

Newcastle Family History Society Inc

Management Committee Meeting

Thursday 21 July 2022 10am-12noon

Meeting commenced: 10am

Welcome and acknowledgement of the custodians of the land: PH

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

B Apologies: Karen S

Minutes of the meeting of 16 June 2022: Not available due to illness of

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

1. Jane Ison's proposal from Publications Group

Jane sent a report to the Management Committee on 20 July and uploaded it in the Quarterly reports on Gdrive. Pat has since moved it to the reports on Gdrive for today's Management Committee meeting.

It outlined the progress made in establishing an online shop for the sale of NFHS publications. Jane noted that the online shop can be done through the NFHS's existing server. Clive Maddocks and Glenn Matthews have worked hard on this project and tested that it works. Both hard copies and downloads of publications are to be made available. Costs are in the process of being reviewed.

Use of PayPal is being investigated. Glenn is still checking on charges to ensure minimal cost for the society.

Purchase of EasyLegal Templates has been requested to ensure legal requirements are covered, including terms and conditions, privacy and that Australian Consumer Law is followed.

Mel noted NFHS needs to have all these aspects covered before it goes live (hopefully prior to the September Family History Conference).

Because the EasyLegal package details are not visible until after it is purchased, Pat suggested an approach be made to the company asking for the relevant information to ascertain if it meets NFHS needs. Concerns about privacy of banking details were discussed, however, only the last 4 digits of a credit card are visible, not the full banking details of purchasers. Pat reiterated her concern that we need to know the policy and protections.

Pat will request that Jane investigate this matter further to ensure details are not visible on the webpage. Overall, the Management Committee is happy with the endeavours to institute the online shop.

Moved: (Pat) that Jane approach the EasyLegal company for assurances that purchase of their templates cover what NFHS requires, that it meets our needs and that we be informed before it is purchased.

Seconded: Sharyn B

2. Vinegar Syndrome

Sharyn B provided an update on the condition of the microfilm. She noted it should have been removed when repainting was undertaken as exposure and leaks in the Blue Room have resulted in mould growing on the outside of some film.

Need to go through each film individually to see if their condition will allow them to be digitised. The microfiche is undamaged.

Pat contacted Newcastle City Library who informed her their damaged film is sent to a conservator. Digitisation is done by staff member Kerry Shaw. Pat also contacted the UON archives, who also have a conservator, but that person is on extended leave.

Kerry Shaw advised that we need a Digitisation Action Plan. First, there is a need to separate damaged from undamaged film; damage can be slowed by placing the film in an old chest freezer. Humidity is the major problem, air must be dehumidified. Second, film must be copied and backups made. It was noted that VRolls at NFHS can be moved if they are damaged.

Pat stated Newcastle City Council can undertake this work for a charge which would likely be hundreds of dollars (not thousands).

The toxic nature of this work was discussed as volunteers from NFHS would need to wear masks and gloves and have adequate ventilation.

These resources cannot be thrown out unless deaccessioned by the Librarian. It was noted that the films have been used by members. Kerry Shaw stated that if the film had come from Newcastle City Library they would only have done so if they already had a copy of the material.

Sharyn noted that some of the material we have is not on Trove (therefore historically important). Newcastle City Library can again be approached to see if this material is indeed already available through them.

Pat will write to the NFHS Library Group to request a meeting about this issue. The damage can be slowed, but not stopped. There is a need to digitise what we have for the future. It was again reinforced that if Newcastle City Library takes the job on it will involve a hefty fee.

3. Report from Marie Hughes (Treasurer) on future budgets

Marie noted that membership fees were intended to cover basic costs of running the society. While we did run at an overall profit, rental alone was over \$3k and other costs such as journal publication and photocopying have increased leaving the society \$6k in the red. NFHS does have savings to cover, but this will not be cost effective going forward. Unexpected costs (such as Vinegar Syndrome) will eat into the budget.

Money for Seminar Sunday in August is yet to come in (seminar will be on old medical terms, cemetery photography, Family Search).

NFHS may have to increase membership fee to cover costs. Marie will provide an item for the Newsletter about ongoing costs and a profit/loss balance sheet.

4. Family History Month

Margaret A is canvassing people who were booked in for the Sandgate tour in April to ascertain if they are still interested in attending the postponed tour on 14 August.

Pat reported that so far, there has been only one participant who has paid for Seminar Sunday on 21 August.

It is still uncertain who will run the DNA sessions early and late in August.

The scrapbooking session will be run by Raelene and Karen S.

The photobook workshop will be run by Laraine C who needs a hands-on approach, rather than a Zoom presentation, to assist members with their compilation. Those who have already participated in this activity were happy with the outcome.

5. Library opening hours into the future, usage and volunteers

Pat suggested a sub group be formed to examine library visits. Observation suggests little use of the library on Saturday afternoons, in which case, makes it an impost on the time of library duty volunteers. Marie H and Sharyn B have agreed to undertake this task.

