



Keeping in Touch

Newsletter for Branches, Interest Groups, Officers and Contact Persons

Issue Number: 65

February 2010

Kia ora and Greetings to you all

By now you will be well and truly recovered from the holiday season and into the year's activities. Here is the latest news for your consideration.

News From Council

Council is aware that there is concern among the membership about what is happening in the Society. There are rumours circulating and it is hard to know what to believe. For this reason Council has written an open letter to all members. This has been sent to all Branches, The Members List and posted on the Society's website in the Members Only section. It explains the current situation and events leading up to this. You are urged to read this before making any decisions.

A Special General Meeting has been called for Friday 30 April. Full details were included in the January/February issue of the magazine. If you cannot attend be sure to appoint a proxy so that your opinions can be heard at the meeting. Council has since received requests for a further two special general meetings. More information about these will be posted on the website.

Mediation Meeting Council is in the process of planning a mediation meeting. Hopefully this will result in both parties resolving their differences. Both council and the signees for the special general meeting have been asked to select three representatives for the mediation meeting on 13 March 2010 in Auckland.

Resignation Bob Matthews, NZSG Treasurer, resigned from Council mid February. Bob has now retracted his resignation and this will have no effect either way on the election. The returning officers report that in the event of someone wanting to pull out from the election the only opportunity to do so is after the provisional results are released. There can be no withdrawal from the election between close of nominations and the release of the provisional results being released.

Library Supervisor Christine Hurst has taken up this position and is most enthusiastic to promote our library. Christine is also looking to improve communication and has started up a newsletter for FRC volunteers and is about to undertake the position of Events Co-ordinator for the website. So if you have any events you would like to promote on the website, give Christine the details and she will soon be in a position to get them up there!

NZSG Membership

Council receives many queries about the number of members of the Society and if these are increasing or decreasing. In future each issue of KIT will include membership numbers. As at 31 December 2009 total membership of actual and financial members was 8380. This is an increase of 137 on the September 2009 membership of 8243.

Honouring Members

Council asks that Branches and Interest Groups take time to consider if any of their members merit an Award. This is a formal way of acknowledging the work done by individual members and is specially significant when presented at the AGM. Contact the FRC office in Panmure for an application form. Applications can be made at any time of year.

Certificate of Appreciation. On completion of a certain task or project at Branch or national level.

Merit Award Excellence in service to the NZSG at Branch, regional or national level, the service to have impact beyond the member's Branch. The service to have been over a long period, at least ten years.

Service Award Outstanding service to NZSG. Minimum of ten years membership of which three years were as an Appointed Officer or Councillor. Or a minimum of fifteen years membership with outstanding contributions to NZSG on a national level.

Life Member Outstanding long-term service to the Society as a whole. Such service to have promoted the growth, maintenance and/or cause of genealogy in NZ. It is usually conferred on members who have the greater proportion of their years of contribution behind rather than in front of them.

NZ's Family History Fair 2010

16 July 2010 NZSG AGM & official opening of the Fair

17 – 18 July Family History Fair

Venue: Kingsgate Hotel, 100 Garnett Ave, Te Rapa, Hamilton

There have been requests from branches for a copy of the Family History Fair powerpoint presentation shown at the November 2009 regional meetings. This can be obtained by emailing nzfamilyhistoryfair@gmail.com with **FHF DVD** in the subject line. In promoting the Fair to your members, please remember it is open to the general public as well as NZSG members. All branch members are eligible to purchase Full Registration or the Daily Special, in addition to door sales on the day. The main purpose of the Fair is to promote the NZSG, to showcase the skills and knowledge of its members and to ultimately encourage an increase in membership.

Website:

The website www.nzfamilyhistoryfair.org.nz with its online registration facility will be going live once the final tweaking is done. We had hoped to tie the launch of the website in with the release of the latest magazine but haven't quite got there. Our apologies for any inconvenience this has caused. The website will contain all the information you require about the Fair but until that is available we are happy to answer any emailed queries. We are now at the stage of signing up presenters and trade exhibitors. Their details will be regularly updated on the website as it comes to hand.

