

**Newcastle Family History Society Inc  
Management Committee Meeting  
Draft Agenda  
Thursday 20 January 2022 10am – 12 noon**

**Meeting Commenced:** 10.12am

**Welcome and acknowledgement of the custodians of the land:** MW

**Present:** Mel W      Pat H      Rosalie B      Marie H      Sharyn B

Karen S (minutes)

Ken Shilling (guest) left meeting at 10.38am

**Apologies:** Kirstie C      Margaret Ashford (guest)

**Minutes** of the Meeting of 16 December 2021 as circulated and in the GDrive folder. (Copy to be placed on GDrive, on front noticeboard, and in the Member's section after approval).

**Corrections/Amendments**      N/A

**Motion (Minutes):** "That the Minutes of the Previous Meeting held on 16 December be accepted."

*Moved:* Marie H      *Seconded:* Karen S      *Passed:* Unanimously

**Business Arising/Updates/General Business:**

**1. CWGC Tour Proposal – Ken Shilling**

- Ed Tonks contacted Ken Shilling re: a tour of the CWGC at Sandgate in conjunction with the NFHS on 24 April 2022. Donations to be given to the NFHS.
- Ken Shilling seeking approval from NFHS Management Committee for the tour to proceed.
- Outline of the proposed tour presented to the NFHS MC
- Issue of insurance cover discussed
- Request for casual membership to be given to Ed Tonks

**Outcome:**

- Approval given by the NFHS MC for the tour to proceed

- NFHS MC to be kept informed of further developments/organization regarding the tour via email to NFHS Secretary
- No casual membership to be extended to Ed Tonks
- Insurance broker to be contacted re: cover for CWGC tour

**Motion:** “That approval be given for the CWGC Tour to be held on 24 April 2022.”

*Moved:* Sharyn B      *Seconded:* Marie H      *Passed:* Unanimously

## **2. December Quarterly Reports (as per Gdrive) - Carried Over from previous meeting to be accepted.**

**Motion:** “That the December 2021 Quarterly Reports, with the exception of the Library Donation Form, as per GDrive be accepted.”

*Moved:* Mel W      *Seconded:* Marie H      *Passed:* Unanimously

## **3. NSW & ACT Association Grant Application – (MW)**

- Proposal to purchase a webcam and microphone for use during Zoom meetings
- Grant application for \$250 to be written to assist with the purchase of these items

**Motion:** “That the NFHS Management Committee authorises Clive M to purchase a webcam and microphone, and we are submitting an application to NSW & ACT Assoc. for a grant up to \$250 to assist in covering the cost of said items. If the cost is over \$250, the NFHS MC will pay the balance from NFHS funds.”

*Moved:* Pat H      *Seconded:* Sharyn B      *Passed:* Unanimously

## **4. Laptop from Courses Funds – (PH)**

- Proposal to purchase a lap top for use of presenting NFHS Courses and Seminar days

*Moved:* Pat H      *Seconded:* Marie H      *Passed:* Unanimously

## 5. **Seminar Sunday 4 – Update (PH)**

- Mark Dunn author of “The Convict Valley” will be attending Seminar Sunday 4 in person and asked if he could sell copies of his text.
- 7 attendance in NFHS rooms, 3 on Zoom

## **Seminar Sunday 5 – May 2022**

- Focus: DNA
- Speakers – Janelle Collins      Sandra Jones      Kirstie Carrick

## 6. **Female Convicts Seminar Day 6 March 2022 – Update (MW)**

- Registrations are open
- Cost \$65 pp
- Zoom option available from 20 Feb 2022
- Publicity – through the usual channels

## 7. **Copyright Licencing Agreement – Update (MW)**

- Members need to be informed of the Copyright Licencing Agreement
- Mel W will address this at the February monthly meeting

## 8. **2022 Fees & Charges – reassess postage/photocopying etc**

- Need to reassess the cost of postage each January
- Photocopying charges:

B/W	A4	30c	A3	60c
Colour	A4	50c	A3	\$1

Note: Double sided copies are double the cost

- Photocopying fees to be announced in the next newsletter
- Signage to be made up and placed above the photocopiers

## 9. **Covid Safe Plan for Re-opening – Update (PH)**

NFHS following legal regulations. Updates to be included in the members newsletters and on the NFHS website.

Entry to the NFHS Library rooms requires:

- wearing a mask
- social distancing 1.5m
- QR code, signing the visitors' book, phone contact details, temperature check and hand sanitising

### **Reports**

**Correspondence:** (as per Gdrive)

**Motion:** *"That the Correspondence Reports be accepted."*

*Moved:* Pat H      *Seconded:* Mel W      *Passed:* Unanimously

**Treasurer's Report:** (as per Gdrive)

**Motion:** *"That the Treasurer's Report be accepted."*

*Moved:* Marie H      *Seconded:* Pat      *Passed:* Unanimously

**Motion:** *"That the invoices for payment, and additional notes be accepted."*

*Moved:* Marie H      *Seconded:* Pat H      *Passed:* Unanimously

**Membership Report:** (as per Gdrive)

**Motion:** *"That the Membership Report be accepted."*

*Moved:* Sharyn B      *Seconded:* Karen S      *Passed:* Unanimously

**(as per Gdrive)** - Carried Over from previous meeting to be accepted.

**Close of Meeting:** 12.22pm

**Next Meeting:** Thursday 17 February 2022 at 10am