

# **Newcastle Family History Society Inc**

## **Management Committee Meeting**

**Thursday 18 July 2024 at 10am**

### **Minutes**

**Meeting Commenced:** 10.05am

**Welcome and Acknowledgement of Country:** MW

**Present:** M Woodford      L Cross      R Bunn      S Boyce  
                 K Carrick      K Smith (Minutes)

**Apologies:** Marie Hughes (Ass. Treasurer)

**Minutes of the Meeting of 20 June 2024** 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:**

Re: The Place – The cost of Community Rate was adjusted to \$37.35, instead of “approx. \$45 p hr

**Motion (Minutes):** *“That the Minutes of the Previous Meeting held on 20 June 2024 be accepted.”*

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

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

**1. Survey re Daytime Monthly Meetings – update**

- Survey to be repeated in the next newsletter to allow more members to respond, especially those who have their newsletter posted, can have the opportunity to respond.
- Any changes to meeting times would commence next year.

## **2. Letterbox Repairs**

- Letter box needs to be moved to allow access to mail deliveries
- Inspection required regarding same

## **3. Newsletter**

- Items for the newsletter to be forwarded to R Bunn asap
- Flyer for English Open Day and Hamper for this coming newsletter
- Donations for English Open Day of items for the morning tea

## **4. Download Purchase Agreement (for NFHS shop)**

**Motion:** *“The NFHS Management Committee approves the addition of the Download Purchase Agreement to all downloadable publications in the NFHS online shop.”*

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

## **5. 2021 Constitution – Revision**

- 2021 NFHS Constitution comparison with the 2016 NFHS Constitution to be undertaken asap
- Need to identify any changes/differences/omissions
- Revision must be completed and circulated to all NFHS members prior to the 2025 AGM

## **6. Future Planning for 2024/5**

### **(a) 2024 Excursions/Dates**

- Lochinvar Cemeteries/Lunch – Oct/Nov 2024

- Sydney Harbour Historical Tour

**(b) Sandgate Tours** - Tentative date is 13 Oct 2024

**(c) English Open Day** – 31 Aug 2024 – Update (KS)

- Su Carter is assisting with the morning tea
- Hamper is on display – photographed and to be published in NFHS Newsletter
- Flyer – for NFHS Newsletter, NFHS Facebook page, Lost Newcastle etc
- Display items are being prepared
- NFHS Librarian re: items for display

**(d) Mini-Conference 14 Sept 2024**

- Online raffle
- Guest Speakers organised
- Mini Conference to be held in the NFHS library rooms

**(e) Beginners' Courses**

- A repeat of the Beginners' Course will be offered to members and non-members Sept/Oct 2024
- Courses will run prior to the next Library Orientation sessions
- Date re: same to be confirmed after consultation with M Ashford

**(f) Christmas Fair**

- Sunday 1 Dec 2024
- Organisation ongoing

**(g) Christmas Lunch**

- Booking made for 50 people for 12pm on 6 Dec 2024 at Poppy's
- Further discussion with Poppy's staff regarding dietary needs of members

## **(h) Female Convicts Seminar Day**

- Date confirmed for Sunday 2 March 2025
- Contract sent by The Place to NFHS President: M Woodford who is organising the event

**Motion:** *“That the NFHS Management Committee give permission for the NFHS President, M Woodford, to sign the contract with The Place for the Female Convict Seminar Day to be held on Sunday, 2 March 2025.”*

*Moved:* S Boyce    *Seconded:* K Carrick    *Passed:* Unanimously

## **Reports:**

**Correspondence:** (as per Gdrive)

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

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

**Assistant Treasurer’s Report:** (as per Gdrive)

**Motion:** *“That the Assistant Treasurer’s Report be accepted.”*

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

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

*Moved:* M Woodford    *Seconded:* L Cross    *Carried:* Unanimously

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

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

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

**Quarterly Reports as per Gdrive:** (carried over from June Meeting)

**Motion:** *“That the Quarterly Reports be accepted.”*

*Moved:* M Woodford    *Seconded:* R Bunn    *Carried:* Unanimously

*Abstained:* K Carrick

**Business Without Notice:**

- 1. Publication Downloads** – a problem with downloading publications from the NFHS Shop occurred last week. The glitch has since been rectified.
- 2. E Commerce Agreement** – need to be revised/amended.
- 3. Blue Plaques** – an application for a Blue plaque has been made by the Board of the Mechanics Institute
- 4. Defibrillator** – the MG Club has a defibrillator through a grant and has offered to share it with the NFHS. It will be relocated in the foyer near the staircase to allow easier access in an emergency.
- 5. Library Volunteer List** – contact details of Library Volunteers has been placed in the bottom drawer of the reception desk.
- 6. Library Volunteers** – Recruitment of more library volunteers to assist with Library Duty is needed.

**Close of Meeting:** 11.23 am

**Next Meeting:** Thursday, 15 August 2024 at 10am

**Apologies in Advance:** K Carrick