

Newcastle Family History Society Inc
Management Committee Meeting
Agenda

Thursday 16 June 2022 10am-12noon

Meeting Commenced: 10.05am

Welcome and acknowledgement of the custodians of the land: PH

Present: Pat Healion Mel Woodford Marie Hughes

Karen Smith (minutes)

Guest: Jane Ison

Apologies: Laraine Cross, Rosalie Bunn, Sharon Boyce

Minutes of the Meeting of 19 May 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 of the Previous Meeting held on 19 May 2022 be accepted."

Moved: P Healion *Seconded:* M Woodford *Passed:* unanimously

Business Arising/Updates/General Business:

1. (a) Publications

Jane Ison addressed the MC regarding a meeting chaired by Jane Ison re: publications. Clive M, Stephen D, M Woodford in attendance and G Matthews (by phone) regarding sale of publications taking place online. (See attached Report from Jane Ison)

- Publications to be digitised for download from the NFHS website.
- Publications group is currently investigating payment options for digitised downloads.
- It was agreed that no member discounts would be given for digitised downloads.
- Issue of site licences – 1 copy per download per licence.
- Records of purchase will be available/monitored through our purchase history.
- Also tabled the idea of Membership applications and online payments to be fully digitized – a matter to be discussed at a future MC meeting.

(b) Trade Table at State Conference 2022

- To be tabled at the next Publications Group meeting
- No discount for members on the day
- Duty roster – newsletter to ask for volunteers to man the Trade Table at the State Conference – Sunday 18th September

(c) Emergency Purchases

- Emergency purchases – permission to be given by the Treasurer to check that there are finances available to pay the bill.

2. Update on Stephen Devon role in Society and his community hours for Centrelink. PH

- No longer alternative member of the MC
- Stephen Devon will be attending the Men's Shed for his volunteer work.
- However, he will continue to be available to do maintenance for NFHS. Maintenance email address set up for this purpose:
nfhsmaintenance@gmail.com

3. Update of Website provider from Wix to Wordpress

- MC require the paperwork associated with the contract: costs, copy of the

contract for the Treasurer's files

- Renewal of Wix was due 15 May 2022. The decision to change providers was prompted by issues with expense, flexibility of the system and user friendly aspects.
- https://elementor.com/?utm_source=google&utm_medium=cpc&utm_campaign=6507186372&utm_term=elementor&gclid=Cj0KCQjwzLCVBhD3ARIsAPKYTcSWN9KzFzHq_xLjHrDOCFvyNI7jDj86-QYxGbA2SJ76AouNf3z3Q4oaAhXKEALw_wcB
- <https://elementor.com/terms/>
- The change was not ratified by flying minutes and was not raised at a MC Meeting prior to the change.

Motion: “That the provider for the NFHS website be changed from WIX to Elementor from 12th April 2022”

Motion: Mel W *Seconded:* Marie H *Passed:* unanimously

4. Family History Month update. PH

- Pat H gave an update on the plans for Family History month
- DNA consultations Aug 7 (in am)

Aug 28 (in am)

- CWGC Tour Aug 14
- Seminar Sunday 6 Aug 21
- Family Picture Books Aug 7 (in am)

Aug 28 (in am)

- Scrapbooking Aug 7 (in pm)

Aug 28 (in pm)

5. Conference 2022 Update. MW

- Draft of Conference T/Table has been completed.
- Info in Newsletter re: mini conference in the NFHS room for the State Conference 2022 at a cost of \$150 the Society and places for members at a

cost of \$30 pp for the two days. Payment to be made to M Hughes (Treasurer)

- Conference can also be accessed from home - \$40 for 2 day conference
- Youtube – 1 week access with password supplied that also provides access to “goodie bags” and publication sales.
- Email address set up for Sharon Boyce re: ticket sales for the Conference raffle
- Bookings and raffle ticket purchases can also be made through Trybooking
- Zoom upgrade required for the State Conference at a cost of \$70 providing a capacity of 500 viewers. Costs of upgrade to be incurred by NSWACTAFHS – M Woodford

6. (a) Bonnets Documentary Update. MW

- Singleton Library has hired a replacement for Natalie
- Licencing Agreement Contract with Singleton Council has yet to be signed. However, the organisation for the documentary to commence filming is currently in progress.
- Footage has been obtained from Edwina Richards and a cinematographer has been appointed for the project.

(b) Convict Women of the Hunter Valley & International Women’s Day

- Tentative dates in March 2023
- Venue – Maitland Gaol

7. Paper bags to replace current single use plastic bags for trade tables, etc. SB ●

Sharon Boyce to investigate same

- NFHS business cards to be stapled to each bag
- Publications list and Membership forms to be placed in each

8. Victoria Family History Society request. Where has it gone? SB ●

Sharon Boyce and Jane Ison responded to the Victorian FHS request. ●

Sharon Boyce’s response is now in Secretary’s email

9. Donations to the library in the form of a USB. SB

- Jim MacDougall yet to reply re: USB Donations (replied after MC meeting)
- Question regarding the sharing of ebooks that are donated to the library

10. Rare book cupboard keys. Where should they live? PH ● Rare

book cupboard keys to remain on the premise of NFHS.

- 1 set to be placed in the small safe in the reception area. The other to be retained in the larger safe under the stairs.

For your information:

1. Cancer Council Morning Tea raised \$290.
2. Window repairs completed.
3. Double tube fluorescent lights:

Motion: *“that we make use of the government grant for Small Businesses to have LED energy saver lights to replace our fluorescent lights at a cost of \$33.”*

Moved: P Healion *Seconded:* M Woodford *Passed:* Unanimously

4. Waiting on Nova for date for installing air conditioning.
5. Grant application for solar panels has been submitted.
6. Grant for Webcam and Microphone from NSW/ACT FHS received. Mel W indicated that the grant application would be amended that the \$70 for the Zoom upgrade to be paid by NSWACTAFHS for the State Conference 2022
7. “How to” guidelines for Library Orientation received from M Ashford
8. Cleaning bee and general tidy of NFHS rooms asap

Reports:

Correspondence: (as per GDrive)

Motion: “That the Correspondence Reports be accepted.”

Moved: K Smith *Seconded:* P Healion *Passed:* Unanimously

Treasurer’s Report: (as per GDrive)

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

Moved: M Hughes *Seconded:* P Healion *Passed:* Unanimously **Motion:**

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

M Hughes *Seconded:* P Healion *Passed:* Unanimously

Membership Report: (as per GDrive)

Motion: “That the Membership Report be accepted.”

Moved: S Boyce *Seconded:* P Healion *Passed:* Unanimously

Motion: “That the Reports on GDrive be accepted.”

Moved: P Healion *Seconded:* M Woodford *Passed:* Unanimously

Close of Meeting: 12.15pm

Next Meeting: Thursday 21 July 2022