

**Newcastle Family History Society Inc**  
**Management Committee Meeting**  
**Minutes**  
**Thursday 19 May 2022 10am-12noon**

**Meeting Commenced:** 10.05 am

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

**Present:** Pat H    Marie H    Sharyn B    Rosalie B    Karen S (minutes)  
                 Mel W via Zoom    Guests: Laraine C            Stephen Doran

**Apologies:** M. Ashford

**Minutes** of the Meeting of 21<sup>st</sup> April 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:**

**Motion (Minutes):** "That the minutes of the Previous Meeting held on 21<sup>st</sup> April 2022 be accepted."

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

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

**1. Community Member 3**

- **Laraine Cross and Stephen Devon**

Laraine Cross nominated formally by M Ashford, seconded Jim McDougall

Stephen Devon nominated informally by M Woodford, seconded Sharyn B

**Motion:** “That in the light of the formal nomination of Laraine Cross and her acceptance of same, that she become the 3<sup>rd</sup> community member of the NFHS Management Committee.”

*Moved:* Marg A      *Seconded:* Jim McD      *Passed:* unanimously

**Motion:** “That Stephen Devon become an alternative NFHS Management Committee member.”

*Moved:* Mel W      *Seconded:* Sharyn B      *Passed:* unanimously

## **2. Stephen Devon re: CES volunteer hours**

- Verified volunteer work at NFHS for CES- approx. 6hrs per week

**Motion:** “ That the MC accept his proposal for volunteer work for his CES requirements.”

*Moved:* Pat H      *Seconded:* Rosalie B      *Passed:* unanimously

## **3. Open Day – update PH**

- **NFHS Open Day**  
A successful Open Day with a pleasing turn out of visitors  
New membership and membership renewals  
Focus for next day – Convicts. To be organised with the assistance of the Convict SIG
- **CWGC Sandgate Tour postponed 14<sup>th</sup> August 2022**

## **4. AGM – update**

- **Election outcome**
- **Positions vacant – non-elective positions**

**3<sup>rd</sup> Community Member**

**Laraine Cross – nom: Margaret Ashford 2<sup>nd</sup>: Jim McDougall  
Stephen Devon – informally supported by M Woodford, Sharyn  
Boyce**

**Research Officer  
Debbie McKenna**

**Motion:** “That the MC accept D McKenna as the volunteer Research Officer.”

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

**Cleaner/Maintenance  
Stephen Devon**

**Motion:** “That the MC accept S Devon as the volunteer Cleaner and Maintenance Officer.”

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

## **5. Guest Speakers reports – MW & KS**

- Mel W – The Place, Charlestown – successful talk
- Karen S – Adamstown Lions Club - \$200 donation  
Raffle prize and bottle of wine won by Karen S donated to NFHS for a Xmas in July raffle to be drawn on 23<sup>rd</sup> July 2022. Other prizes to come.
- Newcastle National Seniors 28<sup>th</sup> June 2022 @ Hamilton North Bowling Club – Karen S and Mel W to attend.
- Future talk at another Lions Club in the pipeline.
- Adamstown Lions Club talk re: Roses from the Heart– November 2022

## **6. Conference 2022 – update MW**

- Speakers beginning to send in talk precis
- **Sponsorship deals**  
Generous donations by family history associated companies e.g. Marilyn Rowan, Find My Past, Laurie Turtle etc



## 10. Library Group

- The MC did not receive a response from J McDougall that he attend the MC meeting re: Library Group
- Request that M Ashford and J McDougall maintain communication with the MC re: the Library Group and for all communications to be made via NFHS Secretary

## 11. Grant application needs to be written for Web Cam & separate microphone

- Mel W informed MC of the grant application of up to \$250
- Mel W to write proposal, send to NFHS Secretary to be forwarded to NSW & ACT AFHS
- Zoom Account Upgrade for the Conference

**Motion:** “That the NFHS upgrade our Zoom account for the month of September 2022 to allow up to 500 viewers at a cost of \$70.”

*Moved:* Mel W      *Seconded:* Rosalie B      *Passed:* unanimously

## 12. Delegate for NSW & ACT AFHS

- Mel W offered to be the delegate representing NFHS

**Motion:** “That Mel Woodford be the NFHS delegate for the NSW & ACT AFHS.”

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

## 13. Solar panels

- Sharyn B awaiting a third quote and investigate battery options.
- Trust has given permission for the panels to be placed on the Institute’s main roof.
- Update re: Air Con grant – delays in receiving this grant money – should be arriving this month.

## 14. Window repairs

- 1 window in the Reception area and 3 front windows in the Blue Room to be replaced.

- Pat H to speak to members who have materials stored under the windows – as this needs to be removed prior to repairs commencing.
- Forewarning of repairs cannot be guaranteed so needs to be down asap.

### 15. (a) Copyright forms – procedure

- Forms signed by Public Officer and countersigned by another MC Member
- Originals kept in safe
- Spreadsheet of Copyright forms to be maintained by the Public Officer

### (b) Donation Forms (Library)

- Originals given to Public Officer who makes a copy for the Librarian
- Copies placed in Librarian’s pigeon hole
- Originals kept in the safe
- Spreadsheet of donations maintained by the Public Officer

### 14. Victoria FHS Inc

- Distance membership – possible for the Victoria FHS Inc to become a member of the NFHS

**Motion:** “That the NFHS accept the Victoria FHS Inc as a distance member.”

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

**Motion:** “We propose that we respond to the Victoria FHS Inc that we are happy to approve their distance membership at a cost of \$150 per annum. If they accept they will receive copies of the Journal and our Newsletter.”

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

- Purchase of downloads of publications

Issues for downloads of publications need to be discussed amongst Jane Ison, Clive Maddocks, Stephen Devon and Sharyn Boyce.

- Professional fees for multiple use – consideration of Associated Professional membership fees as well as professional fees for multiple use of our publications - to be discussed.

**Reports:**

**Correspondence:** (as per GDrive)

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

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

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

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

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

**Motion:** “That payment be made for renewal of membership to NSW & ACT AFHS at a cost of \$50.”

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

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

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

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

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

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

**Close of Meeting:** 12.15pm      Laraine Cross left at 12.

**Next Meeting:** Thursday 16<sup>th</sup> June 2022