

MINUTES of Meeting held 15th March, 2022

Ray Walsh House Tamworth

Meeting commenced at 2.11pm

- 1 **Chairperson** – welcomed all to the meeting and offered an Acknowledgement of Country
- 2 **Present:** Allan Alderson, Vic Kolesnikoff, John Vickery, Miranda Heckenberg, Ian Austin, Pat Briley, Dan Alderson, Ces Ledwos
Guests: Lisa Hannaford (TRC)
- 3 **Apologies:** Trish Cunningham
- 4 **Membership:** Nil.
- 5 **Risk Awareness Statement:** Allan presented a risk statement and asked attendees if any risk/hazard needed to be discussed before proceeding. Ces drew members's attention to the need to sign on/off using Council's forms. Uncertainty re Archive's own book record of attendance being a satisfactory substitute suggested a clarification from Council was needed
- 6 **Minutes of previous meeting:** Held 19th October, 2021 at Lands Building in Tamworth.. Read in summary and moved to be accepted by Ces, seconded by Vic. Carried
- 7 **Business arising from the previous meetings:**
 - 7.1 Cintel scanner was installed in November, 2021, and is functioning successfully following Allan's preparation of written operating procedure instructions.
 - 7.2 Ces advised of grant received to purchase a Samsung Air Purifier plus spare filters. Supply chain problems have caused delay in delivery and prompted Archive to postpone collection of air purifier until complete order is filled and thus fulfilling acquittal requirements.
 - 7.3 The Archive is awaiting a reply from Bridget Guthrie to see if she can assist in organising help re testing and tagging of electrical equipment. A suggestion that a copy of the request be sent to Naomi Blakey will be followed up.
 - 7.4 Deaccessioning equipment: some surplus equipment from the Archive was removed at the time of the Cintel scanner installation. The need to document deaccessioning in our assets register was reinforced.
 - 7.5 Working with Australian Country Music Hall of Fame re digitising videos for 2022 Country Music Week was clarified by Miranda.
 - 7.6 Following a request from Council the Archive is examining the possibility of recording Prime News without installation of requested TV antenna.
8. **Correspondence In:**
 - 8.1 Presented by Ces in summary form
9. **Correspondence Out**
 - 9.1 Presented by Ces in summary form
10. **Treasurer's Report:** John advised of accounts and deposits since last meeting leaving a current balance of \$684.59. Moved John, seconded by Vic that report be accepted. Carried.

11. **Chairperson's Report:**

11.1 Allan thanked everyone for their work cooperation during the Covid - related regulations set by the Government and Council. In addition he informed that the Archive's da Vinci Resolve software program had been updated to 17.4.2 version

12. **General Business:**

12.1 Moved Ian, seconded Dan that Tamworth Regional Film and Sound Archive retain its account with the Commonwealth Bank, adding Jodie Archer as a signatory while she serves as the Archive Committee's S355 Coordinator.

12.2 An approach has been made through Bridget Guthrie to Tamworth Regional Council to meet the cost of the Archive's eHive subscription due in October.

12.3 Miranda spoke of her project to feature a camera display during Heritage Week in the Council foyer. Ces advised abandonment of preparing a video for screening during Heritage Week for fear of breaking copyright laws.

12.4 Discussion took place around the setting of Archive and personal targets with the intention of having a specific goal to aim for. NAS records could be used in preparing an annual report of what has been achieved.

12.5 The meeting decided that increasing TRFaSA's online presence via Facebook is not viable at present due to the time required to operate the account.

12.6 Miranda gained Council approval re TRFaSA placing a recruitment ad on R U Volunteering website, and a draft was approved for listing same.

12.7 Confirmation was given that Council's Amended Social Media Policy was distributed to all members. In addition members were informed that Miranda has agreed to be TRFaSA's Social Media Administrator.

13. **Business Without Notice:**

3.1 Ian drew attention to the Archive premises currently being a health hazard with movement impeded by equipment being stored on the floor. Ian has offered to clean up and Lisa has offered to contact Council re assistance with any removal.

3.2 A question was raised about a shelving proposal made by John at the last meeting. No further action had been taken on this project, but Lisa offered to contact Council's work team to assist.

15. **Next Meeting:** AGM on 7th June, 2022

Meeting Closed at 3.19pm. (minutes taken and prepared by Ces Ledwos (secretary))

.....
Signature of Chairperson

C Ledwos
.....
Signature of Secretary