# NUNAWADING AND DISTRICT HISTORICAL SOCIETY, INC

MINUTES OF COMMITTEE MEETING HELD ON FEBRUARY, 26TH 1999 HELD AT LOCAL HISTORY ROOM, SCHWERKOLT COTTAGE MUSEUM COMPLEX, DEEP CREEK ROAD, MITCHAM.

Members Present, Barbara Keene (President), Barbara Gardiner (Secretary) Barbara Rogalski (Treasurer), Jess Barnes, Peter Simmenauer, Bill Gray, Frances Warren, Valda Arrowsmith, Anne Jones, Judith Fry.

Apologies - Joy Kenny

Apologies received - moved Jess Barnes, seconded Peter Simmenauer

Minutes of previous meeting have been distributed and received

Approved - moved Anne Jones, seconded Valda Arrowsmith

Business arising:

We are unable to book for sausage sizzle at Bunnings until October will try Hardware House and Mittel0 -

Speaker re Georges has previous engagement. Arthur Tonkin will speak at our 10th April meeting - subject - Surrey Hills.

The Exhibition Handbook has arrived with disc on accreditation

Ted Arrowsmith has begun improvements to showcase and light has been purchased.

Fire Blanket coming

Mail out to members re raffle and Anne Dixon display mid March - Barb. G will supply photos - Valda's son in law may help with scanning photos

Council gardeners will now maintain herb garden.

Bux Hill items are on loan from Box Hill Society. Mayor has given Whitehorse items. Items carried over - old letter box, photos of Barbara R's paintings

Correspondence In.

Ian Nethercote - non-renewal of membership Kidstar Kastles Kingswood College - art show City of Whitchorse - community grants Heritage Steering Committee Blackburn Lake Sanctuary

Open Day Sausage Sizzle Rotary Club of Forest Hill Victorian Civil and Administrative Tribunal - 3 Benares Street Strategic Planning Manual Museums Australia Inc. -

#### NEWSLETTERS

Registered & Accredited Museums' Circular Museum National Insite Federation of Australian Historical Societies Royal Hist Soc.

Box Hill Hist, Soc.
Surrey Hills Hist, Soc.
Heritage Network Project.
The Tool Chest
Warrandyte Hist, Soc.
Eltham & District Hist, Soc.

Correspondence Outgoing

City of Whitehorse- Julie Jones Displays at Libraries

The Director, VicRoads tunnel

Heritage Collections Council reCollections

Ian Vethercote

Pat Timms Open Day
Jenny Agnew Open Day
Arts Victoria Grant Acquittal

Accepted; approved - moved Jess Barnes, seconded Frances Warren

Treasurer's Report;

Balance as at 26/2/99 \$4937.38 Paid In pil

Payments to be passed

Fitzroy Glass \$60.00

E. Arrowsmith - museum \$103.17

Hand Tool Pres. Soc. \$30.00

Triad Data \$20.00

Museums Australia Handbook \$19.99

B. Gardiner- sees, exps \$100.00

C.E.H.S. S15 00

E. Arrowsmith - Ladder,cxps. \$96.25

B. Gardiner \$30 Kit/\$70 Mus \$100.00

V. Riches Newsletter Post \$100.00

Computer Monitor \$90.00

E. Campbell - book \$34,60

B. Keene - new Iron \$29.00

The treasurer expressed concern re phone bill and preference for original arrangement with account in society's name.

Treasurers Report was accepted and accounts passed for payment - moved Barbara Rogalski, seconded Judith Fry.

President's Report;

Valda Arrowsmith and Anne Jones reported on the meeting regarding Heritage Study - Robyn Riddett made presentation and spoke about what needs to be done - block by block should be checked with post war development important - timeline excellent - Valda and Anne were the only ones who had read report. - Meeting with Simon from Allom Lovell this week. A more comprehensive report forthcoming - 12th March deadline - to council in April. Residents whose home is included will receive information. Further work needed - to be included in council budget.

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Barbara G. and Valda Arrowsmith met with Lois Binnie and Julie Jones to discuss a formal arrangement between Council and the Society. Copy of minor and major responsibilities to be distributed with minutes. Council officers not happy with our advertisement in Probian and owing to new food laws we are unable to serve food. The next meeting will be early April. Secretary to obtain copy of new food laws from environmental health officer.

Some doubt that we have Federation Grant - decision in May

Eastern Region Report

Meeting at Schramm's at 1.30 p.m. Saturday 27th February

Workshop at our Local History Room - 31st July

General Business

Peter Simmenauer tabled notes on cataloguing procedures - copies to be sent with minutes.

Fire Blanket - council may supply but we may have to make purchase

Brackets and shelves in hand

Samplers - member of Embroiderers Guild available in about 4 weeks for conservation Barbara K, and Barbara G to send 5 items to AMOL.

Barbara K, to provide access to power point for Mullum Festival

Committee agreed that Bruce Reynolds could set up stall on Open Day with appropriate items - 15% of proceeds to society.

Open Day 18th April - council to provide CUB Clydesdales and Steam Haybaler

Committee to meet on 19th March at I p.m. to confirm arrangements.

More shelving space needed - Barbara Keene moved and Barbara Gardiner seconded that we purchase 4 more storage boxes for textiles, plastic boxes to be re-arranged. Secretary to investigate cost of magnets - storage cupboard under new lace display.

Cost of photo boards for large doors in museum -

Photos to be copied - refer Bill Irving of Waverley H. S.

