

**Newcastle Family History Society Inc**  
**Management Committee Meeting**  
**Thursday 19 December 2024**  
**Minutes**

**Meeting Commenced:** 10.40 am

Welcome and Acknowledgement of Country: MW

**Present:** M Woodford      M Hughes   S Boyce      L Cross

K Smith (Minutes)

Jane Ison, Publications Officer (guest)

**Apologies:** R Bunn      K Carrick

**Minutes** of the Meeting of 21 November 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:**

**Motion (Minutes):** "That following a review of the Minutes of the previous meeting held on 21 November 2024, it was agreed that the Minutes were a true and accurate record of the meeting, noting that any adjustments submitted to draft copy had been completed."

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

*Abstain:* Marie Hughes

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

### **1. Privacy Statement – view updated version**

- For review in future MCM in 2025.

### **2. 2021 Constitution – Update**

- Date for Special General Meeting in February – Sunday 16 Feb 2025 at 10am
- NFHS Members require 3 weeks' notice for a Special General Meeting as per the NFHS Constitution

### **3. Publications Officer to Address Meeting re Thermal Binder**

- Publications Officer requested that the NFHS purchase the following items:

(a) 100 ISBNs	\$ 480
(b) Thermal Binder – Unicover Flex	\$ 1995 (incl GST)
- Details regarding both items can be viewed in the Publications Officers' Quarterly Report.

**Motion:** *“That the NFHS Management Committee approves the purchase of the items as requested by the NFHS Publications Officer.”*

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

### **4. Podcasting - Update**

- The NFHS Podcast Team are currently recording a podcast series on the History of West Wallsend
- The following series will be produced in early 2025:

(a) Medical Stories and Developments from 1930s and 1940s
(b) Convict Stories

(c) Newcastle Cathedral series

- Others stories and series in various stages of development for production in 2025

## **5. Federal Grant – cut-off date for EOIs: 20 January 2025**

- EOI for a grant money is available:

Category 1: for communications and IT items (such as laptops, phones and other software), and to assist with paying for insurance. (\$1,000 to \$5,000)

- NFHS to submit an expression of interest for a grant to assist with covering the cost of insurance.
- S Boyce to investigate same and prepare an EOI.

## **6. Update on Recent Events & Future Planning for 2025**

### **(a) Christmas Fair – Sunday 1 December**

- NFHS members supported the event.
- However, there was little foot traffic from the Lambton Fair. Those who did visit gave positive feedback/interest regarding the NFHS Library's collection and services.
- The Christmas Raffle was very successful.

### **(b) Christmas Lunch – 6 December – Poppy's**

- NFHS Members enjoyed the Christmas Lunch at Poppy's.
- Guests to forward pre-order menu selections/dietary restrictions in 2025.
- Venue to be booked for Friday, 5<sup>th</sup> December 2025.

### **(c) Spring Cleaning Day – Sunday 12 January 10am**

- Details of Spring Clean Day and a call for volunteers to be placed in the NFHS Newsletter and posted on our NFHS Facebook page.

**(d) Female Convicts Seminar Day – Sunday 2 March 2025**

- Hiring of The Place approx.: \$400
- Hire of Kitchen facilities at The Place required @ \$30 p hr
- TryBooking Acc to be re-activated and updated for the Female Convicts Seminar Day. Costings: \$ 40 pp to attend the event; \$25 pp via Zoom
- Raffles and Gifts for Guest Presenters
- G Hendriksen to co-present the Introductory Presentation with M Woodford, as well as present an overview of the Parramatta Female Factory and the 1831 Riot.
- Andrew Redfern will present a talk on AI and how it can be used in relation family research.
- Jude Conway to present a talk re: Elizabeth Hannell.
- Call out for volunteers to assist

**(e) Seniors' Expo – Tuesday 4 March 2025 at McDonald Jones Stadium**

- Raffle tickets for sale on the day – prizes to be determined.
- Table to be manned by NFHS MC members.

**(f) Seniors' Open Day – Saturday 15 March**

- to coincide with event at Lambton Library
- Raffle tickets for sale and drawn on the day

**(g) Easter & Mothers' Day Raffles**

- To run as usual

**(h) Beginners' Courses - dates**

- To run 2-3 weeks prior to the commencement of NFHS Library Orientation

**Reports:**

**Correspondence:** (as per Gdrive)

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

**Note:** Motion held over to the January 2025 meeting.

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

**Motion:** *"That the Assistant 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:* K Smith      *Carried:* Unanimously

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

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

**Note:** Membership Report held over to January 2025 meeting.

**Quarterly Reports:** (as per Gdrive)

**Motion:** *"That the Quarterly Reports be accepted."*

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

**Business Without Notice:**

- A request from RAHS re: replacement copy of an NFHS donation:

*Nineteenth century coalmining related deaths, Hunter Valley,  
NSW/Written by Frank Maxwell and Elaine Sheehan, 2004*

**Motion:** *"That the NFHS Management Committee approves the donation to RAHS of a replacement copy of the requested publication."*

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

**Close of Meeting:** 12.05 pm

**Next Meeting:** Thursday, 16 January 2025 at 10am