

Toolkit - UMRA Family History Interest Group

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We do not have firmly established procedures as we just finished our first year and receive official approval in January 2021.

For 2021-2022 we have identified five possible dates, all on a second Wednesday of the month from 10:00 am - 11:00 am. We have also identified topics for three of these meetings. Last year we had one "open discussion" meeting that was quite successful.

For 2020 - 2021 we met by ZOOM and expect to continue meeting by ZOOM during 2021-2022.

All of our ZOOM gathering were "meetings" not "webinars". We did not ask for advance registration.

For each ZOOM meeting we

- scheduled the zoom meeting. The ZOOM time slot should include time before and after the scheduled time for the meeting.
- sent an email announcement of the meeting to all UMRA members three to four weeks before the meeting along with the ZOOM link and a short description of the program. We need to do a better job of using the newsletter to help publicize presentations.
- sent a reminder to our UMRA FHIG email list about one week before the meeting.
- arranged for a short ZOOM rehearsal a few days before the meeting.
- recorded each ZOOM meeting so it could be posted on the UMRA FHIG webpage.

We recorded the Zoom meeting to the cloud. When the meeting was over it takes ZOOM a while to get the recording ready. Whoever set up the meeting will get an email from ZOOM saying the

recording is ready. Send a copy of this email to Cathy Gierke so she can access the video for posting on the FHIG website. Cathy will need two other items

A short description to use on the FHIG website as part of the video link

If the video needs to be trimmed at the beginning and end, give Cathy the time when the video for posting should start and when it should end.

Links to the FHIG videos have been included on the Alumni Association's "Gold Mind" website. Will Craig has been the liaison for these postings. Other than giving our OK neither of us has had to do anything else to establish these links.

<https://www.umnalumni.org/s/1867/18/interior-wide.aspx?sid=1867&gid=2&pgid=1280>

- posted handouts and slides from each ZOOM presentation on the FHIG website. All of these postings have been pdf files. Making a pdf file of the handouts is straightforward. Slides originated as either Powerpoint or MacKeynote presentations. Open up the relevant file and then save or export as pdf for posting. If some of the slides have builds you may want to choose to print/export with each stage of the build. One can view the pdf version of the slides by either scrolling or choosing the full screen view option and clicking through each page one by one.

My Family History

We started a feature which we called My Family History. These are individual stories about what a UMRA FHIG member has done with their family history.

Each story starts with a short description and a small attachment that we mailed to the FHIG email list. In most cases the email attachment was an excerpt from a somewhat larger document. The story and the larger document were then posted on the FHIG website.

Each mailing also included a statement asking members to get in touch with either Lynn or Craig if they had a story they were willing to share. The

FHIG organizer(s) will also need to make their own approaches to members to generate My Family History stories.

My Family History stories fro 2020-2021 included

Will Craig

...how I've organized photos for my family.

Gary Engstrand

My parents' albums...were falling apart...

Karen LaBat

I have letters my father wrote to his parents during World War II.

Jim Lewis

My husband and I helped my mother write her autobiography

Ron Matross

I wanted to share with my descendants my memories of growing up on the edge of Yellowstone Park.

John Anderson

I have put together a concise listing of my paternal grandfather's family.

Lynn Anderson

My paternal grandfather Hildum Anselm Anderson was in France during the WWI and in France, Luxembourg, and Germany after WWI...

Other comments

Cathy Gierke is an invaluable resource person for getting various webpage postings done.

The **FHIG email list** started by capturing the names of participants to FHIG meetings and matching those names with emails from the UMRA Member Directory. Periodically we get an email from John Anderson with the names of new UMRA members interested in the Family History Interest Group. We add these names and emails to our FHIG email list and send each them a welcoming email.