

Advisory Board Minutes - January 2004

Approved February 27, 2004

Call to Order

January Session (1/5/05) The January Meeting of the Advisory Board of The USGenWeb Project was called to order by National Coordinator Isaiah Harrison. The posted agenda was as follows:

Board Secretary

I have received the resignation of Angie Rayfield, Board Secretary and will making a new appointment in the next few days. Anyone interested in the position should contact the NC at Isaiahh@cox.net.

Correction

When the procedures for Removal of an SC or ASC were adopted several sentences were inadvertently omitted from the final motion. To correct this may I please hear a motion to add the following as the last sentence to part C:

"After tallying the votes, the EC shall send the results to the National Coordinator for posting to Board-L. The report must include the names and votes of the AB members, but the CC votes will be reported only as numbers."

And, at the beginning of part E: "This removal procedure may not be initiated against an SC, or ASC, within two (2) months of his/her being elected to the position."

The Procedure may be reviewed at

<http://www.usgenweb.org/volunteers/procedures.shtml>

Discussion Item

The AB has previously determined that a policy statement on MNGS was needed and established a special committee to accomplish this. The committee really never got off the ground and was eventually disbanded. How does the AB want to address the issue now? Deal with it on Board-L?

Create a new committee? If a new committee is created, how do we insure that they apply themselves to the task and reach a conclusion in a reasonable amount of time?

Motion

Removal Procedure (1/5/04) SW/SC CC Representative Phyllis Rippee presented the following motion:

"I move to add the following to the Removal Procedures. These were inadvertently left out of the motion when it was approved by the previous AB.

Last sentence of Part C: "After tallying the votes, the EC shall send the results to the National Coordinator for posting to Board-L. The report must include the names and votes of the AB members, but the CC votes will be reported only as numbers."

Beginning Part E: "This removal procedure may not be initiated against an SC, or ASC, within two (2) months of his/her being elected to the position."

The motion was numbered 04-01. There was no discussion.

The motion passed with 12 "yes" votes, 1 "no" vote, no abstentions, and 2 members not voting. (1-8-04)

Those voting YES: Cyndie Enfinger, Pam Reid, Shari Handley, Teri Brown, Jan Cortez, Don Kelly, Darilee Bednar, Gail Meyer Kilgore, Linda Blum-Barton, Larry Flesher, Phyllis Rippee and Bettie Wood

Those voting NO: Richard Howland

Those abstaining: none

Those not voting: Christine Goff and Denise Woodside

Additional Comments:

None.

Motion

Mediation Procedures (1/8/04) SW/SC CC Representative Phyllis Rippee presented the following motion:

"When a grievance is filed with the Advisory Board, it will automatically become subject to this mandatory mediation process. Persons wishing to file complaints/grievances should read this document in its entirety, in order to fully understand the process and the responsibilities of everyone involved.

About the Mediation Process

The purpose of the Mediation Process is to assist USGenWeb members, and some affiliates, in reaching fair and amicable settlement of issues on which disagreement exists, in concurrence with Article VI, Section 3, of the USGenWeb By-Laws.

The goal of Mediation is that final resolution of conflict in a fashion that best addresses the interests and concerns of all parties, the USGenWeb Project and researchers.

Advisory Board Mediators--Selection, Procedure and Duties

Selection of Mediators

The National Coordinator shall ask which members of the Advisory Board are willing to serve as mediators. The entire Advisory Board shall then vote to select five (5) of these volunteers.

The names of the mediators shall be posted in alphabetical order on the National Website.

Immediately after the selection process is completed, the Advisory Board Secretary, or Recording Secretary, shall randomly draw these five (5) names to determine the order in which conflicts will be assigned. This order will remain confidential to the NC, Secretary and Mediators.

No conflict shall be assigned to a Mediator if he/she is named in the complaint.

Duties and Responsibilities of the Mediators

Upon reviewing an assigned grievance, the Mediator may and should, pass the request to the next Mediator on the list if

He feels his association with either party would give the feeling of impropriety.

He knows he will not be available for the time needed.

He feels he could not remain unbiased in a particular conflict.

He feels an inherent conflict of interest.

The Mediator will contact the parties to notify each that the grievance has been received.

The Mediator will subscribe all parties to a private list. The Mediator shall serve as neutral Chair, and will insure that all parties have a full, fair and equal opportunity to be heard and to present relevant material.

