

Whitehorse Historical Society Inc. 012235J

Minutes of the Committee Meeting Monday 5th November 2007, at Schwerkolf Cottage, Museum Complex.

Present; President J.Fry, Secretary V. Marshall, Treasurer Bob Gardiner, J.Plehn
B.Gardiner, J. Ventourus, K. Way, V. Arrowsmith, I. Nethercote, W. Standfield.

Apologies. Nil

Minutes of Last Meeting Monday 1st. October 2007.

Business Arising; Purchase of Enclosures. A collection of small plastic envelopes are in the W.H.S. supplies. Large Map envelopes are required Bob Gardiner has a contact to purchase smaller quantities.

K. Way ; To update membership Brochure only.

Reports.

Treasurer's Report; Attached Need to update signatures at the bank on the "Orchard Account" J. Ventourus

J. Fry

Bob Gardiner.

Moved Bob Gardiner, Seconded J, Ventourus Carried.

Bob Gardiner to sort out the types of Grants that the W,H,S. apply for.

Taxation Dpt. W.H.S. does not need to keep separate accounting system for donations.

Bob Gardiner Moved That the Donation Account is transferred to the general account of the W.H.S. Seconded K.Way Carried.

Purchase of Enclosures J. Fry to speak to Peter about the Committee's suggestion

Moved B. Gardiner if acceptable to Peter, The Enclosures be purchased by Bob Gardiner on the recommendation of the committee

V. Arrow smith Seconded Carried.

Memberships. Several outstanding memberships, Two new members who were accepted by the Committee. Ann Sharp. And David and Lyn Fox.

V. Arrow smith suggested that a "pro forma" letter be organized to say "Thank You" for donations. J.Fry will compile the letter with information from B. Gardiner.

Whitehorse Spring Festival; W. Standfield Reported that some members thought that the display of photographs was to far away from the information Table, will be reorganized in 2008. Display Committee to meet and discuss any necessary changes.

Implement Shed. The position of the "Plaque" to be organized in the future. Bob reported, the large sign for "Shed" is being organized. Rope, to go between the posts in the display area has been purchased. Laminated signs, to explain the different types of machines, are being organized. Position of the four wheeled vehicle to be discussed..

Equipment Display Working Party Report has been distributed to Committee Members.

Sub- Committees.

Accreditation and Review

Strategic Plan Pt. 4 on going. Report to come up in the Strategic report in April/Oct. on the Environment

President congratulated this Committee for their endeavors.

V.Arrowsmith moved that the Strategic and Business Plan for 2007/08 be accepted, Sec. B, Gardiner. Carried.

P. Simminaur printing new Disaster Plan . Need to position new battery radio in an available position in case of a "Disaster", set on Radio station 774. For any updates during any emergency.

Web site and update of Brochure.

Vicki. Court will work with K. Way on the web-site

K. Way will consult with V. Arrowsmith.

Displays: May be unable to update or change displays due to Painters being on site.

Next month will plan details.

Committee asked to accept offer of Conservation Volunteers as per Report.

V. Arrow smith moved the W.H.S. accept offer of Volunteers to continue on Tuesdays and Wednesdays, Sec. W. Standfield.. Carried.

B. Gardiner moved that the items marked, Definite, in the Report be proceeded with.

J. Fry praised the Working Party on all the recommendations suggested.

Bob Gardiner moved that the Plan be implemented for approx. \$1,200,00. But speak to Mark Fawsett for Council approval of the temporary arrangements for display of extra Machinery items in the present display area attached to the Museum Seconded by W. Standfield {7 for , 2 against} carried

V. Arrowsmith sending a list of rectifications to Mark Fawsett that need to be completed in the "shed"

Moved V. Arrowsmith. that the list be forwarded to Mark. Seconded Bob Gardiner

Carried. {see list attached }

Finance and Fund Raising

J. Ventouros reported nothing is being arranged till Feb/March 2008.

Newsletter ; Wendy has discussed the new format with the Newsletter group , maybe new format will be implemented Feb. 2008.

