

Newcastle Family History Society Inc
Management Committee Meeting
Thursday 21 September at 10am via Zoom
Minutes

Meeting Commenced: 10.13am

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 17 August 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 17 August 2023 be accepted."*

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

Business Arising/Updates/General Business:

1. Mini-Conference 8-10 Sept

- A successful mini-conference
- Recordings of the presentations will be uploaded shortly

2. Podcast

- Clive Maddocks addressed the NFHS Management Committee regarding the Podcast Discussion Paper (see copy of same).

(a) Proposed the formation of a sub-committee to oversee and administer future podcasts with request for expressions of interest to be posted onto the NFHS Facebook page and NFHS Newsletter

- (b) Outline of equipment required with the acquisition of same to be determined by the NFHS Podcast Sub-Committee
- (c) Proposal to use the posting service PODBEAN approx. AUS \$170 p.a.
- (d) Embedded player onto the NFHS website and assessable on a range of platforms which will enable our profile to be accessed by a wider audience
- (e) Future planning – What’s Happening at NFHS, SIG news, Research Tips, Our Stories etc

3. Sale of Excess Chairs

- 30 Blue chairs available @ \$5
- Advertising of same in the NFHS Newsletter and Face Book page

4. Honorary Membership – Ed Tonks

- Ed Tonks has accepted the NFHS Honorary Membership
- Special Welcome at the Monthly Meeting

5. Vacuum Cleaner

- S Boyce is donating a vacuum cleaner

6. First Aid Kit

- Items for the First Aid Kit have been purchased at a cost of \$35
- Still a few items to be added.

7. Photocopier for the Snippers

- Proposed that a new photocopier to be purchased for the Snippers Group

Motion: *“That the NFHS Management Committee gives approval for the NFHS Treasurer to purchase a new photocopier for the use of the Snipper’s Group.”*

Moved: M Hughes

Seconded: M Woodford

Carried: unanimously

8. Future Planning for 2023

(a) Orientation Sessions

- Extra Orientations Sessions Print and Digital are planned for our new members
- Make new members aware of our Beginners’ Courses will run in March and Sept 2024

(b) Christmas Raffle

- Mel and Karen organising prizes
- Proposed Prizes: Christmas Basket (MW), Christmas Wreath (KS) and Christmas Scented Candle (KS)

(c) English SIG Open Day

- To be held the weekend after the Kings Birthday Long Weekend in June 2024

(c) Christmas Lunch at Poppy's

- Booking has been made for 30 for 1 Dec 2023
- Investigate pre-ordering of meals?
- K Smith to visit to confirm details

Reports:

Correspondence: (as per Gdrive)

Motion: *"That the Correspondence Report be accepted."*

Moved: K Smith **Seconded:** M Hughes **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 details are yet to be completed
- Energy Australia meter has been removed

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.”*

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

Passed: M Woodford S Boyce K Smith R Bunn

Abstained: M Hughes K Carrick L Cross

Business Without Notice:

1. Reciprocal Journals and SIGs

- Uploaded to the NFHS Members’ Area on our website
- Same to be advertised in the NFHS Journal and Facebook page
- New section on the NFHS website for SIGs to provide members with information on What’s Happening? Etc

Motion: *“That the reciprocal journals be uploaded to the NFHS website Members’ Area.”*

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

2. U3A Talk

- The U3A talk and following up afternoon tea proved to be very successful for the NFHS
- Positive feedback was received from the U3A Family History Group
- Four new memberships

3. Asset Register

- Inventory has commenced - S Boyce and K Pawley
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4. Storeroom

- Clean out of the Storeroom
- Baits for cockroaches and mice
- Moisture Absorbers
- Orpheus Moth repellents – costings for same (KS)

5. Crown Land Rent

- Implications for NFHS should our Crown Land be subject to commercial rental rates.

- Does it apply to Not-for-Profit organisations such as the NFHS???

Close of Meeting: 12.25 pm

Next Meeting: Thursday, 19 Oct 2023