

WHITEHORSE HISTORICAL SOCIETY INC
MINUTES OF COMMITTEE MEETING 4TH JUNE 2007

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

2. Apologies: Fred Smith

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

4. Business Arising:

Bulleen Costume Visit – Successful but few members, mostly friends. Raised \$140.80.

Visit to Beleura – Christmas display from 16Nov – 21 Dec. Decided on 28 Nov or 5 Dec \$36/\$30(conc) Morning tea, lunch and tour. Payment in advance. **Action BG to phone** to book and for payment details. Estimate of at least 20 people.

Washing Machine Protection – ongoing

Audio Program for Cottage – ongoing

Mannequins – we will accept CofW Arts Curator (Jacquie Nicolls-Reeves)'s offer but will only take two of the three mannequins offered – one male and one female. **Action :VJE & Barb G**

Review of WHS - VA suggested that we rearrange responsibilities to sub-committees of 2-3 people instead of just one person per area as it isn't working well. Attached sheet outlines Valda's suggestions. **BG moved that we adopt Valda's paper of possible sub-committees. Sec WS.** Ask on Wednesday for expressions of interest and then at the General Meeting on Saturday. **Decided on reporting back monthly when necessary.** Immediate expressions of interest Janiece/ Fundraising, Ian /Housekeeping.

5. Reports

Treasurers Report

Balance as at \$1,063.60 + Community Grant for Costumes \$1,970 + Oral History Project \$1,221.32 = \$4,254.92

Paid In	Bulleen Visit	\$140.80
	Sub	18.00
	Research	10.00
	Books,cards LHR	30.00
	Total	\$208.80
	Paid Out	
	Barb Gardiner-	
	Housekeeping	50.00
	Stamps - letter	50.00
	Stamps – newsletter	50.00
	Origin Gas	55.09
	Total	\$ 205.09
	Donation Account	
	Paid Out	
	Purchase of 1900s table	90.00
	Balance	321.04

Report Moved JV Sec JP Carried

JV to take over responsibility for petty cash.

VA sort approval for cost of frame for photograph that originally hung in the cottage – probably approximately \$100. Carried.

Constitution – nothing further at present – to be presented at Saturday's general meeting.

Extension – Julie and Mark will be coming this Wednesday with a progress report.

WHS Status VA submitted her report. See attached. Addition to report: Photos around the suburbs. Fred Smith has completed Mitcham photos.

Speakers: Bob Peace is bringing his own equipment for his talk at this Saturday's meeting. Aug – Dorothy Bullen, Oct Pat Richardson, December will be Dorothy Hall speaking on the Salvation Army.

JF suggested a theme for next year's speakers – 100th anniversary of Women attaining the vote.

Can anyone think of any other suggestions. We need to start contacting possible speakers soon.

Speaking Engagements – VA to spoke to the Blackburn 1st & 8th cub scouts on 28th May. It went well. Also spoke at the Mitcham branch of the Maroondah Hospital. Has an engagement with AIGS in November. **Valda gave notice that she will retire from speaking engagements at the end of this year.**

Newsletter – Yvonne Fitzmaurice unhappy with the editing of her article. VJE apologized for mistake in the printing (pages 2&3 in wrong order). Suggestion that with a sub-committee responsible for newsletter we may achieve better and more varied content and better liaison with Jay.

Community Grant for Costume Restoration – Felicity Martin had a set back with an injured hand but assured VJE that she will now be able to finish the report.

Oral History – 2 interviewers still undertaking interviews of post-war immigrants. No local interviews are being undertaken at this time. No transcriptions undertaken at present.

Audit – ongoing

Working Bee – IN suggested that we change the next working bee from the Saturday 8th September as it is the day before our Heritage Day to the 1st September. **Action: Inform members at meeting and put in next newsletter.**

Acquisition Committee – The committee is working on the Till collection – at present sorting rather than acquiring.

Heritage Day 9th September. BarbG & VA meeting tomorrow with Julie and the BHHS. Council have booked a whip cracking man as their attraction for the event. **VA to book the bubble machine, Barb G to book Farm Animals.** We will have bread & butter and 100s and 1000s and the children's games.

