

Agenda for the Committee Meeting of the Whitehorse Historical Society held On  
Monday July 7th at 2.00pm at the Schwerkolt

Museum Complex

Present;

Apologies;

Last Committee Meeting; any Amendments;

1. Heritage Day 24<sup>th</sup> Sept. not the 24<sup>th</sup>.
2. Item 7 General Business; B.Gardiner Moved not removed.

General Business;

Library Displays; Nuna. and Vermont South

Box Hill 45 th Anniversary.

Pens; Any further developments

Annual Report; All report in by 2<sup>nd</sup> July.

Insurance; R.Gardiner.

Purchase of book; B.Gardiner.

Storage; Leave till General Business.

Whitehorse News; Valda

Future Extensions to Museum; Does Committee wish to proceed?

Conservation Sub-Committee Condition of Out-Buildings.

Conservation Volunteers; R.Gardiner.

Reports;

Treasurer's Report;

Memberships;

Grants; Sub-Committee; Victorian Heritage Grant;

Acquisition – Costume Collection;

Accreditation; Has the Sub-Committee taken on board, suggestions of the Acquisition Committee as noted in June Minutes?

Newsletter; Nomination Forms Reports, A.G.M. Thanks to K.Way.  
Heritage Day; Leaflets B,Gardiner. 14<sup>th</sup> September.

Housekeeping;  
Working Bee; 6<sup>th</sup> September  
Costume Restoration;  
Speakers; 9<sup>th</sup> August. L.Ford.  
Heritage Week; Commencing 14<sup>th</sup> September

Eastern Region;

Remaking of Car Park?

Furrows; J.Fry to Write to C.E.O?

Website; K.Way

Display Case; B.Gardiner.

Reports Accepted;

Correspondence In;

Copy of New Grants  
Membership of R.H.S.  
Dept. of Justice. Consumer Affairs Vic.  
Newsletters; Doncaster  
    Box Hill H.S.  
    History News.  
Victorian Historical Journal  
Become A Centennial Donor.  
K.Way – Re Whitehorse Logo.  
Aust.Houses on Miniature Project No 2  
P.R.O. Marvellous Museums Awards  
Footprints Journal of L&P Pepper.  
Acknowledgement of Expression of Interest Whitehorse Festival  
Display Case Available from B/Hill H.S.  
Community Directory T.Arrowsmith  
The Fool Chest.  
Book; A Journey through Melbourne's East-----Fletcher Family  
Newsletter Box Hill H.S.  
Community Directory 2007/8  
D.V.D City of Whitehorse 150 Years of Local Govt.  
Ringwood Newsletter  
Prahran Mechanics Inst.June 2008

Whitehorse Historical Society Inc.

Treasurers report for Committee meeting Mon. 2/6/08

General account balance at 2/6/08		\$8761.68
Accountable grants – balances		
Oral history grant	1206.92	
Costume grant 2006	383.44	
Costume grant 2007	<u>3500.00</u>	
Total -	5090.36	<u>\$5090.36</u>

Available general funds -	<u>\$3671.32</u>
<u>Other grants –</u>	
11/7/07 -Federal operating grant	\$1500.00
21/12/07 -C of W/horse oper. grant	\$620.00

Income 5/5/08 to 2/6/08

Heritage day walks	108.75
Sales	<u>99.10</u>
Total -	<u>\$207.85</u>

Expenditure

General	216.00
Origin gas	<u>61.78</u>
Total	<u>\$277.78</u>

R. Gardiner  
Treasurer



Correspondence Out;

Photo of Blackburn Station to R..Anderson –Valda.  
Letter to B/H H.S. -- V. Arrowsmith  
Lapidary Club of Nunawading.—B.Gardiner  
Button Collectors Club—B Gardiner

Correspondence received and endorsed. Moved

Seconded

Meeting Closed ;

Next Meeting; August 4<sup>th</sup>. At 2.00pm

Our Dentist, Phillip Casan, has been looking after our family for 31 years, and knowing my connection with the Society, has offered that his camera group take photos of the cottage, etc. at no cost to the Society. (We may have to serve them some coffee, etc.)

