

**Newcastle Family History Society Inc**  
**Management Committee Meeting**  
**Thursday 16 January 2025 at 10am**  
**Minutes**

**Meeting Commenced:** 10.15am

**Welcome and Acknowledgement of Country:** MW

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

**Apologies:** N/A

**Minutes** of the Meeting of 19 December 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:** Corrected spelling for "Hendrikson" and "TryBooking"

**Motion (Minutes):** *"That following a review of the Minutes of the previous meeting held on 19 December 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:* L Cross      *Carried:* Passed

*Abstain:* Rosalie Bunn; Kirstie Carrick

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

**1. Draft 2025 Constitution**

- Date for Special General Meeting – Sunday 16 February 2025 at 10am

- Radius for distance members was reassessed and revised to 100kms and added to the proposed changes to the constitution.

**Motion:** *“That the eligibility for NFHS Distance Membership to be altered from 200kms radius from Nobbys Headland to a 100kms radius from same.”*

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

- NFHS members to receive documentation re: proposed changes to the NFHS 2021 Constitution via email/post.
- Four attachments to go out to members:
  - a. Notice of Special General Meeting
  - b. Explanatory Notes for Proposed Updates to NFHS Constitution
  - c. 2021 Constitution
  - d. Draft 2025 Constitution

## **2. Sandgate Tours**

- This year’s Sandgate Tour will take place on Saturday 18 October
- Discuss request from Sandgate Co-ordinator, M Ashford, to close the NFHS Library on 18 October 2025.

**Motion:** *“That the NFHS Management Committee proposes that the NFHS Library rooms will close on 18 October 2025 to allow members to attend/participate in the Sandgate Tours.”*

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

## **3. Podcasting**

- A number of podcasts have been produced over the Christmas break.
- Several other series are in the pipeline.

#### **4. Federal Grant**

- Cut-off date for EOIs: 20 January 2025
- An EOI has been submitted for a Category Grant 1 (see below) to Sharon Claydon's office

**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)

- Unfortunately, the NFHS grant submission for the defibrillator was unsuccessful.

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

- **Spring Cleaning Day** was held Sunday 12 January 10am
- **Female Convicts Seminar Day** – Sunday 2 March 2025
  - (a) Flyers are ready to be distributed to libraries, historical societies and advertised in local publications.
  - (b) TryBooking system is set up for bookings.
  - (c) Price for Zoom participants has been altered from \$25pp to \$20 pp.
- **Seniors' Expo - Tuesday 4 March 2025 at McDonald Jones Stadium**
  - (a) Help required to set up & man the stall
  - (b) Raffle tickets for sale.
- **Seniors' Open Day – Saturday 15 March 2025**
  - (a) Assistance required from NFHS members to set up displays in the library rooms, help with morning/afternoon tea etc
  - (b) Raffle tickets for sale and same to be drawn on the day.
  - (c) Flyers to advertise same
- **Easter & Mothers' Day**
  - (a) Raffle for each

- **Beginners' Courses for 2025**
  - (a) Beginners' Courses – program to run over two Sundays as per previous years.
  - (b) Dates for Beginners' Courses yet to be determined. L Cross and K Smith to confer re: same.
- **Library Orientation Sessions**
  - (a) Dates for these sessions:
    - (i) Digital - 29 March 2025
    - (ii) Print – 5<sup>th</sup> and 12<sup>th</sup> April 2025
- **Privacy Statement**
  - (a) NFHS Privacy Statement is scheduled for a review in 2025.
  - (b) Same forwarded to M Ashford for review.

**Reports:**

**Correspondence:** (as per Gdrive)

**Motion:** *“That the Correspondence Report for November 2024 & December 2024 be accepted.”*

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

**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:* M Woodford    *Carried:* Unanimously

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

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

*Moved:* S Boyce    *Seconded:* R Bunn    *Carried:* Unanimously

**Business Without Notice:** N/A

**Close of Meeting:** 12.10pm

**Next Meeting:** Thursday, 20 February 2025 at 10am