

**Newcastle Family History Society Inc**  
**Management Committee Meeting**  
**Minutes**

**Thursday 20 October 2022 7.30-9.30pm**

**Meeting Commenced:** 7.42pm via Zoom

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

**Present:**     Sharyn Boyce     Laraine Cross     Rosalie Bunn  
                 Mel Woodford     Marie Hughes     Karen Smith (Minutes)

**Guest:** Clive Maddocks (7.42-8.10pm)

**Apologies:** N/A

**Minutes** of the Meeting of Sept 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:**

1. Add Public Officer & Register Book to Key Registration discussion point.
2. Substitute Sharon Claydon for Hornery re: Computer grant.
3. Double check titles – “Draft” and add September.

**Motion:** “That the minutes of the Previous Meeting held on September 2022 be accepted.”

*Moved:* K Smith            *Seconded:* R Bunn

*Passed:* S Boyce   L Cross     M Woodford                    *Abstain:* M Hughes

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

### **1. Resignation of NFHS President: Pat Healion**

- NFHS Management Committee acknowledges and accepts the letter of resignation from the NFHS President Pat Healion.

**Motion:** “That the NFHS Management Committee accept the resignation of the NFHS President Pat Healion.”

*Moved:* S Boyce    *Seconded:* R Bunn    *Passed:* Unanimously

### **2. Ratification of Flying Minutes re: Crown Land**

- Copy of Certificate of Currency to be kept in the NFHS safe and a copy of this document to be given to Ron Robinson for safekeeping.

**Motion:** “That a copy of the Certificate of Currency be placed in the NFHS safe and a copy of same to be given to Ron Robinson for safekeeping.”

*Moved:* K Smith    *Seconded:* L Cross    *Passed:* Unanimously

### **3. IT Co-Ordinator – Web Cam**

IT Co-Ordinator Clive Maddocks presented information re: Web Cam. Video clip and discussion re: Kandao Meeting Pro 360

Retail price approx. \$1300 (less GST)

Balance of same to be funded by grant money and IT allocation.

Clive Maddocks to investigate the best deal.

**Motion:** “That the NFHS purchase the Kandao Meeting Pro 360 as presented by IT Co-Ordinator with a proportion of the cost to come from the IT allocation and grant money.”

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

### **4. Treasurer’s Computer**

The NFHS Treasurer requires a new computer. This will also require an upgraded cash-flow program. IT Co-Ordinator to investigate best prices for same.

**Motion:** “That the NFHS IT Co-Ordinator investigate the best price costs for a laptop for the NFHS Treasurer and an updated Cash Flow program.”

*Moved:* M Hughes    *Seconded:* K smith    *Passed:* Unanimously

## **5 and 6.      Response to Letters received from K Shilling and M Ashford**

- Letter of apology to be sent to K Shilling and M Ashford
- Minutes July 2022 Pt 13 to be amended.

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

- Use of newsletter email list covered by NFHS Constitution Section 8 Register of Members paragraph 6 Part A.
- NFHS Privacy Policy in the NFHS Constitution to be reviewed. Copy of same to be circulated by S Boyce.
- NFHS MC to approve any group email to members prior to it being sent.

**Motion:** “That the NFHS MC amend and correct Pt 13 of the July 2022 MC Minutes so that it reflects Register of Members Section 8. 6. A of the NFHS Constitution.”

*Moved:* M Woodford    *Seconded:* K Smith    *Passed:* Unanimously

## **7.      Conference Update**

- Conference and mini conferences ran smoothly
- Feedback on mini conferences was very positive
- Wyong FHG to host the next State Conference
- M Woodford to act as Advisor for same.

## **8. K Robards**

- Requested permission to have her Family Historical Photography flyers displayed in the NFHS library rooms.
- Email to inform that the request has been approved.

**Motion:** “That the NFHS MC approves the request by K Robards to have her Family Historical Photography flyers made available in the NFHS library rooms.

