

WHITEHORSE HISTORICAL SOCIETY INC
MINUTES OF COMMITTEE MEETING 5TH JUNE 2006

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

2. Apologies: W Standfield, Fred Smith, J Ventouras

3. Minutes of last Meeting: Moved IN, Seconded BG

4. Business Arising:

Bunnings – no reply – JF to call Rachel Lyons to enquire

Extension – ongoing

Volunteers Week (15-19 May) – we had no reply about participating

Heritage Open Day & Spring Festival Display Theme/s – see President's Report

Collection Policy – tabled last month – adopted

5. Reports:

a) Treasurer: Balance of \$2,658.17 (incl \$1,335.32 Oral History Grant and WHS bal \$1,322.85) Donation account balance - \$3,229.83. Paid In \$84.00 Paid out \$550.40. Additional donation of \$50 from Joan Rocznik (Moved at General Meeting on Sat 3/6/06 that a letter of thanks be sent)

b) Presidents Report – Heritage Day & Week. VA & JF met with BHHS and Julie (CofW) regarding Heritage Week plans. We are to open twice a year as usual. 1st October to be the Wisteria Garden Party and another Open Day in March/April as previously. Theme for next year will be 150 years of the Municipality and we are to contribute to the Council Calendar of 2007, by 23rd June, 5 photos of then and Council will do 5 corresponding photos of now. Wisteria Garden Party will start Heritage Week which will also have Heritage Walks (we are to contribute to Mitcham area), a possible bus tour, Box Hill Cemetery tours and the Spring Festival. This also coincides with State Seniors week and Council Seniors Week which are free events. Heritage Week Theme is Discovering Whitehorse. Plans for our Open Day are to be fixed after Heritage Week is assessed.

Settler's Day Suggestions –

Motion: That we look at two of the recommendations in the near future that we ask that descendants write to the WHS and the creation of a map of first settlers for display and that other suggestions are looked at in the future and that we thank Yvonne Fitzmaurice for her contribution. Moved PS Sec BG Carried unanimously.

WHS Assessment – tabled. Responses:

- i) **Photos:** Pat Richards has been a big help in this area;
- ii) **Documents:** Lyn Athan has taken over the Indexing of Soc Newsletters Project
- iii) **Artifacts:** 5 frocks for conservation – need money and 1-2 need further evaluation; Viranda commenced an audit of books.

VA suggested that work practices need addressing – this is largely due to a shortage of volunteers and especially with computer skills.

RESPONSE: Green Recruitment Leaflets to be distributed to Nunawading Library & Civic Centre (BG), Vermont South – ask Pat Richards, Blackburn Library & Forest Hill Service Centre (PS) 10-12 left at a time and to be checked monthly.

c) Oral History Project – PS reported that we need more Greek, Italian and Latvian subjects

d) Environmental Monitoring - Software is now on the new computer

f) Pest Management – IN will be in Wednesday week to do Museum & LHR. Cottage done at last working bee.

e) Acquisition Committee – VJE showed Acquisition Register detailing artifacts presented at last meeting.

f) Artifact cataloguing – progressing slowly with few workers at present

g) Document cataloguing – progressing slowly

h) First 100 list – ongoing

i) **Speakers** – Mayor Sharon Ellis not coming. Decided to discontinue invitations to Mayors. This AGM we will invite members to bring their treasures to Show and Tell. JF to start booking next year's speakers.

j) **Speaking Engagements** – VA spoke at RSL breakfast with an audience of just 13. VA will not do breakfast talks in future.

k) **Newsletter** – out and thanks to all in view of the trouble with the photocopier.

l) **Working Bee** – moved to 1st July at the general meeting last Saturday due to the clash with the Costume Event. **JF to ring around to those who normally come but were not at the General meeting.**

m) **AEHS** WHS hosting afternoon tea (\$5) on Saturday 29th July. Speaker will be Margaret Hunter on experiences as a volunteer at the Commonwealth Games.

n) **Accreditation Committee** – PS tabled draft of the Strategic Plan. Next meeting 2pm Monday 19th June

o) **Costume Event – 8th July** - Decided on lucky door prizes – Committee members to donate prizes. Afternoon catering no – 50 people. JF to ring around and ask for plates. BG to contact Leader for publicity. BG has contacted Whitehorse News and will case last Wednesday.

p) **Banner** – BHHS Banner 7ft x 3ft. JF asked for thoughts on style and content for a banner for us.
Reports Moved IN Sec WG

6. Correspondence:

BG to send get well card to Ken West after his slight stroke.

VA Moved that we write to Councillor Pauline Richards for her recognition of us in the Whitehorse News and the support she gave us regarding her achieving the shed.

