

WHITEHORSE HISTORICAL SOCIETY INC  
MINUTES OF COMMITTEE MEETING 3<sup>RD</sup> JULY 2006

**1. Present:** J Fry (Chair), J Ventouras (Treasurer), P Simmenauer (Secretary), V Jones-Evans (Minutes), I Nethercote, Barbara Gardiner, W Gray, W Standfield, Fred Smith, Janiece Plehn

**2. Apologies:** V Arrowsmith,

**3. Minutes of last Meeting:** Moved WG, Seconded IN

**4. Business Arising:**

Bunnings – no reply Rachel Lyons as left, Jenny Hall her replacement and PS has sent letter (see Correspondence on Agenda).

Extension – PS reported that Mark had said the extension is on hold until the acquisition of horse paddock. This was to take place on 30<sup>th</sup> June, so now something should go ahead. FS concerned that heating/humidity control for the extensions is not part of the building program which is only for the machinery shed. PS suggested a word with Mark as to getting it back on the agenda. BG suggested that we look at the small equipment grants in Phil Baressi's letter. **AGREED to approach Dept of Family & Community Services (Federal) and the CofW re a grant for heating**

Costume Event – JF posted out and delivered letters to our members to remind of event. JV to purchase raffle tickets. WS to purchase hot food. Rest to bring plates. 1pm set-up. JF to confirm with Ann Dixon on Wednesday.

Banner – Easy signs quote for banner & stand was \$825.00. JF showed the Lionesses Banner – which would cost \$85

**BG Moved that we consider a banner a bit longer and we do some more research.**

AEHS: Saturday 29<sup>th</sup> July 1.30pm \$5 for afternoon tea in LHR. JV, WS, VJE to bring a plate. IN washing up.

Wisteria Walkabout 1<sup>st</sup> October 2 – 4 pm. Julie Jones has us listed in the Seniors Book as a "Wisteria Walkabout". We decided on the following activities: Animal Farm (**BG to look for alternatives as we were concerned at the condition of the animals last year and to get quotes**), Bubble Machine, Face Painting – Vermont Lionesses have volunteered to do, Brumbies (**BG to book**) & Masks.

Strategic Policy – to be adopted after the two amendments Moved PS Sec BG Carried

Photocopy purchase: PS obtained 3<sup>rd</sup> quote from Lanier and PS tabled 3 quotes. **DECIDED not to get duplex option**

Votes: for Panasonic 6 votes; for Kyocera – 1 ; Abstain: 2.

**DECIDED On Panasonic and PS to ask for credit on our 2 toner cartridges.**

Heritage Vic Visit re possible media launch site for Minister Rod Hull's Heritage Program– BG & PS reported that the visit went well. VA, BG & PS attended.

**5. Reports**

Treasurer Balance \$2,578.20 paid in \$25 paid out \$66. Bank statements have not yet arrived. \$70 to WS for housekeeping

FS suggests that based on his work with other volunteer groups within the CofW that we should approach the CofW for assistance with funding. **SUGGESTION That on Wednesday we discuss**

**the amount and who to see and put in place to meet the appropriate people to obtain a Council contribution to our funding.**

President: RHS has a Marketing Seminar on 22<sup>nd</sup> July from 9.30am \$12 lunch incl. Yvonne Fitzmaurice would like to attend & PS will attend also. WHS to meet cost.

Accreditation Committee - see Business Plan in General Business

Document Cataloguing – up to date

Artifact cataloguing – progressing

Recruitment drive – ongoing

Oral History Project – need Greek, Italian, Vietnamese, German & Latvians. Have done 28 so far with few more prospects to reach 50. WG suggested a Mrs Wrigley, probably no longer in the area as a suitable subject.

Pest Management - IN to do this Wednesday

1<sup>st</sup> 100 – ongoing

Display: to go in to Nunawading Library (1 showcase) this Wednesday for one month. BG is continuing to improve the labeling in the Museum

Speakers – AGM 12 Aug JF put in Newsletter that we will show interesting donated items.

