

WYONG FAMILY HISTORY GROUP INC.

MANAGEMENT COMMITTEE REPORT

For General Meeting Saturday 16 September 2023

The Committee of Wyong Family History Group Inc held a Committee Meeting

On 29 August 2023 (for September)

The following are matters that were discussed at the Committee meeting together with any

Motions that were put to the Committee.

The Committee were advised that we have received part donation of \$250.00 from Mr David Harris MP with the remaining \$250.00 being paid in next month or so.

SAPPIO our security company have come out to the Cottage and the security system has now been refigured.

The book "Service Women of the NSW Central Coast – Their Lives and Service" has been printed and a copy shown to the Committee.

TREASURERS REPORT - Michele Gane

Michele went through her Report.

Opening Balance:	\$31,778.88
Add: Cash Receipts:	\$ 7,937.21
Less: Cash Payments:	\$ 8,039.48
Closing Balance as of 25 August 2023	<u>\$31,676.61</u>

Term Deposits:

Depreciation Account: \$26,185.75 at 3.80% for 9 months matures 7 January 2024

Housing Account: \$6,165.87 at 4.30 % for 4 months matures 8 December 2023

Michele referred to the Housing Account. At previous committee meeting it was agreed to reinvest for six (6) months, but Michele said she was advised by Bendigo Bank that she would get a better rate if the Term Deposit was reinvested for four (4) months at 4.30%. Accordingly, Michele made a Treasurer's decision and took the 4 months .

REPORTS

1. Book Stall Report – Glenise Clery – Glenise in her Report stated that an order was received for four (4) Group publications on the 15 August 2023 totalling \$105.00 plus \$15 postage and handling. This order has been paid for and was posted last week.
Hope to receive copies of our Group's new publication **Servicewomen of the NSW Central Coast – their lies & service** prior to the conference. Glenise would like the Committee to set a price for the sale of this book. John Selwood has also generously donated books of his four Schools of the Northern Rivers and Upper Clarence books for sale at the Conference. Proceeds raised from sales of this publications are being donated to the Group by John. The Scottish Jotter and Irish Jotter have both been updated thanks to information received a couple of months ago from our late Member, Gwen Bates. Pam Mansergh has made the appropriate adjustments to these two publications and a minor change to the Gene Jotter and

copies of these 3 updated publications will be prepared for sale during the conference. We currently sell the jotters for \$4.00 each. Do we need to set a new price for the jotters and how much. Glenise suggested \$5.00. John Selwood looked at the viability of the old Military Jotter and determined that this was no longer of use as a resource.

Glenise, after the Conference, will make sure that all Group publications returned to the Cottage are sorted and a full stocktake will be conducted so that whoever may take on the Bookstall Supervisor role is aware of current holdings. Glenise suggests that any CDs still on hand at that time be disposed of and any future sales of records are only in books and on USB. Glenise will send her usual report of Book Sales to the Secretary and Treasurer after the Conference.

The Committee then discussed the Jotters and the price for the Book, Servicewomen of the NSW Central Coast and the following Motions were then passed.

Motion: That we increase the cost of the Jotters to \$5.00.

Moved: Regina Hogan Seconded: Michele Gane CARRIED

Motion: That we put an Introductory Price of \$35.00 for the book, Servicewomen of NSW Central Coast – their lives and service for sale at the Conference and following the Conference the cost will be \$40.00.

Moved: Michele Gane Seconded: Pam Mansergh CARRIED

2. Computers, Assets, Website – Roger Lewis. Roger provided the Committee with a verbal report. Roger said that he agrees with Glenise about getting rid of all the CDs. We will make USB's of all our books. Apart from the Anglican Church Records which takes about 20 minutes, all others take about 4 minutes to put on an USB.

Computers – Roger said that there is a problem with the Groups Training laptop. Cr Would like the Committee to consider purchasing a new laptop for the Group's training and Guest Speakers. Has looked at prices and believes that spending a maximum of \$600 is reasonable.

Motion: That we purchase a new laptop up to a maximum \$600.00

Moved: Roger Lewis Seconded: Michele Gane CARRIED

Assets are Up to date at present but this will change with the purchase of the laptop.

Website – at present have two (2) websites, one for our Group and the other one is for the Conference.

