

Advisory Board Minutes – October 2020

**LINKS TO
MINUTES**
October 2020
Session

October 2020 Session Opened
Order of Business
September 2020 Advisory Board Minutes
Announcement: Advisory Board Vacancy - Call for Volunteers - SWSC CC
Representative Board Seat
Corrected September 2020 Advisory Board Minutes
Annual Call for USGenWeb Webmaster Volunteers
Executive Session for SWSC County Coordinator Representative Selection
Executive Session Adjourned - Board Session Reconvened
Advisory Board SWSC County Coordinator Representative Appointment
2020/21-05 Motion to Appoint Advisory Board SWSC County Coordinator
Representative
2020/21-05 AMENDED Motion to Appoint SWSC County Coordinator
Representative
Welcome SWSC County Coordinator MaryAlice Schwanke
New SWSC CC Representative Board Exec Confidentiality Oath
SWSC County Coordinator subscribed to BoardExec
USGenWeb Webmaster Appointment
2020/21-06 USGenWeb Webmaster Appointment
2020/21-06 Corrected USGenWeb Webmaster Appointment
Adjournment

SESSION OPEN 01 October 2020

The September 2020 meeting of the Advisory Board is adjourned and the October 2020 meeting of the Advisory Board is now convened.

Linda K. Lewis
National Coordinator 2020-2021

**Order of
Business**

01 October 2020

Minutes

Announcements

- Call for Volunteer: SWSC County Coordinator Advisory Board Vacancy
(9/29/2020 - 10/14/2020)

New Business

1. Appointment of SWSC County Coordinator Advisory Board Seat
2. Appointment of Webmaster
3. Appointment of Board Website Liaison

Adjournment

IV. ORDER OF BUSINESS.

Order of Business will be renewed and announced to the assembly at the beginning of each month by the Presiding Officer. The Order of Business will be flexible and may be adapted to cope with immediate business. Members will advise the Presiding Officer of suggested agenda items for future Orders of Business.

<https://www.usgenweb.org/about/specialrules.html>

Linda K. Lewis
National Coordinator 2020-2021

**September 2020
Advisory Board
Minutes**

06 October 2020

The Advisory Board Minutes for September 2020 are locate at the link below. Please review and advise if corrections or revisions are needed. Minutes will stand as accepted as of October 8, 2020 at 12:59 PM if no corrections or revisions are heard.

<https://www.usgenweb.org/about/pdfs-minutes/AB-2020-09.pdf>

Linda K. Lewis
National Coordinator 2020-2021

3 September - when you rely or send emails - "reply"
17 September - Motion to appoint Dale Cookto Election - "Cook to"

Mike Peterson
Northwest/Plains Region
Country Coordinator Representative 2016-2022

**Announcement:
Advisory Board
Vacancy - Call
for Volunteers -
SWSC CC
Representative
Board Seat**

07 October 2020

PLEASE FORWARD TO ALL LISTS

With the passage of the motion to appoint Denise Wells to fill the Representative At Large Advisory Board seat, her prior seat as SWSC County Coordinator Representative is hereby vacated.

**CALL FOR VOLUNTEERS: SOUTHWEST SOUTH CENTRAL COUNTY
COORDINATOR REPRESENTATIVE**

Pursuant to Articles IX and XIV of Standard Rules of The USGenWeb Project, the Advisory Board now issues a Call for Volunteers to fill the vacant SWSC CC Representative seat.

The person selected from those who submit their interest shall serve the remainder of the current term for this seat, through 8/31/2022. The person who can fill this position must be a County Coordinator in good standing in the SWSC region. The SWSC region includes: Arizona, Arkansas, California, Hawaii, Kansas, Louisiana, Missouri, Nevada, New Mexico, Oklahoma, Texas, Utah

QUALIFICATIONS FOR OFFICE:

From the USGenWeb Bylaws, revised July, 2010.
Article VI. Section I.