October Meeting – Margaret Wrackham on the Forest hills Community Gardens

Newsletter – Jay on holidays so produced early, though to be distributed later. PS to have AGM notices and a renewal slip to be inserted.

Working Bee – Only 6 people attended. Yvonne worked hard in the kitchen and Bob on the ceiling in the Museum. BG moved that we no longer have a July working Bee as it is too cold. Moved BG Sec WS Vote 7 for 2 Against 1 Abstained.

Reports Moved PS Sec WG

## **6. Correspondence**

Additional Correspondence

Outwards

Whitehorse Weekly, Katherine Meier – Costume Event flyer

Whitehorse Leader, Angie Phelan – Costume Event flyer

Mitcham Private Hospital, Linda Allen – Re Suggestions for possible names for 2 Wards

Croydon HS – Costume Event flyer

Correspondence Moved IN Sec WS

## **7. General Business**

Business Plan tabled for consideration at August Committee Meeting

Geographical Scope for collecting – delayed to next meeting

Copying rates for the public – tabled Vote 6 For, 3 abstain, 0 against

Apologies for next meeting: WG & BG

**Next Meeting: Monday 7<sup>th</sup> August at 7.30pm Meeting Closed at 9.45pm**



## **WHITEHORSE HISTORICAL SOCIETY**

### **BUSINESS PLAN**

#### **A. MISSION STATEMENT**

The purpose of the Museum is to foster historical interest and knowledge; to collect, document, research, preserve 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.

#### **B. CURRENT AND FUTURE GOALS**

1. To maintain a collection of heritage items according to the criteria included in the Collection Policy
2. To achieve adequate physical storage, display and work areas within the Cottage and Museum Complex to facilitate preservation of, access to and interpretation and display of the collection for the local community and visitors to the Complex
3. To establish an active Oral History program
4. To encourage a sufficient and self-renewing multi-skilled group of volunteer staff
5. To develop and regularly review policies and plans formed by members with professional advice where needed and in consultation with the City of Whitehorse where appropriate
6. To follow best practice documentation, interpretation and display, and preservation and conservation procedures
7. To have a marketing plan in place, formulated in conjunction with the City of Whitehorse
8. To have sufficient financial resources available derived from membership subscriptions, grants applied for and from fund raising activities to enable reasonable progress to be made towards achievement of goals
9. To serve the heritage information and cultural needs of the community from the resources of the Society or by referral as appropriate
10. To contribute to, and cooperate with local, regional, state and national local history initiatives
11. To adhere to recognized Codes of Ethics
12. To place the Society's artifact data base on an appropriate web site
13. To review membership, meeting attendance and volunteer levels

#### **C. CURRENT AND FUTURE OBJECTIVES – IMPLEMENTATION**

1. Assess the collection for relevance to the Collection Policy and Mission Statement – ONGOING
2. Develop and implement with the City of Whitehorse a plan for the provision of additional space within the Schwerkolt Cottage and Museum Complex – 2006/08
3. Expand the Oral History program – ONGOING
4. Implement volunteer training
  - (a) in use of the Inmagic Database for searching – ONGOING
  - (b) recruit and train additional volunteers in cataloguing, conservation and display skills - ONGOING
  - (c) encourage volunteers to attend suitable in-house and external training programs – ONGOING
5. Develop and annually review policies, plans and procedures – ONGOING. Review recommendations of the VCCCM Conservation Study, Council Conservation Analysis and Lovell Chen Sustainability Report with Council

Catalogue artifacts, documents and photographs to professional standards –  
ONGOING

(a) Extend coverage in local newspaper and other media outlets - ONGOING

(b) Continue to encourage the City of Whitehorse to participate in the development of a marketing plan for the Complex - ONGOING

Obtain financial resources

(a) within City of Whitehorse guidelines, conduct fund-raising activities and sell goods to support in particular improvement of display, interpretation and conservation activities – ONGOING

(b) apply for project grants from suitable bodies eg City of Whitehorse, Nunawading Arts Council, Arts 21 – ONGOING