Registrations

Registrations opened with the arrival of the Jan/Feb NZ Genealogist magazine. For those who wish to register before the website goes live you can do so using the hard copy registration form. Attendance at the Friday evening dinner & entertainment is available only with Full Registration. If you wish to reserve a seat in the seminar of your choice you need to purchase either the Full Registration or Daily Special. While Full Registration numbers are limited by the Friday evening seating, there are no restrictions on numbers for the Daily Special and no restrictions on Door Sales. To help with your seminar selection before the website goes live,

a précis of the seminar content is available on request to nzfamilyhistoryfair@gmail.com
Please put **Seminar précis** in the subject line

Accommodation:

If you wish to stay at the Kingsgate Hotel we suggest you book your accommodation now. The rooms sleep 2 or 3, all are undercover and all have ensuites. There are 4 fully accessible rooms available, plus 8 rooms for smokers. If you require a ground floor room because you are unable to climb stairs, please advise the hotel. **Phone 0800 22 39 38 and quote booking code 65870m.** Contrary to our earlier advice the hotel does not require a \$50 deposit on booking. The deposit mentioned in the hard copy registration form is payable when you pick up your room key and refunded on departure, having returned your key and paid for any bar tabs, toll calls etc.

Volunteers:

When it comes to manning the regional stands, assisting those with queries or helping out in general, there is no requirement that volunteers need to be members of the NZSG. Volunteers are being sought from among those who register or intend going on the day. A wide range of skills are required, with the one common criteria being good people skills.

This Fair is your Fair. This is the first time an event like this has been held in NZ and much is resting on your shoulders to make it the successful, FUN event we know it can be. The turbulence within some quarters of the Society at the moment is a concern. On the positive side, the Fair has the potential to be a rallying point, a catalyst to help the Society refocus on its core values and the things it does really well. Quality research' passionate, dedicated volunteers; co-operation & pulling together for a common cause. Let's not forget the real purpose of the NZSG – "Preserving our past for the future".

See you at the Fair...with just over 4 ½ months to go, we're on the countdown!
Sandra Metcalf

Family History Month

This year Family History Month is August and we're looking at ways of promoting this nationally. If you've had successful activities in the past would your branch like to share those with the rest of the branches via KIT. We'd love to hear what your branch has planned.

Projects – Volunteers wanted

Several teams of volunteers are at work on different projects at the moment including Waikato Cemetery and Burial Records, Shipping and a variety of other record collections. Additional volunteers are welcome and can find out more by emailing projects.indexing@genealogy.org.nz. These are projects that can be worked on from home.

Situation Vacant

An NZSG Certificates Collection Research Assistant is now needed. See page 43 of the January/February NZ Genealogist for details. Please consider applying or draw the advertisement to the attention of any other member who you think may be interested. Contact the Office Manager if you would like to apply or to request a full job description.

Education Workshops

There is a full page list of Education Workshops at the FRC in the latest issue of the magazine. There could well be something of interest there for you.

Branch and Interest Group Insurance

The Office Manager now has details of the new insurance cover offered. If Branches and

Interest Groups would like to contact Office Manager she can advise them what cover they can have and at what cost.

Heritage Events

I am assembling a database of heritage events that take place annually in New Zealand. The purpose is that local Branches and Interest Groups can be alerted to these and be encouraged to take part and promote NZSG. Hopefully, the result will be a significant increase in NZSG membership. The FRC would be happy to provide promotional material as requested. I would be most grateful if Branches and Interest Groups would send me details of any heritage events in their area so that my database can cover the whole country comprehensively.

Thank you to those Branches and Interest Groups who have already provided the information. My spread sheet is expanding nicely but there is room for lots more information about heritage events.

Guidelines for Branches and Interest Groups regarding the care of their archival records.

At the end of this issue of KIT are guidelines for caring for Branch and Interest Group records. When you are busy with committee work it is all too easy to overlook this essential task.

Voting – Council Elections and Rule Changes

You will have received your voting papers in the January/February issue of the magazine. These are for the election of the new Council who will take office at the conclusion of the 2010 AGM and for proposed rule changes. Be sure to exercise your rights as a member. How you vote now will influence the future direction of the Society. To find out more about the persons nominated for Council go to the NZSG website where each has submitted a photograph and a 500 word statement.

Voting - Envelopes

There has been some confusion regarding the envelope and the instructions received on the ballot papers, which state that your name, membership number and address should appear on the envelope or your vote would be invalidated.

However, due to a printer's error, the space for a name on the envelope has been omitted. Please be assured, that as long as you include your address and membership number on the envelope, your vote will count.

Both printer and NZSG apologise for this inconvenience – the printer's letter has been put on the members only section of the NZSG website for your reference.

Marianne Cummins, Office Manager

Voting – Nomination

Unfortunately there appears to have been a typo with regard to the biographical information relating to ROBERT WASHBOURN which should have read ROGER WASHBOURN. The voting papers are right however, it is ROGER WASHBOURN # 11502 who is standing for council. Apologies for any confusion relating to this.

