

**Newcastle Family History Society Inc**  
**Management Committee Meeting**  
**Thursday 21 December 2023 at 10am**

**Minutes**

**Meeting Commenced:** 10.15am

**Welcome and Acknowledgement of Country:** MW

**Present:** M Woodford K Smith R Bunn L Cross  
S Boyce M Hughes

**Guest:** M Ashford 10.45am -11.40am

**Apologies:** K Carrick

**Minutes of the Meeting of 19 October 2023** held over from 16 November 2023.

**Motion (Minutes):** *“That the Minutes of the Previous Meeting held on 19 October 2023 be accepted.”*

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

*Abstained:* R Bunn

**Minutes of the Meeting of 16 November 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:** Add K Smith as attending November MCM. Remove names of proposed nominees from Point 3 of Business Arising/Updates/General Business.

**Motion (Minutes):** *“That the Minutes of the Previous Meeting held on 16 November 2023 be accepted.”*

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

*Abstentions:* Rosalie Bunn, Kirstie Carrick, Marie Hughes.

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

### **1. Podcasting SIG – Update (MW)**

- Podcasting SIG is running smoothly.
- Several podcasts completed/uploaded
- Others in process of production

### **2. New Front Sign for the Mechanics Institute – Update (MW)**

- Copy of final layout to be sent to NFHS MC
- Installation in early 2024

### **3. Female Convicts of the Hunter Valley Website –**

- This website is an initiative of Newcastle Family History Society Inc. and as such belongs to the NFHS.
- Domain name and cost of same has been donated by MW.

**Motion:** *“That the Female Convicts of the Hunter Valley website is an initiative of the NFHS Inc. and as such belongs to the Newcastle family History Society.”*

*Moved:* M Woodford

*Seconded:* L Cross

*Passed:* Unanimously

### **4. Future Planning for 2024**

#### **(a) Sandgate Tour – M Ashford**

M Ashford addressed the NFHS Management Committee re: Memorandum of Understanding with Metropolitan Memorial Parks.

- The memorandum lays down the rights and responsibilities of parties involved ie MMP and NFHS.
- MMP Events Co-ordinator: Carly Armstrong, based in Sydney.
- Co-ordinator of NFHS Sandgate Group and NFHS President as contacts for MMP Events Co-Ordinator
- M Ashford to send a copy of the Memorandum of Understanding to NFHS President to sign.

#### **(b) Two publications close to complete for release early 2024.**

- They Sent Me North (2<sup>nd</sup> Edition) due for release Feb 2024
- Military Stories due for releases April/May 2024

**(c) Orientation Sessions**

- Library – Print            11 May 2024  
    - Digital            25 May 2024

**(d) Beginners Courses for 2024 – Update (KS/LC)**

- Beginners' Course – 7 April 2024
- Content and presenters in draft stages
- A second Beginners' Course proposed for Sept 2024

**(e) 2024 Open Days/Raffles – discussed at November MC Meeting**

- Seniors' Week
- English SIG Open Day
- Christmas Fair 2024 – last week November 2024

**(f) 2024 Excursions/Dates**

- Sugar Valley Library & Museum/Lunch – date TBA
- Singleton Military Museum/Lunch – date TBA
- Lochinvar Cemeteries/Lunch – Sept/Oct 2024

**(g) Spring Cleaning Day - 14 January 2024 from 10am**

**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:*       K Smith            *Carried:*            Unanimously

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

*Moved:*            M Hughes            *Seconded:*       M Woodford            *Carried:*            Unanimously

Increase in postage fees for Journal and Newsletter postage in 2024 – amount and date when these changes take effect TBA.

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

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

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

**Quarterly Reports for December** – (as per Gdrive)

Quarterly Reports held over to next NFHS Management Committee meeting

**Business Without Notice:**

- A general discussion regarding the trend among family history societies to dispense with the term “society” due to connotations associated with the word and how this may influence individuals considering/taking out “membership”.

**Close of Meeting:** 12.45pm

**Next Meeting:** Thursday, 18 January 2024 at 10am