(c) actively pursue bequests and donations - ONGOING

Information and display services

(a) research and interpret information for visitors to the Local History Room and Museum – ONGOING

(b) respond to requests by the City of Whitehorse and other organisations for preparation of thematic displays outside the Cottage and Museum Complex; participate in and organise community festivals, provide speakers from the Society when requested, and other appropriate activities - ONGOING

continue to catalogue and contribute data to the Whitehorse Manningham Heritage Network Project and Picture Victoria – ONGOING

Adhere to the Museums Australia Code of Ethics and disseminate information on ethical policies and procedures to all members – ONGOING

Investigate and recommend means of placing the artifact database on an appropriate web site

Increase inclusion of digital images on Society databases. ONGOING

Implement membership recruitment and promotion strategies

**PHOTOCOPIER QUOTES**

	1.PANASONIC DP1520P <u>Panasonic@Work</u>	2.KYOCERA KM1620 Copycraft	3.LANIER 116/120# #incl. duplex
Basic	2395	1599*	2464/
Inverting doc feeder	550	649 doc feeder 519 duplex	3141
S/T	2945	2767	2464/
incl GST	294.5	276.70	3141
	3239.50	3043.70	245
			314
Less Tradein	c.400	*incl.	2710/
			3455
			400?
			400?
<b>Total</b>	<b>2839.50</b>	<b>3043.70</b>	<b>2310/</b>
			<b>3055</b>
Service contract (15000pa)	1.5c 5 yr \$228pa	1c for 10K/12mth + 0.25c for ea further contract \$163/213/275/300 pa	1.7 c for 10K/12 mth 255pa+?
<b>No duplex:</b>	<b>2195</b>	<b>2199</b>	<b>2310</b>
incl GST			
\$400 T/I	(-645)	(-845)	(-745)
Service call	150	159.50	
Toner	99 (10K nom.)	121 (15K nom.)	

ORIGINAL COPY INVOICE/STATEMENT No. 86

DATE: TO: Committee Meeting 3 July

FROM: June Nantomas ORDER No:

Balance forward	2,578.20
Paid In	25 -
Payment R/S V members	66 -
Donation Account	
24379-83	
Q/His Balance	
1335-32	
H/Soc Bal	
1242.88	



**WHITEHORSE HISTORICAL SOCIETY INC**

**COPYING SERVICES FOR RESEARCHERS**

<b>Photocopying B&amp;W:</b>	<b>A4</b>	<b>\$0.25 ea</b>
<b>(Text or photo)</b>	<b>A3</b>	<b>\$0.50 ea</b>
<b>Scanned print B&amp;W: up to</b>	<b>A4</b>	<b>\$1.25 ea</b>
<b>Scan to CD 300dpi: up to</b>	<b>A4</b>	<b>\$1.00 +1.50 ea scan</b>
<b>Scan &amp; email 300dpi: up to</b>	<b>A4</b>	<b>\$1.50 ea</b>
<b>Laser print (external): from</b>		<b>\$2.50 ea</b>

