

**Newcastle Family History Society Inc
Management Committee Meeting
Thursday 20 April 2023 at 10am
Minutes**

Meeting Commenced: 10.25am

Welcome and Acknowledgement of Country: MW

Present: M Woodford M Hughes S Bryce L Cross
 K Smith (Minutes)

Apologies: Rosalie Bunn

Minutes of the Meeting of 16 March 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 March 2023 be accepted."*

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

Business Arising/Updates/General Business:

1. Beginning Genealogy Course – Update (LC)

- A successful Beginners Day
- Poss. of running a second round of Beginner's Courses later in the year.
- Information to be added to the NFHS Website – About Us section re: Beginner's Courses. This will provide further information to non-members, as well as members, of what we offer the family researcher.

2. 40th Anniversary of NFHS (1983-2023) – to be acknowledged in December Journal.

- Volunteers Morning Tea to be held in conjunction with the launch of the NFHS December 2023 journal
- 24th Nov '23 is print day for the December journal – date for VMT yet to be confirmed.

3. 2022 Conference – Finalisation

- Account to remain open once funds have been transferred.
- Audit preparations. Audit of 2022 Financial records commencing next week.
- Conference profit to be placed in a term deposit - \$10,000
- Update signatories to the Newcastle Building Society Accounts

4. Whitebridge Cemetery Tour (21 May) – Update

- Awaiting certificate of Currency for our insurance to arrive – Lake Macquarie City Council needs to sight this document for the Whitebridge Cemetery tour to go ahead.

5. State Government Grants – (SB)

- New Binding Machine for Publications– a grant applied for and costings under investigation for same.
- Update on Solar Panels – work has commenced on the installation of the panels.

6. New Board for Outside Mechanics' Institute – NFHS & Trust

- Trust to give approval for new board to be erected
- Need to adjust opening times etc on the board

7. Update of Boards Following AGM – Presidents/Life Members

- NFHS Presidents board will be updated after the AGM is held on 2 May 2023
- NFHS Life Members board will also need to be amended.

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

- Organisation is all in hand.
- Lunches have been pre-ordered
- Gift for Carol Duncan for launching our publication has been organised
- Copies of the publication will be available for sale on the day. Pre-orders will be available for pickup.
- Mother's Day raffle tickets will be available for sale.

9. Membership Form on website – update

- The NFHS membership online form is now on the NFHS Website
- Initial glitches have been rectified

10. Research Group Update – (LC)

- Clarification between “seeking information” about family and “family research” is an issue.
- NFHS Secretary to re-direct any individual seeking information or family research to the NFHS Research Form link.
- NFHS Research Officer to collate research requests into folders with all relevant documentation/notes.
- Copies of research to be placed onto the GDrive.

11. AGM 2 May 2023 – Preparations.

- Nominations to Secretary – collected and collated
- Reports – VP & Treasurer
- Agenda to go out to members via N/L

- Presiding Officer – K Pawley

12.Future Planning for 2023 –

Easter Raffle – raised \$89

Courses 23 April - Scottish Ancestors and Cemetery

Carrington Heritage Walk 26 April 2023

Mother's Day Raffle – tickets now available for sale

Scottish Group Open Day during National Family History Month (12 Aug)

English Group Open Day – 5 November

Irish Open Day

Reports:

Correspondence: (as per Gdrive)

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

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

NFHS credit card - Guidelines for use tabled by the NFHS Treasurer

NFHS Insurance update from NFHS Treasurer – payments made for the renewal of same is listed in the Treasurer's Report.

Motion: *“That \$10,000 from the proceeds from the State Conference 2022 be placed into Term Deposit for one year.”*

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

Membership Report: (as per Gdrive)

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

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

Business Without Notice: N/A

Close of Meeting: 12.18pm

Next Meeting: Thursday, 18 May 2023