Clan Crawford Association: Meeting Minutes & Action Items 7 PM UTC/GMT 21 April

Meeting Type:	[AGM] [Regular] [CCA ExCom Internal]	Classification	CCA Internal / CCA Confidential
Date & time	Sunday, 22 April 2018	Location:	Skype
Chair:	Brian Crawford	Meeting frequency:	Annual
Purpose	**Annual CCA Board Meeting**		

Attendees			
Full Name	**Full Name**	**Full Name**	**Full Name**
Joanne Crawford, Syd Crawford-Reyes	Brian Crawford	Jay Crawford	John Crawford
Raymond Crawford	Fred Crawford	Karen Crawford	Norm Crawford
Bruce Crawford	Peter Crawford	Julian Crawford	
Camilla Crafoord	Christine Crawford-Oppenheimer	Kevin Crawford	
Apologies/Absent			
Full Name	**Full Name**	**Full Name**	**Full Name**
Don Crawford	Mary Crawford		
David Anderson	David Cummings		

Agenda

1.	Approval of the 2017 Annual meeting Minutes - Peter
2.	Goals for 2018 – Joanne
3.	Fall 2018 CCA Board elections - Joanne
4.	Treasurer's Report for 2017 - Fred
5.	Secretary's Report for membership – Peter / Norm
6.	Website update: What's new – Peter / Julian
7.	VP progress report on Genealogical research for Candidates for Chief – Raymond
8.	VP report on Heraldry project - Raymond
9.	Committee Chairs Coordinator Report – Don (with Joanne)
10.	Committee Coordination for Crawford tents - Joanne
11.	Strategies for membership growth – Joanne / Peter
12.	DNA Project - Bruce

Item	Topic	Discussion & Decisions
1	Approval of the 2017 AGM minutes – Peter Crawford	After the greeting made by Joanne Crawford, Peter Crawford presented the 2017 minutes as being completed and for approval. The 2017 AGM minutes were approved.

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2	Goals for 2018 (in 3 parts) Joanne Crawford	a) Cont. dev. of the website, including completion of Regional Websites – NEW. b) Membership campaign: Cont. with favourable reduced rates for membership for multiple years. Implement new member category, offering seniors 85 and over lifetime membership status. Implement plan to promote additional membership. c) Strengthening Regions: increasing regional participation & activities. d) Committees – Increased member participation in committees and other activities: all CCA members should participate on at least one committee. People would choose a committee to be on when join CCA. e) Expansion of Y-DNA project. f) Promotion of heraldry project. g) Cont. research on viability of Crawford Foundation, including identification of sources for funding.
3	Fall 2018 Board Elections (Joanne)	Volunteers for Election - Fall Board Elections: (Presidents Note): We have another task with elections to the Board due in the fall. Please indicate by email to Peter who has oversight of the Election Committee (with a CC to myself) if you would like to participate on the Election Committee. It will consist of three members — as always. One of the three in consultation between the Election Committee and the Executive Committee will be chosen as chair. Please do volunteer to be on this very important committee. If we have more than three volunteers, three will be chosen from among them. Most board members will probably want to continue to be on the Board, and one of the committee responsibilities is to contact current Board members and confirm whether they wish to continue. We've already had some changes due to moving out of a region. Volunteers for election: Jay Crawford volunteered. Others will think about it. Last election we suffered a few glitches. We may have to modify the by-laws to resolve these inconsistencies so as to facilitate a smooth election process. The board will be informed of any proposed changes before the election, and you will have an opportunity to express your opinion and vote on them. We will do that either via the Board email or using the new bulletin board. All Communications on the Board bulletin board are confidential, and anything posted will only be able to be seen by the Board members.
4	Treasurer's Report (Fred)	Fred Presented the Treasurers Report, which was broken down into two areas. Balance and Budget. Attached is the Treasurers Report as of 4/6/2018. Reports shows our Account Balances with USBank and PayPal Accounts. The other report is our current standing against our 2018 Budget Projections as of 4/6/2018. This budget has not been approved and each category should be reviewed and adjusted as necessary. 1. Balance Sheet:

