CSt mentioned a seminar run by FFHS about how to engage members. MB will keep an eye out in the emails from FFHS for one that is in an area where a committee member can attend.	2019/009 (MB)
14	Forthcoming Hangouts: 20 April (10am) – this is Easter Saturday so brought forward to 13 April (Susie Douglas on surnames in the Borders area, and will be accompanied by a friend with a broad accent who can speak about surname misspellings and corruptions, etc) 18 May (4pm) – ideas still needed.	
15	AOB: SV asked for a further supply of TSS business cards which KG will send to her.	2019/010 (KG)
16	Date of next meeting: Saturday 23 March 2019 (AGM) then Saturday 13 April 2019 following the 10am webinar.	

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## APPENDIX A



# The Surname Society

Committee Meeting Saturday 16 February 2019

## Secretary's Report

Our application to join the Federation of Family History Societies was accepted and we have paid our first annual subscription. We now have access to public liability insurance through the FFHS, a copy of which I have sent to the organisers of The Genealogy Show.

I have liaised with the speakers for the AGM/Conference in plenty of time, and received photographs and brief bios from all five of them. I forwarded their submissions to our webmaster to go on the AGM/Conference page of our website, and also to Geoff and Marian who will be running the tech for the day. The speakers are all happy with their allocated time slots and I have put the day's schedule up on Google Drive (TSS->2019 Committee Meetings->2019 AGM).

The AGM voting information was sent to the webmaster, and he circulated it to the membership via MailChimp.

I've liaised with our treasurer and our external accountant, and the accountant is in the process of preparing a financial statement for the AGM.

All Society documents, agendas, minutes, etc, are on Google Drive in readiness for handing over to the next Secretary. I will be staying on as Membership Secretary, which is not a committee role.

I have been sending out reminders to any members who are not set up to auto-pay annually on PayPal, and to anyone whose renewal subscription is overdue.

There are no outstanding member queries.