

## MINUTES of Meeting held 19th October, 2021

Lands Building Tamworth

Meeting commenced at 2.02pm

- 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:** Jodie Archer (TRC), Bridget Guthrie (TRC)
- 3 **Apologies:** Trish Cunningham, Peter Buckley
- 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. None identified.
- 6 **Minutes of previous meeting:** Held 25<sup>th</sup> May, 2021 at Ray Walsh House. Read in summary and moved to be accepted by Ces, seconded by Pat. Carried
- 7 **Business arising from the previous meetings:**
  - 7.1 Ces informed that Council replied to TRFaSA's request for supply/Installation of TV antenna, advising it was being considered.
8. **Correspondence In:**
  - 8.1 Presented by Ces in summary form
9. **Correspondence Out:** No outstanding accounts
10. **Treasurer's Report:** John advised minimal activity since last meeting, with a donation of \$20 leading to a balance \$985.15 .Moved John, seconded Ces that report be accepted. Carried
11. **Chairperson's Report:**
  - 11.1 Allan drew the committee's attention to an inability to source someone for tagging and testing requirements, the need for deaccessioning some equipment due to space shortage, signing up to Microsoft Office online program, and an unfinalised ebay account for purchase and sale purposes. He informed of a Prime TV Facebook page and that the installation date for the new scanner was expected to be 3<sup>rd</sup> or 4<sup>th</sup> Nov.
  - 11.2 Allan called for vote of thanks to Miranda for the superb work she has done in respect of our newly acquired retroscanner machine.
12. **General Business:**
  - 12.1 Bridget Guthrie addressed the group explaining the Hub and Spoke agreement and how TRFaSA can help the Regional Cultural Fund group meet its milestones which potentially affect future funding. Bridget asked for a list of material digitised between 1/7 and 30/10/ 21 to facilitate meeting the group's targets. Discussion also included copyright safety of digitised material and preparations for the installation of the scanner.
  - 12.2 Re the Cintel film scanner discussion included preparations for the installation, a risk assessment for same and the associated training.

- 12.3 Ces moved that the TRFaSA apply for a grant from the Facility Improvement Fund to purchase a Samsung Air purifier for our premises. Seconded Miranda. Carried.
- 12.4 Re Testing and tagging: advice was received that technical team at the Gallery was being trained and an approach might be made for help through Bridget.
- 12.5 Microsoft Word Software – decision taken to continue online saving and exporting files in PDF
- 12.6 Deaccessioning Equipment – preparation of a Work Order for installation of scanner might also include Council team taking away surplus equipment.
- 12.7 Collection Policy forms – Council's templates for future use were identified and are available.
- 12.8 Working with Australian Country Music hall of Fame: Miranda raised the question of the use of the video players for digitising videos for 50<sup>th</sup> anniversary of Country Music Week. Some doubt about what had been done, and by whom, led to the need for a clarification meeting a.s.a.p
- 13. **Business Without Notice:**
  - 3.1 A Council -run training day for TRFaSA Committee was set for 10am on 16<sup>th</sup> November
  - 3.2 Advice was received that Council was preparing a TRFaSA flyer for publication
  - 3.3 Vic raised a question about jobs done, but not paid for. Allan explained some video/audio clips from past Music Festivals had been sent to Duncan at Filmery with donation request.
  - 3.4 Solomon's Studio camera – Miranda advised purchase offer accepted, currently at gallery for cleaning/photographing, then to be a semi-permanent display at Ray Walsh House.
  - 3.5 John offered a plan for proposed shelving at archive, but it was decided to hold off proceeding with request to council until after new scanner was installed.
- 15. **Next Meeting:** to be advised

Meeting Closed at 3.11pm. (minutes taken and prepared by Ces Ledwos (secretary))

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Signature of Chairperson

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Signature of Secretary