

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

Meeting Commenced: 10.10am

Welcome and Acknowledgement of Country: MW

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

Apologies: N/A

Minutes of the Meeting of 16 February 2023 as circulated and in the Gdrive.
Copy to be placed on Gdrive & on the front noticeboard (by the Secretary), and
in the Member's section of the website (by the Webmaster from updated
Gdrive) after approval.

Corrections/Amendments: N/A

Motion (Minutes): *"That the Minutes of the Previous Meeting held on 16
February 2023 be accepted."*

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

Business Arising/Updates/General Business:

1. Beginning Genealogy Course – Update (KSmith/LCross)

- A successful day all round.
- Seniors Day Mini Expo and Open Day resulted in enrolments in the course
- Positive feedback from the attendees.
- New members have expressed an interest in the Beginner's Course.
To consider running another Beginner's Course in July 2023.

2. 40th Anniversary of NFHS (1983-2023) (RBunn)

- In order to preserve the NFHS Societies history a proposal has been put forward to scan the minutes of the meetings et al. For further consideration.
- Journal Dec 2023 theme “Memories”
- Celebrations – for further discussion

3. 2022 Conference – Ancestry Sponsorship Received

- Some issues with access to the subscription to be resolved.
- Allocation and division of profits from the 2022 State Conference – NSW/ACT Association of FHS has sent their proportion of the profits to Maitland and Beyond in recognition of the assistance given to NFHS for hosting the State Conference in 2022.
- 10% of profits retained by State Association

4. Whitebridge Cemetery Tour (30 April) – Update

- Ed Tonks will be presenting the tour.
- Sandgate Group currently awaiting official confirmation from Lake Macquarie Council

5. Defibrillator Grants – (SBoyce)

- NFHS currently on the list for the next round of grants for a defibrillator.

6. State Government Grants – New Binding Machine for Publications (SBoyce)

- Grant submitted
- Awaiting response re: Stage 2 grants

7. Launch of *People of Newcastle* Vol. III – 21 April

- Launch to be held at Jesmond Bowling Club – no hire fees for the venue

- 11am start for the launch followed by lunch – attendees to book as places are limited.

8. Membership Form on website – update

- L Cross thanked by the NFHS Management Committee for her assistance in getting the online Membership Forms up and running on our website.
- The Membership Form is now fillable and on the NFHS website and payments for same can be made through the NFHS Online shop.
- Some tweaking to the current format/content may be required.
- View to adding Courses and Research payment options to the NFHS Online shop.

9. Research Group Update – (LC)

- Expressions of Interest sought via Newsletter
- Inaugural meeting of the NFHS Research Group held on 16 Mar 2023
- Need to establish guidelines re: the type of research that the Research Group will undertake.
- Release Form to be devised re: this research material and its use by other researchers.
- Prioritise an NFHS Credit Card/Credit Card access for use of the NFHS Research Group members

Research Form on Website

- Research Request Form – on the NFHS website as a fillable form.
- Format of same on GDrive NFHS Management file

10. AGM 2 May 2023 – preparations for same

- NFHS Vice President M Woodford currently updating info to be distributed to NFHS members for the 2023 AGM
- AGM – in NFHS rooms and on Zoom
- Nominations for positions open from 3 Apr 2023 and close on 24 Apr 2023
- Elected positions: 4 yr tenure; non-elected positions: self-nominated

11. Future Planning for 2023 – update

- Easter Raffle – tickets available
- Mother's Day Raffle – 1st prize donated by Chris Baker. Tickets available.
- Scottish Group Open Day during National Family History Month date confirmed for 12 Aug 2023
- Carrington Heritage Walk Offered by Julie Keating – date TBC limited to 25 participants. Bound copy of the tour to be obtained by NFHS.
- Used Book Sales are to be held when Events are on in Lambton Park/Library
- Members Interest Directory Fillable Form to be added to the Members Section of the NFHS website
- English SIG Open Day proposed date 5 Nov 2023 – format to be finalised by this SIG at their next meeting
- USBs made available for purchase for researchers who visit the NFHS Library

Motion: *“That the NFHS Treasurer (M Hughes) is authorised to purchase USBs for sale to NFHS members/visitors to the NFHS Library rooms.”*

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

Reports:

Correspondence: (as per Gdrive)

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

Moved: S Boyce *Seconded:* M Hughes *Carried:* unanimously

Treasurer's Report: (as per Gdrive)

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

Moved: M Hughes *Seconded:* K Smith *Carried:* unanimously

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

Moved: M Hughes *Seconded:* M Woodford *Carried:* unanimously

Membership Report: (as per Gdrive)

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

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

Quarterly Reports: (as per Gdrive)

Motion: *“That the Quarterly Reports be accepted”*

Moved: S Boyce *Seconded:* R Bunn *Carried:* unanimously

Business Without Notice: N/A

Close of Meeting: 12.10pm

Next Meeting: Thursday, 20 April 2023