DUTIES/QUALIFICATIONS OF ADVISORY BOARD:

“Nominees for National Coordinator shall have the following qualifications: at least one year (the twelve months immediately preceding an election) of continuous service and current activity as a member in good standing, and eligibility to vote within The USGenWeb Project. Qualifications of nominees for State Coordinator Representative, Local Coordinator Representative, and Special Project Representative are the same with the addition that their service shall have been as a State Coordinator, Local Coordinator, or one of the various positions associated with the Special Projects, respectively. "In good standing" is demonstrated by responding promptly to email, actively supporting researchers' efforts to find information, maintaining their website with appropriate, up-to-date content, and serving as a good example of the guidelines and standards of The USGenWeb Project.”

The "twelve months immediately preceding an election" applies to the 1st of July, the actual start of the election.

<http://usgenweb.org/usgwelections/>

PLEASE SUBMIT YOUR INTEREST TO THE NATIONAL COORDINATOR, webm...@cottonhills.com, OR THE REPRESENTATIVE AT LARGE, ncusg...@gmail.com, WITHIN 15 DAYS OF THE POSTING OF THIS ANNOUNCEMENT.

THE DEADLINE FOR SUBMISSION IS 8:30 AM EDT, WEDNESDAY, OCTOBER 14, 2020.

Include the following information in your submission:

Name

Email address

Current State and County position

Please include any other information you would like the Advisory Board to consider, such as any previous Advisory Board experience, length of time as a member of USGW, etc.

Linda K. Lewis
National Coordinator 2020-2021

**Corrected
September 2020
Advisory Board
Minutes**

12 October 2020

Previously noted errors are corrected in the Advisory Board Minutes for September 2020, located at the link below. Please review and advise if additional corrections or revisions are needed. Minutes will stand as accepted as of October 14, 2020 at 12:59 PM if no additional corrections or revisions are heard.

<https://www.usgenweb.org/about/pdfs-minutes/AB-2020-09.pdf>

Linda K. Lewis
National Coordinator 2020-2021

**Annual Call for
USGenWeb
Webmaster
Volunteers**

14 October 2020

*** PLEASE FORWARD TO ALL LISTS ***

Per Article XI of the Standard Rules, the Board hereby issues a call for volunteers for the USGenWeb Webmaster position.

The website manager, and assistant (if any), serve as trusted technical assistants to the Advisory Board and are responsible for maintenance of the the Project website under the direction of the National Coordinator.

The requirements for USGenWeb Webmaster are detailed in STANDARD RULE XI: MOTION 2008/09-04: 'WEBMASTER QUALIFICATIONS' <https://www.usgenweb.org/about/standardrules.html>

PLEASE SUBMIT YOUR INTEREST TO THE NATIONAL COORDINATOR, webm...@cottonhills.com, WITHIN 15 DAYS OF THE POSTING OF THIS ANNOUNCEMENT. THE DEADLINE FOR SUBMISSION IS 9:00 PM EDT, THURSDAY, OCTOBER 29, 2020.

Include an introduction, length of time developing and maintaining websites, and links to project websites you created and manage that you wish to highlight as examples of your ongoing work.

Thank you,

Linda K. Lewis
National Coordinator 2020-2021

**Executive
Session for
SWSC County
Coordinator
Representative
Selection**

14 October 2020

As of 8:30 AM EDT, Wednesday, Oct 14, 2020, the submission period ended for interest in filling the vacant Southwest South Central County Coordinator Representative seat.

The Board will now go into Executive Session to select a candidate for appointment.

Linda K. Lewis
National Coordinator 2020-2021

**Executive
Session
Adjourned -
Board Session
Reconvened**

17 October 2020

With this note, the Advisory Board has returned from Executive Session, and the Board Session is now reconvened for business.

Linda K. Lewis
National Coordinator 2020-2021

**Advisory Board
SWSC County
Coordinator
Representative
Appointment**

17 October 2020

Once again, I'd like to thank all the members who expressed interest in filling the SWSC County Coordinator Representative vacant Advisory Board seat. We are very fortunate to have so many volunteers willing to do more to support The USGenWeb Project, and hope you will continue to volunteer when opportunities arise.

The Advisory Board has selected MaryAlice Schwanke as the appointee to fill the vacant SWSC CC seat.

May I hear a motion to appoint MaryAlice Schwanke as the Southwest South Central County Coordinator Representative for the remainder of the term ending 8/31/2022?

