

**Newcastle Family History Society Inc
Management Committee Meeting
Thursday 18 May 2023 at 10am
Minutes**

Meeting Commenced: 10.04am via Zoom

Welcome and Acknowledgement of Country: MW

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

Note: R Bunn left meeting at 11.30am

Apologies: Kirstie Carrick, Marie Hughes

Minutes of the Meeting of 20 April 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: Capital C required for "certificate" and change for 1 July 2023 (alterations completed and saved to draft minutes).

Motion (Minutes): *"That the Minutes of the Previous Meeting held on 20 April 2023 be accepted."*

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

Abstained: R Bunn

Business Arising/Updates/General Business:

- 1. Overview of Draft Minutes from the 2023 AGM**
- 2. Beginning Genealogy Course – Second Course to run mid-year? (LC/KS)**
 - NFHS Facebook Members page – Survey asking members what courses/events they would like the NFHS to offer.

- The Beginner's Course (Basic) – for a repeat with date to be determined after the results of the F/B survey are collated.
- Course on 24 June to poss. be rescheduled to 25 June? K Smith to discuss with P Healion.

3. Whitebridge Cemetery Tour (21 May) – Update (LC)

- Emails have been sent out to participants of the Whitebridge Cemetery Tour re: organisation details

4. Update on Solar Panels – progress? (SB)

- Installation of the solar panels is complete
- Currently awaiting providers to complete work on the board to transfer from electricity to solar.
- The provider requires the details of a nominated contact person – NFHS Secretary's email and S Boyce's phone number will be supplied to same.
- Signage required to indicate the location of the cabling.

5. New Trolley Required

- NFHS trolley is broken and a replacement is required.

Motion: *“That a new trolley be purchased.”*

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

6. New Board for Outside Mechanics' Institute

- Ron Robinson to put proposal to next Trust meeting (see RR's letter attached to minutes)
- NFHS MC to have input into the historical blurb on the new sign
- NFHS to investigate costings of same. MG Club to be contacted re: the business they used for their signage.

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

- Deceased NFHS Life Members to be updated
- NFHS President list to be updated
- K Pawley to be consulted.

8. Updated Information to be Sent to Fair Trading by Public Officer

- Updated information to be sent asap.

9. Research Group Update – (LC)

- 2 requests from Who Do You Think You Are?
- Other family information has been requested
- S Boyce to approach R Robinson re: extra set of keys for our Research Officer

10. Future Planning for 2023 –

- Jude Conway offered to do a walk in Newcastle for the NFHS. She has also offered to do a talk each February about a prominent woman from Newcastle's recent history.
- Mother's Day Raffle was successful
Father's Day Raffle – 1st 2nd and 3rd prizes organised
Christmas Raffle – basket and wreath as prizes
- Scottish Group Open Day during National Family History Month (12 Aug)
- Female Convicts of the HV Group to begin in June – website, seminar?
- Updated edition of *They Sent Me North* database (downloadable from online shop)
- English Open Day – details (KS) It has been decided by the convenor, K Smith, that the English Open Day will be postponed until 2024.
- Morning/afternoon tea to celebrate 40 years of NFHS & launch of December Journal – possible date 26 November?
- Christmas Lunch Friday 1 December – venue? K Smith to investigate Poppy's and book a table for 30.

Reports:

Correspondence: (as per Gdrive)

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

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

Treasurer's Report: (as per Gdrive)

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

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

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

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

NFHS credit card. Guidelines for use held over to next meeting.

Audit Update.

2022 Conference Books to be audited (SB).

Membership Report: (as per Gdrive)

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

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

Business Without Notice:

Construction of a storeroom between the two buildings. Poss. issue of a fire hazard. For further discussion with the Institute.

Outdoor Furniture - The Mechanics Institute Board has offered to purchase and install outdoor picnic table and seating.

Courses and Open Days

The need to establish a policy concerning NFHS Open Days and Course was discussed, especially in relation to the frequency/timing of such events:

- NFHS Open Days to be limited to 2 per year
- Beginner's Courses to be offered twice a year

- The need for a written proposal to be sent to the NFHS Management Committee for review/approval from the NFHS Management Committee for Open Days and Courses.

Close of Meeting: 12.09pm

Next Meeting: Thursday, 15 June 2023 – Quarterly Reports Due.