The role of the Mediator shall not be to pass judgment, or determine outcome, but to serve as a facilitator in bringing the conflicting parties together so that they may reach a point of agreement between themselves, and thus resolve the conflict.

The Mediator may utilize all forms of communication to enhance and expedite discussions.

At the conclusion of mediation, the Mediator will unsubscribe all parties from the private list and report the outcome to the Advisory Board, in Executive session.

In the event a Mediator is unable to complete his assignment, due to illness, emergency, etc., the next-in-line Mediator will be asked to step in so that discussions may continue.

Agreements found to be not in concurrence with UsGenWeb By-Laws will be re-negotiated.

Mediation Eligibility

The Mediation Process is applicable when a complaint, or grievance, is filed by the following:
Any member of the USGenWeb Project, filing on his/her own behalf, within 45 days of incident, or discovery of incident.

Former USGenWeb members within 14 days of termination of membership either with the Project, or within a specific State or Special Project.

Transcribers and accepted contributing researchers, within 45 days of incident, or discovery of incident.

Copyright disagreement may be assigned for mediation only by the Advisory Board.

In the case of two or more individuals forming one party, the group will select one spokesperson to enter into Mediation, on behalf of the others, in addition to an advisor/counselor. The chosen advisor/counselor may be a member of the group.

2. Filing Procedure

A filer should compile a note using the subject line "Complaint", or "Grievance"; give a brief description of the conflict and the name(s) of the opposing party/parties. The note shall be sent to the filer's Regional Representatives on the Advisory Board.

Filer understands that his Regional Representatives may request clarification, make helpful suggestions, or offer to personally assist in reconciling the differences, prior to forwarding the request to the appropriate USGenWeb Advisory Board Mediator, to insure that all other avenues of settlement have been exhausted.

Mediation Procedure

Upon receipt of the complaint/grievance, the Mediator shall offer each party an opportunity to choose a current member of The USGenWeb Project to serve as advisor/counselor. Each member has the right to waive the selection of an advisor/counselor. A waiver may not be withdrawn once mediation begins.

Recognizing the importance of confidentiality during mediation, all communication, dialogue, documents, logs, etc. presented is to be considered privileged information and will remain confidential during and after negotiation.

Mediation may continue for an indefinite period, as long as the mediator feels that progress is being made and an amicable and just conclusion may be reached.

All agreements are considered binding and parties are expected to honor and abide by agreements reached during mediation.

The results (only) of the Mediation Process may be made public to the membership, by the involved parties, if all parties are in agreement.

At the close of Mediation, the Mediator shall report a summary of the grievance and outcome of mediation to the Advisory Board in Executive Session. In the event that a resolution has not been reached, the Advisory Board will then review the issue with the Mediator, call on the parties involved to submit further statements only if deemed necessary, and issue a ruling. "

The motion was numbered 04-02. Discussion ensued.

The motion passed with 12 "yes" votes, 1 "no" vote, no abstentions, and 2 members not voting.
(1/20/04)

Those voting YES: Cyndie Enfinger, Shari Handley, Teri Brown, Jan Cortez, Don Kelly, Darilee Bednar, Gail Meyer Kilgore, Christine Goff, Linda Blum-Barton, Larry Flesher, Phyllis Rippee and Bettie Wood

Those voting NO: Richard Howland

Those abstaining: none

Those not voting: Pam Reid and Denise Woodside

Additional Comments:

None.

Motion

Confirmation of Secretary (1/12/04) NW/P CC Representative Gail Meyer Kilgore presented the following motion:

"Since I didn't know that this is in the works I guess I can make the motion to accept Greta as the new recording secretary for the Advisory Board. "

The motion was numbered 04-03. There was no discussion.

The motion passed with 10 "yes" votes, 1 "no" vote, 1 abstention, and 4 members not voting.
(1/14/04)

Those voting YES: Cyndie Enfinger, Pam Reid, Shari Handley, Don Kelly, Darilee Bednar, Gail Meyer Kilgore, Linda Blum-Barton, Larry Flesher, Phyllis Rippee and Bettie Wood

Those voting NO: none

Those abstaining: Richard Howland

Those not voting: Teri Brown, Jan Cortez, Christine Goff and Denise Woodside

Additional Comments:

None.

