

Durand Heritage Foundation (DHF)
Board of Directors
Meeting Minutes
Sunday, Oct 10, 2004 10:30 AM

Location: Blanche and Marvin Hammer's home at 1547 Quail Ridge Road, Woodbury, MN 53125

Board Members Present:

Roger Durand, Chair (Board till 10/06, Chair till 10/05)
John Durand Vice-chair (Board till 10/06, Vice-chair till 10/05)
Alice (Durand) Keppel, Treasurer (**Board till 10/04. Treasurer ending 10/04**)
Blanche (Durand) Hammer (Board till 10/05)
Susanne Krasovich (**Board till 10/04**)
Mary Kay Brusegard (Board till 10/05)

Board Members Absent:

JoAnne Berres (Board till 10/06)
Mike Durand (Board till 10/06)

Board Members resigning:

Yvonne Karsten (**Ending 10/04**)
Richard Durand, Secretary (**Ending 10/04**, Secretary till 10/05)
Tom Bacig (**Ending 10/04**)

10:45AM

Meeting was called to order. A quorum was present.
Minutes of the April 25, 2004 meeting were read.
MOTION: A motion to accept the minutes was made and seconded.
VOTE: Motion carried unanimously.

A list of current members provided by Mike was circulated.

Standing Reports

Treasurer's Report, Alice Keppel, Treasurer
Current Status: As of Aug 31, 2003, Bank Balance \$1167.95
John Adelard Durand Scholarship Fund: \$8213.06.

Bank Reconciliation and Income and Expenses Reports are attached.

MOTION: A motion to accept the treasurer report was made and seconded.
VOTE: Motion carried unanimously.

ITEM: Newsletter costs: Mike Durand is printing newsletters below his cost but has agreed to continue printing in 2005 at \$2.50/copy. This is well below two estimates in the past by Kinko's and another vendor to print newsletters at a cost of over \$9 per copy.

MOTION: Increase reimbursement for printing costs to Mike by \$125/year for the years 2004 and 2005.

VOTE: Motion carried unanimously.

Research Committee Report, Susanne

Susanne reported on her trip to France and contacts there. She will keep in touch with her contacts to perhaps learn a connection to present day Durands.

Records Committee Report, Blanche Hammer

Blanche continues to receive additions to the family tree. There are currently 15,436 names and 4,855 families in the database.

Newsletter Committee Report, Ellen Olson (presented by John Durand)

All wanted Ellen (and Mike) to know of our satisfaction of their efforts and product. A discussion of the technical difficulties with MS Publisher, photos, and the multi-step procedure to publish each newsletter occurred. In the future, moving to an Adobe newsletter product with printing in the area of the editor, perhaps on a different paper, may be possible. Alice will discuss possibilities with her sons to get an idea of the software costs. No changes are expected in 2005.

The schedule for future newsletter publications is as follows: Dec 15, Mar 15, Jun 15, Sept 15. Deadlines for submissions are one month prior to the publication date.

A special insert in the winter edition will encourage gift subscriptions for Christmas. Roger said Ellen and Mike should be sure to coordinate marketing efforts because whenever more than one or two extra pages/inserts are included in the mailing, the postage moves to the next level.

Ellen has plans to highlight the biography of two Directors per issue on a single page in upcoming issues. It is suggested that this be done in alphabetical order starting with JoAnne Berres and Mary Brusegard.

Membership/Marketing Committee Report (see attached for information details)-
Mike Durand (present by Roger Durand)

Current active members (dues paid): Membership-146

ITEM: Enflyer Account -- \$240 / year would cover annual cost of a consolidated email service.

MOTION: Mike should submit a plan to board members through John which covers at least the first 4 months of use. After plan approval, for a one year period, add \$240/year to the current \$500/ year marketing budget. Delete MAP assistance (\$200/year).

VOTE: Motion carried unanimously.

ITEM: Mail merge efforts were followed by \$1,545 total revenue.

ITEM: Tour Groups to Quebec and France—See New Business below.

Website Report

Yvonne Karsten will be unable to participate as a board member in the near future. We still have a relationship with her company (our web host).