Working Bee. Sat. 10th Nov, 9.30.

Costume Conservation V. Jones Evans will contact the conservator

Need for three textile boxes Moved V, Jones- Evans, that the money from the Conservation Fund be used. Seconded J. Ventouras Carried

Speakers Janiene Plehn to organize.

Heritage Day and Week; B. Gardiner and V. Jones – Evans attended a meeting with J. Jones On Heritage Day/Week which will be 14th Sept 2008.

Steam train to be used again. The "Survey" had a few suggestions.

Percentage of fees paid, "walks" to be paid to W.H.S. in the near future,

Also suggested that an A3 information sheet, double sided be included with the 2008

Calendar. Meeting 3.30 Wed. 7th Nov. at the Municipal Office will be attended by Valda And Judith.

Speaking Engagements. Judith unable to speak at the Anglican Luncheon , but will do so in 2008.

520 Mitcham Rd. Letter drafted by K. Way was signed by the President, and sent 5.11.07.

Painting of the cottage and museum. What needs to be covered and or removed. When are the Painters actually due? Contact J. Jones. moved I. Nethercote seconded J. Plehn, carried.

Correspondence

Sent letter to B/H Historical Soc. Thank for the article that they sent to us.

Heritage and Steering Committee. Valda has information and Report. Next meeting Oct. 08

Judith A. J. J.
3-12-07

{ Any items that need attending to before the next Committee meeting will be discussed on a Wed. }

Suggested that an article be written for the Newsletter, on 120 years of the Mitcham Primary School .

Grant 16th November 08 . Form to be completed. {V.Jones-Evans} to read and discuss on

Wednesday {100 years of Suffragettes}

General Business. Letter to the Mayor of Whitehorse – Thank you for the Implement Shed and the Afternoon Tea. {copy to the C.E.O.}

Next Meeting ; Monday 3rd December 07 at 2.00 p.m.

VALERIE

Whitehorse Historical Society

Treasurers report Mon. 5th Nov 07

General account balance at 1st Oct \$ 7,873.78
balance at 5th Nov \$ 7,937.58

Balance of grants

oral history \$ 1,200.00
costume restoration \$ 600.00
costume restoration \$ 3,500.00
\$ 5,300.00 \$ 5,300.00

Income

Subs \$ 402.00
donations \$ 73.00
sales \$ 56.00
Germanfest
presenters fee \$ 80.00
Beleura entries \$ 420.00
\$ 1,031.00

Available general funds \$ 2,637.58
(Gen. a/cc balance less grants total)

Expenditure

MAP fees \$ 170.50
copier repair \$ 35.00
photos \$ 27.00
Beleura \$ 370.00
water filter \$ 35.95
flowers \$ 28.00
\$ 666.45

transfer to
donation a/cc \$ 238.60
\$ 905.05

Whitehorse Historical Society Inc 012235J
Agenda for Monday 5th November 2, 2007 at 2,00p.m.
2007. Committee Meeting.

Present:

Apologies:

Minutes of last meeting 3rd September

Business Arising: 1. Purchase of Enclosures- P.Simmenauer.
2. Water Filter Jug. Purchased.

Reports

Treasures Report. B. Gardiner.

1. Membership.
2. Whitehorse Spring Festival.- W. Standfield.
3. Implement Shed ; Report on the Opening by J.Fry and by the Working Group.
B.Gardiner.
4. Sub-Committees

1. Accreditation and Review

Website and Review of membership K.Way.

Valda, to report on the Revised Business Plan. Also Strategic Plan Version 6
September 2007.

2. Displays: Oral Report

3. Finance and Fund Raising : June to report.

4. Housekeeping : Nil

5. Newsletter: W.Standfield

6. Acquisitions : Nil.

7. Working Bees I. Nethercote.

5. Costume Conservation. Vikki.

6. Presidents Report: J.Fry

7. Speakers.

8. Heritage Day and Week 2008. J. Fry

9. Speaking Engagements.

10. 520 Mitcham Rd. K. Way- Has the Letter been sent ? Meeting in Jan. 2008

11. Painters possibly coming in Jan, /Feb 2008.

Correspondence In

B/H Historical Soc. Offer of Work Table.