Motion

EC Procedure Change (1/21/04) SW/SC CC Representative Bettie Wood presented the following motion:

"The EC's procedures shall be changed as follows:

Current:

1. Composition of the Subcommittee: The EC shall consist of 12 members total and shall include eight members from the XXGenWeb States, two members from the combined Archives and/or Special Projects, and two at-large EC members. From these members, the EC shall choose a Chair and a Publicist-Secretary, each to serve for one year as defined in (3) regardless of the length of their individual terms. The Chair of the EC shall vote only in the case of a tie. The National Coordinator, as ex officio member, and one other non-voting Advisory Board Representative chosen by the Board, shall serve as advisors on the EC subcommittee. They shall not be eligible to be either the Chair of the EC nor its Publicist-Secretary.

Recommended Change:

1. Composition of the Subcommittee:

The EC shall consist of 12 members chosen from the Project-wide embership. Eight members will serve as EC representatives for the XXGenWeb States, two will serve as EC representatives for the Archives/Special Projects, and two will serve as EC representatives At-Large. From these members, the EC shall choose a Chair and a Publicist-Secretary, each to serve for one year as defined in (3) regardless of the length of their individual terms. The Chair of the EC shall vote only in the case of a tie. The National Coordinator, as ex officio member, and one other non-voting Advisory Board Representative chosen by the Board, shall serve as advisors on the EC subcommittee. They shall not be eligible to be either the Chair of the EC nor its Publicist-Secretary. "

The motion was numbered 04-04. There was no discussion.

The motion passed with 13 "yes" votes, no "no" votes, no abstentions, and 2 members not voting.
(1/24/04)

Those voting YES: Cyndie Enfinger, Pam Reid, Shari Handley, Richard Howland, Teri Brown, Jan Cortez, Don Kelly, Darilee Bednar, Gail Meyer Kilgore, Christine Goff, Linda Blum-Barton, Phyllis Rippee and Bettie Wood

Those voting NO: none

Those abstaining: none

Those not voting: Denise Woodside and Larry Flesher

Additional Comments:

None.

Motion

EC Replacement Member (1/30/2004) SW/SC SC Representative Larry Flesher presented the following motion:

"I move that Dennis Muncrief be approved as a member of the EC."

The motion was not numbered. There was no discussion.

The motion passed with 12 "yes" votes, 1 "no" vote, no abstentions, and 2 members not voting.
(2/2/04)

Those voting YES: Cyndie Enfinger, Pam Reid, Shari Handley, Teri Brown, Jan Cortez, Don Kelly, Gail Meyer Kilgore, Denise Woodside, Linda Blum-Barton, Larry Flesher, Phyllis Rippee and Bettie Wood

Those voting NO: Richard Howland

Those abstaining: none

Those not voting: Darilee Bednar and Christine Goff

Additional Comments:

None.

Discussion Items

(1/27/04)The following is a discussion item from this meeting of the Advisory Board which isn't covered in the "Motions" or "Other Business" areas of the minutes. Refer to the threaded list archives for details on the discussion which took place.

Jeri Shangle Memorial

Other Business

GenTech - Appeal for Brochures (1/2/04) Representative-At-Large Shari Handley made the following announcement:

Wow - where does the time go? It is nearly time for the 2004 GenTech conference, being held in St. Louis January 22-24. Plans are starting to gel for a great USGenWeb booth there, but we still need your help to make it the best it can be!

I would like to be able to offer visitors brochures from EACH of our State Projects. State Coordinators (and/or others who would like to help with this), please consider having some brochures printed up for your State Project. We will make them available at the booth, and I believe it would really promote awareness of what USGenWeb has to offer. They don't have to be really fancy, glossy card-stock brochures. They can be done on a plain paper copier or color copier.

Brochures for our Special Projects would also be very helpful. Brochures from county and town projects would be great, too.

Samples and instructions can be found here:

[.http://www.rootsweb.ancestry.com/~usgwp ub/brochures/index.htm](http://www.rootsweb.ancestry.com/~usgwp ub/brochures/index.htm)

Thanks in advance for your brochures! Robert Hartman, a MOGenWeb CC, has generously offered to allow the brochures to be mailed to him, and he will then bring them to the convention site. Please contact me off-list for the address.

Other Business

GenTech - Ideas Needed for Brochure (1/2/04) Representative-At-Large Shari Handley made the following announcement:

Here's another great, easy way that you can help make USGenWeb's GenTech booth a great success:

Josh Taylor (God bless him!) is making up some general USGenWeb brochures for the convention (in addition to providing other invaluable help). One brochure will be "Tips and Information on Utilizing USGenWeb to Your Best Advantage" (or some similar, but less verbose title).

This is where you all come in!

