

NUNAWADING AND DISTRICT HISTORICAL SOCIETY

MINUTES OF COMMITTEE MEETING, 6 MAY 2002

1. **Present:** V Arrowsmith, J Fry (Chair), B Gardiner, W Gray, A Jones, B Keene, J Miller, B Rogalski, P Sirmenauer (Minutes), F Warren
Apologies: C Kelly, J Kenny

2. **Minutes of last Meeting** Accepted

2. **Business arising**

June speaker is Arthur Tonkin - Outer Circle Railway. Will be publicised in next Newsletter. Secretary to inform Leader "What's On".

C of W Community Grant application sent.

Yarran Dheran - reprint of brochure: Letter sent to C of W Publicity; also Yarran Dheran group have requested reprint.

Standard Brickworks. B Gardiner attended meeting. Impressed with restoration and proposals for use by Evangelical Church. \$2m from vendors towards restoration.

Box Hill HS contacted re map covers. They had a special run made in conjunction with RHSV by Zetta Florence. Our local suppliers of plastic bags will probably be cheaper. PS to follow up with BG.

Whitehorse Tourism Steering Committee. VA has reminded them that

Schwerkolt Cottage should be included on proposed map. Meeting 15 May has been cancelled.

3. **Reports**

President: Request for group of German students to visit on 2nd Sunday September

Treasurer: Balance as at 6 May \$2966.21. Paid in \$822.60. \$662 from Open Day sales, & donations.

Paid out:	B Rogalski Card table	110.81
	RHSV Sub.	66.00
	Insurance	456.00
	Toucan Display Board	660.00
	Origin Gas	42.90
	B Keene Tablecloths	29.40
	V & E Arrowsmith D/C & cards	57.70

Accepted (Rogalski/Jones)

Assoc of Eastern Historical Societies:

JF/VA/AJ attended Oakleigh meeting; AGM 28 Sep Lilydale; Apr 2003 Conference at Warburton; Workshop (Displays, Copyright, Labelling) at Schwerkolt 9.30 27 July.

Sale of NDHS copies of "Beyond the Big Smoke" will be at \$5.00 (Arrowsmith/Gardiner)

Museum extension. Meeting with L Binnie 17 April. She has asked J Fry whether we would object to free-standing implement shed - Parks dept. not happy with proximity of proposed site to trees. OK - J Fry will inform L Binnie.

Membership subcommittee. Recommendations tabled for discussion next meeting, with information from M Birtley, Deakin, about work experience requirements.

J Miller reported on attendance at Risk Management workshop (papers filed). Noted that Blacksmith was not roped off at Open Day, that Our Community is attempting to organise cheaper insurance, and that bluestone pavers under Museum verandah pose a risk. PS will inform C of W Risk Management Officer (cc L Binnie)

B Gardiner reported that a package on Open Day procedures has been prepared and filed for future reference; that V Arrowsmith has prepared a Procedure for changing displays in Museum; that Tile Display labelling has been changed to new format, and that Oral history activity is low.

Reports accepted (Keene/Jones)

4. **Correspondence**

As in Agenda, plus:

Received:

Name change from Mitcham Arts Association to WHITEHORSE ARTS ASSOCIATION notified

Nunawading Arts Council- Art & Craft Market. Hookmarks for distribution

Eltham District HS Newsletter May 2002

History News May 2002

Now and Then Apr 2002

Victorian Historical Journal Apr 2002

RHSV 92nd Annual Report

Our Community "How to find Money fast" (sales brochure)

Open Space Forum Invitation 14 May C of W

Sent:

Welcome to G Cox, new member

C of W Spring Festival Questionnaire PS will complete and send

Accepted (Gardiner/Jones)

5. **General Business**

Letter of appreciation to be sent to L Binnie re Heritage brochures (PS)

Nunawading Arts Council are prepared to donate up to \$500 for an event to be held (substitutes for group funding of Arts on Parade). Committee unanimously agreed that a Special function, probably a Fashion Parade, be held. B Keene will investigate possible church hall venues and contact Netta Fuller. Provisional date 31 August

Working bee 9.30 11 May. Implement shed working bee postponed to June, so not too close

Stonnington visit 26 May 1.30 pm

VA has received letter from Jean Lhl who has again requested suitable action about foundations of bridge at Central Road (Hus to be found first!) V & E Arrowsmith will investigate.