This group is conducted by the Monash and Nunawading Rotary Clubs and runs classes to give people more knowledge in the use of digital cameras. They may come at night and light the buildings.

I thought that this would be a good opportunity to obtain excellent photographs to put on our website to give people a virtual visit to the Complex. I ask that the Committee gives permission for this to proceed. We would probably need permission from the Council, as well. Bob and I would supervise the group.

Barbara Gardiner

REPORT TO THE COMMITTEE BY THE ACQUISITION COMMITTEE – JUNE 2008

Further to our recommendations to the May Committee Meeting the Acquisition Committee suggests the following actions as a result of our study of the Consultant's Report. We also remind the Committee that our suggestions at the May meeting should be referred to the Accreditation Committee.

ACTION

1. If Committee wish to proceed with Stage 2 of the Consultant's Report then it will need to appoint a sub-committee and include a possible relocation of the Barn and the Smithy. Note that this relocation possibility is not mentioned in the Consultant's report. ✓

2. Furrows protection – further action is required ✓

3. We need to present to the new Manager of Arts & Culture a list of concerns (SUCH AS CARPARK & LANDSCAPING WATER AWAY FROM MUSEUM VERANDAH) ✓

4. Story/Theme –  
*Parks wide.*

**Orchard display.** Bob Gardiner will research in order to complete the interpretative signs. ✓

**Washing display** – 1<sup>st</sup> area of the collection to be researched for de-accession decisions, signage and interpretation. Barb & Bob Gardiner to be first approached for task with Pat Richardson & Yvonne Fitzmaurice to be asked if needed. Ted Arrowsmith has since supplied the Acquisition Committee with researched information on this area of the collection. ✓

**Machinery display** - Winlaton gates to be hung on wall. Signs to be hung on wall. VA advised of a City of Nunawading Blackburn Lake sign in possession of the Blackburn Lake Advisory Committee. **ACTION Contact Blackburn Lake Advisory Committee to offer to take the sign for our collection. To be displayed on wall.** ✓

**Costume Collection** – Discussed having a working bee to view all outer garment costumes and replace in boxes in chronological order. At the same time checking that all have photographs and that the boxes subsequently have photos of the contents on the outside. This to be the 1<sup>st</sup> step in assessing the textile collection. **ACTION Set date for a working bee of estimated 2-3 days (Mon-Wednesday) with a month's notice.** This to be followed by other areas of the Textile Collection e.g. Underwear, nightdresses, doyleys in a yet to be determined order. ✓

5. Grants – With a view to applying for grants **there is a need to investigate the requirements of the collection** namely documents, photographs and artifacts. A regular review of the consultant's report and Stage 2 requirements would need to be undertaken in order to update a list of requirements. See attached list for some preliminary ideas. VJ-E and VA currently investigating applying for Community Heritage Grant with National Library to have the Costume Collection assessed. ✓ *Sub Com*

6. Skills: Conservation Volunteers Victoria. Bob Gardiner applying for Steve's replacement. ✓



7. Environmental monitoring. We need to resume this as it will be part of reaccreditation.  
**ACTION: Ask Peter Simmenauer to follow up.** *Has agreed.*

8. Photo Policy – needed for Museum: use of cameras by public *(Next Meeting)*

9. Reaccreditation – **ACTION – Valda to contact MAP re availability of Workbook and when our reaccreditation is due.** Valda has contacted MAP and the workbook is designed for Museums seeking accreditation for the first time. Our reaccreditation is due in 2009 and MAP will advise when this will be during the year. **SUGGESTION That the Society start preparing in case it is during the early part of the year.**

*Need to discuss*

## GRANTS

### TO BE CONSIDERED IN ORDER TO APPLY FOR GRANTS

1. STAGE 2 CONSULTANTS' REPORT
2. COMPUTER IN DISPLAY AREA
3. POINT OF SALE FURNITURE
4. WEBSITE
5. STORAGE & DISPLAY REQUIREMENTS

WHITEHORSE HISTORICAL SOCIETY INC.