B/H Historical Soc. Newsletter Oct. '07

Prahran Mechanics Institute Oct. '07

R.H.S. of Vic.Seminar Day 10th Nov.

Invitation to make Display at Nunawading /Vermont South Library.

WHITEHORSE HISTORICAL SOCIETY INC.

EQUIPMENT DISPLAY WORKING PARTY REPORT TO COMMITTEE

Heritage Victoria Conservation Volunteers are keen to continue to work for the Society now that the Council commission has concluded. Heritage Victoria is reported to be agreeable to the two days per week that has been proposed. It will be necessary for the Society to:

- direct their work program. This can include conservation work, cleaning and relocation of items. Personnel should be identified to undertake this direction.
- provide supervision on Wednesdays
- open and lock up our premises for them on other weekdays - roster of keyholders required. (All keyholders are willing to participate.)
- organise time sheets and forward copies of these to the Heritage Victoria Volunteer Coordinator

We estimate that there is enough work involving artifacts in the open display area and Barn, including moving further items to the new shed, to last them until the end of the year if not beyond.

The Working Party recommends that:

- the Society accepts the offer by the Conservation Volunteers
- further artifacts currently located in the open display area display be relocated to the new equipment shed. A list of possibilities is attached. (Attachment 1)
- some artifacts currently located in the open display area be considered for disposal. (Attachment 1)
- consideration be given to using the open display area to provide a *domestic equipment* area accessible from the Museum of approximately 34 m², and a *storage* area for items now unsatisfactorily stored in the Local History Room of approximately 14 m². This would involve erection of temporary walls to enclose the areas. One of these walls might be transparent to allow natural light. Remaining open area could hold items not affected by weather such as clay industry. Details and concept sketch attached. (Attachment 2) If appropriately carried out, this should not prejudice significant proposals by the Society for extension or modification of the Museum. The alternative of maintaining the area more or less as it is, opens us up to views that it is underused, which undoubtedly would prejudice any future submissions. We should review the consultant's (Robyn Riddett) recommendations to ensure that they represent our needs adequately.

Bob Gardiner
Pat Richardson
Peter Simmenauer

25 October 2007

Attachment 1: List of suggested relocations and disposals

Relocation to new shed:

Definite:

Scoop (Watering section)

Small implements (after attachments for same are worked out and barriers installed)

Ploughs depending on space after other items relocated

Also consider:

Buggy

4 wheeled cart

Consider for disposal:

Simplex fire extinguisher and stand

Petrol bowser

Post Box

One of the Victa lawnmowers

Green gas copper

Clay pipes from Clayton (local examples are in Museum)

Attachment 2: Temporary utilisation of old outdoor display area

Items left which could stay in outdoor situation or go into barn:

Clay flower pot press, Roller, 2 carts, crowbar
4 wheel cart, chaffcutter, bag holder, manger, possibly ploughs and harrow
Hand drill, powersaw, various small tool
Earthenware pipes

Items requiring protection:

Laundry troughs, wringers and mangles, washing machines, coppers, small items
Cooking stoves
Lawn mowers

By constructing temporary walls, some items could be better protected and better viewed. It may also be possible to enclose a storage area for artifacts not on display. While improving their location, conditions would still be rudimentary.

Issues associated with this are: moving the 4 wheeled cart; suitability of heavier plastics (PVC) - not museum approved material.

Benefits:

Some protection for vulnerable artifacts
Conservation volunteers available to assist
Entry via Museum rear door, effectively extending the museum area and enabling better viewing of these artifacts
Gain of a storage area

Question: would Council assist with a grant and/or physical help to assist in moving the cart?