BHHS – Real Estate Flyer relevant to our collection

Corr Moved VA Sec VJE

7. General Business –

BG has been contacted by a gallery to hire 2 models from us - \$100 donation

Photocopier – Quote from Copycraft (Blackburn) \$3,043.70 nett + service . Quote from Panasonic \$2,839.50 + service. Call out fees \$150 – Panasonic & %159.50 Copycraft. Copycraft toner \$121 – presently our toner has cost us 4x\$85.50. **PS to get a 3rd quote and we will consider next meeting.**

Ministerial Visit: Heritage Victoria & member of Rod Hulls (Minof Planning) Dept to visit us this Thursday to assess us as a possible site for the media launch of new Heritage grants. **PS,VA & BG to attend**

Next Meeting: Monday 3rd July at 7.30pm Meeting Closed at 9.55pm

REPORT TO COMMITTEE OF WHITEHORSE HISTORICAL SOCIETY INC

STATUS ASSESSMENT

1. Photographs & Audiovisuals

3288 (3257) catalogued; 3264 (3202) on computer
24 (100) photographs catalogued awaiting entry onto computer
Estimated that 50 (250) photos awaiting cataloguing
Only tapes awaiting cataloguing are oral history project items (see #9)
40 tapes awaiting transcription, subject to review.

2. Documents

5484 (5408) catalogued, 20+ (5) awaiting cataloguing, 100 (93) awaiting entry to database (c.12 hrs)
Society Newsletter Indexing Project re-commenced

3. Artifacts

3813 (3767) catalogued of which 3728 (3596) have been entered onto computer.
Photographs being taken of selected items. 85 items awaiting entry onto computer.
There are 30 (10) items in the acquired cupboard.
Conservation work:
Research needed on significance of items in collection, and for interpretive labelling of museum displays.
Audit of artifact boxes commenced.

4. Environmental Monitoring & Pest Control

Pest control regularly conducted. Environmental readings continuing regularly
See also Maintenance.

5. Maintenance

West wall cladding noted by Council; Museum roof gaps in train

6. Accreditation

Collection Policy revised, Strategic Plan and Business Plan under examination.
Education and Marketing policies on "back burner" pending discussions with Council

7. Computers

All 6 computers in working order (some software maintenance required), new scanner and 2 new computers purchased, thanks to our donor.

8. Oral history

30 post-war immigrants identified; 16 interviews completed, 8 allocated. One interviewer finished, one withdrawn. More interviewees needed, especially Greek and Italian backgrounds.

9/24/07 1/6

The purpose of this plan is to identify, plan and enable monitoring of the achievement objectives required to fulfill the Society's Mission, including organisational or self-sustaining objectives. The stakeholders of the Society, who may contribute to and could be expected to benefit from its activities are its members, the City of Whitehorse, Whitehorse residents, organisations, students, historical researchers and the general public.

Mission Statement: The purpose of the Society is to foster historical interest and knowledge; to collect, document, preserve, make accessible and exhibit items that show how people have lived and worked in the development of the Whitehorse area from human settlement to the present day.