Roger advised that Westnet is moving away from providing emails. We have until October to change. Discussion took place with it being mentioned that 70% of our members use GMAIL.

3. Memberships – Pam Mansergh – In her Report Pam advised that 131 out of 234 have renewed or are new for 2023/2024 year. Sadly, we recently lost one of our members #562 Janette Chapman who joined 15 February 2012. Discussion took place about when are Members financial to. Members had to be financial by our AGM. This was mentioned because there are some who have not renewed and are volunteering at the Conference. Michele looked it up and confirmed that they are covered by our insurance up to the end of September. Our Constitution was last updated/looked at in 2017. Suggested that the Constitution should be reviewed. At present the Quorum for meetings are as follows: 5 for a committee; 10 General Meeting and 15 AGM.
4. Publicity Report – Lynda Smith went through her Publicity Report and advised that Helen Johnston-Lord and herself have been concentrating on conference related matters. They have also commenced working on the next "What's Happening" shortly. Lynda has done another article for our newsletter about vacancies on the committee and vacant non-committee jobs.

Helen Johnston-Lord has worked very hard to get the latest Tree of Life out. Helen is desperately in need of articles, anecdotes, anything really, to make her job easier. Publicise your research. The Tree of Life is a great way to connect with other people.

5. Kerrie Metcalfe, President thanked everyone who has been on the Committee.

Other Business –

- a) Michele Gane advised how she and Lyn Clark-Duff attended a meeting of Treasurer's that was held by the Association. It was mentioned that the ATO has put out a Worksheet for Not-for-Profit Organisations. Changes came in July 1. Now being advised to assess yourself whether you need to pay tax or not. We were sent a form to fill out. Charities exempt. We have a letter from NSW Government that says that we are exempt but not from ATO. Also, GST was mentioned.
- b) Christmas Lunch – Pamela explained how she has made a tentative booking for the ZIVA Restaurant at The Ary for December 10. Concern having it in the restaurant is privacy and disruption. If not here, does anyone have any other suggestions? Holding it in a Hall and self-catering. Spit Roasts was suggested and when a couple of these were looked up the prices ranged from \$26 - \$27.50 per person. Wyong and Toukley Golf Clubs were mentioned but it was thought the cost for hiring a room at Wyong Golf Club would be too high and the parking at Toukley Golf Club was not very good for our members. Club Wyong was mentioned to see if the downstairs room is available.
- c) Association AGM & Forum will take place via zoom on Saturday 17th September 2023. Email received from Mel Woodford, Secretary to pinpoint the issues we would like to discuss at the 2023 Forum which take place immediately following the AGM. Discussion took place between the Committee with Pamela to reply to Mel with the following issues:
- Being kept up to date with new technology and in person "hands on" training to use the technology.
 - Advice on purchasing new technology is required.
- d) Email from Glenise Clery regarding the purchase of a new stapler. Agreed with the following Motion being put to the Committee:
Motion: That we purchase a Burrows Long Arm Stapler from Officeworks at a cost of \$61.65 plus staples to fit if required.
Moved: Pam Mansergh Seconded: Martin Fisher CARRIED
- e) St John's Pinjarra Burials 1844-2020 from Swan Genealogy. Cost \$20.00 digital download or \$23.00 USB plus postage. After discussion the following Motion was put to the Committee:
Motion: That we proceed to purchase the St John's Pinjarra Burials 1844-2020 digital download at cost of \$20.00
Moved: Pam Mansergh Seconded: Michele Gane CARRIED
- f) Wyong Neighbourhood Centre – Community Connect Day and Family Fun Day on Thursday 5 October 2023. After discussion the Committee decided that Wyong Family History Group will not open on this day.
Motion: That Wyong Family History Group will be closed on the 5 October 2023.
Moved: Pam Mansergh Seconded: Pamela Andre CARRIED

Other General Business:

Christmas Raffle for the Rocking Horse and Gwen's Quilt was discussed. It was decided to raffle the Quilt for Mother's Day. Rocking Horse is nearly finished and when it is, a photo will be taken and be available to show when we sell raffle tickets and for insertion in the Newsletter. In addition to the Rocking Horse, we will also have a few baskets as prizes. Tickets will be \$2 each for the Rocking Horse. Want to start advertising and selling tickets not only "inhouse" but outside in the community at shopping centres.

Pamela Andre #810

Secretary