

**Newcastle Family History Society Inc**

**Management Committee Meeting**

**Minutes**

**Thursday, September 2022 10am-12noon**

**Meeting Commenced:** 10.03am

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

**Present:** Pat Healion      Sharyn Boyce      Laraine Cross      Rosalie Bunn  
Mel Woodford (Zoom)      Karen Smith (Minutes)

**Guest:** Jane Ison

**Apologies:** Marie Hughes

**Minutes** of the Meeting of 16 July and 18 August 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 16 July 2022 be accepted."

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

*Passed:* S Boyce      L Cross      R Bunn      *Abstain:* K Smith

**Motion (Minutes):** "That the minutes of the Previous Meeting held on 18 August 2022 be accepted."

*Moved:* S Boyce      *Seconded:* L Cross

*Passed:* M Woodford      P Healion      R Bunn      *Abstain:* K Smith

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

### **1. Response to Jane Ison's proposal from Publications, ratification of flying minutes re: legal templates and approval for online shop.**

**Motion:** *"The NFHS MC approves the work which has been completed for the new website shop, including documents for such an online shop to meet all the necessary requirements – NFHS Privacy Policy, the NFHS Website Terms of Use & Disclaimer, NFHS Website Terms and Conditions of Sale. The MC requests that the webmaster now make the e-shop available to members & the public."*

*Moved:* M Woodford      *Seconded:* R Bunn      *Passed:* Unanimously

**Motion:** "That the NFHS MC accept the Online Sales Policy as tabled."

*Moved:* S Boyce    *Seconded:* L Cross

*Passed:* K Smith    R Bunn      M Woodford      *Abstained:* P Healion

### **2. NFHS Library to be closed for the following dates:**

- Public Day of Mourning
- State Conference
- October Long Weekend

### **3. Vinegar Syndrome update**

At the request of NFHS Pres. Pat Healion a retired Assistant Librarian of UON visited and inspected the microfiche.

It was concluded that the materials were more likely to be affected by mold and damp rather than vinegar syndrome.

It was suggested that the materials be monitored closely as mold/mildew can increase the likelihood of vinegar syndrome developing.

Library Group to monitor same.

#### 4. Key Register

Key register is completed. Same to be updated annually. Copy to be held by NFHS Secretary and ?

## 5. Family History Month – August 2022 (PH)

- The scheduled Seminar was cancelled due to lack of member participation and two guest speakers being unavailable
- DNA one on one sessions were – despite a lack of numbers – successful. It is envisaged that this will be an event to be repeated.
- Scrapbooking – no member interest
- Digital Scrapbooking Group Session 1 was well patronised. No takers for the 2<sup>nd</sup> session.
- CGWC tour at Sandgate was successful.

## 6. Survey Responses – compiled by L Harris

Based on the survey results:

- SIG attendance
  - (a) gold coin donation from members
  - (b) non-members allowed to attend @ \$5 per session
- Membership Fees to be increased – amount yet to be determined.
- Opening hours - L Harris to tally visits by members to gauge our traffic to determine whether any to change in opening hours is warranted.

For further discussion at the next MC meeting and finalized before the new year.

**7. Request from Biographical Database of Australia (BDA) for use of data produced by NFHS**

Proposal declined. Email reply to be sent declining the proposal.

## 8. Conference update (MW)

Update has been placed on GDrive

Zoom presentations will be available on YouTube

The Conference Raffle has been drawn. Sonia Hornery attended same.

**9. Subcommittee to look at fund raising ideas for the NFHS**

Carried over till the next meeting.

**10. Wish list of equipment needs**

Treasurer's computer upgrade - grant application submitted to Sonia Hornery

We will know if this is successful by Nov 2022.

**11. Policy re: use of newsletter email list, policy on privacy**

Carried over to next MC meeting

**12. Email addresses for Community Members of the MC**

At this stage Community Members will continue to use their private email Addresses.

**13. Visit by Sonia Hornery**

Carried over to next MC meeting

**For your information:**

**Open Day on Convicts – 15 Oct 2022**

**Library Orientation dates for Oct 2022**

**Open Day on Scotland - 30 Jan 2023?**

**Reports:**

**Correspondence:** (as per GDrive)

**Motion:** “That the Correspondence Reports for June July and August be accepted.”

*Moved:* S Boyce

*Seconded:* R Bunn

*Passed:* Unanimously

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

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

*Moved:* S Boyce

*Seconded:* K Smith

*Passed:* Unanimously

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

*Moved:* S Boyce

*Seconded:* K Smith

*Passed:* Unanimously

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

**Motion:** "That the Membership Report be accepted."

*Moved:* S Boyce

*Seconded:* L Cross

*Passed:* Unanimously

**Other reports deferred to next meeting**

**Close of Meeting:** 12.10pm

**Next Meeting:** Thursday 20 Oct 2022