Goal	Strategy	Action	Performance Measure	Time
1. Collect	1.1 By donation	1.1.1 Collect appropriate artefacts, documents & photos	Total of 5 entries in local paper, newsletters & displays p.a. 100 artefacts, 50 documents & 50 photographs added to collection p.a. 5 new interviews, transcribed, added Current policies exist, periodically reviewed	2006/07
	1.2 By purchase	1.1.2 Conduct oral history interviews, photograph suitable sites, tape talks 1.1.3 Devise and periodically review policies and procedures 1.2.1 Identify items required to be purchased for collection 1.4.1 Evaluate new artefacts and other items against collection policy 1.4.2 Review relevance of collection items against collection policy		
2. Document	1.3 By creation		All artefacts evaluated for significance All artefacts registered All items catalogued on a Database Significance statements exist 30% of exhibited items have interpretive signs & labels	Ongoing Ongoing 2009 2006/07
	1.4 Collection policies for artefacts, documents and photographs (incl. audiovisual & digital media)	2.1.1 New artefacts registered by acquisitions sub-committee 2.1.2 Catalogue items according to accepted standards 2.1.3 Write statements of significance for appropriate items 2.2.1 Write interpretations and labels for display items or item groups 2.2.2 Check accuracy of location records (audit)		
3. Research	2.2 Maintain catalogue for all collection items	3.1.1 Research significance of collection items	Information available for significance statements, interpretive signs, labels & general information	Ongoing
	2.3 Provide statements of significance for appropriate items	3.2.1 Research information for interpretive displays 3.2.3 Research information for reference use		
4. Preserve	3.1 Determine historical context for collection items	4.1.1 Obtain advice from recognised standards and authorities	Standards and advice followed Nil damage or deterioration of collection items Env. data collected and analysed Current disaster preparedness plan Premises secure and equipment switched off Nil damage to items in transit Buildings in good order Pest control effective	Ongoing
	3.2 Determine information for interpretive displays	4.1.2 Ensure suitable storage and display facilities 4.1.3 Ensure monitoring of RH temperature and light in main buildings 4.2.1 Apply appropriate conservation techniques to collection items 4.2.2 Staff trained in conservation techniques 4.3.1 Maintain current disaster preparedness plan 4.3.2 Ensure security of premises 4.3.3 Protect items in transit 4.3.4 Inform Council of maintenance needs 4.3.5 Implement pest control program on periodic basis		
5. Exhibit & publicise	4.1 Ensure suitable environment for collection	5.1.1 Cabinets & lighting meet appropriate standards	Standards met Appropriate interpretive information One new venue Attractive, well-attended displays 5 general meetings & 2 open events p.a. 6 newsletters published p.a.	2006/07 Ongoing 2006/07 Ongoing Ongoing Ongoing Ongoing
	4.2 Ensure adequate conservation policies and practices	5.2.1 Suitable level of information panels & labels with displays 5.3.1 Suitable venues - museum, Cottage, shopfronts & temporary displays 5.4.1 Staff trained in display techniques 5.4.2 Timely planning and rotation of displays 5.4.1 Hold meetings and participate in community events 5.4.2 Publish and distribute newsletter and other items 5.5.1 Publicise collection and its needs by means of media, displays & personal contact		
6. Make accessible	4.3 Ensure physical safety of collection		Volunteers trained, photo entries included on LH Database. artefact entries and photos on Society website. Displays mounted	Ongoing 2006/09 2006/09 Ongoing
	5.1 Ensure appropriate display and lighting facilities	6.1.1 Train volunteers to assist researchers 6.2.1 Participate in Local History database ; Mount artefact entries on Society Website 6.3.1 Mount displays		
7. Adequate resources	5.2 Provide interpretive information and labels for all items	7.1.1 Review subscription level annually	Review conducted before August 2 Grants successfully applied for One major fund-raising event p.a. Bequest publicity available Membership >100 Increase in volunteers x 3 Ongoing publicity program in place Extension funding available Available training events attended Lease renewed	Ongoing Ongoing Ongoing Ongoing 2006/07 Ongoing 2006/08 Ongoing Ongoing
	5.3 Ensure suitable venues for temporary displays	7.1.2 Apply for appropriate grants 7.1.3 Conduct fund-raising events 7.2.1 Recruiting brochure and distribution plan implemented 7.4.1 Publicity responsibility allocated 7.4.2 Participation in Whitehorse Council programs 7.5.1 Liaise with Council to ensure completion of final stages of building extension 7.6.1 Attendance of staff at appropriate training events: on-the-job training 7.7.1 Comply with terms of lease		
7. Adequate resources	5.4 Ensure suitable design of temporary displays		Review conducted before August 2 Grants successfully applied for One major fund-raising event p.a. Bequest publicity available Membership >100 Increase in volunteers x 3 Ongoing publicity program in place Extension funding available Available training events attended Lease renewed	Ongoing Ongoing Ongoing Ongoing 2006/07 Ongoing 2006/08 Ongoing Ongoing
	5.5 Publicise Society collection and activities	7.2 Achieve viable level of membership; recruit additional members 7.3 Recruit additional active volunteers with required skills 7.4 Ensure adequate publicity for Society, exhibits events and displays 7.5 Adequate premises available for work, display and storage 7.6. Train staff in conservation, display, cataloguing & computer techniques 7.7 Ensure continuing lease of premises under satisfactory terms		

WHITEHORSE HISTORICAL SOCIETY INC
COMMITTEE MEETING AT 7.30PM MONDAY 5TH JUNE 2006
AGENDA

1. Present

2. Apologies: Wendy Standfield, June Ventouras

3. Minutes of Last Meeting

4. Business Arising

Bunnings

Extension

Volunteers Week

Heritage Display themes

Settlers Day

Collection Policy

5. Reports

Treasurer

President

WHS Assessment

Accreditation & Review Committee

Extension

Environmental Monitoring

Pest Management

Acquisition Committee

Artifact cataloguing

Document cataloguing

Oral History Project

6. Correspondence:

Inwards

Copycraft – photocopier quote

G & J Henwood - resignation

RHSV - Certificate of insurance

C of W - Spring Festival conformation

Outwards

Nunawading Library – displays

David Best – speaker

G & J Henwood - health

Newsletters, notices

C of W – Compassionate cities training

Museums Australia magazine May 2006

EVRC – Volunteer Workshop

Box Hill Hospital opening of Peter Lawson Gallery

MAP Newsletter Apr/May 2006

Between Friends Apr 2006

Greening Australian Autumn 2006

Surrey Hills HS Newsletter May 2006

Now & Then Apr 2006

Eltham District HS Newsletter May 2006

Heritage Network Newsletter Mar 2006

EVRC Newsletter Jun 2006

7. General Business:

Next Meeting: Monday 3rd July 2006 at 7.30pm

First 100 List

Displays

Speakers

Speaking Engagements

Newsletter

Working Bee