

Tamworth Regional Film and Sound Archive

A Section 355 Committee of Tamworth Regional Council
Committee Mailing Address: PO Box 555, Tamworth. 2340

Contact Information:

Chairperson:

Name: Allan Alderson

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Secretary:

Name: Pat Briley

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MINUTES of Meeting held 21st May, 2019

In TRC Meeting Room, Ray Walsh House, Tamworth

Meeting commenced at 3.05 PM

1. **Chairperson** welcomed all to the meeting and acknowledged the traditional owners of the land.
 2. **Present:** Jodie Archer TRC, Allan Alderson, Dan Alderson, Ian Austin, John Vickery, Miranda Heckenberg, Ces Ledwos, Vic Kolesnikoff
 3. **Apologies:** Pat Briley, Gary Grout, Trish Cunningham, Peter Buckley
 4. **Risk Awareness Statement:** No new risks were advised by the Chair, Allan Alderson
 5. **Minutes of previous meeting:** Minutes of General Meeting held 19th February, 2019 were summarised by acting secretary, Ces Ledwos. Moved Ces Ledwos, seconded Dan Alderson that they be accepted. Carried without correction.
 6. **Business Arising from the previous meetings:**
 - a. Miranda reported that Community Grant was confirmed as being completed and fully acquitted, and that funds were received for coverage of Unesco Inscription Ceremony.
 - b. Ian reported that slides have been moved away from the particle board storage area.
 - c. Decision was taken that in future minutes of previous meetings be emailed to members with the agenda to facilitate addressing business arising issues.
 7. **Correspondence In**
 - 7.1. A summary of the correspondence (list Attached) was read by acting secretary, Ces Ledwos.
 8. **Correspondence Out**
 - 8.1. A draft copy of a proposed reply to Janice Fisher's letter was presented.
Moved Ces, seconded Dan, that inward correspondence be received and outward correspondence be approved. Carried
 9. **Treasurer's Report**
 - 9.1 Income: \$620, Expenses: \$7260.22, Balance: \$1429.55. Moved John, seconded Dan, that the report be accepted. Carried
 10. **President's Report:** Allan advised that he had contacted Matt Foley who informed him of 3 local retired TV technicians capable of servicing the older (E.g.) u Matic) video recording equipment, and that Matt was willing to donate 2 such machines to the Archive.
Additionally, Allan informed that he had printed a current list of all known passwords (stored next to NAS) in case of major digital error causing passwords details to be locked.
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11. General Business/ Business Without Notice:

- 11.1 Miranda and John outlined the outcome of meeting re incorporation discussions at part of Tamworth Regional Museums Engagement Strategy 2019-2024: there was a positive response to TRFASA remaining as a 355 committee, being seen as a regional resource and community asset.
- 11.2 Secretary Pat has reported that some TRFASA policy documents have been updated, and requested members to access and initial same to indicate that they have been read.
- 11.3 Decision was taken to locate Evacuation Plan on the back of the fixed exit door.
- 11.4 Moved Ces, seconded Dan, that TRFASA purchase equipment considered essential to deal with foreseeable emergency situations. Carried
- 11.5 Secretary Pat has advised that First Aid Kit has been checked against list provided with all required contents present.
- 11.6 Moved Ian, seconded John that TRFASA formulate an Archives work stations' "Close down" procedure and train all its members in its implementation. Carried. Allan indicated he would present a Start Up/Close Down procedure a.s.a.p
- 11.7 Moved Ian, seconded Miranda that TRFASA redevelop its power distribution to each of the work bays through the purchase of suitable power banks to be placed in improved locations. Carried. (Ian has volunteered to action this)
- 11.8 Ian has researched digital projector for purchase but meeting decided to wait for TRC decision to acquire same in case borrowing becomes an option.
- 11.9 Miranda and Allan have volunteered to form a working party for the purpose of formulating a consistent approach to meeting the recommendations of our Assessment Report.
- 11.10 A general discussion took place re disposal of excess unserviceable equipment with the view of improving the specifics of the de-accessioning policy.
- 11.11 A membership request has been received from Graeme Collett who has offered a box of reel to reel tapes which he is prepared to digitise for TRFASA using his equipment at home.

Next meeting: Date to be advised 2 weeks in advance.

Meeting closed at 4.11pm