Linda K. Lewis
National Coordinator 2020-2021

I move to appoint MaryAlice Schwanke as the Southwest South Central County Coordinator Representative for the remainder of the term ending 8/31/2022.

Mike Peterson
Northwest/Plains Region
Country Coordinator Representative 2016-2022

second the motion by Mike.

Doreen Harunaga-Ewing
Southwest/South Central Region
County Coordinator Representative 2019-2021

**2020/21-05
Motion to
Appoint
Advisory Board
SWSC County
Coordinator
Representative**

17 October 2020

Moved by Mike Peterson, seconded by Doreen Harunaga-Ewing, dated October 17, 2020, and numbered as Motion 2020/21-05, the motion reads "Motion to appoint MaryAlice Schwanke as the Southwest South Central County Coordinator Representative for the remainder of the term ending 8/31/2022."

Is there any discussion? If so, state your request for discussion.
If no discussion needed, respond "No Discussion".

The discussion period will be open for 48 hours and conclude on Monday, October 19, 2020, 12:00 pm EDT, or once all Advisory Board members respond.

Linda K. Lewis
National Coordinator 2020-2021

No Discussion.

Doreen Harunaga-Ewing
Southwest/South Central Region
County Coordinator Representative 2019-2021

No Discussion.

Bob Jenkins
Special Projects Representative 2019-2021

No discussion

Linda Simpson
Southwest/South Central Region
State Coordinator Representative 2020-2022

No Discussion.

Mike Peterson
Northwest/Plains Region
Country Coordinator Representative 2016-2022

No Discussion

Jeff Kemp
Southeast/Mid-Atlantic Region
County Coordinator Representative 2018-2022

No discussion

David Gochenour
Northwest/Plains Region
State Coordinator Representative 2018-2021

No discussion.

Nancy Janyszeski
Northeast/North Central Region
State Coordinator Representative 2017-2022

Discussion - the term listed is incorrect.

I move to amend my motion to read "Motion to appoint MaryAlice Schwanke as the Southwest South Central County Coordinator Representative for the remainder of the term ending 8/31/2022 8/31/2021."

Mike Peterson
Northwest/Plains Region
Country Coordinator Representative 2016-2022

Mike is correct. I mistyped the appointed term end date in my request for a motion. My apologies.

May I hear a second to amend this motion to read "Motion to appoint MaryAlice Schwanke as the Southwest South Central County Coordinator Representative for the remainder of the term ending 8/31/2022 8/31/2021"?

Linda K. Lewis
National Coordinator 2020-2021

I second that motion

Bob Jenkins

Special Projects Representative 2019-2021

No discussion.

Dale H. Cook
Northeast/North Central Region
County Coordinator Representative 2018-2021

No discussion

Bob Jenkins
Special Projects Representative 2019-2021

No discussion

Rebecca Maloney
Northwest/Plains Region
County Coordinator Representative 2019-2021

Request that the current motion be amended to correct the original term to read: "I move that MaryAlice Schwanke be appointed as a Southwest/South Central Region County Coordinator Representative, to serve until the 2021 election."

Mike Peterson
Northwest/Plains Region
Country Coordinator Representative 2016-2022

The request to amend Motion 2020/21-05 has been modified. The modified request, submitted by Mike Peterson, reads:

"I move that MaryAlice Schwanke be appointed as a Southwest/South Central Region County Coordinator Representative, to serve until the 2021 election."

May I hear a second to amend this motion to read "I move that MaryAlice Schwanke be appointed as a Southwest/South Central Region County Coordinator Representative, to serve until the 2021 election."?

Linda K. Lewis
National Coordinator 2020-2021

I second the motion

Rebecca Maloney
Northwest/Plains Region
County Coordinator Representative 2019-2021

**2020/21-05
AMENDED
Motion to
Appoint SWSC
County
Coordinator
Representative**

17 October 2020

Subsidiary motion to correct the term date, moved by Mike Peterson, seconded by Rebecca Maloney, dated October 17, 2020, and numbered as Motion 2020/21-05 AMENDED, now reads

“I move that MaryAlice Schwanke be appointed as a Southwest/South Central Region County Coordinator Representative, to serve until the 2021 election.”

