



Keeping in Touch

Newsletter for Branches, Interest Groups, Officers and Contact Persons

Issue Number: 70

March 2011

Greetings to all NZSG Members

Discharged in New Zealand Now On Sale

New Zealand Society of Genealogists Inc.
FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE

Discharged in New Zealand
Soldiers of the Imperial Foot Regiments
who took their discharge in New Zealand 1840-1870



Look for it on the website and at the FRC shop. This CD is a searchable PDF with an index at the end and is on sale for \$25 p&p included.

Vacancies

There are several vacancies for voluntary appointed officer positions. Anyone interested in these positions should contact the Office Manager in the first instance for a job description, or to supply their CV and application:

1 – Regional Projects Co-ordinator

A project co-ordinator is sought for each region to act as liaison between projects and the branches and individuals doing projects.

2 – Regional Education Co-ordinator

An education co-ordinator for each region is sought to liaise between branches, members and the education committee to find out the needs of the region and to assist with setting up programmes to meet those needs.

3 – Fund Raising Officer

This is a voluntary position for someone who enjoys filling in forms and finding out which organisation has funds available and when their deadlines are.

There is a vacancy for a part time **Paid Projects Coordinator**. This will take around 20 hours a week [flexible], and will be an important position as it will entail maintaining an overview of the various projects underway, what the next best project will be, and how to best streamline them to completion. A job description is available from the office manager on request.

Education

Means of delivering education services to branches are being explored and it is hoped that the appointment of suitable regional education officers will assist with this.

Meanwhile, workshops are still being run at the FRC and details are available from the website and in the Jan-Feb issue of the *NZ Genealogist*. Branches are asked to look at the topics of the courses and to send their top 5 to the office manager [in order of preference] so that this information can be collated and acted upon.

Branch Guide

The branch guide has recently passed its final inspection and has been put on the branch administration page. A good deal of material has been added in this issue, including a directory for various people at the office and information regarding Charity Commission. Anyone currently serving on a Branch committee is urged to read it to catch up on all the changes.

NZSG Emblem

It has been noticed that many branches are not using the correct emblem on their stationery and specifically their newsletters. The Naming Guidelines have recently been updated and the relevant section copied into the Branch Guide. Please refer to the section on the use of the logo and check that the correct symbol is being used.

Clean copies of the NZSG emblem can be obtained on request from the office manager.

Distribution of Keeping In Touch

KIT is published following each NZSG Council meeting and electronically distributed from the NZSG office. If you have any queries about delivery please contact the Office Manager at office.manager@genealogy.org.nz. Current and back issues of *KIT* can be accessed through the NZSG website. – MARCH 2011

2011 AGM and Conference

Members who are thinking of attending the AGM and Conference in Dunedin over Queens Birthday Weekend are urged to register as soon as possible. Details are in the *NZ Genealogist* and also on the website. A free bus will run all day from Cargills Hotel, George Street, to the venue. The dinner will be held at the Otago Museum.

Hosts for 2012 AGM weekend

Any Branch which is interested in hosting the 2012 AGM are asked to express their interest to the NZSG council. There will be a NZ Family History Fair next year too, so the format for this event on Queen's Birthday Weekend is open to negotiation.

NZ Family History Fair

Julie Jones from Salt Lake City will speak at the fair and keynote speaker on the Friday evening. It is likely that she will tour NZ with her presentation for a week or so after the fair too.

Diane Wilson and her Chocolate Fish Team is launching their 'NZ Early Settlers Locator' CD and funds raised will go toward the fair. Visit the website to obtain your copy www.nzfamilyhistoryfair.org.nz

Family History Month

NZSG is running an essay competition with cash prizes – details available on the website. A nominal entry fee will be charged. The subject of the essay is a true story related by a relative, of days gone by.

Constitution Review Committee

The Constitution Review Committee was appointed and comprises: Fiona Brooker [NZSG president, Christchurch]; Colleen Main [convenor, Auckland], Margaret Brown [Paraparaumu], Mary Boekman [Inglewood], John Heard [Auckland], Lindsay Holland [Ashburton], Lesley Instone [Invercargill] and Clive Palmer [Kapiti]. Their terms of reference have been approved and now they are calling for submissions from branches, committees and members. Please email your submissions to Colleen.main@xtra.co.nz before the end of April 2011. A copy of the current rules and by-laws can be downloaded from the website [under ABOUT > NZSG RULES].

