

Newcastle Family History Society Inc
Management Committee Meeting
Thursday 18 August 2022 10am – 12noon

Meeting commenced: 10am

Welcome and acknowledgement of the custodians of the land: PH

Present: Marie H; Pat H; Mel W; Laraine C; Sharyn B; Rosalie B

Apologies: Karen S

Previous Minutes: Minutes of 16 June 2022 yet to be approved. Minutes of 21 July 2022 circulated and in GDrive folder.

Corrections/Amendments: completed for July minutes.

Motion (Minutes): “That the minutes of the previous meeting held 21 July 2022 be accepted”.

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

Business Arising/Updates/General Business:

1. **Response to Jane Ison’s proposal from Publications Committee:** Permission granted to purchase easylegaltemplates to facilitate delivery of online purchases. Funds are to come from the Publications Group budget. Jane will pay this and be reimbursed for the \$199 fee.
2. **Vinegar syndrome update:** Meeting with the Library Group is still pending. Jim is looking into replacement of damaged files. Sharyn will check with Newcastle City Library. Some items had been donated by Newcastle City Library originally, but other sources of this material are available elsewhere.
3. **Keys register page for completion:** the register was held in the Secretary’s box. All who have keys are to include their names on a list. Mel W returned her set of security keys to Pat H. New register of key holders is being compiled by Pat. The Secretary’s computer should have a record of this register.
4. **August Family History Month activities update:**
 - **CWGC Sandgate Tour 14 August 2022** was well attended and well received. There is need for a policy to cover printing costs before donations are made to other entities such as St John’s Ambulance.
 - **Seminar Sunday 21 August 2022** had to be cancelled due to lack of numbers.
 - **DNA SIG contribution** had 3 in attendance for intensive session. \$20 fee was charged for this service.
 - **Scrapbooking** cancelled due to lack of attendance
 - **Photobook workshop** cancelled due to lack of attendance

5. **Library opening hours into the future, usage, volunteers, update on usage numbers. Should we open shorter hours? How do we counter lack of volunteers and support? Where to from here?**
 - Impact of COVID. We need to think about these issues going forward.
6. **Update on front windows (SB):** Sharyn reported that the contractor will return to complete the job. Covid has disrupted his schedule. Perspex has been placed on either side of the old glass to preserve it as an artefact.
7. **Should new members details be published in Newsletter?** Members sign an agreement on their Membership form to include their name only to be published in the Newsletter as a way of welcoming them to the Society. No other identifying details are to be published without their permission.
8. **Advertising in the local news outlets:** pleasing to see Society information spreading via local outlets.
9. **Conference 2022 update (MW):** Mel reported that \$7k has been received through Trybooking to date. An additional \$3k donation is to come from Ancestry.com. Other pledged donations are still outstanding but expected to come in soon. 7 presentations had to be returned to presenters due to defects but are slowly being rectified. Things are on track for a successful conference in September.
 - **Trade Fair participation, volunteers for trade tables?** Mel reported that so far there are 25 groups who have taken trade tables, including NFHS which will be manned by Jane I; Mel W; Marg A; Jim M.
10. **Bonnets Documentary update (MW):** Tocal has offered the use of its premises for filming. Singleton Council have signed the copyright document. The Museum and Family History Society participants will sign in the near future.
11. **Wish list of equipment needs:** Treasurer's computer will soon need to be upgraded.

Grant application approved for webcam and separate microphone. What is required for Zoom meetings? Microphone to be priced and purchased. NSW/ACT \$70 donation for Zoom requirements for conference: Mel reported that a \$250 grant has been approved by NSW/ACT at its last meeting for the NFHS to use towards a webcam and microphone for the upcoming conference. The \$70 was originally requested to upgrade our Zoom Pro subscription to allow 500 participants instead of 100 was rescinded at the NSW/ACT MC Meeting on 14 August (full \$250 now to be used towards webcam/microphone). Official letter will be sent by State Secretary shortly. Pat will speak to Clive M about possible need for TPG upgrade to improve speed at NFHS rooms.

12. **Afterpay option for Square:** Committee agreed that an Afterpay option for online publications is not a feasible option.

13. **Policy re use of newsletter email list, policy on privacy:** as stated in (7) above, members names should only be included in newsletters to welcome them or transmit information about NFHS events. Group emails to publicize other activities are to be done separately.
14. **Zoom meeting workshop update (MW):** Instructions for setting up Zoom meetings were provided to participants. The issue of upgrading the contract with TPG was again raised as a means of improving reception in the NFHS rooms.
15. **Financial matters:**
- **Problems with electricity bills to date:** Marie H reported that an extra \$1,626.15 had been charged. This was due to increases in peak rate and confusion over the daily supply charge rate for the society. Representations were made to Sonia Hornery State Member for Wallsend. Email from Sonia's office was circulated which provided details of Energy Australia's response to Sonia about the increased charges. Part of the issue lay with the transfer of metering for the Blue Room to NFHS which had previously been paid by the Mechanics Institute Building Trust. Marie H reported that the new account with Energy Australia began on 27 July. Future charges will be at daily supply rate of \$2.20 rather than \$7.90.
 - **Future budgets on electricity are to be published in the Newsletter.**
 - **Mini conference fee paid:** An amount of \$150 has been transferred to the main conference account to cover the mini conference for NFHS to be held at the rooms. Participants sent \$30 direct to the Treasurer to participate by Zoom at the NFHS rooms.
 - **Convict Open Day:** to be held at the rooms on 15 October. People are currently working on their convict stories to be presented on the day.
 - **Scotland Open Day 30 January 2023:** arrangements for this day will be finalised after the Family History Conference in September.

Reports:

Correspondence: (as per GDrive). Due to illness of Secretary this is being done by Mel W. A motion to accept correspondence must be deferred as it is two months in arrears.

Treasurer's report: (as per GDrive). Slight profit for July of \$154.77.

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

Moved: Marie H *Seconded:* Mel W *Passed:* yes.

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

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

Membership Report: (as per GDrive). Current membership totals 266.

Motion: "That the Membership Report be accepted".

Moved: Sharyn B *Seconded:* Marie H. *Passed:* yes.

Research Report: (as per GDrive). Provided by Deb M.

Other business: Sharyn B is to have a telephone interview with the Crown Lands Department regarding her acceptance onto the committee for Lambton Mechanics Institute.

Close of meeting: 11.53am.

Next meeting: Thursday 15 September at 10am.