Acquisitions Committee postponed to 18 June

V Arrowsmith will attend PRO "How to write Business Statement" workshop
Early slides of Mt Pleasant Road sent for copying (JM rec. CPL in Windsor)

V Arrowsmith highly recommended Museums Australia "Significance" for all Committee to read PS will prepare circulation list and make a duplicate copy.
 V Arrowsmith informed the meeting that Kelvin Ward, Felix Hemingway and the architect will come to talk to us about the toilets on 15 May

Meeting closed 9.40 pm

Next Meeting 3 June 2002

ORIGINAL COPY

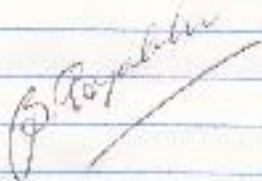
INVOICE/STATEMENT No. 33

DATE: 6.5.02

TO: MUN + DIST Hist Soc Inc

FROM: TREAS. B Rogalski

ORDER No:

Balance out 6.5.02		2966.21
Panel In		822.60
B. Rogalski - TARGET. CARD IMAGES		110.81
Royal Hist Soc SUBS 66.00		
ENS. 416.00		522.00
TORCAN D&P Systems + Dispers ^{boards}		660.00
ORIGIN - GMS Acc		42.90
B Kerne - TABLE CLOTHS		29.40
V+E ARROWSMITH D/Kerny 22.70		
CARDS. 35.00		57.70
		

NUNAWADING AND DISTRICT HISTORICAL SOCIETY INC
COMMITTEE MEETING, 6 MAY 2002, LOCAL HISTORY ROOM,
SCHWERTKOLT COTTAGE AND MUSEUM COMPLEX

AGENDA

1. **Present/Apologies**
2. **Minutes of last meeting**
3. **Business arising**
4. **Reports**

President

Treasurer

Association of Eastern Historical Societies

Other

Museum extension
Purchase of display panels
Membership sub-committee (attached)

5. **Correspondence**

Inwards
G Beaumont - thanks for assistance
C of W 2002 Whitehorse Spring Festival
C of W - M Morgans lecture notes, Women's Forum
Community Heritage Grants 2002
ECAG Agenda & Minutes Mar Apr 2002
Rotary Club of Forest Hill Open Day donation
Outwards
City of Whitehorse - Community grant application
AMOL National Guide listing
Museums Australia Marketing Questionnaire
Open Day thanks - C Huccherig, H Irving, E Ligeti, W Riddell, R Gibson, M Purdie, L Ham, J Jones
R Faggetter (email) confirmation of speaking date

Newsletters, notices

Doncaster Templestowe Hist Soc Newsletter Apr 2002

Hawthorn Historical Soc. Newsletter April 2002

Inherit April 2002

Insite April/May 2002

Proactive #26

Surrey Hills Festival 20 April

Whitehorse 10 year Plan

Yarra Valley Expo 18-19 May

International Museums Day 16 May 2002 invitation

Museums Australia Marketing Victorian Museums Questionnaire

Museums Australia Marketing Focus Group 1 May 2002
National Volunteer Week Eucharistical Church Service
Nillimbuk Shire Council Community & Leisure Services Forum
The Potter - Views 18 May 2002
PRO Archival Support Program (Course)

6. **General business**
Museums Australia. "Significance"

Meeting closed

Next meeting

**Recommendations to NDHS Committee of
Membership sub-committee meeting, 26 April
Present: A Jones, J Miller, P Simmenauer**

Current membership issues are seen as

- Membership declining (loss of about 12 members since last year)
- "active" members less than 1/3 of total, and many of these infrequent

Consequently, there are a number of functions which should be better supported without placing an unacceptable load on existing active members, eg

- Oral history interviewing/transcribing
- Research
- Conservation/preservation
- Publicity/advertising
- Membership promotion
- Speaker program
- Displays (internal & external)

The sub-committee reviewed existing membership recruitment processes and offer suggestions for their improvement for consideration; also for increasing volunteer participation.