Is there any discussion for the amended motion? If so, state your request for discussion.

If no discussion needed, respond "No Discussion".

Responses to the original motion will not be considered for the amended motion.

The discussion period will be open for 48 hours and conclude on Monday, October 19, 2020, 4:00 pm EDT, or once all Advisory Board members have responded.

Original motion, moved by Mike Peterson, seconded by Doreen Harunaga-Ewing, dated October 17, 2020, and numbered as Motion 2020/21-05, the motion reads "Motion to appoint MaryAlice Schwanke as the Southwest South Central County Coordinator Representative for the remainder of the term ending 8/31/2022."

Linda K. Lewis
National Coordinator 2020-2021

No discussion

Rebecca Maloney
Northwest/Plains Region
County Coordinator Representative 2019-2021

No discussion.

Mike Peterson
Northwest/Plains Region
Country Coordinator Representative 2016-2022

No discussion

Bob Jenkins

Special Projects Representative 2019-2021

No discussion

Linda Simpson
Southwest/South Central Region
State Coordinator Representative 2020-2022

No discussion

Mary Ann Lubinsky
Northeast/North Central Region
County Coordinator Representative 2020-2022

No discussion for the amended motion.

Dale H. Cook
Northeast/North Central Region
County Coordinator Representative 2018-2021

No discussion

David Gochenour
Northwest/Plains Region
State Coordinator Representative 2018-2021

No discussion

Jeff Kemp
Southeast/Mid-Atlantic Region
County Coordinator Representative 2018-2022

No Discussion

Nancy Janyszeski
Northeast/North Central Region
State Coordinator Representative 2017-2022

No discussion

Denise Wells
Representative at Large 2020-2021

No Discussion.

Doreen Harunaga-Ewing

Southwest/South Central Region
County Coordinator Representative 2019-2021

No discussion.

Lesley Shockey
Southeast/Mid-Atlantic Region
State Coordinator Representative 2017-2022

18 October 2020

No discussion.

Trish Elliott-Kashima
Southeast/Mid-Atlantic Region
County Coordinator Representative 2017-2021

Having heard no discussion, the motion, stated below, is now open for vote.

If you agree with this Motion, vote YES. If you disagree, vote NO.

Voting will continue for 48 hours and conclude on Tuesday, October 20, 2020,
6:00 PM EDT.

Subsidiary motion to correct the term date, moved by Mike Peterson, seconded
by Rebecca Maloney, dated October 17, 2020, and numbered as Motion
2020/21-05 AMENDED, now reads

“I move that MaryAlice Schwanke be appointed as a Southwest/South Central
Region County Coordinator Representative, to serve until the 2021 election.”

Those responding No Discussion:

Rebecca Maloney
Mike Peterson
Bob Jenkins
Mary Ann Lubinsky
Linda Simpson
Dale H. Cook
David Gochenour
Jeff Kemp
Nancy Janyszeski
Denise Wells
Doreen Harunaga-Ewing
Les Shockey

Trish Elliott-Kashima

Thanks,

Linda K. Lewis
National Coordinator 2020-2021

Yes.

Doreen Harunaga-Ewing
Southwest/South Central Region
County Coordinator Representative 2019-2021

yes

David Gochenour
Northwest/Plains Region
State Coordinator Representative 2018-2021

Yes

Bob Jenkins
Special Projects Representative 2019-2021

Yes

Nancy Janyszeski
Northeast/North Central Region
State Coordinator Representative 2017-2022

Yes

Jeff Kemp
Southeast/Mid-Atlantic Region
County Coordinator Representative 2018-2022

Yes

Linda Simpson
Southwest/South Central Region
State Coordinator Representative 2020-2022

Yes

Denise Wells
Representative at Large 2020-2021

YES

Rebecca Maloney
Northwest/Plains Region
County Coordinator Representative 2019-2021

YES.

Mike Peterson
Northwest/Plains Region
Country Coordinator Representative 2016-2022

Yes

Trish Elliott-Kashima
Southeast/Mid-Atlantic Region
County Coordinator Representative 2017-2021

Yes

Mary Ann Lubinsky
Northeast/North Central Region
County Coordinator Representative 2020-2022

Yes

Lesley Shockey
Southeast/Mid-Atlantic Region
State Coordinator Representative 2017-2022

Yes.