Wisteria Day is to be combined with Heritage Open Day this year.

Photographs & Negatives Workshop Pat Richardson attended this and presented her report.

Reports Moved IN Sec JV

6. Correspondence

Peter Simmenauer's letter of resignation. VA moved that we accept the resignation of Peter Simmenauer and record our thanks for the service that he has rendered the Committee and for fulfilling his secretarial duties. Sec BG. BG moved that Vicki Jones-Evans be co-opted to the position of secretary until the next Annual General Meeting. Sec WS Carried. **ACTION VJE to send letter**

Additional Correspondence:

Certificate of Insurance to April 2008 – Affinity Rick Partners

Cockington Green Gardens P/L re The History of Australian Housing in Miniature Project. **ACTION: That we present details and photos of the Cottage as a suggestion of a stone cottage.**

Mary Likar CoW email (21/5/07) advising on expected approval for preferred tenderer by end of next week (last Friday 1/6/07)

Julie Lyons Social Planning Officer Cof W re Community Grant application 2007/08. Application acknowledgement. Advised applications to be considered and anticipated outcome to be in July.

7. General Business

Minutes for Circulation JF Moved that in the future a copy of the Committee Minutes for the month are to be put on the noticeboard on the back of the main door. Sec VA Carried

Committee Meeting Time JF moved the Motion that as from July the Committee will meet on the 1st Monday of the month at 1.30pm on a trial basis for three months. Sec JV Carried

Review of Membership Fees WS moved that we put to the General Meeting that we increase the membership fee for a single membership to \$20 and a family to \$28. Sec IN Carried unanimously. We should explain that we are low in funds.

Locks Bob Gardiner has obtained keys for all our cabinets.

Saturday General Meeting The gift for our speaker will be a copy of Windows on Nunawading and Ted's Schwerkolt book. It was agreed that JF would do 6 copies of the Rules amendments for the meeting.

St Luke's Church Centenary IN reported that the church will be producing a recipe book as part of their celebrations.

Jenny Brash's book on Glenburnie Road – BG reported that Jenny Brash is thinking or updating and reprinting her publication.

Meeting closed at 10.06

Next Meeting: Monday 2nd July at 1.30pm

REPORT TO COMMITTEE OF WHITEHORSE HISTORICAL SOCIETY INC

STATUS ASSESSMENT

1. Photographs & Audiovisuals

3393 (3288) catalogued; 3352 (3264) on computer
41 (24) photographs catalogued awaiting entry onto computer
Estimated that 10 (50) photos awaiting cataloguing
Only tapes awaiting cataloguing are oral history project items (see #9)
40 tapes awaiting transcription, subject to review.
A review of duplicated Photos each with their own numbers should be assigned one number.

2. Documents

6043 (5484) catalogued, 5561 on computer
82 documents awaiting entry to computer
6 documents awaiting cataloguing.
Society Newsletter Indexing Project completed (re-commenced)

3. Artifacts

3953 (3813) catalogued 3833 (3728) have been entered onto computer.
Photographs being taken of selected items.
120 (85) items awaiting entry to computer.
15 (30) items, and Till collection awaiting acquisition.
Conservation work: Awaiting report on conservation of gowns.
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, but results need to be reported to the Committee.
See also Maintenance.

5. Maintenance

West wall cladding noted by Council; Council has repaired roof (Museum roof gaps in let in rain)

6. Accreditation

Collection Policy revised, Strategic Plan and Business Plan completed June 2006(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), Another new scanner purchased (new scanner and 2 new computers purchased, thanks to our donor.)

8. Oral history

35 (30) post-war immigrants interviewed: 23 tapes transcribed (16 interviews completed, 8 allocated. One interviewer finished, one withdrawn. More interviewees needed, especially Greek and Italian backgrounds.)
3 interviewers continuing.

