

Newcastle Family History Society Inc
Management Committee Meeting
Thursday 17 August 2023 at 10am via Zoom
Minutes

Meeting Commenced: 10.05am

Welcome and Acknowledgement of Country: MW

Present: M Woodford M Hughes S Boyce R Bunn
K Carrick K Smith (minutes)

Apologies: Laraine Cross

Minutes of the Meeting of 20 July 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:

Motion : "That the Minutes of the Previous Meeting held on 20 July 2023 be accepted."

Moved: K Smith **Seconded:** S Boyce **Carried:** Passed
Abstained: K Carrick

Business Arising/Updates/General Business:

1. Scottish SIG Open Day – Update (MW)

- Very successful day – positive feedback from visitors
- 5 new members joined the society on the day
- \$949.67 taken on the day, plus further money to come from the calendar orders
- Raffle and morning tea raised the majority of the money

2. U3A Talk (23/8) & Visit to NFHS Rooms (30/8) – Update (KS)

- K Smith to give talk at the U3A on 23 Aug

- M Woodford and S Boyce to assist with the follow up afternoon tea on 30 Aug
- Dates formalised by email to T O'Dowd and H Bridges
- M Woodford to send the updated NFHS PowerPoint presentation to KS

3. Mini – Conference 8-10 September – Planning

- NFHS Mini Conference will be held in the rooms with virtual option
- Cost \$30 pp
- Not necessary to attend all day every day

4. New Board for Outside Mechanics' Institute – Update (MW)

- Replacement board is in the pipeline

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

- Updated boards in progress

6. Podcast for PoN to be made in September

- C Maddocks – booked Council room for 7 Sept 2023 at 1pm
- 15-20 min Podcast to advertise “The People of Newcastle & the Hunter Valley”
- Participants: Carol Duncan, Ken and Maree Shilling, Clive Maddocks

7. Sale of Excess Chairs

- S Boyce to take an inventory of the chairs
- Chairs photographed
- Advertise in the NFHS Newsletter and Face Book page

8. Thank You to Ed Tonks – Honorary Membership

- Honorary membership to be offered to Ed Tonks
- Letter re same to be sent

9. Vacuum Cleaner – Update (KS)

- To donate old vacuum cleaner to the society

10. First Aid Kit (KS) – Update (KS)

- Replacement items for the First Aid kit have been purchased

11. Future Planning for 2023

(a) Mini Conference

- Raffle to commence 5 Sep 2023
- Prizes: Negative Scanner donated by L Cross, other prizes yet to be determined
- M Hughes to make payment for the mini conference \$150

(b) Christmas Raffle

(c) Christmas Lunch at Poppy's

- Booking has been made for 30
- Investigate pre-ordering of meals???
- K Smith to visit to confirm details

(d) 40th Anniversary Morning Tea

- For further discussion at next MCM

Reports:

Correspondence: (as per Gdrive)

Motion: "That the Correspondence Report be accepted."

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

Treasurer's Report: (as per Gdrive)

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

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

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

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

NFHS credit card – update (MH)

- Visa cards have arrived
- Details of each card to remain on file
- Authorisation (signed and dated) required for purchases to be added to our reimbursement forms for items purchased by members with these credit cards

Audit of 2022 Conference Books – update (SB)

- Audit remains in progress

Membership Report: (as per Gdrive)

Motion: “That the Membership Report be accepted”

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

Quarterly Reports: (as per Gdrive) – from June meeting

Motion: “That the Quarterly Reports be accepted with the amendment to wording in the Publications Report from Librarians to Library Volunteers.”

Moved: M Woodford **Seconded:** K Carrick **Carried:** Unanimously

Business Without Notice:

- MID list
- Letters to Patrons – Lord Mayor Nuatalie Nelmes, State Member Sonia Hornery and Federal Member Sharon Claydon
Draft copy to be sent to M Woodford for approval
- Issue of Crown Lands and possible rent increases due to land valuations. Commercial rental???
- S Boyce and K Pawley to update the asset register
- Mother’s Day Raffle winner needs to be contacted again to arrange pick up/delivery of their prize
- Next MCM Thursday 21 Sep – M Woodford will not be available and gave apologies in advance. R Bunn to chair the meeting. M Woodford to organise the agenda.
- MCM October meeting – M Woodford will be assisting with HSC supervision. Alternate time to be scheduled for this meeting.

Close of Meeting: 11.35 am

Next Meeting: Thursday, 21 September 2023 (Mel will be an apology)