



NSW Branch Annual General Meeting Minutes

Wednesday 4th December 2024
Online (Zoom)

The meeting opened at 6:06pm.

1. Present (11)

In attendance Duncan Loxton, Nicole Rawson, Angela McGing, Terry Jolliffe, Jess McDonald-Norman, Suzy Howlett, Sandiso Bhebhe, Richard Lehane, Gareth Dyer, Julia Mant, Louise Trott,

2. Apologies

Dominique, Bill Shaw, and Karin Brennan.

3. Minutes of previous AGM held 1 November 2023.

The minutes of the previous AGM had been distributed and were available to those present as they were tabled.

Louise Trott moved to pass the minutes of the previous AGM, and Duncan Loxton seconded. The minutes were approved and accepted.

4. Matters arising from the minutes of the 2023 AGM

No matters arising from last year's AGM.

5. Officer's reports

a. Convenor's report – Duncan Loxton

A copy of the report was tabled and available to those present. Duncan spoke to the report and his comments included:

- Thanking the committee members for the past year. There are 382 members listed in the branch but this isn't believed to be an accurate number as the ASA office is currently reviewing memberships. While not exact it's still a large number.
- We had one committee meeting this year.
- There were three site visits. Numbers have averaged 10-15 people for virtual events, and 15 for site visits. We will continue to have both types of meetings.
- Karin Brennan has said this will be her last year as auditor. She had

performed the role for 30 years since 1993. A sincere thank you to Karin for all her work in the role for the branch over that time.

- Where guest speakers are allowed to accept gifts a book voucher is given as thanks for their time. Previously this was a Booktopia voucher, but given the their entering administration this year a new book voucher store will need to be found.

Duncan moved that the report be accepted. Jess McDonald-Norman seconded. The report was accepted and moved.

b. Secretary's report – Nicole Rawson

A copy of the report was tabled and available to those present. Nicole spoke on the report stating business as usual had continued. The branch received queries regarding salary ranges, archivist role descriptions at not-for-profits, digitisation equipment, and career advice including a discussion with a member from the Association of Canadian Archivists. A big thank you was expressed to Duncan for his assistance with the role and email account.

Duncan Loxton moves that it be accepted, and Angela McGing seconded it. The report was moved and accepted.

c. Treasurer's report – Jess McDonald Norman

A copy of the report was tabled and available to those present. Jess spoke on the report stating that Nicole Rawson had been approved and added to the account to make payments. A person just needs to be signed up to the app.

The branch funds are in surplus with \$773.15 with an increase of \$11.89, and all money was accounted for.

Jess McDonald-Norman moved that the report be accepted, and Nicole Rawson seconded it. The report was moved and accepted.

d. Auditor's report

Karin Brennan performed the auditing this year. Due to an error with the last year's AGM minutes Julia Mant was not contacted in time to act as the second auditor. Karin reported the documents were an accurate account of the financial records.

6. Election of Committee

Duncan Loxton stepped down from the Chair. Julia Mant Chaired the election.

Convenor –

Duncan Loxton nominated himself for Convenor. Louise Trott and Julia Mant seconded.

Being unopposed, Julia declared Duncan as Convenor.

Secretary -

Nicole Rawson nominated herself for Secretary. Nicole nominates herself for

secretary, Terry Joliffie seconded that.

Being unopposed Julia declared Nicole as Secretary.

Treasurer –

Jess McDonald-Norman nominated herself for Treasurer. Angela McGing seconded that.

Being unopposed Julia declared Jess as Treasurer.

Committee -

- Terry Joliffie nominated himself, and Angela McGing seconded.
- Louise Trott nominates Richard Lehane, and he accepted the nomination. Duncan Loxton seconded that.
- Lousie Trott nominates herself, and Angela McGing seconded.

Julia Mant vacated the Chair, which was resumed by Duncan Loxton. Congratulations was given to the Committee members.

7. Appointment of auditors

Duncan Loxton asked Julia Mant to be the auditor for the NSW branch for the next year. Julia accepted. Suzy Howlett nominated herself to be auditor, and Duncan seconded. Julia Mant and Suzy Howlett will be the auditors for next year's audit.

8. General Business

The end of year party is in Neutral Bay next week 12th December at 5pm with a tour of the location, and the party will follow on afterwards.

Louise Trott remains a representative on the Mitchell Library Consultative Committee. They are now meeting once every six months than the previous once every three as many of the changes that led to the committee's creation have been completed. Louise continues to be secretary of the Mander Jones Awards, and had also been made secretary of the ASA national committee for a one year appointment. Congratulations were given.

Julia Mant stated that at the 2024 Conference AGM Duncan Loxton was one of the people given a President's Award for leadership of the NSW Branch. Congratulations were given.

There was a call for people to be on the organising committee for the conference in Sydney next year, and interested people should reach out to the committee.

Terry Joliffe noted that Channel 7 was digitising regional television content from CBN8 and CWN6 archives, mainly from the 1970s. He has reached out to the network to find out further information on the project to see what can be done to ensure the collection is still accessible to communities and is not monetised.

The next meeting will most likely to be held in March 2025.

The meeting was closed at 6:45pm.