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4/6/2018

Account Balances - As of 4/6/2018
(in U.S. Dollars)

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Account	4/6/2018 Balance
Bank Accounts	
USBank Checking	817.68
USBank Royalty	261.76
USBank Stash	11,800.00
TOTAL Bank Accounts	**12,879.44**
Cash Accounts	
PayPal - Euro	70.14
PayPal - Pounds Sterling	126.72
PayPal - US Dollars	2,763.20
TOTAL Cash Accounts	**2,960.06**
OVERALL TOTAL	**15,839.50**

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2. Budget

2018 Clan Crawford Assoc. Budget418 - 2018
1/1/2018 through 12/31/2018 Using 2018 Clan Crawford Assoc.Budget (in U.S. Dollars)

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Category	Actual	2018 Budget	Difference
INCOME	**992.36**	**4,758.04**	**-3,765.68**
Heraldry Program	0.00	1,350.00	-1,350.00
Interest Inc	0.00	18.00	-18.00
Membership Fees	**825.00**	**3,065.08**	**-2,240.08**
Family Memberships	70.00	175.00	-105.00
Individual Memberships	600.00	2,100.00	-1,500.00
Life Memberships	0.00	500.04	-500.04
Senior Memberships	155.00	240.00	-85.00
Youth Memberships	0.00	50.04	-50.04
Royalty Payments	167.36	324.96	-157.60
EXPENSES	**222.23**	**2,426.28**	**2,204.05**
Ads	89.11	249.96	160.85
Banking	**0.00**	**100.08**	**100.08**
Bank Charge	0.00	50.04	50.04
Bank Fees	0.00	50.04	50.04
Business	**48.19**	**100.08**	**51.89**
Computer	48.19	50.04	1.85
Other Business	0.00	50.04	50.04
CCA Website	**0.00**	**200.04**	**200.04**
Domain Renewal	0.00	50.04	50.04
Web Site Fees	0.00	150.00	150.00
Clan Chief Project	0.00	0.00	0.00
Corporate	**0.00**	**76.08**	**76.08**
Corporate Documents printing	0.00	20.04	20.04
Renewal - State of Utah	0.00	20.04	20.04
Other Corporate	0.00	36.00	36.00
Dues and Subscriptions	50.00	99.96	49.96
Grants	**0.00**	**1,200.00**	**1,200.00**
Special Grants	0.00	600.00	600.00
Tent Grant	0.00	600.00	600.00
Heraldry Project	0.00	0.00	0.00
Legal-Prof Fees	0.00	150.00	150.00
Miscellaneous, Bus	**0.00**	**125.04**	**125.04**
Memorial	0.00	75.00	75.00
Other Miscellaneous, Bus	0.00	50.04	50.04
PayPal Fees	34.93	125.04	90.11
Y-DNA Program	0.00	0.00	0.00
Net Difference:	**770.13**	**2,331.76**	**-1,561.63**

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Whilst the Association has a reasonable balance, it is important to recognise that the major income stream is from our membership fees. It is important that ALL Board members are actively engaged in promoting the continued memberships of all members in region.

5	Secretary's Report (Peter)	

Membership year to date is at low ebb and a concentrated effort by the Regional Directors is required to help maintain the numbers.

Membership by Country by Category

Country	Cancelled	Current	Deceased	Expired	Grace	New	Pending	Suspended	Grand Total
Australia		4		9		1	2		16
Canada		5		20		1	1		27
Ireland		1							1
Netherlands				1					1
New Zealand	1	3	1	2	1		1		9
South Africa		1		1			1		3
Spain				3					3
Sweden				4	1	1	1		7
United Kingdom		3		22	1	1	3		30
United States		56		315	3	7	25	1	407
Grand Total	**1**	**73**	**1**	**377**	**6**	**11**	**34**	**1**	**504**

Membership by Type

Country	Family membership	Life membership	One year regular membership	One year senior membership	Two year regular membership	Two year senior membership	Two year youth membership	Grand Total
Australia		1	11		3	1		16
Canada			16	2	8	1		27
Ireland			1					1
Netherlands			1					1
New Zealand			5		4			9
South Africa		1	2					3
Spain			3					3
Sweden		1	4		2			7
United Kingdom		3	20	1	6			30
United States	8	2	266	19	85	25	2	407
Grand Total	**8**	**8**	**329**	**22**	**108**	**27**	**2**	**504**

We also note, that the new 2-Year Membership type has become a very popular choice. I would also request that changes be made to the database to allow me to change any member with the age of 85 and over, to life, as previously agreed.

