

**Newcastle Family History Society Inc**  
**Management Committee Meeting**  
**Thursday 16 February 2023 at 10am**

**Meeting Commenced:** 10.15am

**Welcome and Acknowledgement of Country:** MW

**Present:** M Woodford M Hughes S Boyce L Cross R Bunn  
K Smith (Minutes)

**Apologies:** nil

**Minutes** of the Meeting of 19 January 2023 as circulated and in the Gdrive.

Copy to be placed on Gdrive & on the front noticeboard (by the Secretary), and  
in the Members section of the website (by the Webmaster from updated  
Gdrive) after approval.

**Corrections/Amendments:** nil

**Motion (Minutes):** “That the Minutes of the Previous Meeting held on 19  
January 2023 be accepted.”

*Moved:* K Smith      *Seconded:* S Boyce      *Passed:* Unanimously

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

**1. Beginning Genealogy Course** – (KS/LC) 19 February 2023.

- consisting of 6 topics as per flyer
- poss. of running a 2<sup>nd</sup> Beginner’s Course later in the year?

**2. Whitebridge Cemetery Tour** – Correspondence from Ken Shilling.

**Motion:** “That the NFHS Management Committee supports the Whitebridge Cemetery  
Tour.”

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

- Letter to Ken from Management Committee supporting his organisation for the Whitebridge Cemetery Tour.

### **3. Newcastle Senior Citizens' Festival**

- NFHS participated in Mini Expo at Newcastle Town Hall on Thursday 9 February from 10am-1pm.  
The event was well attended and much interest in the NFHS Society was expressed.
- Seniors' Open Day Saturday 11 February from 10.30am-3pm.  
A successful Open Day for the NFHS Society: New memberships and membership renewals.
- Cross over of visitors to the Open Day with those who had visited our table at the Expo.

### **4. Blue Street Signs – update (SB)**

- Recent correspondence from Newcastle Council would indicate that the Blue Signage is not worth further investigation.

### **5. Defibrillator Grants – (SB)**

- Expression of interest has been made regarding the acquisition of a defibrillator for the NFHS Society rooms.

### **6. State Government Grants**

- New Binding Machine for Publications? Jane Ison to investigate same.
- Storage area to be constructed. Council approval for this has lapsed. Re-application to council re: storage area to be considered.

### **7. Launch of People of Newcastle Vol. III**

- Originally scheduled for March 2023.
- Currently awaiting reply from South Leagues Club re: cost of hire of the venue.

### **8. Female Convicts of the Hunter Valley Website and Seminar**

- Website currently in the formation stages.
- Expressions of Interest for members to form a Female Convicts of the Hunter Valley group to assist with ideas for website content and preparations for Female Convicts of the Hunter Valley Seminar later in the year (October?).

- Seminar: Initial contact with ‘The Place’ Charlestown made at Seniors’ Expo. Cost of hiring the venue appears reasonable – further investigation required.
- Edit and update of “They Sent Me North” in progress.

#### **9. Membership Form on website – update**

- NFHS Webmaster and C Maddocks currently working on developing this facility.
- L Cross suggested a format that she had used successfully. LC send details of same to NFHS Webmaster and C Maddocks for consideration.

#### **10. Formation of Research Group – Coordinator Laraine Cross (LC)**

- A draft copy of the Statement of Duties and Roles & Responsibilities for an NFHS Research Group to be tabled to NFHS Management Committee.
- Expressions of Interest from members to be sought via Newsletter. Specific requirements of potential members such as: must have their own laptop, access to and thorough working knowledge of Ancestry, Roots Magic, Family Tree Maker etc, as well as relevant knowledge/research experience.
- Research Form on Website

**Motion:** “That the NFHS Management Committee supports the formation of an NFHS Research Group as tabled by Laraine Cross.”

*Moved:* M Hughes      *Seconded:* M Woodford      *Passed:* Unanimously

Items to be considered:

- A copy of the research material completed for clients by the NFHS Research Group to be retained for the use of other researchers.
- Donation form for clients to complete and sign to allow same to be released for the use of other researchers.

#### **11. AGM 2 May 2023**

- Positions with four-year tenure up
- Term of holding a position runs from one AGM to the next AGM.

#### **12. Future Planning for 2023**

- Scottish Group Open Day to be held during National Family History Month  
poss. date 12 Aug 2023 (TBC)
- Easter Raffle
- Mother’s Day Raffle 1<sup>st</sup> Prize donated by C Baker 14 May 2023
- English Ancestors SIG – poss. Open Day in Nov 2023 for further discussion.

**Reports:**

**Correspondence:** (as per Gdrive)

**Motion:** “That the Correspondence Report be accepted.”

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

**Treasurer’s Report:** (as per Gdrive)

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

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

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

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

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

**Motion:** “That the Membership Report be accepted”

*Moved:* S Boyce      *Seconded:* K Smith      *Passed:* Unanimously

**Business Without Notice:**

- NFHS Management Committee to consider the creation of a separate account for members to use when purchasing items/materials for the NFHS.
- In the interests of privacy/security for Research Group members to have their own NFHS email address rather than use their own personal email address.

**Close of Meeting:** 12.40pm

**Next Meeting:** Thursday, 16 March 2023