

**Meeting Minutes**  
 Meeting held at Springvale Botanical Cemetery 27 April 2012  
 At 5.15pm

**Present:** Frances Bakker, Pat Callum, Chris Keys, Stan Harris, Ian Maxwell,  
 Michelle Blyth, Celestina Sagazio,  
**Apologies:** Gillian Kearns  
Ken Masters

**1. MINUTES OF INAUGURATION MEETING FRIENDS OF DANDENONG CEMETERY,(FODC)**

**1.1 Election of Inaugural Management Committee FODC**

The formation of the Inaugural Management Committee was discussed. Both representatives of the Springvale Botanical Gardens stated that they would be available as resources and support to a Management Committee of the FODC.

**Resolved:**

- That the following people become the inaugural Management Committee for the "Friends of Dandenong Cemetery". Frances Bakker, Pat Callum, Chris Keys, Stan Harris, Ian Maxwell, Gillian Kearns and Ken Masters.
- All

**Resolved:**

- that Frances Bakker elected as Chair for FODC, seconded by Chris Keys
- Frances Bakker nominated Pat Callum as Secretary for FODC seconded by Ian Maxwell
- Other positions available include Treasurer and Stan Harris proposed his accountant maybe able to assist. TBC
- Committee Member application forms handed to group for consideration

Those present were requested to review the member application form and return comments at the next meeting.

**2. Registration of FODC as a Incorporated Association**

2.1 Ms F Bakker and Ms P Callum confirmed that they had investigated the requirements of Incorporation of the FODC with the Consumer Affairs Victoria and would report back at the next meeting of the requirements for Incorporation.

**3. DISCUSSION OF THE HISTORY OF DANDENONG CEMETERY**

3.1 Ms F Bakker and Ms P Callum proceed to inform the meeting of the investigations they had made into the map, grave sites and locations of graves at the Dandenong Cemetery. They also informed the meeting of non registered cemeteries in the Dandenong and District prior to the Gazetting of the Dandenong Cemetery on the 19<sup>th</sup> November, 1857.

**3.1 FUTURE MEETINGS:**

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MB suggested the dates be set for future meetings with quarterly meetings to including representatives of the Springvale Botanical Gardens well in advance. Ian Maxwell offered and it was accepted by those present to hold all meetings at Le Pines Funeral Directors Dandenong.

Dates agreed are based on last Friday of the month and were:

- Friday 25<sup>th</sup> May at 5pm
- Friday 29<sup>th</sup> June at 5pm
- Friday 27<sup>th</sup> July at 4.30 (Quarterly meeting)
- Friday 31 August at 5pm
- Friday 28 September at 5pm
- Friday 26<sup>th</sup> October at 4.30pm (Quarterly meeting)
- Friday 30<sup>th</sup> November at 5pm
- No December Meeting
- Friday 25<sup>th</sup> January at 4.30 (Quarterly meeting)
- Friday 22<sup>nd</sup> February at 5pm
- Friday 29<sup>th</sup> March at 5pm
- Friday 26<sup>th</sup> April at 4.30 (Quarterly meeting)
- Friday 31<sup>st</sup> May at 5pm
- Friday 28<sup>th</sup> May at 5pm.

**3.2 CIRCULATION OF MEETING DATES AND CONTACT DETAILS**

The Secretary was request that dates of future meetings and contact numbers be circulated to those present.

**3.3 FEES UPDATE**

The meeting discussed the appropriated fees for joining as a member the FODC.

**Resolved:**

- \$20 Per annum
- \$10 Per concession
- \$25 – Casual Fee
- \$15 – Business fee.

Frances Bakker noted that these fees are indicative of other similar groups. All agreed and fees were approved.

**4.5. WEBSITE COMMUNICATIONS AND WAIVER CLAUSES**

A discussion was held on the formation of a Web Site for the FODC.

**Resolved:**

- that a web site would be created for the future purposes of FODC and that a disclaimer clause is necessary at the foot of website. MB/GK

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- that a link between SMCT( Who is this?) website and FOCRC ( Who is this) website is feasible

4.5.1. SMCT requested the FODC insert a clause at the foot of their website to indicate the FODC Website did not necessarily reflect the views of SMCT:

- A draft clause will be forwarded to the FODC committee and if any objections are raised, these will be conveyed at the next meeting for discussion;
- MB to provide wording.

4.5.2. It was agreed that a link between the SMCT and FODC website be investigated further.

**4.6. COMPUTER ACCESS CCEMS: ( Need full name)**

**Resolved:**

- that access to CCEMS 'read only' be provided once FODC registered as an Associated Non Profit Organization with Consumer Affairs.

4.6.1. MB advised that we are offering other 'Friends of' groups, access to CCEMS:

4.6.2

Chris Keys passed to the Chairperson photographs taken by Mr Ted Dorran a collection of images of graves in the Dandenong Cemetery owned by the Dandenong and District Historical Society for future use by the FODC.

**4.7. EVENTS AND ASSISTANCE:**

CS offered her services to advise and assist, with any tours at the Dandenong Cemetery.

**5. NEXT MEETING**

The next meeting is to be held at Le Pine Dandenong on Friday 26<sup>th</sup> May at 5pm.

**6. CLOSE OF MEETING**

The meeting closed at 5.45pm.

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**Resolved:**

that Frances Bakker confirmed as Chair for FODC, seconded by Chris Keys  
 Frances Bakker nominated Pat Callum as Secretary for FODC seconded by Ian Maxwell  
 Other positions available include Treasurer and Stan Harris proposed his accountant maybe able to assist. TBC  
 Committee Member application forms handed to group for consideration

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: That dates, communication protocol and contact numbers be noted  
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MB suggested the group set dates for future quarterly meetings well in advance.  
Dates agreed are based on last Friday of the month and were:  
Friday 27<sup>th</sup> July at 4.30  
Friday 26<sup>h</sup> October at 4.30 and  
Friday 25<sup>th</sup> January at 4.30 pm.

Venue to be LePine Funeral Directors, Dandenong.  
All correspondence to be circulated to entire group for reference via Chair (Frances Bakker).  
Contact details (mobiles) provided – refer below.

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