Since the meeting has convened, Julian has now enable automatic email alerts for memberships that are about to expire. This will enable Norm and myself to focus on special interest promotions rather than following up every membership expiry.

As part of a re-engagement, Norm and I will prepare a email template for the regions and a table of all members for that region, past and present, so that the Regional Board members have a tool-kit for communicating with.
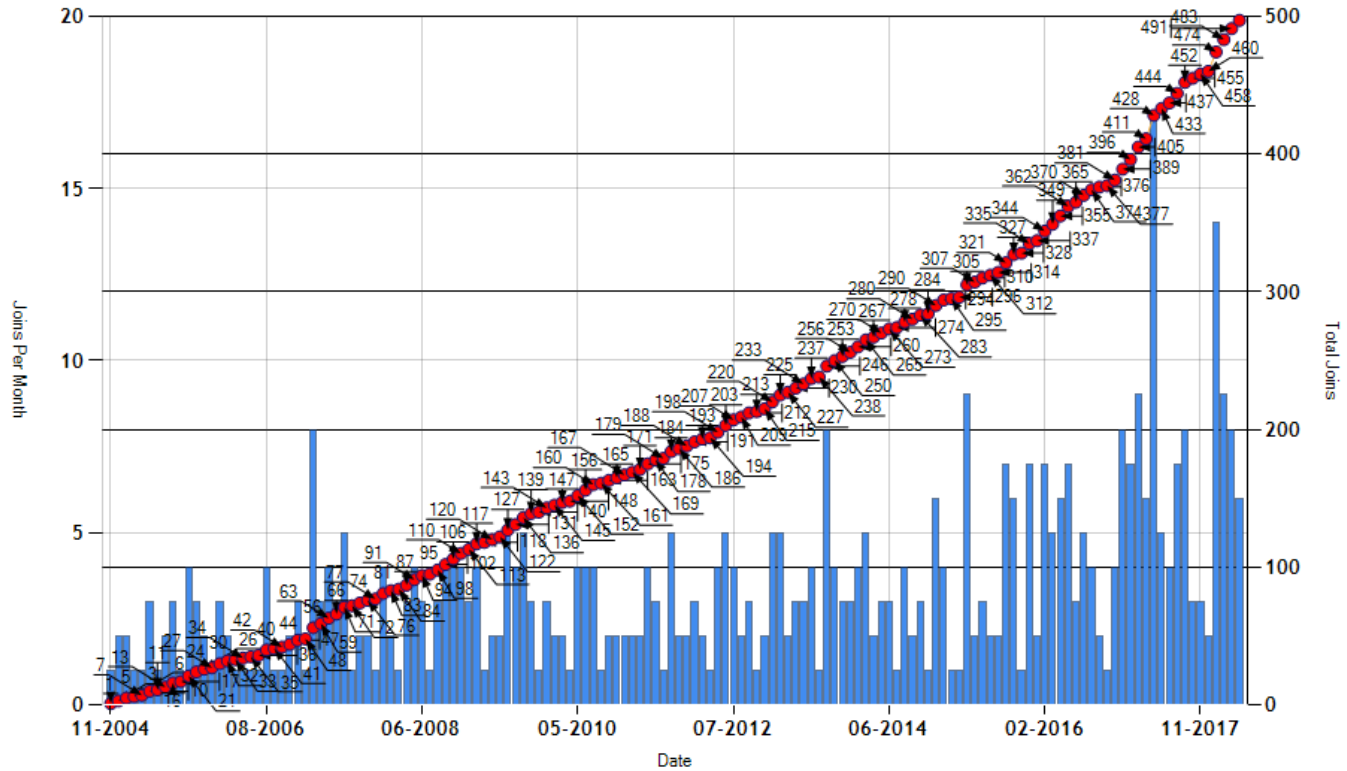
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6	Website update: What's new – Peter / Julian	The WEBsite has had several new enhancements over the previous 12 months, and the outline of these are all covered in the Web Strategy Document, as authored by Peter Crawford, who has oversight of the Web Committee. The Web committee also met just after the AGM. The Web Strategy Document and the minutes of the WEB committee meeting are available on request. Please note, both documents are Internal to the CCA.
		Notwithstanding the above, here is a short bullet list of the major components:
		a) Website has been moved to a new BlueHost VM, so that it is now a stand-alone instance. This enables members of the Web committee to log on and do maintenance.
		b) Email for the Board and ExCom now stet up
		c) Membership renewal emails now implemented.
		d) Emails to the Forum are also now added so that members are alerted to new content.
		e) New SSL Certificates are in the process of being issued.
		f) New Heraldry pages added
		g) DNA research pages refresh and re-organised
		h) New Regional Pages added
		The Web Committee will now met in their allocated workstreams to start managing the site in a collaborative manner. There is plenty still to be done so we're always looking for folk that have HTML experience.
7	VP progress report on Genealogical research for Candidates for Chief – Raymond	There is no prospect of reopening the Petition for the Chiefship until there is a change of officers at the Lyon Court which we anticipate to be sometime in the next two years. The present state of our genealogical research, which is ongoing, is probably adequate to begin another Petition when the time is right.
8	VP report on Heraldry project - Raymond	CCA Heraldry Report. April 2018
		At the time of the last ExComm meeting I reported that unfortunately Allen and I would not able to present a paper on the CCA Armorial to the biennial international Congress on Heraldry and Genealogy in Arras, France, because the subject was not close enough to the theme of the Congress. However Allen has been invited to present his paper on our initiative to the biennial Congress of the (English) Heraldry Society in August in Winchester.