Ring Sue Barnett re interpretive signs

Acquisition Committee to meet to discuss collection policy

Anne Jones suggested we purchase register of births, deaths and marriages

Pioneers - \$220 1890 onwards \$189 1921 - 1985 deaths \$250

Mitcham Arts Assn have agreed that we can sell raille tickets at their Soiree

Quilt Register - author requires professional photos. Committee agreed that quilts can

be taken to the John Brash Studio at Carlton on 10th March

Members are invited to visit Council archives on Thursday 18th March at 2 p.m. to view archives and see what is saved and what is sent to P.R.O.

Grant Mattingly phoned Valda - Doris is in Box Hill Hospital. They have some items to donate to museum which Valda will collect. Valda and Barbara G. had a conversation with Lois Binney regarding frene and also green paint on wooden gable end of cottage. Valda and Bruce viewed items of former Mayor of Box Hill, Cleghorn, prior to auction. Unable to see trustee, but Kath Cadman had photos sent to her from young woman from Shepparton who had purchased box containing photos and other

items.

Trustee now in contact with Box Hill Historical Society.

Meeting closed at 4.10 p.m.

Next meeting - Friday March, 26th at 1 p.m.

# NUNAWADING AND DISTRICT HISTORICAL SOCIETY, INC.

# MINUTES OF COMMITTEE MEETING HELD AT LOCAL HISTORY ROOM, SCHWERKOLT COTTAGE AND MUSEUM COMPLEX, 1.30 PM, 26TH MARCH, 1999

Members present - Barbara Keene (President), Barbara Gardiner, (Secretary, Barbara Rogalski (Treasurer), Peter Simmenauer, Frances Warren, Valda Arrowsmith, Anne Jones, Judith Fry, Bruce Reynolds, Joy Kenny.

Apologies - Jess Barnes, Bill Gray, Rae Matthews

Apologies received - moved Frances Warren, seconded Joy Kenny

Minutes of previous meeting have been distributed and received

Approved - moved Peter Simmenauer, seconded Frances Warren

### Business Arising -

Letter to be sent to Australia Post re Old Letter Box, owing to difficulty in contacting Gary Crocci.

New food laws coming

AMOL items still to be sent

Textile boxes purchased and shelving space re-organized

Front number for boards purchased (a), \$8 per metre - 2.5 metres \$20.

Contact Suc Barnett re labelling in May

Still to book for sausage sizzle

copies of responsibilities for council and society distributed today

### Correspondence luwards

Royal Historical Society - Public Liability Insurance - cheque enclosed - refund 1997. Jenny Brash

City of Whitehorse - Mayor Helen Buckingham - Heritage Study

Museums Australia

Minister for Roads and Ports -

re tunnel

Dept of Premier and Cabinet

Parliamentary Secretary for Planning

Minister for Roads and Ports

Arts Victoria - survey

grant acquittal

Australian Federation of Priends of Museums - world conference

City of Whitehorse - Peter Seamer

Community Database

Spring Festival

Exchange visits to Japan

The Pioneer Register

Museums Australia Victoria - event - Waverley City Gallery

Barbara Wels, Museums Australia Victoria, - Disaster Plan-

Committee of Eastern Historical Societies, Minutes 27th Feb. Agenda 24th April

## NUNAWADING & DISTRICT HISTORICAL SOCIETY PROCEDURES

CATALOGUING PROCEDURES (Supplements Whitehouse ... Cataloguing Manual)

- 1. Amended entries (Oct 1998) Cataloguing data downloaded to the central database does not include alterations or amendments to existing entries. Therefore if significant amendments have been made to entries already downloaded, these should be separately listed by the cataloguer so that the central database can also be amended by the Co-ordinator. Cath. Ips/js
- 2. Thesaurus additions (Oct 1998) Å list of proposed additions to Thesaurus terms should be kept for discussion with the Co-ordinator. If these are not adopted, the cataloguer is responsible for ensuring that entries using non-authorised terms are amended. Cat2.1ps/jx
- Name authorities (Oct 1998) A card system is used to record Name Authorities (People,
  organisations and places), references from the form of name not used to the form that is used,
  references to related names and any historical notes thought to be relevant..

 Use (and record on the card) sources of information used to establish forms of name headings, eg. Melways, Whitehorse Community Resource Guide, etc.

· Name styles:

Streets: Street + suburb, eg Central Road, Blackburn Addresses: Street + suburb + number, eg Central Road, Blackburn, No. 6

Organisations: Use <u>Current</u>, <u>Official</u> form of the name (existing when the item was created), eg. "City of Whitehorse", with references from forms of name not used eg. "Whitehorse, City of". A reference to a related name might be made: "Tunstall see Nunawading for items subsequent to 1945". Some organisations may warrant a "History card" and references recording changes of name over an extended period, eg. "Australian Tesselated Tile Co. Pty. Ltd.".

Compound Names: use the form used by the person, or well-known form as used in authoritative sources, making references from the form not used, og Costa, Robin da see Da Costa, Robin; Mueller, Baron Ferdinand von see Von Mueller, Baron Ferdinand von Cat3.1ps/js

- 4. Misc. System practices (Nov 1988)
- Title Use a suitable term for title every entry should have a title, though its content is not critical.
- . Thesaurus terms. Use at least one Thesaurus term in every entry as a "Key Search Term"
- Photos and documents: Where photos catalogued as NP entries are closely related to
  documents catalogued as ND entries, or articles catalogued as NA entries, they should be
  catalogued concurrently, so that references to each other can be included in their entries
  (including ND, NP or NA numbers). Sometimes, photocopied documents from a common
  source on a related topic are grouped together. If illustrative material forms part of this
  group, it can be catalogued together with the rest, and does not have to be catalogued as
  NP material. Cat4. Instis