

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 28th August, 2018

Archive Rooms, Ray Walsh House

Meeting commenced at 3.05PM

1. **Chairperson** welcomed all to the meeting.
2. **Present:** Pat Briley, Allan Alderson, Ian Austin, Peter Buckley, Dan Aderson, Vic Kolosnikov, Jodie Archer (TRC), Miranda Heckenberg, Peter Kerley, George Briley
3. **Apologies:** Gary Grout, Cheryle Buckley
4. **Risk Awareness Statement:** Presented by Chairman, Allan Alderson
5. **Minutes of previous meeting:** 24July, 2018 Read by Pat Briley
6. **Business Arising from the previous meetings:**
 - a. Fire extinguisher issue was to be followed up by Ruby Newell (TRC) but as she is not at work at present Jodie will follow this up.
 - b. Display in foyer stays till 10th September. Disappointing that it isn't always turned on by council staff.
 - c. Strategic Plan is ready to go. Miranda moved that it be submitted. Seconded by Ian.
 - d. Peter Buckley should have been included as another of Vic's apprentices
8. **Correspondence In and Out:** Presented by secretary. Accepted by Miranda, seconded by George
9. **Treasurer's Report:** Treasurer on leave at present. Annual report to be presented at AGM following this meeting.
10. **General Business/ Business Without Notice:**
 - 10.1. Ian recommended that we acquire disaster plan information from the TRC and that we should formalise it. We need to have a simple plan and have a practice run. We need a full plan and a 1 page poster. We also need to prioritise what needs preserving to be removed in a disaster situation. Miranda has some good examples of disaster plans and will bring them in for our next General Meeting.
 - 10.2. Ian brought up a recent privacy breach we had been alerted to with one of our member's contact details being available online without her consent. This is thought to be a problem with the TRC website and Jodie is to investigate.
 - 10.3. Discussion on culling of unneeded equipment disposal. Ian moved that excess and broken equipment be disposed of and the procedure of correct culling be followed. Seconded by Peter Buckley. Motion carried.
 - 10.4. Vic sought permission from members to take home old 8mm film copying system to try to catch up as we have a huge number to process. All present agreed it is a good idea.
11. **Next TRF&SA Committee Meeting 20-11-18 3PM, Archive Rooms, Ray Walsh House**
Meeting closed at 3.40