		Allen has been designing coats of arms for members of the CCA , and has now completed about 12. The template for the entry of these arms into the Register has been agreed by ExComm, and we now need to invite the new armigers to complete their part of the template so that they can be placed in the Register and published on the CCA website. Allen and I will be responsible for getting this under way.
		We would be delighted if other Crawfords would join in this initiative, which has already resulted in some stunning designs and we would recommend that this remains a regular feature of the Newsletter, perhaps by including one of the new designs in each issue. To clarify any possible uncertainty, there is no requirement that anyone seeking arms as part of this project should be a member of the CCA, only that they should be a Crawford, or of the family either by marriage or descent. It has been suggested that we might introduce interactive tutorials on heraldry for members of the CCA who would be interested and at this stage it would be helpful to have some idea of the amount of interest in laying this on.
		As noted previously and as reported again in the Newsletter, we do not recommend a further Petition for the Chiefship until at least 2020.
9	Committee Chairs Coordinator Report – Don (with Joanne)	Recommended Committee Chairs: – presented list of suggested chairs: Committee Chair Coordinator (Don Crawford III), Membership (Don Crawford III), Publications (Joanne Crawford), DNA Project (Bruce Crawford), Finance (Fred Crawford), Genealogy (Christine Crawford-Oppenheimer) , Social (Karen Crawford), Newsletter (Joanne Crawford), Heraldry (Raymond Crawfurd), Website (Peter Crawford), Advertisements (Warren Crawford), Chief Research (Raymond Crawfurd), Foundation Feasibility Raymond Crawfurd & Brian Crawford), Regional websites (Peter Crawford), Games Convener Overview & Tent Grants Coord. (Syd Crawford-Reyes & Dave Anderson), Study Group for Abbey Records (tbd), Estate Studies (Edward Crawford).
10	Committee Coordination - Joanne	Committees: (President Note)

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During this CCA Annual meeting I'd like to focus on the business aspects of the Association and in increased participation through the establishment of committees. I think we have a well thought out list of committees, chairs and some members. Don Crawford is the Committee Chair Coordinator. We would like all CCA members to be on at least one committee.