Possible costs:

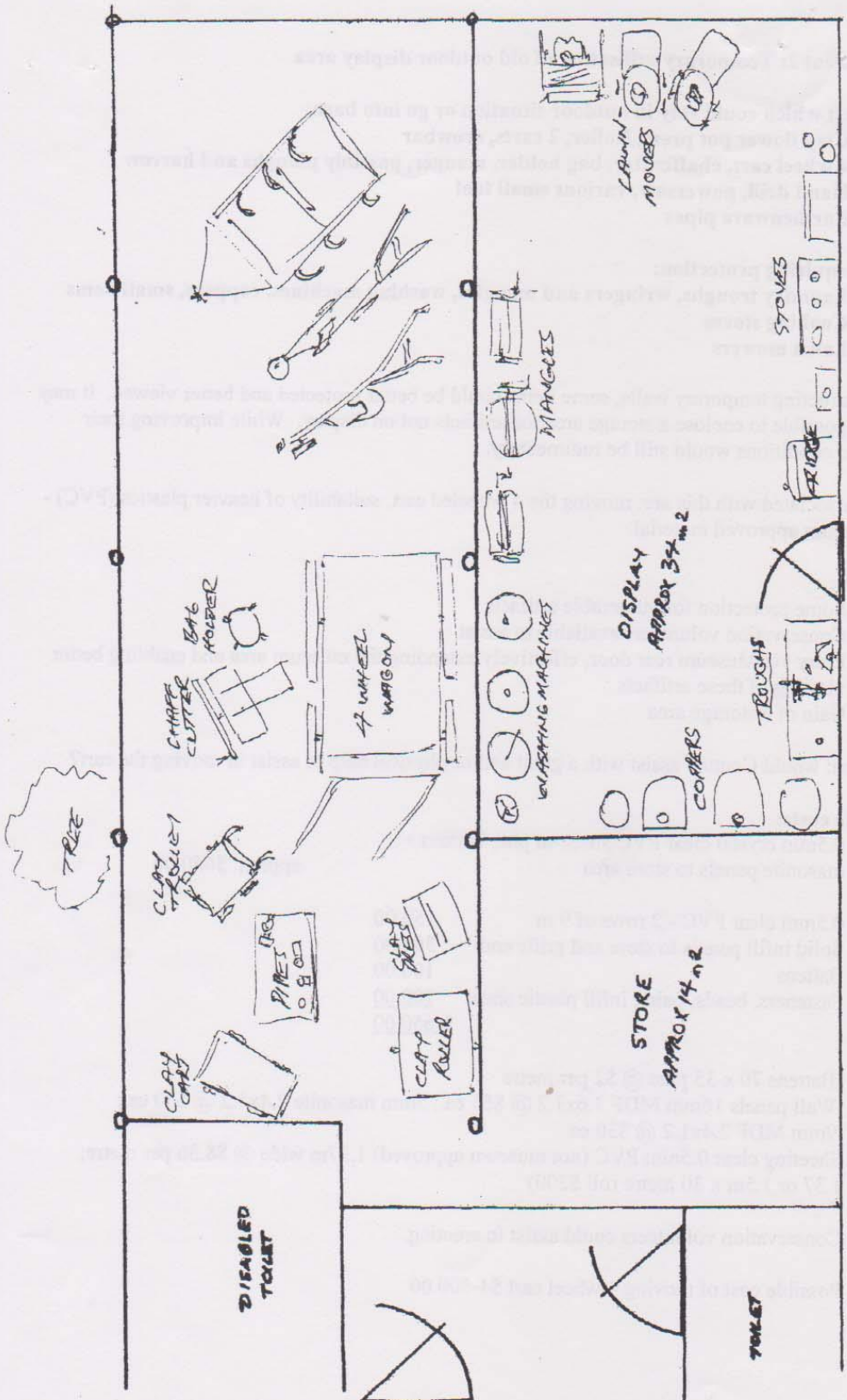
0.5mm crystal clear PVC sheet on pine battens + masonite panels to store area approx. \$650.00

0.5mm clear PVC - 2 rows of 9 m	150.00
Solid infill panels to store and grille end	300.00
Battens	100.00
Fasteners, beads, paint, infill plastic sheet	100.00
	<u>\$ 650.00</u>

(Battens 70 x 35 pine @ \$2 per metre
Wall panels 16mm MDF 3.6x1.2 @ \$55 ea.; 5mm masonite 2.4x1.2 @ \$30 ea.;
9mm MDF 2.4x1.2 @ \$30 ea
Sheeting clear 0.5mm PVC (not museum approved) 1.37m wide @ \$8.36 per metre;
1.37 or 1.5m x 30 metre roll \$200)

Conservation volunteers could assist in erecting.