Dale H. Cook
Northeast/North Central Region
County Coordinator Representative 2018-2021

19 October 2020

With 13 Advisory Board members voting YES, the motion "I move that MaryAlice Schwanke be appointed as a Southwest/South Central Region County Coordinator Representative, to serve until the 2021 election" passes.

Those voting YES:
Doreen Harunaga-Ewing
Bob Jenkins

Nancy Janyszeski
David Gochenour
Jeff Kemp
Linda Simpson
Denise Wells
Rebecca Maloney
Mike Peterson
Trish Elliott-Kashima
Mary Ann Lubinsky
Les Shockey
Dale H. Cook

Thanks,

Linda K. Lewis
National Coordinator 2020-2021

**Welcome SWSC
County
Coordinator
MaryAlice
Schwanke**

19 October 2020

MaryAlice Schwanke, our new SWSC CC representative, is now subscribed to the Board List.

MaryAlice, please respond that you are present.

Thank you,

Linda K. Lewis
National Coordinator 2020-2021

I am present.

MaryAlice Schwanke
Southwest/South Central Region
County Coordinator Representative 2020-2021

**New SWSC CC
Representative
Board Exec
Confidentiality
Oath**

19 October 2020

Welcome MaryAlice! The next order of business is to administer the Board-Exec Confidentiality Oath. This oath is required for subscription to the Board-Exec mail list.

MaryAlice:

The Board-Exec mail list is a **CONFIDENTIAL** list where all personnel and other delicate issues that require confidentiality are handled to ensure privacy, unless and until publicly posted on the Board list for the record.

All postings to the Board-Exec list are to remain confidential at all times. Please be vigilant as to what you post onto which list. **This is crucial. Make sure when you reply or send emails that are supposed to be confidential that they go to the correct list. It is very easy to forward responses improperly. Also, please keep all discussions on each list within the original thread. This assists with following topics of communication to avoid confusion.**

If you agree to honor the confidentiality of the Board-Exec list, please reply to this email thread with "agree."

If you do not agree to honor this confidentiality, please signify "disagree." You will then be removed from access to the Board-Exec list.

The Board-Exec list is not archived therefore it is the responsibility of each of us to privately retain these emails for our own records.

Thank you,

Linda K. Lewis
National Coordinator 2020-2021

Agree.

MaryAlice Schwanke
Southwest/South Central Region
County Coordinator Representative 2020-2021

**SWSC County
Coordinator
subscribed to
BoardExec**

19 October 2020

Having agreed to the Confidentiality Oath, MaryAlice is now subscribed to the BoardExec mail list, and all Board Representative seats are now filled for the 2020/21 term.

Thank you,

Linda K. Lewis
National Coordinator 2020-2021

**USGenWeb
Webmaster
Appointment**

30 October 2020

I wish to thank to our current web management team, Marsha Bryant and Norma Hass, for the wonderful job they have done with the redesign and upkeep of USGenWeb.org. Marsha and Norma submitted their interest to continue to serve in their current roles, and the Advisory Board is pleased to

extend their appointment through the 2020/21 term. Thank you Marsha and Norma!

May I hear a motion, by general consent, to appoint Marsha Bryant as USGenWeb Webmaster, and Norma Hass as USGenWeb Assistant Webmaster, for the term ending August 31, 2021?

Linda K. Lewis
National Coordinator 2020-2021

I move that general consent to appoint Marksh Bryant as USGenWeb Webmaster and Norma Hass as USGenWeb Assistant Webaster for the term ending August 31, 2021.

Lesley Shockey
Southeast/Mid-Atlantic Region
State Coordinator Representative 2017-2022

Second the motion.

Doreen Harunaga-Ewing
Southwest/South Central Region
County Coordinator Representative 2019-2021

Sorry. Seconded motion too fast. Marsha is spelled wrong. There should be "by" added before general consent. The motion probably needs to be worded better. Rescind my "second" motion.