Many of you will be tapped for leadership roles. One thing that is new is to have one of us from the ExCom provide oversight for each committee. Distributing responsibility should link the committees with the ExCom as well as make it so no one has an impossible load. The list of the committees will be posted on the Board bulletin board, so please take some time look at it.

11	Strategies for membership growth – Peter	Strategies for growth are across 3 planks • WEB Site content • Genealogy and DNA Research Projects • Heraldry Project Secondary planks are: • Specific CCA related Facebook content being migrated to the Members Forum, so that ownership CCA content is not compromised in the Risky world of Social Media • Expanding the regional pages • Expansion of Game Tents a more Global basis Membership has fallen away, and I think that the Facebook forums have been giving people what they want for free. Unfortunately our value proposition as an Association isn't as robust as it could be, and it today's highly motivated (and sometime toxic) Social Media driven world, it is hard to hold members attentions. As an Association that value statement comes in the form of the 3 Planks, Members content on the website, Genealogy and DNA projects and the Heraldry Project. All of these need to have high content for members, if we don't and give it away for free, then we're not providing a value service. As the Secretary I will take this to the next EXCOM AGM to get solid buy-in and then start to work them out via the committees. And in regard to Committees, we really need to get as many of these as possible into an active state. By doing so this will also create a strong CCA awareness and momentum in the regions.
12	DNA Project – Bruce & Dave	DNA Surname Project Summary - Surname Project Joins The number of individuals joining the Crawford Surname Project continues to grow and has just exceeded 500 members.

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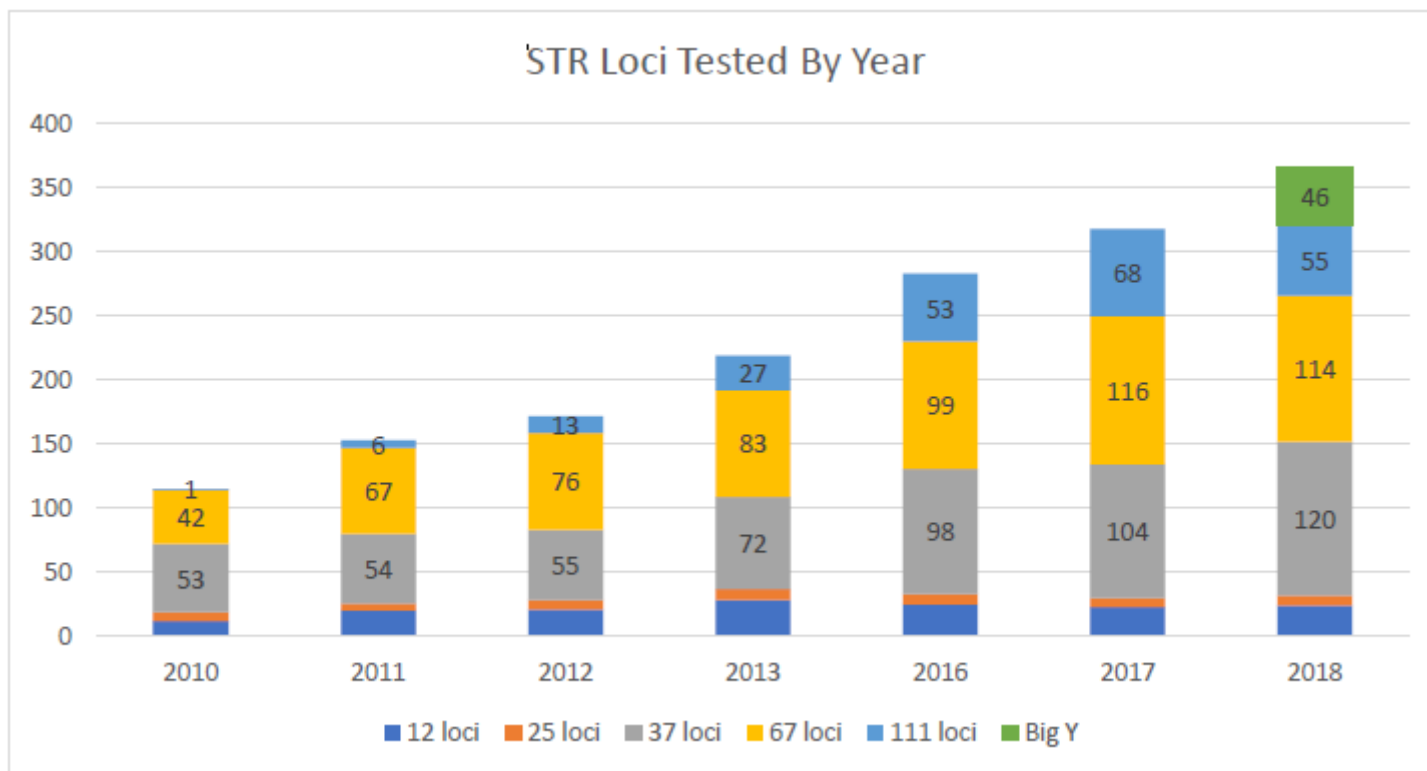
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Project Joins