Possible cost of moving 4 wheel cart \$4-500.00



NOT IN SKETCH -
 POST BOX
 PETROL BOWSER

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 1.2 By purchase 1.3 By creation 1.4 Collection policies for artefacts, documents and photographs (incl. audiovisual & digital media)	1.1.1 Collect appropriate artefacts, documents & photos 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	5 new interviews, transcribed, added Current policies exist, periodically reviewed All artefacts evaluated for significance	2007/08 Ongoing Ongoing
2. Document	2.1 Maintain acquisitions register 2.2 Maintain catalogue for all collection items 2.3 Provide statements of significance for appropriate items	2.1.1 New artefacts registered by acquisitions sub-committee 2.1.2 Catalogue items according to accepted standards 2.1.3 Commence writing 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)	All artefacts registered All items catalogued on a Database Significance statements exist Interpretive signs for all new/changed displays Collection items checked against database	Ongoing Ongoing 2009 Ongoing Ongoing Ongoing
3. Research	3.1 Determine historical context for collection items 3.2 Determine information for interpretive displays	3.1.1 Research significance of collection items 3.2.1 Research information for interpretive displays 3.2.3 Research information for reference use	Information available for significance statements, interpretive signs, labels & general information	Ongoing
4. Preserve	4.1 Ensure suitable environment for collection 4.2 Ensure adequate conservation policies and practices 4.3 Ensure physical safety of collection	4.1.1 Obtain advice from recognised standards and authorities 4.1.2 Ensure suitable storage and display facilities 4.1.3 Ensure monitoring of t/h temperature and light in main buildings 4.1.4 Report results regularly 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	Standards and advice followed Nil damage or deterioration of collection items Reports to Committee Apr & Oct Current disaster preparedness plan Premises secure and equipment switched off Nil damage to items in transit Buildings in good order Pest control effective	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
5. Exhibit & publicise	5.1 Ensure appropriate display and lighting facilities 5.2 Provide interpretive information and labels for all items 5.3 Ensure suitable venues for temporary displays 5.4 Ensure suitable design of temporary displays 5.5 Publicise Society	5.1.1 Cabinets & lighting meet appropriate standards 5.2.1 Suitable level of information panels & labels with displays 5.3.1 Suitable venues - Museum, Cottage, 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 Seek publicity and promotion of the Society and its aims	Standards maintained Appropriate interpretive information Attractive, well-attended displays Display plan exists 6 general meetings open events p.a. 6 newsletters published p.a. Publicity received through media and other means	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
6. Make accessible	6.1 Assist enquirers to identify, consult and copy material 6.2 Enable catalogue access to potential users 6.3 Respond to requests from Council and other bodies to mount displays	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	Volunteers trained Photo entries included on LH Database Artifact entries and photos on Society website. Displays mounted	Ongoing 2006/09 2006/09 Ongoing
7. Adequate resources	7.1 Reasonable level of resources available 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	7.1.1 Review membership subscription level prior to AGM 7.1.2 Apply for appropriate grants 7.1.3 Conduct fund-raising events 7.1.4 Promote bequests & donations 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	Review conducted before AGM 2 Grant applications successful pa At least 1 major fund-raising event p.a. Update brochure & dist. plan Bequest & donation publicity available Membership >100 More volunteers with appropriate skills Extension funding available Available training events attended Lease renewed	Ongoing Ongoing Ongoing 2007/08 Ongoing Ongoing 2006/07 Ongoing 2008/09 Ongoing Ongoing