**Plus postage & packing where applicable**

**WHITEHORSE HISTORICAL SOCIETY STRATEGIC PLAN 2006/09**

**Version 5 JUNE 2006**

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	<p>1.1 By donation</p> <p>1.2 By purchase</p> <p>1.3 By creation</p> <p>1.4 Collection policies for artefacts, documents and photographs (incl. audiovisual &amp; digital media)</p>	<p>1.1.1 Collect appropriate artefacts, documents &amp; photos</p> <p>1.1.2 Conduct oral history interviews, photograph suitable sites, tape talks</p> <p>1.1.3 Devise and periodically review policies and procedures</p> <p>1.2.1 Identify items required to be purchased for collection</p> <p>1.4.1 Evaluate new artefacts and other items against collection policy</p> <p>1.4.2 Review relevance of collection items against collection policy</p>	<p>100 artefacts, 50 documents &amp; 50 photographs added to collection p.a.</p> <p>5 new interviews, transcribed, added</p> <p>Current policies exist, periodically reviewed</p> <p>All artefacts evaluated for significance</p>	2006/07
2. Document	<p>2.1 Maintain acquisitions register</p> <p>2.2 Maintain catalogue for all collection items</p> <p>2.3 Provide statements of significance for appropriate items</p>	<p>2.1.1 New artefacts registered by acquisitions sub-committee</p> <p>2.1.2 Catalogue items according to accepted standards</p> <p>2.1.3 Write statements of significance for appropriate items</p> <p>2.2.1 Write interpretations and labels for display items or item groups</p> <p>2.2.2 Check accuracy of location records (audit)</p>	<p>All artefacts registered</p> <p>All items catalogued on a Database</p> <p>Significance statements exist</p> <p>50% of exhibited items have interpretive signs &amp; labels</p>	<p>Ongoing</p> <p>Ongoing</p> <p>2009</p> <p>2006/07</p>
3. Research	<p>3.1 Determine historical context for collection items</p> <p>3.2 Determine information for interpretive displays</p>	<p>3.1.1 Research significance of collection items</p> <p>3.2.1 Research information for interpretive displays</p> <p>3.2.3 Research information for reference use</p>	<p>Information available for significance statements, interpretive signs, labels &amp; general information</p>	Ongoing
4. Preserve	<p>4.1 Ensure suitable environment for collection</p> <p>4.2 Ensure adequate conservation policies and practices</p> <p>4.3 Ensure physical safety of collection</p>	<p>4.1.1 Obtain advice from recognised standards and authorities</p> <p>4.1.2 Ensure suitable storage and display facilities</p> <p>4.1.3 Ensure monitoring of r/h temperature and light in main buildings</p> <p>4.2.1 Apply appropriate conservation techniques to collection items</p> <p>4.2.2 Staff trained in conservation techniques</p> <p>4.3.1 Maintain current disaster preparedness plan</p> <p>4.3.2 Ensure security of premises</p> <p>4.3.3 Protect items in transit</p> <p>4.3.4 Inform Council of maintenance needs</p> <p>4.3.5 Implement pest control program on periodic basis</p>	<p>Standards and advice followed</p> <p>Nil damage or deterioration of collection items</p> <p>Env. data collected and analysed</p> <p>Current disaster preparedness plan</p> <p>Premises secure and equipment switched off</p> <p>Nil damage to items in transit</p> <p>Buildings in good order</p> <p>Pest control effective</p>	Ongoing
5. Exhibit & publicise	<p>5.1 Ensure appropriate display and lighting facilities</p> <p>5.2 Provide interpretive information and labels for all items</p> <p>5.3 Ensure suitable venues for temporary displays</p> <p>5.4 Ensure suitable design of temporary displays</p> <p>5.5 Publicise Society collection and activities</p>	<p>5.1.1 Cabinets &amp; lighting meet appropriate standards</p> <p>5.2.1 Suitable level of information panels &amp; labels with displays</p> <p>5.3.1 Suitable venues - museum, Cottage, shopfronts &amp; temporary displays</p> <p>5.4.1 Staff trained in display techniques</p> <p>5.4.2 Timely planning and rotation of displays</p> <p>5.4.1 Hold meetings and participate in community events</p> <p>5.4.2 Publish and distribute newsletter and other items</p> <p>5.5.1 Publicise collection and its needs by means of media, displays &amp; personal contact</p>	<p>Standards met</p> <p>Appropriate interpretive information</p> <p>One new venue</p> <p>Attractive, well-attended displays</p> <p>6 general meetings &amp; 2 open events p.a.</p> <p>6 newsletters published p.a.</p> <p>Total of 5 entries in local paper, newsletters &amp; displays p.a.</p>	<p>2006/07</p> <p>Ongoing</p> <p>2006/07</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
6. Make accessible	<p>6.1 Assist enquirers to identify, consult and copy material</p> <p>6.2 Enable catalogue access to potential users</p> <p>6.3. Respond to requests from Council and other bodies to mount displays</p>	<p>6.1.1 Train volunteers to assist researchers</p> <p>6.2.1 Participate in Local History database ; Mount artefact entries on Society Website</p> <p>6.3.1 Mount displays</p>	<p>Volunteers trained; photo entries included on LH Database; artefact entries and photos on Society website. Displays mounted</p>	<p>Ongoing</p> <p>2006/09</p> <p>2006/09</p> <p>Ongoing</p>
7. Adequate resources	<p>7.1 Reasonable level of funds available</p> <p>7.2 Achieve viable level of membership, recruit additional members</p> <p>7.3 Recruit additional active volunteers with required skills</p> <p>7.4 Ensure adequate publicity for Society, exhibits events and displays</p> <p>7.5 Adequate premises available for work, display and storage</p> <p>7.6. Train staff in conservation, display, cataloguing &amp; computer techniques</p> <p>7.7 Ensure continuing lease of premises under satisfactory terms</p>	<p>7.1.1 Review subscription level annually</p> <p>7.1.2 Apply for appropriate grants</p> <p>7.1.3 Conduct fund-raising events</p> <p>7.2.1 Recruiting brochure and distribution plan implemented</p> <p>7.4.1 Publicity responsibility allocated</p> <p>7.4.2 Participation in Whitehorse Council programs</p> <p>7.5.1 Liaise with Council to ensure completion of final stages of building extension</p> <p>7.6.1 Attendance of staff at appropriate training events; on-the-job training</p> <p>7.7.1 Comply with terms of lease</p>	<p>Review conducted before August</p> <p>2.Grants successfully applied for</p> <p>One major fund-raising event p.a.</p> <p>Bequest publicity available</p> <p>Membership &gt;100</p> <p>Increase in volunteers x 3</p> <p>Ongoing publicity program in place</p> <p>Extension funding available</p> <p>Available training events attended</p> <p>Lease renewed</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>2006/07</p> <p>Ongoing</p> <p>2006/08</p> <p>Ongoing</p> <p>Ongoing</p>

