

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 19TH FEBRUARY, 2019

in Archives Room, Ray Walsh House, Tamworth

Meeting commenced at 3.00 PM

1. **Chairperson** welcomed all to the meeting and acknowledged the traditional owners of the land.
2. **Present:** Jodie Archer TRC, Miranda Heckenberg, Allan Alderson, Dan Alderson, Peter Buckley, Gary Grout, Ian Austin, John Vickery, Ces Ledwos
3. **Apologies:** Pat Briley, George Briley, Vic Kolesnikoff
4. **Risk Awareness Statement:** Read by Chair, Allan Alderson
5. **Minutes of previous meeting:** Minutes of General Meeting held 20th November, 2018 read by acting secretary, Ces Ledwos. Moved Dan, seconded John that they be accepted. Carried.
6. **Business Arising from the previous meetings:** Moved Miranda, seconded Ces that matters be moved to General Business. Carried.
7. **Correspondence:** This was summarised and read by acting secretary. Summary list attached. Moved Gary, seconded Dan that correspondence be accepted. Carried.
8. **Treasurer's Report:** Income \$300.00, expenses \$424.60, balance \$7869.77. Outstanding Account (Mick Newnham) \$6900 approx?? Moved by treasurer, John. Seconded Allan to be accepted. Carried.
9. **Presidents Report:** Allan (a) advised purchase of new 2TB hard drive (b) NAS being 20% full (c) M and F Foley offer of 16mm films still to be picked up (d) thanked TRFSA team members who contributed to increasing our profile via Prime News and Facebook
10. **General Business/ Business Without Notice:**
 - 10.1. An offer from Gary to standardise approach re: testing/tagging of equipment held, with identified criteria for storing/displaying. Moved John, seconded Gary that a Work Method Statement re: testing/tagging be prepared and implemented before equipment is put into place. Amendment moved by Miranda , seconded by John that Gary be asked to put together an agenda and criteria within next 3 months re: electrical testing/tagging of equipment held by Archive. Carried. Became the motion. Carried.
 - 10.2. John advised that he will collect Ron Walesby's EWA memorabilia. He had not yet received correspondence re: same
 - 10.3. Ian asked that a letter of thanks be sent to TRC for donation of 4 computers
 - 10.4. Miranda reported receipt of Draft Report following Mick Newnham's Assessment of TRFASA. That, when finalised, will potentially allow us to begin applying for major grants e.g.. Community Heritage Grant - 15th April, deadline 6th May, 2019. Miranda suggested we hold an extraordinary meeting to workshop project ideas needing funding. Accepted.

- 10.5. Ian reported need for rubber gloves, tarpaulin, fire blanket to be added to Disaster Kit and Emergency Lighting.
- 10.6. A suggestion that TRFASA has too many address destinations. This lacked support generally.
- 10.7. The need to upgrade memory on Retroscan computer not necessary according to Allan.
- 10.8. Miranda offered to examine options for free software to facilitate saving files in a single format.
- 10.9. Ian moved that the 1400 Nethery Audio Tapes donated by Craig Nethery be accepted. Peter informed that the condition of the tapes was good.
- 10.10. Ian requested that a letter of thanks be sent to TRC re: hot water system and associated plumbing work. Moved Miranda, seconded Ces. Carried.
- 10.11. Moved Miranda, seconded Gary that slides be rehoused to prevent exposure to particle board, food in a stationary compactor. Carried.
- 10.12. Ian advised that the room air conditioner is too noisy. Jodie will raise the issue with applicable council dept.
- 10.13. Miranda gave an update including:
 - 10.13.1 submission of information about filming of church to Museums and Galleries NSW
 - 10.13.2 Northern Daily Leader to be contacted to provide publicity for UNESCO award
 - 10.13.3 The need to update assets to include manuals for equipment used in the Archive and to purchase mylar sleeves for storage.
 - 10.13.4 she is checking with Heritage Week coordinator re: closing date for contribution
- 10.14. Ian reported 150 hits on our Facebook page. Meeting expressed appreciation for photos added.
- 10.15. Peter raised the idea of having a personnel chart at our premises featuring name, photo etc of TRFASA members
- 10.16. Jodie reported that the arrangement for procuring a key to the Archive has been addressed

11 Next meeting: 21st May, 2019 at Archive Rooms, Ray Walsh House

Meeting closed at 4.15PM