

Ancestry Detectives Steering Committee - MINUTES

10 October 2022

PRESENT: Doug Crosby, Kathy Valdez, David Duncan, Bob Dedrick, Pam Hutchinson (recorder)

AGENDA ITEM	DECISION
<p>1. Confirm continuing interest in filling a role on the Steering Committee. Includes willingness to</p> <ul style="list-style-type: none"> a. monitor email and/or text for AD communications and respond to same b. attend Steering Committee meetings which may occur up to monthly c. agree that if unable to attend a Steering Committee meeting you will support what those in attendance decide 	<p>Unanimous agreement among those present to commit to serving on Ancestry Detectives Steering Committee</p>
<p>2. Other items for this agenda?</p>	<p>Kathy expressed interest in discussion of membership list management</p>
<p>3. Steering Committee Action item: Should we continue as a separate group? Or disband and refer members to WVGS?</p>	<p>Unanimous agreement to continue as separate group. Persons interested in WVGS can attend both or decide to only go to Salem. Having a group located in Silverton is convenient.</p>
<p>4. Steering Committee Action item: Should we divide all the duties formerly performed by Dave and Bette among Steering Committee members?</p>	<p>No one expressed interest in taking on the full responsibilities formerly performed by Dave and Bette. Agreed to split the duties among Steering Committee members</p>
<p>5. Steering Committee Action item: Agree upon slate of roles for Steering Committee members (not defining exactly what the roles may include as far as duties)</p> <ul style="list-style-type: none"> - Steering Committee Chair- eg schedules/facilitates Steering Comm. Meetings, point person with meeting facility - Membership – eg. maintaining and updating the membership list - Communications – eg ensure meeting notices are sent out to the group, posted in Our Town, shared with other local genealogy groups; and responding to correspondence - Program – solicits input on topics from members; coordinates a calendar of speakers - Technology – eg. projector/computer facilitation for programs; coordinate Zoom meetings, maintain website - General meeting facilitator – eg Welcomes speakers, keeps meeting going. This could rotate - Other roles/tasks? 	<p>After discussion, the following members volunteered to take on a specific role as noted below:</p> <p>Steering Committee Chair – Pam Hutchinson Membership Coordinator – Kathy Valdez Communications Coordinator – David Duncan Technology Coordinator – Doug Crosby General Meeting Facilitator – Bob Dedrick Program Coordinator – agreed program will be coordinated by the Steering Committee as a group</p> <p>Agreed that some roles will have a need for cross-coordination, eg. Membership and communications</p> <p>Agreed that we will need to be prepared to back up another member for vacations or other reasons</p>
<p>6. Other topics – Zoom</p>	<p>Doug said that so far no-one has requested Zoom</p>