*Moved:* M Woodford      *Seconded:* M Hughes

*Passed:* Unanimously

## **9. Survey Results**

- The survey results compiled by L Harris to be made available to NFHS members via the newsletter.

## **10. Fund Raising for NFHS**

- Idea of the formation of a sub-committee to devise fund raising ideas for the NFHS
- Consideration of contributors’ ideas in the recent survey.
- Special general interest publications:

E.g. NHFS Family Recipe Book – with recipes and family stories.

Wedding Photo Book – photos and family stories

For further discussion with Publications at a later date

- Christmas Raffle – Xmas Decorations

## **11. Open Day: Convicts (LC)**

- The open day was well attended
- Feedback was very positive
- Thank you gift to be sent to Jennifer Burgess for her informative talk on Romany Convicts. (MW)

## **12. Female Convicts of the Hunter Valley – website**

- Collaboration between NFHS and Maitland & Beyond for the construction of an information website – Female Convicts of the Hunter Valley
- Costs: include the web name \$9.95 per annum (for the first 2 years) then \$20 per annum
- NFHS President M Woodford requested permission NFHS MC for the website to be constructed.

**Motion:** “That the NFHS MC approves the construction of a website with the domain name: Female Convicts of the Hunter Valley.com.au to provide information concerning the female convicts of the Hunter Valley. The same to be a collaboration between NFHS and Maitland & Beyond.”

*Moved:* M Woodford      *Seconded:* S Boyce      *Passed:* Unanimously

## **13. Talks in November**

- 2 Nov 2022 @ 11.15am Probus Club at NEX  
Topic: NFHS (MW and KS)
- 8 Nov 2022 @ 6pm Adamstown Lions  
Topic: Female Convicts of the Hunter Valley (M Woodford NFHS and V Osborn from M & B)

## **14. Covid Safe Rules – update**

- Voluntary wearing of masks in the NFHS Library

**Motion:** “That the NFHS ‘Covid Safety Guidelines’ be updated to reflect current NSW Health Covid guidelines.”

*Moved:* L Cross      *Seconded:* K Smith      *Passed:* Unanimously

## **15. Research Fees**

- No fees for quick info
- Hourly rates for research to be established
- Consultation meeting with the prospective client

- L Cross and D McKenna to collaborate re: other cost structures
- Further discussion held over to the next meeting

**Motion:** “That the current rate for researching be increased from \$15 per hour to \$20 per hour, and that further discussion regarding other fees and charges to be undertaken at the next NFHS MC meeting.”

*Moved:* L Cross      *Seconded:* M Woodford      *Passed:* Unanimously

## **16. Response to Letter from Jane Ison**

- Request that the wording in **1(a) Publications** to be amended “No discounts” to “No member discounts” in June 2022 meeting minutes.

**Motion:** “That the NFHS MC amend the wording “No discounts” to “No member discounts” in 1(a) Publications of the NFHS MCM minutes of June 2022.”

*Moved:* M Woodford      *Seconded:* K Smith      *Passed:* Unanimously

- Issue re: August 2022 minutes to be carried over to the next NFHS MCM
- Ditto for the Victorian Historical Society

## **17. Future Planning**

- Call out for an Assistant Treasurer and Assistant Secretary to establish a smooth transition of the positions after the incumbents 4yr term has ended.
- It is intended that these individuals would “learn the ropes” by assisting the incumbent and attend NFHS MC meetings on a regular basis.
- Same to be advertised in the NFHS Newsletter.

### **For your information:**

**Open Day on Scotland** – previously scheduled for 30 Jan 2023 is postponed with new the date TBA

**Digitisation of an Addendum** – the cost of the digitisation of an Addendum of our library acquisitions – Peter Yates has offered to pay. (S Boyce)

**Reports:**

**Correspondence:** (as per GDrive)

**Motion:** “That the Correspondence Reports for Sept 2022 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:* M Hughes                      *Seconded:* M Woodford                      *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:* M Hughes                      *Passed:* Unanimously

**Close of Meeting:** 11.03pm

**Next Meeting:** Thursday 17 Nov 2022 at 10am