

WHITEHORSE HISTORICAL SOCIETY
MINUTES OF COMMITTEE MEETING 4TH JULY 2005

1. Present: J Fry (Chair), J Ventouras (Treasurer), P Simmenauer (Secretary), V Jones-Evans (Minutes), B Rogalski, W Standfield, , W Gray, V Arrowsmith, I Nethercote, Barbara Gardiner

2. Apologies: Barbara Keene, Fred Smith

3. Minutes of last Meeting: Moved VA, Seconded PS

4. Business Arising:

M. Sandilands – ongoing

Bulleen Costume Collection Visit - ongoing

5. Reports:

a) Treasurer: As at end of Financial Year: Balance \$3,207.71, \$27 paid in, \$500 cheque received from CofW for October event to be banked. Paid out \$361.43 Treasurer's Report Moved JV Sec IN. Museum attendants tin needs emptying

b) President Invitation to EHSS luncheon on 30th July.

c) October Open Day - Sunday 2 October, 12-4pm. BG confirmed attendees: lacemakers, spinners & weavers, woodturners, Neil Braine – engines, blacksmiths, art in bark, sausage sizzle, Margaret Skey – Pergamano, Nun Gymnastics Club (VJE to pursue), model train (VA pursuing, animal farm – 2 hours \$345, 3 hours \$433 suggested 3 hours 1pm – 4pm. VA moved that we have the animal farm for 3 hours from 1pm – 4pm. Sec BR. Noted that donations normally come to \$60-\$70

d) Heritage Festival - Sunday 9 October – our display to take the form of a sporting theme in line with the Commonwealth games. Sports in our City. Report back to next committee meeting with photos, artifacts, docs to this theme.

e) Extension: VA reported on meeting with Council and architect – it was a satisfactory meeting with Council advising that a consultant to be employed during July and that a master plan is to be drawn up for the precinct.

f) Maintenance/ cleaning – WS tabled Ray Standfield's suggested cleaning schedule. PS to send thank you letter to Ray.

g) Environmental Monitoring - ongoing

h) Pest Management – IN coming in on Wednesday

i) Accreditation Sub-Committee – PS reported that they are looking at the Business Plan and will look at the Collection Policy next and report at the next Committee Meeting.

j) Acquisitions Sub-Committee - Suggested that we committee meets more frequently than the quarterly at present in order that the donor forms and thank you letters are sent in as short as time as possible from donation. VA moved that we now assess items on a Wednesday on a fortnightly basis.

k) Artifact cataloging – VJE reported that we are still progressing slowly. There are approximately 50 items or more to be catalogued. Shirley Mill has joined artifacts from documents, In order to keep up, baring meetings & unforeseen occurrences Wednesdays are for cataloguing and displays will be kept to a separate day where possible.

l) Oral History – We have received acknowledgment of applications for a Community Grant. Still have not heard about Sharing Australian Stories application.

m) Speakers – This year organised. Barbara Gardiner has volunteered to replace Barbara Keene as organiser.

n) Speaking engagements – BR has engagement in September to speak to the Ladies Guild at Koonung Rd Uniting Church

o) Newsletter - Photocopying – BR not available July, PS offered to backup on occasions, suggests FS. Information – VA said more important to help Jay with content. WG asked to write something on his Presidency. PS suggested using Kerryn (new helper) to research material for articles.

p) Working Bee – Saturday at 9.30. IN will have camellias and lemons. 9.30 start and use Ray's schedule.

q) Displays – JF established a subcommittee of VJE, JV, WS, BG to oversee displays in the Museum and external. Ask Margaret Skey and Shirley Mills to join if they wish. President as Ex-officio member. Aim: To encourage professional behaviour. The subcommittee to co-opt others as required. Moved that the subcommittee of Committee Members and Members with a core of VJE, JV, WS, BG be formed VA Sec WS.

r) 40th Anniversary – Not a spit roast as too expensive especially with possibility of very hot weather and the necessity of paying for a minimum of 50. Discussed the usual bring a plate to share. BR suggested bring something savoury and the Committee provide dessert. Anniversary cake suggested. Decided to have an afternoon tea instead of a luncheon and Committee to purchase a birthday cake. JF to read the Constitution as to whether we need to ask the membership.

Reports moved IN Sec BG

6. Correspondence:

Additional correspondence : 7 items related to invitations to October Open Day by BG
Details of a Commission on Conservation of Heritage Places in order to decide whether to put in a submission. Decided PS to email Mark Fawcett with details for the Council to put in a submission as owners of the Cottage.

Letter from Gary Gallagher (Friends of Yarran Dheran) re proposed bike path. PS to send a letter to CEO - City of Whitehorse, Theiss John Holland, Tony Robinson MP, and Springfield ward councilors (Sharon Partridge and Chris Aubrey) objecting to a 3 metre asphalt path and supporting existing path.

VA suggested that the Insite May/June Issue on Significance be circulated along with the Significance document.