Victoria  
Valerie

STORAGE REQUIREMENTS - DRAFT

The partition of the old implement area has included an additional storage space of approx. 14.5 m<sup>2</sup>. This provides accommodation for display and other equipment, large collection items not on display and items currently in the LHR which could be moved to give more storage space within the LHR for collection items.

Needs for storage space within the LHR estimated as:

Artifacts (Textiles & clothing): c. 10 large boxes or equivalent

Photographs: 2-3 shelves 92 x 42 cm for expansion

Documents: 3-4 92 x 42 shelves for expansion of Reference collection and inclusion of administrative folders.

For archive collection: 1 x 4 drawer filing cabinet, and 1-2 bays of shelving (5 sh. per bay) 220 x 92 x 42.

Relocations:

Most collection items are best stored in the more controlled environmental conditions of the LHR. Some items and storage units could be moved to the new storage area without risk, eg. display models and stands, plastic bag stocks, encoded cataloguing forms (NA, ND, NR, and NP). Some existing storage units within the LHR have unused space which could accommodate materials such as tissue paper, flat boxes, etc. There is room to accommodate additional collection storage units within the LHR, with some minor relocations.

Summary of furniture re-arrangements (see sketch)

1. Photocopier from Sth pillar to outside wall of kitchen
2. 2 filing cabinets to south side of Sth pillar
3. 1 filing cabinet to east side of Sth pillar
4. 1 double bay of shelving as above next to filing cabinets \*
5. 1 double bay of shelving as above north of Sth pillar \*  
OR custom shelves 60 cm deep for artifact boxes.
6. \* Contents of small plan cabinet moved to vacant drawers in large plan cabinets on east wall (6+ drawers currently vacant). Cabinet be moved to new storage area or be disposed of.
7. \* Unused filing drawers on top of small plan cabinet disposed of.
8. 1 double bay of shelving as above in new storage area for equipment etc if required. \*
9. Swap one filing drawer cabinet (old cat. cards) with standard F/C east of Sth pillar for extension of document storage.
10. Move non-vulnerable materials listed above to new storage area, freeing floor space for new shelving etc.

These re-arrangements will give some urgently needed storage space within the LHR and MAY give us enough expansion space for 2 years or more, depending on acquisitions.

PS 21 May 2008



## WHAT IS OFFERED AT THE PUBLIC RECORDS OFFICE?

On Thursday 8<sup>th</sup> May, Ian Nethercote and I attended a free Public Records Office Victoria (P.R.O.V.) seminar at the Ringwood Council Chambers, where we were given a taste of the immense variety of records held in the P.R.O.V.'s climate-controlled premises in Sheill Street, North Melbourne. (A very large free car park adjoins the complex and food can be purchased nearby)

The P.R.O.V. record collection comes from both State and Commonwealth sources, and includes birth, death and marriage registers, criminal trials, directories, treasury correspondence, probate and administration of wills, inquests, land selections, assisted immigration, schools, maps, plans, photographs, glass negatives, an extensive library, and so much more. Similar to our own collection but on a massive scale.

You can view the indexes to their collection by going to web site - [www.prov.vic.gov.au](http://www.prov.vic.gov.au).

If, like me, the web site initially overwhelms you, never fear. By ringing toll free number 1800 657 452, you will be able to talk with experienced volunteers, who "Have been there a lot longer than we have and know exactly where everything is and how to access it!" said our presenter.

Years ago, when I was using the P.R.O.V Shipping Indexes it meant a trip into the city to find the information in a catalogue or on microfiche, then back again when the item had arrived at the P.R.O.V. for me to read.

Now, if you find information after perusing the indexes on the web site, you can ring up and order the item/s and they will be ready for you to study by the next working day.