We are in need of ideas for this brochure. Can you think of some tips, timesavers, or other information that would enable our researchers to get the most out of their visits to USGenWeb sites? Send your ideas to D. Joshua Taylor at josh@djoshuataylor.com .

Thanks so much for your help! State Coordinators, if you could forward this on to your state lists, too, that would be really helpful.

Other Business

GenTech Booth (1/15/04) Representative-At-Large Shari Handley made the following announcement:

Time has gone by quickly, and now the time for GenTech is almost upon us! We're just about ready for action, and as we take care of some last-minute details and finish printing up the national-level brochures, I'm looking forward to representing USGenWeb at the GenTech 2004 conference in St. Louis.

Fundraising went well, and I am grateful to all who donated money, materials, or time.

We are just about \$100 short of covering our non-personal expenses. As GenTech has become kind of an expensive undertaking for me (with airfare, hotel, etc.), it will be difficult for me to cover this.

If any of you may have been thinking of pitching in some money towards the USGenWeb GenTech booth and never quite got around to it, please consider doing so now. Visit the USGenWeb GenTech fundraising information page at <http://www.usgenweb.org/GenTech/> for more information, and click on the PayPal link in the blue box on the right side to donate if you can.

Thanks very much.

Other Business

EC Procedure Change (1/14/2004) National Coordinator Isaiah Harrison posted the following correspondence:

TO: USGenWeb Advisory Board
FROM: USGenWeb Election Committee
SUBJECT: EC Archives Seat - Change in EC Procedures
DATE: January 14, 2004

The current EC Procedures stipulate that the EC Archives/Special Projects seat be filled by a member of the Archives or Special Projects.

However, in the past year (almost to the day) there has only been one volunteer from the Archives/Special Projects, notwithstanding several appeals by the EC, both publicly and privately.

There has been no response at all to the last series of Calls which were initiated in September, 2003. One Archives seat remains vacant, and must be covered by EC members in other seats.

The EC views the problem as long term. There appears to be no indication that volunteers from the Archives/Special Projects will be forthcoming in the foreseeable future.

The EC has had, however, qualified volunteers from other areas of the Project who could fill the seat, and do an excellent job.

Therefore, the EC would respectfully recommend the following change in the EC Procedures.

Current:

1. Composition of the Subcommittee:

The EC shall consist of 12 members total and shall include eight members from the XXGenWeb States, two members from the combined Archives and/or Special Projects, and two at-large EC members. From these members, the EC shall choose a Chair and a Publicist-Secretary, each to serve for one year as defined in (3) regardless of the length of their individual terms. The Chair of the EC shall vote only in the case of a tie. The National Coordinator, as ex officio member, and one other non-voting Advisory Board Representative chosen by the Board, shall serve as advisors on the EC >subcommittee. They shall not be eligible to be either the Chair of the EC nor its Publicist-Secretary.

Recommended Change:

1. Composition of the Subcommittee:

The EC shall consist of 12 members chosen from the Project-wide membership. Eight members will serve as EC representatives for the XXGenWeb States, two will serve as EC representatives for the Archives/Special Projects, and two will serve as EC representatives At-Large. From these members, the EC shall choose a Chair and a Publicist-Secretary, each to serve for one year as defined in (3) regardless of the length of their individual terms. The Chair of the EC shall vote only in the case of a

tie. The National Coordinator, as ex officio member, and one other non-voting Advisory Board Representative chosen by the Board, shall serve as advisors on the EC subcommittee. They shall not be eligible to be either the Chair of the EC nor its Publicist-Secretary.

Ref: <http://www.rootsweb.ancestry.com/~usgwelections/procedures.html>

The EC appreciates the consideration of the AB, and will be happy to answer any questions.

Respectfully,

USGenWeb Election Committee

Other Business

Election of Mediators (1/26/04) National Coordinator Isaiah Harrison made the following announcement:

The following AB Members have indicated their willingness to serve as mediators.

Linda Barton

Darilee Bednar

Jan Cortez

Larry Flesher

Bettie Wood

If there is no objection, I declare the Advisory Board has elected the above-named members as its Mediators to serve until August 31, 2004.

The full text of all BOARD-L messages can be viewed in the threaded list archives for this list, located at <http://archiver.rootsweb.ancestry.com/th/index/BOARD/>

Greta Thompson

Recording Secretary

Please remember that minutes are a record of what was done at the meeting, NOT what was said by members or guests. If you have any questions or comments about the minutes, please feel free to write to Greta Thompson.