

Publications Meeting Notes

22 April 2022 Friday 10.00 am at the Society rooms

Present: Jane Ison, Rosalie Bunn, Maree Shilling, Ken Shilling, Roland Bannister, Clive Maddocks, Carol Duncan

Apologies: Pat Healion, Ros Cheetham

1. Digital Publications

The main purpose of the meeting was to enable Carol Duncan to share her experience and expertise in organising websites and assisting local groups to enhance their wider profile. While the initial purpose had been to investigate the sale of digital publications, Carol's assessment stressed the widening of payments through an online shop into all money and sales areas.

Carol's main points were that:

1. There are websites and plug-ins that will enable us to operate an online shop. She recommended a free digital tool called Woocommerce. This plug-in is compatible with our current domain (which is now wordpress). NFHS needed to consider our website storage space.
2. Our website needed to be an on-demand site which would enable instant payment and instant receipt of online publications, merchandise, fees and donations. On demand can enable sales of both our publications and our Journals and it is possible to widen the number of items that we sell once it is operational.
3. Potentially we could look at ebooks rather than PDFs for publications but either would work. Whatever we own could therefore generate income for the Society.
4. Carol stressed her frustration that becoming a member was not possible without downloading and signing an application (she tried) and couldn't be completed with a 'Shop Now' basket. She pointed out that we lose members as they can't join or renew online.

Mel suggested the possibility of ultimately working this system through the state body for all members.

Clive would investigate any conversions of existing publication files if this were ultimately necessary.

Our current system is old and Management needs to look at how to streamline this to enable membership and renewals to be made through an online shop. Facilitating this will likely mean changing, adapting or adding to some current processes (potentially post an application form to new members after payment; have an online application form (this might mean forgoing an actual signature) ...etc)

A small number of people (Clive Maddocks; Glenn Matthews; Stephen Devon) who might be able to facilitate the set-up of an online store would meet at 1:00 pm on 21 May to investigate this process and costs (see below).

2. Further matters:

Mel followed up with the Copyright agreement and indicated that it would not be necessary to chase up former authors or contributors for permission but any Copyright issues that arose would need to be dealt with by future Management committees if they became a problem.

An email from Bill Hobbs requesting feedback about his work on the Beresfield Crematorium was sent to a number of members for them to respond. Some did.

Jane Ison (Note Taker for the group)

Tech Meeting – 21 May 2022 Friday 1.00 pm at the Society rooms

Present: Jane Ison, Mel Woodford, Stephen Devon, Clive Maddocks: Apologies: Glenn Matthews (who spoke by phone)

The meeting was for the purpose of beginning to facilitate an online shop for NFHS.

Points for consideration:

1. Steve's son had assisted him in considering the issues we may confront. Hosting scalability;

manageability; functionality and redundancy were all issues that needed to be considered.

2. Clive had established a trial site. It is possible to sync the square to Woocommerce but it is still unclear whether it is possible to sync Woocommerce to the square.
3. Clive had some concerns with how the Square currently in use by the Society could be used and whether there would be a double cost. (Currently the square attracts a 2.2% fee and Woocommerce charges would be 2.9%US. But it is still unknown whether they would double up if we operated the square through Woocommerce or vice versa. It would be possible to keep the two forms of sale separate using the Square at the Society and Woocommerce online.)
4. We need to establish an SSL (Secure Socket Layer) certificate. It would be expected that this would cost less than \$100.
5. There were some advantages regarding image adjustability using Woocommerce. This would be relevant to providing linked images of our publications
6. It was agreed to set up Paypal to facilitate ease for any sales – particularly those from overseas.
7. Irrespective of what path we take for online sales, NFHS would need to purchase a 5GB dongle for away from the Society sales using the Square.
8. Once established Clive thought that Jane would be able to maintain Publications for sale and add more if necessary.
9. For clarity, Clive and Jane both felt that any downloads should have a single license and more discussion with the group was required regarding costs and prices at the next meeting.
10. It was noted that we had returned to a sole operator for the website.

Publications Officer (PO) Report

1. Publications received a budget of \$2000 for 2022 and we remain in budget. As at the end of May 2022 Publications has made the Society \$1384.20. Note that the cost of any postage incurred will eventually be recouped. (We charge \$16 for a medium package and \$20 for a large package). Neither sales or postage receipts are added back into the Publications budget.
2. A costing was completed for Maree's 4th guide: Is there a Serviceman or woman in the Family? It was decided (in consultation with the author/s) to print in colour throughout and use a heavier cover (160gsm). Sale price would be \$12 with a member discount of 10% so would sell to members for \$10.80. It was also agreed that guides 1,2 & 3 would also be printed in colour with a heavier cover once old stock was sold (currently they are \$8) so they would also increase in price to \$12 each. Jane, Ken and Maree printed guide 4 in readiness for the ANZAC open day on 23 April. Some still remain.
3. Replacement toner and a spare waste toner box for the large machine are kept underneath the card catalogue. Replacement toner and a spare waste toner box for the small machine are kept inside the cupboard upon which that machine sits. One of the PO's jobs is to collect toner from CB Tech. CB Tech monitors the large machine and will bring toner if they are on the road as part of our contract but we are closed too often for this to be a reliable arrangement. CB Tech does not monitor the small printer in the back room. The PO ensures that we have spare black toner and coloured toner that is running low for each machine. If toner in the small machine is replaced, the empty toner box should be recycled at Officeworks and not put back in the cupboard. Alternatively write USED on the box and leave it on the front desk. Whenever a new toner cartridge for the small machine is removed from the cupboard, a note should be put in the PO pigeon hole that new toner needs to be purchased.
4. **If we are providing a discount to members for book purchases then the name and member number of the person receiving the discount should be recorded on the sales sheet as requested in the space that has been provided. Full price or visitor sales do not need any identification. Please let me know if this is not an auditor's requirement!**

Jane Ison

Next Publications meeting at 10.00 on 15 July will be to get any feedback about online shopping progress and to discuss any costs and licenses for digital sales as well as any updates on upcoming publications.