Doreen Harunaga-Ewing
Southwest/South Central Region
County Coordinator Representative 2019-2021

I move that by general consent to appoint Marsha Bryant as USGenWeb Webmaster and Norma Hass as USGenWeb Assistant Webmaster for the term ending August 31, 2021.

Lesley Shockey
Southeast/Mid-Atlantic Region
State Coordinator Representative 2017-2022

May I hear a second on this motion by Les?

"I move that by general consent to appoint Marsha Bryant as USGenWeb Webmaster and Norma Hass as USGenWeb Assistant Webmaster for the term ending August 31, 2021."

Linda K. Lewis
National Coordinator 2020-2021

I second this motion.

Denise Wells
Representative at Large 2020-2021

**2020/21-06
USGenWeb
Webmaster
Appointment**

31 October 2020

Moved by Denise Wells, seconded by MaryAlice Schwanke, dated October 31, 2020, and numbered as Motion 2020/21-05, the motion reads "I move that the Advisory Board appoint, by general consent, Marsha Byrant to serve as National Webmaster, and Norma Hass as Assistant National Webmaster, for the term through August 31, 2021."

Please state if there are any objections, or respond No Objection.

If there are no objections heard within 48 hours the motion will pass.
The response period expires Monday, Nov. 2, 2020, at 11:00 a.m., EST.

Linda K. Lewis
National Coordinator 2020-2021

This motion is in error by the Chair and is hereby withdrawn. Responses to this motion will not be considered. I apologize for the confusion.

Linda K. Lewis
National Coordinator 2020-2021

**2020/21-06
Corrected
USGenWeb
Webmaster
Appointment**

31 October 2020

Moved by Lesley Shockey, seconded by Denise Wells, dated October 31, 2020, and numbered as Motion 2020/21-06, the motion reads "I move that by general consent to appoint Marsha Bryant as USGenWeb Webmaster and Norma Hass as USGenWeb Assistant Webmaster for the term ending August 31, 2021."

Please state if there are any objections, or respond No Objection to this corrected motion.

If there are no objections heard within 48 hours the motion will pass.
The response period expires Monday, Nov. 2, 2020, at 12:00 p.m., EST.

Linda K. Lewis
National Coordinator 2020-2021

No objection.

Denise Wells
Representative at Large 2020-2021

No objection.

Doreen Harunaga-Ewing
Southwest/South Central Region
County Coordinator Representative 2019-2021

No Objection.

Mike Peterson
Northwest/Plains Region
Country Coordinator Representative 2016-2022

No objections

Bob Jenkins
Special Projects Representative 2019-2021

No objection

Rebecca Maloney
Northwest/Plains Region
County Coordinator Representative 2019-2021

No objection

Jeff Kemp
Southeast/Mid-Atlantic Region
County Coordinator Representative 2018-2022

No objection.

Dale H. Cook
Northeast/North Central Region
County Coordinator Representative 2018-2021

No objection.

Lesley Shockey
Southeast/Mid-Atlantic Region
State Coordinator Representative 2017-2022

No Objection.

MaryAlice Schwanke
Southwest/South Central Region
County Coordinator Representative 2020-2021

No objection.

David Gochenour
Northwest/Plains Region
State Coordinator Representative 2018-2021

No objection.

Nancy Janyszeski
Northeast/North Central Region
State Coordinator Representative 2017-2022

No objection

Mary Ann Lubinsky
Northeast/North Central Region
County Coordinator Representative 2020-2022

No objection.

Trish Elliott-Kashima
Southeast/Mid-Atlantic Region
County Coordinator Representative 2017-2021

Adjournment

01 November 2020

The October 2020 meeting of the Advisory Board is adjourned and the November 2020 meeting of the Advisory Board is now convened.

Linda K. Lewis
National Coordinator 2020-2021

The full text of all BOARD-L messages can be viewed in the threaded list archives for this list by subscribing members in their email.

All Advisory Board Minutes are located at <http://usgenweb.org/about/minutes.html>.

Please remember that minutes are a record of actions proposed and taken at the meeting, NOT all the detail about what was said by members or guests. If you have any questions or comments about the minutes, please write to [Doreen Harunaga-Ewing](#), Secretary.