

NOTICE OF HQ ANNUAL GENERAL MEETING

Date: Saturday 14 May 2022

Venue: Queensland State Archives at 435 Compton Road Runcorn

PROGRAM AND AGENDA

- 9:30** Registration and a welcoming cuppa
- 9:55** Welcome to Queensland State Archives - Jenny Kidd, Director Access & Engagement, QSA
- 10:00** History Queensland 2022 Annual General Meeting
1. Welcome – Margaret Doherty President
 2. Apologies
 3. Minutes of previous AGM held on Saturday 8 May 2021 at Queensland State Archives and on Zoom.
 4. Correspondence
 5. Reports:
President - Margaret Doherty
Treasurer - Fay Carbis
Insurance - Helen Turner
 6. General Business
 7. Management Committee election for 2022 – 2023
 8. Appointment of Auditor: Chartered Accountant, QSA Accounting, 74 Ashmore Road, Bundall, Qld.
 9. Appointment of HQ Insurance Officer
 10. Appointment of Insurance Broker
 11. Appointment of Webmaster
 12. Appointment of Australian Federation of Family History Organisations (AFFHO) Representative
 13. Annual General Meeting close.
 14. Member Reports
- 12:00** Lunch
- 12:45** **Presentation:** “A Symbiotic Relationship: Archives & Family History” by Shauna Hicks – Archives matter. Family history matters. In a 21st century world they need each other. Together they can thrive, separately they simply exist. A personal look at archives and family history over the last 40 years.
- 13:30** **Tour of QSA:** *The process of ordering records through to delivery in the Reading Room* - please advise if you wish to join the tour - niles.elvery@archives.qld.gov.au
- 14:00** Departure

General AGM Information:

- In-person or Zoom attendance available - **both require pre-booking** before 6 May 2022
- Member Reports to be submitted in writing to [the Secretary](mailto:secretary@historyqueensland.org.au) by Friday 6 May 2022
- Agenda suggestions, Apologies etc to be notified via Valerie secretary@historyqueensland.org.au
- All positions declared vacant at the AGM - Nomination Forms available from the Secretary
- New Committee Members and their new ideas are welcome to fill vacancies!

In-Person AGM Attendance at Queensland State Archives:

- **Bookings are essential** - book by Friday 6 May 2022
- **Please send details of attendees** to Valerie secretary@historyqueensland.org.au
- Cost: \$15 pp to cover catered refreshments and lunch - payable **in cash** on arrival
- Note: we do not have EFTPOS facilities so please ensure you bring \$15 per person in cash
- Dietary requirements to be notified to Niles niles.elvery@archives.qld.gov.au by Fri. 6 May 2022.

Entry to Queensland State Archives

- Visitors are asked not to attend if they are unwell.
- Social distancing of 1.5m must be maintained during the visit to QSA
- Visitors should carry a mask to wear in situations where social distancing isn't possible.
- Hand sanitising stations are available at the entrance and inside the Reading Room; visitors should not use their own hand sanitiser as this may damage original records.

Queensland State Archives is open for research until 4:30pm following the HQ meeting.

- [Book a time if you wish to visit to Reading Room](#) for research purposes.

AGM Attendance via online ZOOM link:

- Registrations are essential so we can send you the Zoom link
- Any member of any HQ Society can register as an individual
- Register via this link [https://mailchi.mp/\[xxxxxx\]/1i9ny5ihgg](https://mailchi.mp/[xxxxxx]/1i9ny5ihgg)
- **Register by Friday 6 May 2022**
- It's free, and you can join from home or your Society's rooms
- Your Zoom link and helpful Zoom hints will be emailed by Thursday 12 May 2022.

Member Organisation Reports

- Written reports are requested for this meeting
- Please limit reports to max. 200 words
- Include only relevant news and achievements since the last HQ meeting (Nov 2021)
- Include new publications and plans for events or projects in the next six months
- Reports will be included in the minutes distributed after the meeting
- Report highlights will be included in the next HQ Newsletter.
- If you are attending the meeting in person, please remember to bring a copy of your report to read.

Please send reports to secretary@historyqueensland.org.au by Friday 6 May 2022.