

# 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:**

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## MINUTES of Meeting held 20th November, 2018

Ray Walsh House, Peel St, Tamworth

Meeting commenced at 3.00pm

1. **Chairperson** welcomed all to the meeting. Also acknowledged traditional owners of the land.
2. **Present:** Jodie Archer, Miranda Heckenberg, George Briley, Peter Buckley, Dan Alderson, John Vickery, Ian Austin, Allan Alderson, Gary Grout, Pat Briley
3. **Apologies:** Ces Ledwos, Vic Kolesnikoff
4. **Risk Awareness Statement:** Read by Chairman, Allan Alderson
5. **Minutes of previous meeting:** Minutes of general meeting held 28th August, 2018, read by secretary, Pat Briley. Signed as correct by Chairman.
6. **Business Arising from the previous meetings:**
  - a. John Vickery commented on the effectiveness of our recent display in the Council's foyer. He felt there was not enough public traffic in the area to appreciate it.
  - b. Ian commented on the need for an emergency plan. A 1 page plan has been prepared, the rest has yet to be seen to. He also commented that disposal of unwanted equipment has yet to be done.
7. **Correspondence In and Out:**
  - 7.1. This was summarised and read by Secretary. A list and summary is attached. Action needs to be taken on the email from Tegan Anthers re: Preservation Needs Assessment, and also Erin Ramsay re: feedback on use of eHive. A motion to accept Correspondence In and Out was put by John, seconded by Gary.
8. **Treasurer's Report:** This was presented by Treasurer, John Vickery. We still have funds to spend on everyday items. John moved that the report be accepted, seconded by George
9. **Chairman's Report:** \*Allan has successfully completed repairs on a projector. \*A charges / donations list has been compiled putting a minimum of \$25 on work done. This may still need tweaking. \*Anna Gregory has been to see us this morning about possibly taking part in a digitisation project she is involved in.
10. **General Business/ Business Without Notice:**
  - 10.1. We need about 3 new computers as 2 died this morning and the rest are pretty old.  
**Action : Jodie will ask within council but thinks they are all leased so there probably won't be any superseded ones to donate to us. Jodie will keep us informed of any grants available for computers.**
  - 10.2. Kim Biggs (employed by Combined Museums) rang Ian. TRC has approved Kim's contract to work with our museums, galleries etc. and Jodie will send us a copy of this contract. We need to be fully informed about how we fit in to her plans.

- 10.3.** Ian recently had a phone call from the late Ron Whalesby's daughter, Lauren. Ron left behind a huge amount of EWA memorabilia and wanted it kept together for display. Ian was asked to look into the best place to do this. It was suggested it would be well placed with the Tamworth Historical Society if they have sufficient space for it. John, who is also a member of that organisation, will look into it.
- 10.4.** Gary feels the arrangement of obtaining a key to the Archive on a day other than Tuesday, is not a secure system as the key is handed over without ID or signing for it. A motion was put "That Council be asked that front desk staff only provide the key to people on an Authorised Access List after they sign for it". **Action: The Secretary will provide Jodie with a list of active volunteers and she will pass this on to Customer Service.** This motion was seconded by Dan and all members present agreed.
- 10.5. Anna's Digitisation Project:** Miranda offered to take on this and look after the project for us. To be included would probably be - The Projection Diary, Advertising Slides, Cannon Baker Church Build.
- 10.6. Reminders:**
- 10.7. 1. Christmas Lunch at The Mill Thursday, 22nd November;**
- 10.8. 2. Preservation Needs Assessment 10th and 11th February 2019. Need volunteers to attend on 10th.**

**11. Date, time and venue for next TRF&SA Committee Meeting**

Next meeting: 19th February, 2019 at the Archive Rooms, Ray Walsh House

Meeting closed at 3.49pm.