Correspondence Moved IN Sec BR

7. General Business:

PS: Rubber self-inking stamped repaired as it was "locked up" \$15

PS New showcases have security key (offered by NGV) – decided against obtaining as we have access key and further lock has security implications for NGV

AGM – Annual report by Secretary. Sub-committees to supply a short report for the Annual Report.

Ted Arrowsmith proposed that we pay Dan Jones an honorarium for his work on our computers. \$200 was agreed.

IN informed that St Luke's Church has its centenary in 2007

Jay Miller has some boxes available from the Ian Potter gallery. VJE and BG to follow up.

Day Meetings for Committee: JV proposed day meetings. Considered the previous day time-slot of Friday afternoon. Voted 2 for day, 3 for night, 4 for either. Conclusion: Leave as night meetings.

Next Meeting: Monday 1st August at 7.30pm

Meeting Closed at 9.40pm

ORIGINAL COPY

INVOICE/STATEMENT No. 74

DATE: 4-7-05

TO: Committee Meeting

FROM: June Ventouras

ORDER No:

Balance		
	3,207.71	
Paid In		27 -
PAID OUT		
6-6-05 P. Simmenauer P.M/c.		100 -
6-6-05 W. Standfield H/Key		50 -
13-6-05 Panasonic		84 48.
13-6-05 Albox		17 11.
14-6-05 Albox		11 91.
23-6-05 Robert Gardner. Helios		65 -
29-6-05 J. Grawnsnik Insuberant		32 33
	Note Book	361 43
End of financial year		
2004-2005		

Vicki Jones-Evans

COTTAGE COMPLEX CLEANING SCHEDULE JULY 2005

Attendants

Weekly

- Cottage – Hair broom room floors and external verandah paving.
 - Electrostatic duster display top and underneath surfaces – furniture/fireplaces.

- Museum - Hair broom internal floors
 - Hair broom external paving
 - Electrostatic duster window sills and interpretative signs.

Note

Electostatic Dusters

Several times during each use take outside, rotate handle between palms and brush fibres with hand.

COTTAGE COMPLEX CLEANING SCHEDULE JULY 2005

SOCIETY MEMBERS

WEEKLY

Local History Room – vacuum floors
Kitchen _ “Spray and Wipe” bench surfaces
 _ mop floor

Implement Shed _ check padlocks on gates

Outbuildings (Barn,cellar,blacksmiths shed)
 _ pick up litter.

WORKING BEES

Cottage – cobweb broom ceilings/cornices/walls
 _ “Windex” and clean cloth windows/interior and exterior

Museum _ cobweb broom gable vents/light fittings/beams/ledge on top of brick wall/fan blades
 _ electrostatic duster display cabinets tops,glass frames, legs and supports,organ and cabin trunk,
 internal doors and frames,internal windows and frames
 _ “Windex” and clean cloth glass of display and windows
 _ Damp cloth wipe timber frames of displays

Local History Room_ cobweb brooms ceilings and walls
 _ hair broom stone wall
 _ electrostatic duster fan blades, light fittings,internal doors and frames, window
 frames,tops of storage cabinets,work benches,paintings and prints on walls,
 items in steel racks

 _ vacuum floor (mop hard surfaces if necessary)

Kitchen _ Hair broom ceiling and walls
 _ food storage areas- remove items, wipe surfaces
 _ Wall vent dust or vacuum- remove and wash 1st working bee each year.

Implement Shed _ cobweb ceilings and walls
 _ sweep or blow floors
 _ hose floor and exhibits

Outbuildings (Barn,cellar, blacksmiths shed) _ cobweb broom ceilings, walls, exhibits
 _ broom floors

WORKING BEES CONT.

Outbuildings cont.- wipe clean display items

NOTE

Electrostatic Dusters

Several times during each use take outside and rotate handle between palms and brush fibres with hand.
Replace dusters when fibres become dull and frayed.

WORKING BEE PROCEDURE

Cross reference with cleaning schedule

One or two member teams to :

1. Cobweb Broom

Cottage

Museum

Local History Room

Implement Shed

Outbuildings

2. Hair Broom

Local History Room

Kitchen

Outbuildings

3. Electrostatic Dust (after 1 and 2 finish an area)

Museum

Local History Room

4. "Windex" (after 1 2 and 3 finish an area)

Cottage

Museum

Wipe clean timber frames of displays in museum

5. Kitchen wall vent

Kitchen food storage areas

Vacuum Local History Room

Wipe clean display items in outbuildings

6. Implement Shed (after 1 finished)

Sweep (or blow) floors

Hose floor and exhibits.

SUGGESTED LIST OF CLEANING EQUIPMENT

2 COBWEB BROOMS - 1 LONG HANDLE AND 1 STANDARD HANDLE

MINIMUM 2 ELECTROSTATIC DUSTERS

MOP AND BUCKET

2 HAIR BROOMS

QUANTITY OF GOOD QUALITY FABRIC DUSTERS AND CLEANING CLOTHS.