John Adelard Durand Scholarship Fund, John Durand

Johnny Ride was a success. The goal is to allow the fund to grow in size so that approximately \$1,000/year can be distributed without depleting the principle. Efforts to begin distribution of a number of scholarship awards will begin after a call for applications through the newsletter and Enflyer.

Special Reports

None

Old Business

Organizational plan for dissolution, Roger Durand reported that this plan was not developed. Since book and merchandise sales have been brisk and membership has not declined after the increase of dues to \$25, detailed dissolution plans do not appear needed and will not be developed beyond by-law guidance.

Cookbook Project

Marilyn Durand and Carol Durand are working on the production of a Durand Heritage Foundation cookbook. If preorders and content appear and allow completion of the book, a minimum of 200 books will be printed.

New Business

Bank Account Location.

Consideration of moving the bank accounts to a different bank was discussed. The members felt that the current bank should be retained; however, we should separate the main account from the Scholarship fund account.

ACTION: Treasurer should separate accounts.

Historical Markers—John Durand

John discussed placing standardized DHF markers with historical information at various locations that have a historical interest to the family. Using a single vendor would allow standardization and decrease cost to individuals wishing to place such markers. The funding and legal placement of these markers would be up to individuals and DHF would lend its logo and organizational support, perhaps keeping a GPS database of marked and unmarked sites. No committee or tasking occurred.

ACTION: None.

Tour Groups to Quebec and France

Mike, in his report, suggested tour groups to Quebec and France. Blanche agreed to research potential costs of a trip from MN to Quebec. All agreed that this would be a project that would be beneficial to participants but would occur as an activity not financially supported by the DHF other than announcing the efforts of the interested parties and facilitating participation.

ACTION: Blanche will report findings.

Election of Board members and officers

Board of Directors:

MOTION: Re-elect Alice Keppel and Susanne Krasovich as DHF Board of Directors members for a three-year term. Elect Ellen Olson as a DHF Board of Directors member for a three-year term.

VOTE: Motion carried unanimously.

ACTION: Ellen and Yvonne, update newsletter back page and web site.

Officers:

MOTION: Elect Mike Durand as Treasurer for a two-year term and leave the Secretary position vacant until a volunteer emerges.

VOTE: Motion carried unanimously.

ACTION: Alice will transfer Treasurer's materials to Mike

ACTION: Ellen and Yvonne, update newsletter back page and web site.

Next meeting: April 10, 2005 at the JoAnne and Bud Berres house in Lakeville, MN starting at 10:30.

The Oct 2005 meeting will be the second Sunday in October, 2005 at Mary Brusegard's home.

The April 2006 meeting will be as Susanne Krasovich's home.

2:30 PM

MOTION: A motion to adjourn was made and seconded.

VOTE: Motion carried unanimously.

Minutes submitted by Roger E. Durand, Chair

**Durand Heritage Foundation
Income and Expenses FY 2004
Interim Report As of September 30, 2004**

Income

Advertising	\$	75.00	
Membership		1,922.26	
Other Publication Income		3,625.19	
Sustaining Fund		925.00	
Total Income			\$6,547.45

Expenses

Donation		\$100.00	
Internet Expense			
Card Fees	\$	290.57	
Web Misc.		940.00	
Total Internet Expense			\$ 1,230.57
Marketing			181.05
Office Supplies			31.95
Postage			
Miscellaneous		\$325.00	
Newsletter		248.62	
Total Printing			\$573.62
Printing (Newsletter)			997.01
Publishing			2,144.91
Total Expenses			\$5,259.11
Total Income Less Expenses			\$1,288.34

**Durand Heritage Foundation
Bank Reconciliation
As of August 31, 2003**

Beginning Balance, January 1, 2004	\$1,294.61
Income	13,345.51
Expenses	<u>-5,259.11</u>
Ending Balance, September 30, 2004	\$9,381.01
Less John Adelard Durand Scholarship Fund	<u>-8,213.06</u>
Net Balance Available to Durand Heritage Foundation	<u><u>\$1,167.95</u></u>