Pat noted she will be absent on 28 Aug and will require someone with a key to come and open the rooms.

6. Guest speakers' reports

Karen S and Mel W have represented NFHS as guest speakers of the Newcastle National Seniors recently. It was a successful morning with a big roll up. People took NFHS calling cards and one member arranged for Karen and Mel to speak at the Probus Club in early November at NEX. Mel has been asked to speak again at Lions Club about female convicts.

7. Family History Conference 2022

Trade Fair: at The Barracks from 10-2pm. Volunteers will be sought to serve on NFHS stall in 2 hour shifts (10-12 and 12-2). Margaret A has agreed to sell second hand books for the society on the day. A marquis, table and chairs may be required on the day. Access to WiFi will be required for sales on the day.

Raffle: more contributions have come in and there is now a vast number of excellent prizes.

Zoom: Clive Maddocks, Glenn Matthews and Stephen Devon will arrange for all the presentations to be loaded onto YouTube.

8. Mini Conference \$150 fee for Society participation

Moved: (Sharyn B) that since more than 5 people have registered and covered costs of NFHS to view the conference from our rooms, that \$150 be direct debited to the Conference account as our society fee for hosting a mini-conference to view the online conference.

Seconded: Laraine C.

9. Bonnets Documentary update

Mel reported that the General Manager of Singleton Council has signed off on the agreement to make the documentary (in front of a witness) with the assistance of NFHS and M&BFHS. NFHS President and Public Officer will sign the agreement on behalf of NFHS.

10. Wish list of equipment needs

SIGs should be consulted to see if they have any requirements that will require budgeting in the

future. Scanning can be done from the photocopier so no need to pursue that item. The treasurer noted she will need an updated computer soon, with greater storage space and portable hard drive.

An upgrade of webcam is in progress with a grant requested from the State body for help with the upcoming conference. This will be discussed at the August meeting.

11. Grant application approved for webcam and separate microphone.

Being finalised with NSW/ACT governing body.

12. Paper bags for book sales

Sharyn B will price bags at The Kitchen Shop. Laraine C will donate some bags she has for this purpose.

13. Policy re use of newsletter email list

This Point has been reviewed by the Management Committee at the October 2022 Meeting. See Points 5 and 6 of Minutes 22 10 MM.

14. Zoom Meeting Workshop

As Mel is the only member who operates the Zoom facility, someone else must be trained in the event that Mel is unwell or absent. Mel will provide dates for availability for this training.

For your information:

Open Day on Convicts 15 October Pat noted that Ryan Dudley has provided a 74pg account of one of his convict ancestors; a speaker who has Romany convict ancestors has volunteered to give a face to face presentation on them and other artefacts will be forthcoming from the Convict Group.

Open Day on Scotland it has been suggested that Robbie Burns birthday on 30 Jan might be a suitable day to hold this open day. The society reopens on 19 Jan, so round that date would be a good draw card.

Keys to rare books cupboard in safes if anyone requires them.

Acceptance of Sharyn B as Mechanics Institute Trust member provides NFHS with access to decisions about the building in which we are housed. Congratulations Sharyn.

Air conditioning grant paperwork completed Thanks to Sharyn for her hard work on this.

Donation forms and copyright licences in safe. Data base on Public Officer's computer

NSW/ACT Family History Assn Marie H needs to report change of President, but the membership fee of the State Association has been paid. Mel W is NFHS representative on that Committee.

Update on Ron Goodhew Sharyn reported that Ron has been unwell and has let his membership of NFHS and Mechanics Assn lapse. She sought permission to continue sending him our newsletters, which was unanimously agreed.

Visit by Sonia Hornery Sharyn reported that Sonia will come to the rooms at 2pm on Monday 25 July to take a photo to put in her local newsletter.

Reports:

Correspondence No correspondence has been dealt with due to Secretary's illness. This will be held over to the next meeting.

Treasurer's Report (as per Gdrive)

Despite new members and publication sales, expenses are still greater than income. All grant monies have been paid. NFHS still has over \$37k but the current financial situation cannot be sustained.

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

Moved: Marie H

Seconded: Pat H

Treasurer noted that bills for rent, water, TPG, CBTech, Library purchases, new docket books require payment or reimbursement. Mini conference fees in excess of \$150 have been received, along with \$120 banked for the Xmas in July Raffle and another \$40 is ready to be banked. The raffle will be drawn on Saturday 23rd July.

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

Moved: Marie H

Seconded: Pat H

Membership Report: (as per Gdrive)

Sharyn reported there has been 6 new members, for a total of 262 members. 19 people have joined since 1 March.

Moved: Sharyn B

Seconded: Marie H

Research Report: (as per Gdrive) Debby M stated she has been busy with lots of requests for information.

Close of meeting: 12.10pm

Next meeting: Thursday 18 August 2022 at 10am.