9. Extension

Tender accepted for building to commence. (Roll over of 05/06 funds \$165K and additional funds of \$60K for Equipment Shed construction approved by Council 15 May. Horse paddock should be in Council possession by 30 June. Shed to be erected in horse paddock)

10. Future requirements

Recruitment of additional volunteers with computer skills

Figures in () refer to last assessment report

June 2007 (May 2006)

ORIGINAL COPY

INVOICE/STATEMENT No 100

DATE: 4-6-07

TO: Committee

FROM: June Ventouras (Treasurer)

ORDER No:

Balance	42574.92	
Paid In	68.-	
	140.80	
	208.80	
Paid Out		
Band. Yachin H/Keyping	50.-	
Whitcham P.O. 444	50.-	
Origin Gas	55.09	
Amford Sq. Stamps	50.-	
	205.09	
Donating Account	411.04	
Paid Out	90.-	
Balance	321.04	

M. x J.P.

Possible Use of Sub – Committees

Committee to consider forming sub – committees who would report to the Committee (monthly? or quarterly?).

The number of members on a sub - committee (which may not be committee members) could vary according to the work required.

Suggested sub-committees

Finance + Fundraising

Significance of ideas of items/artifacts

Review/promote existing procedures

Accreditation – Business Plan/Strategy.

Newsletter

House Keeping / Environmental / Pest Monitoring

Assessment of Artifact Collection e.g. Strength\Weaknesses\Gaps.

Displays

Valda

Sunday, June 03, 2007

WHITEHORSE HISTORICAL SOCIETY INC
COMMITTEE MEETING AT 1.30PM MONDAY 2ND JULY 2007
AGENDA

1. Present

2. Apologies:

3. Minutes of Last Meeting

4. Business Arising

Visit to Beleura
Washing Machine Protection
Audio Program for Cottage
Mannequins
Membership Fees
Annual Report

5. Reports

Treasurer
Constitution
Extension
WHS Review
Sub-Committees
Speakers
Speaking Engagements
Newsletter
Costume Community Grant
Audit
Oral History
Working Bee
Acquisition Committee
Heritage Day
Whitehorse Spring Festival

6. Correspondence:

Inwards

Bob Mitchell – re new book “1001 Life Story Questions
Email Mary Likar CofW re Shed progress
Email Louise Blake CofW re Orchardring research material
Letter Mary Likar CofW encl drawings of shed and aerial photos
Letter Jayne Persian?Dpt History Syd Uni – thank you for tapes & docs re interview with Joseph & Agnes Karlik
Email Joan Hunt RHSV re membership form statement
Timothy payment for Glenburnie Among the Trees
RHSV – Membership Form
CofW Invite for High Tea 23/6/07
Unicorn Risk Services offering Insurance
Whitehorse Spring Festival confirmation 150th Birthday theme & Apples theme
Mike Symnon - Labour Deakin Candidate
Dpt of Justice - Approval of our special Resolution
Dept of Justice - Annual Statement Reminder and Form
Animals on the Move - Confirmation of booking \$374
Beleura confirmation of deposit \$50 and booking
Bunnings - resubmit request for sausage sizzle in Oct/Nov

Outwards

Bunnings – request for Sausage Sizzle

Newsletters, notices

1. FAHS - photos of 2006 Awards and Nominations Form 2007
2. The Tool Chest – May 07 – Development of the Beam Balance, Bergs Aust Tools, Hand Tools of Stamps, Slide Rules, Drawing Instruments from the Caine Collection
3. RHSV History News & Victorian Historical Journal and Membership Renewal Form
4. Insite featuring Shipwrecks, Climate Control, Flood Planning, Vic 2007 Museum Award Nominations
5. RHSV Seminar Day 7 July 2007 - Building Bridges - Networking in the Community
6. Heritage Vic - Regional Information Sessions
7. MAP Newsletter - New accreditation - Kyneton Museum, Draft - National Standards for Aust Museums & Galleries
8. EVRC Newsletter
9. Warrandyte HS Newsletter- alluvial gold sites
10. WMRL Corp Library News
11. Don/Templestowe HS Newsletter - 40th Anniversary dinner
12. Museums Aust -workshops
13. City of Monash - Local History website & History week launch
14. Pro Bono Directory of not for profit organisations
15. Aust Fed of Family - details & brochures on National Family History Week 4-12 Aug
16. BHHS - Settlement in Box Hill 1880-1960: Little Rivers & Large Events

7. General Business:

Next Meeting: Monday 6th August at 1.30pm