

**Newcastle Family History Society Inc  
Management Committee Meeting  
Thursday 19 October 2023  
Minutes**

**Meeting Commenced:** 7.36pm

**Welcome and Acknowledgement of Country:** Mel W.

**Present:** Mel W; Marie H; Kirstie C; Sharyn B; Rosalie B.

**Apologies:** Karen S; Laraine C.

**Minutes** of the Meeting of 21 September 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:** none required.

**Motion (Minutes):** *"That the Minutes of the Previous Meeting held on 21 September 2023 be accepted."*

*Moved:* Mel W.

*Seconded:*

Kirstie C

*Carried:* unanimously

**Business Arising/Updates/General Business:**

**1. Ratify Flying Minute approved by the Management Committee:**

*The NFHS Management Committee requests that the NFHS IT Manager purchase the equipment recommended in the Podcasting Discussion Paper presented on 21 September 2023.*

*Moved:* Mel Woodford

*Seconded:*

Rosalie Bunn

*Carried:* unanimously

**2. First Podcasting SIG (6.10.2023) – Update (MW)**

New podcasting equipment purchased & ready for use.

**3. First Podcasting Session (22.10.2023)** – Update (MW) Mel, Jane and Scottish SIG have items in preparation. Kirstie C invited to compile one.

**4. New Second Copier** – purchased & installed by Clive.

**5. Sale of Excess Chairs** – Advertised in Newsletter and on FB. Email from Ron Robinson regarding donating some of NFHS surplus chairs to “Days for Girls” group, a charity.

**Motion:** That a number of chairs be donated to the charity “Days for Girls”.

*Moved:* Mel W.

*Seconded:* Marie H.

*Carried:* unanimously

**6. Letter from Maree Callaghan re NCC Senior of the Year.** Maree wants a reference group for senior citizens, noting only 3/24 people nominated for awards are seniors. There are currently no nominations. Maree wants NFHS to nominate someone. Applications close in 3wks. Sharyn B will contact Maree Callaghan with 2 suggested members’ names.

**7. Future Planning for 2023 –**

New members & Orientation Sessions providing some new volunteers for library roster.

Christmas Raffle – begin selling tickets soon. \$2 each or 3 for \$5. Mel and Karen have items in preparation.

Christmas Lunch Bookings are filling up with 24 names on list so far.

### **Reports:**

**Correspondence:** (as per Gdrive)

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

*Moved:* Sharyn B.

*Seconded:* Marie H.

*Carried:* unanimously

**Treasurer's Report:** (as per Gdrive)

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

*Moved:* Marie H.

*Seconded:* Sharyn B.

*Carried:* unanimously

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

*Moved:* Marie H.

*Seconded:* Sharyn B.

*Carried:* unanimously

**Membership Report:** (as per Gdrive)

Currently 281 members; 1 Life Member; 2 Honorary members. Total 284.

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

*Moved:* Sharyn B.

*Seconded:* Kirstie C.

*Carried:* unanimously

**Business Without Notice:**

1. Karilyn P. noted that membership badges should have designations of OAM or AM for members who have been conferred these awards. Sharyn B. will check on this.
2. Karilyn P. and Sharyn B. are still conducting an asset audit. Some items require checking about ownership.
3. Ron Robinson is handling the matter of Blue Plaques.
4. Grants of between \$5-150k are currently available. As NFHS requires a new binding machine worth \$2.5k we may need to see if additional items are required for the Publications Group that may bring the grant request up to the minimum amount.

**Close of Meeting:** 8.40pm.

**Next Meeting:** Thursday, 16 November 2023