

**Newcastle Family History Society Inc**

**Management Committee Meeting**

**Minutes**

**Thursday 21 April 2022 10am-12noon**

**Meeting Commenced: 10am**

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

**Present:** Mel Woodford      Kirstie Carrick      Rosalie Bunn      Sharyn Boyce

Marie Hughes      Karen Smith (minutes)

Ron Robinson (guest) (left at 10.15am)

**Apologies:**    Pat Healion

**Minutes of the Meeting 17 March 2022 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 from the previous meeting held on 17 March 2022 be accepted."

*Moved:*            K Smith            *Seconded:*      S Boyce

*Passed:*           M Woodford   M Hughes   R Bunn   K Smith   S Boyce

*Abstain:*           K Carrick (did not attend last meeting)

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

**1. Open Day on 23 April & CWGC Tour – update**

**(a) Open Day**

- set up on Friday afternoon (22 Apr)
- Members will be bringing in various items for display
- Crocheted poppies and Honour a Veteran tags for sale @ \$2

**(b) CWGC Tour**

- Update received via email letter from M Ashford presented to MC by K Smith

**2. AGM Update**

- Notifications have been sent out re: AGM
- Draft agenda written with final agenda to be completed a week prior to AGM

- Ken Shilling to act as Returning Officer
- Attendance of members in NFHS rooms and via Zoom
- Nominations to close on 26 April 2022

### **3. Water leak in front rooms**

Ron Robinson from the Mechanics Institute gave an update on the water leak in the front rooms – the source of the leak has been identified and repairs will be commenced asap.

### **4. Speaker requested for:**

<b>26 April 2022</b>	The Place, Charlestown	MW to attend
<b>17 May 2022</b>	Adamstown Lions Club	KS to attend
<b>28 June 2022</b>	Newcastle National Seniors	KS to attend

### **5. Conference – update from MW**

- Port Macquarie FHS assisting with technical aspect of the Conference – Zoom, Youtube etc

### **6. NFHS Copyright**

- Copy of the copyright letter and explanatory letter to be placed in the next newsletter
- Originals of signed copyright forms to be sent to Sharyn.
- Copies signed by Sharyn and one other NFHS MC member
- Originals to be kept in the safe
- Spreadsheet for members who have signed the document to be maintained – Public Officer (Sharyn Boyce)

### **7. Air conditioning/Solar Panels**

- Currently waiting on the funding to arrive
- Nova are holding the quote (no increase in costs)
- Installation to be completed as soon as funding available
- Solar panels – roof on library room is not heritage listed; Meals on Wheels roof is too expensive, so further planning/discussion required.

### **8. Cancer Council Morning Tea**

- Morning tea to be held on Thursday 26 May 2022 from 11am
- Scrapbooking Group to meet 9.30am -10.30am to enable set up

## **9. Library Group**

- Issue regarding the Library Group not allowing an unvaccinated member to attend meetings/associated activities.
- No response from letter sent from the MC
- Follow up letter to be sent re: same to Library Group members

## **10. Donations to NFHS**

- Discussion re: location/storage of the original donation forms
- Who is responsible for maintaining spreadsheet list?
- For further discussion

## **11. Genealogy Society of Victoria**

- Enquiry from GSV re: distance membership and purchase of a number of our publications
- GSV also requested permission to upload this material for use by their members through their library
- Further discussion held over to future meeting

## **12. Seminar Sunday – update PH via Mobile Phone**

- Concern that only 6 people have expressed an interest in attending the seminar
- Flyers to be posted on our Facebook page and sent to Sonia Hornery for inclusion in the Wallsend Weekly

## **13. NFHS Patrons**

- Acceptances received from Sonia Hornery, State Member for Wallsend and Lord Mayor Nuatale Nelmes
- Sonia Hornery's reply included a donation for \$100

## **14. Missing Rare Books Key**

- Sharyn Boyce has contacted Frost's regarding a replacement key. It would appear that the barrel will need to be replaced as a replacement key is not possible for this style of lock.
- Payment for replacement from Library funds???
- Replacement keys – one set to be kept in the safe and another in office safe

## **Reports:**

**Correspondence:** (as per GDrive)

**Motion:** “That the Correspondence Reports be accepted.”

*Moved:* K Smith      *Seconded:* M Hughes      *Passed:* Unanimously

**Treasurer’s Report:** (as per GDrive)

**Motion:** “That the Treasurer’s Report be accepted.”

*Moved:* M Hughes      *Seconded:* S Boyce      *Passed:* Unanimously

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

*Moved:* M Hughes      *Seconded:* M Woodford      *Passed:* Unanimously

**Membership Report:**

**Motion:** “That the Membership Report and new members be accepted.”

*Moved:* S Boyce      *Seconded:* M Hughes      *Passed:* Unanimously

**Other Quarterly Reports received since 17 March 2022:** (as per GDrive)

**IT Report**

**Motion:** “That the IT Quarterly Report for March be accepted.”

*Moved:* K Smith      *Seconded:* M Woodford      *Passed:* Unanimously

Website Report held over till future meeting.

**Close of Meeting: 11.55am**

**Next Meeting:** Thursday 19 May 2022 at 10am