

Small Group Report to the Board
[Date]
Small Group Coordinator – [Name]

• **Committee Members/Group Leaders**

- British Isles – Looking for leader
- Irish – [Name]
- New England/Colonial America – [Name]
- Technology – [Name]
- DNA – [Name]

• **Date, Time and Location of Group Meetings**

- Group Leaders Meeting –
- British Isles – TBD
- Irish –
- New England/Colonial America –
- Technology –unknown
- DNA –

• **Attendance at Group Meetings Since Last Report**

- No report at this time since groups have not met.

• **Actions of Note/Narrative**

- This is Joy's first board meeting and is new to the position of Coordinator.
- Guidelines for the Small Group Coordinator and the leaders of the groups have been drafted and are ready for discussion and approval.

• **Issues for Small Groups**

- Agenda Meeting Focus
 - Attendance and provide forms to use with the groups.
 - Discuss attendance in groups and reporting to coordinator.
 - Update on meeting places, times, etc.
 - Newsletter contributions directly to Danielle Stephens
 - Provide materials to be disseminated in the group.
 - Review the Coordinators Guidelines
 - Review the Leaders guidelines
 - Discuss challenges for groups
 - Share interesting research tips, resources, etc.
- Accomplishments
 - Larimer County maps have been distributed to help with locating centralized meeting places.
 - A list of potential meeting places has been provided.
 - A "cheat sheet" checklist was provided by coordinator to help track what has and has not been researched.