Marianne Cummins, Office Manager

Subscriptions Now Due

Except for new members who are on the rolling subscription renewal system your subscription is now payable and should be paid by 31 March 2010. Don't overlook this or you may miss

out on the next issue of the magazine and all other membership privileges. Details of the many ways to pay your subscription are in the January/February issue of the magazine.

Distribution of KIT

KIT is distributed by the FRC office. If you have any queries about delivery you should contact the Office Manager at office.manager@genealogy.org.nz. Current and back issues of KIT can always be accessed through the NZSG website.

Contacting Council

If you have any concerns or issues you want to raise with Council it is essential that you write to or email Council. Letters should be addressed to NZSG Council, PO Box 14036 Panmure Auckland 1741 and emails addressed to NZSG Council and sent to

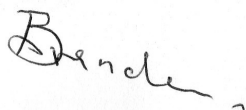
office.manager@genealogy.org.nz at the FRC. Your communication will then be discussed at the next Council Meeting and you will receive a reply as soon as practical after that.

Council Meetings are held every three months – usually the first weekend of February, May, August and November. You should aim to get your letter or email to Council three weeks before it meets to ensure your correspondence is included on the agenda.

Next Council Meeting

The next meeting will be held over the weekend of 1-2 May 2010.

Finally please make sure all your Branch and Interest Group members see KIT. It is the most effective way for members to know what is happening.



Brenda JOYCE

#13868

Council Member

GUIDELINES FOR BRANCHES AND INTEREST GROUPS REGARDING THE CARE OF THEIR ARCHIVAL RECORDS

In the course of their day-to-day activities, Branches and Interest Groups create and accumulate quite a number of records of their own history, many of which are worth preserving as archives.

What records should we keep?

In general, you should preserve the most important documents for posterity. Foremost among these are the minute books, which, if properly maintained, will contain the full history of your Branch's activities, including annual reports and annual balance sheets. If these are kept, it is not necessary to retain financial documents such as cheque books and bank statements, accounts and receipts, beyond the term currently required by the Department of Inland Revenue, except for any documents among them of particular significance that you may wish to keep.

Other important records to retain are legal documents such as leases and tenancy agreements, and significant items of correspondence, e.g., the letter confirming your affiliation as an

NZSG Branch. To enhance the historical record of your Branch you may also choose to keep newsletters, photographs, scrapbooks, brochures, branch history booklets, etc.

Where should the records be kept?

As these records increase in number and volume over the years, it often becomes a problem keeping track of who holds them, and where. Were all the minute books handed on to the new secretary, or only the current one? Are they stored in an old carton in an attic or damp basement, or securely in a cupboard or safe? Are they stowed in a moldy plastic bag, or securely boxed using good quality materials? Does the Branch have a record of who borrowed the 25th anniversary photograph album, or has it disappeared for all time?

At some time the Branch or Group will probably need to make a decision about a secure place for these records to be housed. When records reach the stage when you are no longer referring back to them, or needing them for the running of the group, lodging them with a local museum or library that houses community archives is likely to be the best option for a Branch. The Branch's records are then kept in the community to which they belong and relate, are accessible when you want to check a fact or write the Branch history, and over time will contribute to the fuller picture and historical record of activities in your community. They will also be stored in the best conditions available to preserve them, usually including archival quality wrapping and boxing, and, often, controlled environmental conditions. This also frees individual officers from the responsibility of housing Branch archives and reduces the risk of the records being lost with changes in committees.

While these provisions apply to Branches, the most appropriate repository for Interest Groups is the NZSG Archives. Branch archives may also be deposited with NZSG if there is not a suitable local archive available for them.

How will future committees know where the Branch records are kept?

Remember to make arrangements with the archivist at the time of lodgement to ensure your suitably authorised officers will always be able to have access to the Branch archives as required for Branch purposes. Also remember to keep all the receipts or accessioning documents issued by the library or museum archives when you lodge your records with them, so they can be produced if needed as proof of provenance (i.e., that the records did come from your organisation). Having a policy of holding these with your current minute book or correspondence register keeps them on hand for when they are needed. You could also send a copy of these receipts to NZSG to be held with records of your Branch in the NZSG Archives as a backup, and remember to let the NZSG Office know where you are lodging your archives so that information is not lost.

What if our Branch or Interest Group closes or goes into recess?

If your Branch or Interest Group should happen to close or go into recess, please discuss with NZSG what should happen to your historical records before making any final decisions. The NZSG Archivists are always happy to advise Branches about archives. Write to them, care of the NZSG Office Manager at the address below.

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