WHITEHORSE HISTORICAL SOCIETY INC  
COMMITTEE MEETING AT 7.30PM MONDAY 3<sup>RD</sup> JULY 2006  
AGENDA

**1. Present**

**2. Apologies:**

**3. Minutes of Last Meeting**

**4. Business Arising**

Strategic Plan update – for approval

Photocopier purchase

Heritage Victoria Visit

**5. Reports**

Treasurer

President

Extension

Costume Event

AEHS

Wisteria Garden Party

Accreditation Committee

Acquisition Committee

Artifact cataloguing

Document cataloguing

Recruiting Leaflet Distribution

Oral History Project

Environmental Monitoring

Pest Management

First 100 List

Displays

Speakers

Speaking Engagements

Newsletter

Working Bee

Banner

**6. Correspondence:**

*Inwards*

Phil Barresi MP – Volunteer Small Grants

Sharon Ellis – speaking date (email)

Prahran Mechanics Institute – newsletter swap

Heritage Victoria – Amanda Bacon

*Outwards*

Bunnings Nunawading – Jenny Hall

Prahran Mechanics Institute – acceptance

Joan Roczniok – thanks

Pauline Richards – thanks

Lanier Australia – photocopier quote

*Newsletters, notices*

Australian Heritage Magazine



Box Hill HS Newsletter June 2006  
C of W – Whitehorse Giving Centre launch 28 June  
Doncaster-Templestowe HS Newsletter June 2006  
Hawthorn HS Newsletter May 2006  
History News June 2006  
Insite May/June 2006  
Pahran Mechanics Institute Library Newsletter June 2006  
Premium Health – First Aid training Arts Access Australia – disability survey  
Tool Chest May 2006  
Victorian Historical Journal May 2006  
Warrandyte HS Newsletter Apr/Jun 2006

**7. General Business:**

Business Plan update – table – for approval August meeting  
Geographical Scope of collecting  
Copying rates for the public

**Next Meeting: Monday 7<sup>th</sup> August 2006 at 7.30pm**