- We have individuals who have taken one or more Y-DNA test, individuals who have had their mitochondrial DNA tested; and those who have had a Family Finder autosomal analysis.
- We have members ranging from Australia, China, Slovakia, Italy, Netherlands, Belgium, St. Lucia as well as the major groups from Britain, Ireland, Canada, and the US.
- Pending lab Results - there are 16 pending lab results.

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Type of DNA tested:

Total Members	497
Family Finder	183
mtDNA	130
Y-DNA-12	367 24
Y-DNA-25	8
Y-DNA-37	335 120
Y-DNA-67	215 114
Y-DNA-111	101 55
Big Y	46
Y-DNA Subgroups	70

STR Loci Tested By Year

Year	12 loci	25 loci	37 loci	67 loci	111 loci	Big Y
2010			53	42	1	
2011			54	67	6	
2012			55	76	13	
2013			72	83	27	
2016			98	99	53	
2017			104	116	68	
2018			120	114	55	46

Legend: ■ 12 loci ■ 25 loci ■ 37 loci ■ 67 loci ■ 111 loci ■ Big Y

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In addition to the STR data 130 individuals have obtained their mtDNA results; another 183 have obtained their Family Finder autosomal data. 62 have had their haplogroup confirmed through SNP testing while 79 have had no advanced SNP tests. There are currently 70 recognized lineages within the surname project.

Con Y-DNA Haplo	62
Pred Y-DNA Haplo	79
mtDNA	130
Family Finder	183
Y-DNA Subgroups	70

DNA Reports
The DNA Co-Administrators have produced reports in the past year detailing the progress made in tracing the I1 lineages of Fedderate, Thirdpart, and I1a-11. We have also provided a report on the defined changes due to SNP testing in the Ardmillan-Baidland R1b lineages and have recently provided a more in-depth analysis of the R1a lineages. Also, a report on the most likely DNA trail for the Crawford who fought at Bannockburn was produced.
We are also beginning to have a good understanding of the end SNPs for lineages R1b-7, R1b-9, R1b-13, R1b-15, R1b-20, and R1b-21.
The first report on Crawford surname mitochondrial DNA results is pending and should be available in the coming weeks.
We have also started providing updates on the latest Facebook discussions for the Newsletter.
We consolidated the Y-DNA reports into one large spreadsheet which is available on our website in two formats. For non CCA members, the full name and the SNP testing information is not revealed. For members who login to the CCA website that data is available and in addition haplogroup specific reports area available that are not available to the general public.
If the project continues to grow it maybe necessary to break the report into two or more reports in order to reduce file megabytes and also to make it easier to find specific lineages.

Bruce A. Crawford and Dave Nicolson / Crawford DNA Surname Project

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