NZSG Kiwi Index V1

A new index is currently under construction and it is hoped that it will be ready for release sometime

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in the middle of this year.

Branch Asset Inventory

Given the recent destruction in Christchurch, it is timely to consider how we are all looking after our assets with regard to insurance claims.

Branches are urged to keep an updated inventory of their books, documents, library lists, hardware [projectors, screens, laptops or PCs, microfiche readers and furniture], and any other assets of value. Digital photos should be included, along with purchase date [if known] and any other useful information.

A copy should be kept off-site so that in the event of a catastrophe proof of ownership can be supplied to your insurance company.

Guide to Indexing

In an effort to standardise the format that data is presented in, the Guide to Indexing has been revised and re-released. You may request a copy from the office manager.

Raffle

Council decided to defer the organisation of a fund raising raffle until later this year. The impact of the earthquakes and devastation on Christchurch have not been felt yet in the rest of the country and it was deemed inappropriate to look at raising funds for our organisation until the situation has settled down somewhat.

Office emails

Any branch who does not wish to receive newsy emails from the office, simply needs to advise the office manager that they wish to opt out of that service. Initially there was a feeling that there was no communication from the office, and this was a way to maintain contact with branches and members. However there are two separate mailing lists, one for news items and one for official communications so opting out of one does not affect the other. Please email the office manager to advise if you no longer wish to receive these emails.

Land Research Service

This service will be up and running very soon, with the appointment of Lyn Williams to the position of Land Research Service Officer.

There will be an article about this service in the next magazine. Keep an eye on the NZSG website for more information on this exciting new service, and how to use it.

Webmaster

It is with some sadness we bid farewell to Peter Bloomfield who gallantly stepped back in to this role last year. At the same time we welcome Roger Shearer, retired principal of Birkdale Primary School and NZSG member as our newly appointed Webmaster.

While Peter is acting as back up at this point, we do ask members and branches to be patient while Roger familiarises himself with the various quirks and responsibilities of the website.

Resignations

Council received resignations from Treasurer Bob Matthews and councillor Liz Chandler which were accepted with regret at a meeting held 26 March 2011.

Graeme Constable and Brett Robinson were co-opted to the two vacant councillor positions.

Graeme has a wealth of experience with the society including serving as president. Brett has been involved with the society through both branch and interest groups and currently teaches through the FRC education programme.

The council are currently looking for a new Treasurer with preference given to an individual with some accounting/audit qualifications.

In the interim, council have appointed Robyn Williams as Acting Treasurer to assist Accounts Clerk Alison Holmes with the work involved to complete the final accounts for 2010-11. Robyn has a wealth of experience with the society and with accounting practices.

Vice President

At the February Council meeting David Bryant was elected vice president.

Council Reshuffle

Following the recent resignations and appointments to Council, the allocation of regions and portfolios will be revisited to ensure that everyone's strengths are best used.

Keep an eye on the website for updates on council – under the ABOUT > COUNCIL.

Council Meeting dates

The March 26-27 meeting of the NZSG Council which was to have taken place in Christchurch was cancelled. The continuing earthquakes and aftershocks and the loss of the venue at which the meeting was to take place meant a Christchurch meeting was no longer viable.

Council did however meet briefly by telephone on 26 March. Council are exploring the possibility of holding interim meetings by telephone conference and Skype sessions and this brief meeting was a trial run.

The next meeting of the NZSG council will be at the FRC on May 14-15.

If any member wishes to discuss something with a councillor before the council meeting, the usual informal Friday evening meeting will take place at the FRC from around 4.30pm. Please book a timeslot with the Office Manager beforehand, outlining the subject and approximate time required.

AGM Appointment of Proxy

Please tell as many NZSG members as you know that the Appointment of Proxy forms for voting on the Appointment of Auditors and Subscriptions motions at the AGM this year, will be posted on the website under the Members Only section. A link will be put on the front page.