- Supplement existing membership brochure with information targeted to groups with particular motivations and interests, eg retirees and non-employed community members; working community members; young people; visitors. Emphasise what NDHS can offer prospective members/volunteers; use visuals of members and events etc.
- In addition to our Newsletter, regularly distribute society information through newsletters of service clubs, community houses, church and social welfare groups, other organisations eg AIGS, as well as other historical societies, libraries and council centres
- Prepare "membership" packages for attendants to bring to visitors' attention
- Selective letterboxing of areas such as retirement villages
- Increase information available on Web page; include membership form
- Organise work experience plan with Deakin Cultural Heritage course
- as well as taking opportunities for feature, news and photo exposure in press and radio for events and news (eg extension?!)
- social events

We need to consider what will attract members and their expectations. The same is true for volunteer programs.

Jay will contact Margaret Birtle of Deakin and inform the Committee of her response.

It is recognised that both recruitment and volunteer programs require more effort! We need to work out how to break the vicious circle!

>X-Sender: mbirtley@mail1-b.deakin.edu.au
>X-Mailer: QUANTCOMM Windows Eudora Version 4.3
>Date: Tue, 30 Apr 2002 15:24:26 +1000
>To: JANET MILLER <jaym@deakin.edu.au>
>From: Margaret Birtley <mbirtley@deakin.edu.au>
>Subject: Re: Historical Society

>
>Hi Janet,

>
>Good to hear from you, and I hope that all is well.

>
>Research topics are almost a thing of the past now.

>
>Work Placements still happen. The general guidelines are:

>* minimum of 10 days duration (can be longer if the project requires it
>and the student agrees)

>* students need to have access to a supervisor / project manager -

>someone who can guide them on the context of the organisation, and help
>solve any issues or problems. As you know, not every museum does things in
>the same way, and the student will need to learn about local protocols -eg
>for data management, object handling, etc.

>* the society may therefore need to be very specific about the days /
>times at which they can offer to supervise a student.

>* students, like everyone, want to have a sense of achievement at the
>end of their period of involvement. That sense of fulfilment comes from
>the sense of "a job well done" - so definition of the job at the outset is
>important, and a benchmark for knowing it's well done is also important.

>If the project is: "Convert as many of our handwritten catalogue entries
>into our database system as you can in the time available", the student
>won't know whether the achievement of 250 data records is really good, or
>pretty average, or hopeless. But if that 250 records can be set in the
>context that this is 50% of the collection, then it's clear that something
>useful was properly achieved.

>If the project is: review the interpretive labels for a forthcoming
>exhibition and edit them as required to ensure readability and
>accessibility, then this is likely to be fully achieved, and evaluation
>can be conducted to provide information about quality.

>Assistance with policy development is a tempting project to hand over, but
>is not necessarily wise, because the group may not be adequately involved
>to cement the "ownership" of policy that's required.

>
>A student in NSW recently spent her placement with a regional museums
>officer. During the 10 days, she was assigned to work for a "few" days
>with a historical museum. She:

>* developed a small exhibition (one display case) from scratch, delving
>into a half-catalogued collection.

>* reviewed labels for a community exhibition, and rewrote them
>substantially to make them of greater interest to the general visitor from
>outside the community.

>* revised two brochures about aspects of the museum collection.

>Very productive.

>She did other things as well, but not in such close connection with a
>historical museum.

>
>Summing up - if the group has a plan, and there are tasks that "fall out"
>of the plan but no-one has tackled yet, then one or more of these may
>readily be undertaken by the student. The student will feel good at
>helping the group progress the achievement of its plan.

>
>Hope this helps.

>
>PS if they want to alert me to a possible placement opportunity, I really
>prefer them to describe the project in an email message. Makes it easy for
>me to send out to the students.

>
>Me
>>
>>

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>>Important Notice: The contents of this email transmission, including
>>attachments, may be privileged and confidential. Any unauthorised use of
>>the contents is expressly prohibited. If you have received this