The other interesting venture is the P.R.O.V.'s new Indigenous section. At present there is some information on website [www.prov.vic.gov.au/about/kru/](http://www.prov.vic.gov.au/about/kru/) or through the normal web site. We were told that at the moment, most of the collection is on paper in a series of boxes. Aboriginal people were subjected to huge amounts of paperwork. There were forms if they left an area or institution, if they entered an area or institution, if they were given food or clothing vouchers, sent to school, had police records etc. They could hardly move and it was noted down.

Volunteers are presently sifting through this information in order to bring each Aboriginal person's documents together under their name. Obviously this initiative is aimed primarily at those Aboriginals from the stolen generation who are trying to contact family, but will eventually form the information for a database that all can use, similar to our Pioneer Index.

The P.R.O.V. has exhibitions at the Sheill Street premises. At present they are concentrating on the Centenary of Women's Suffrage. They are the keepers of that huge 1891 role of 30,000 signatures from Victorian women determined to get the vote. We have been doing our bit in that regard, and I hope you have been reading the articles that Valda Arrowsmith and I have been producing for the Whitehorse News.

I didn't know that we could have the use the P.R.O.V.'s exhibitions after they had finished with them, but this is the case. We have to pick up and return the exhibitions ourselves (and find room to display them) but there is no charge. On my wish list is a lovely big open room behind the museum where we can put on special exhibitions, or have school groups in for study. Maybe in the future. *Wish to borrow bugge dress. from WHS.*

We were given quite a few hand-outs at the seminar and I have filed these in our own archives for the use of our members or visitors.

Pat Richardson



B.Gardiner Minutes of the Committee Meeting held on Monday 7<sup>th</sup> July 13, 2008, 2.00 pm at the Schwerkolt Museum Complex, Mitcham.

Present; J.Fry. [Pres] V.Marshall. [Sec] R.Gardiner.[Treas] I.Nethercote. W.Standfield. B.Gardiner, , K.Way, till 3.30. J.Plehn, J.Ventouras V.Jones-Evans.

Apologies; V.Arrowsmith.

Minutes of the last Committee Meeting are accepted. Moved I.Nethercote Seconded B.Gardiner. Carried

#### Business Arising

Library Displays; Nunawading. 30<sup>th</sup> July—26<sup>th</sup> Aug.

Vermont South 27<sup>th</sup> Aug.—30<sup>th</sup> September

Box-Hill 45<sup>th</sup> Ann. Great success, 9 attended. Had a tour of Storage Area.

Pens; Nil.

Insurance; R.H.S.Paid

Storage; G.B.

Whitehorse News; Valda contacted the News. Their policy is to only accept Future events.

Future Extensions; G.B.

Conservation; G.B.

Conservation Volunteers; R.Gardiner noted that Jenny Walters and Maurice Wyatt is now working with the W.H.S, through the City of Whitehorse Council

#### Reports;

Treasurer's Report; Attached. Moved R.Gardiner, Seconded J.Ventouras. Carried  
Membership; Nil. Moved K.Way, That incoming Committee form a subcommittee to Encourage and recruit new members also, ask present members to do the same. 2<sup>nd</sup> V.Jones-Evans. Carried.

Grants Subcommittee. Victorian Heritage Grant. Has been completed. Applied for Restoration of "Green gown" and Out Door Apparel. Next Meeting 11<sup>th</sup> July  
Accreditations; Subcommittee has completed the suggestions of the Acquisition Comm.

Newsletter; K.Way submitted a copy of Nomination Form. Newsletter to be issued Early to allow for the 7 days before the A.G.M.  
Heritage Day, Leaflets . B.Gardiner has in hand.  
Housekeeping; Wendy has resumed responsibility and thanked Janiece for her Assistance.

Costume Restoration; Nil.

Speakers; 9<sup>th</sup> Aug. Lyn Ford; on 120 Yrs of Mitcham Primary School.

Heritage Week; Commencing 14<sup>th</sup> Sept.

Eastern Region; Next Meeting 27<sup>th</sup> July 14, 2008

Remaking of the Car Park; K.Way contacted I.Goods. No comment from Council as yet Kaele spoke to local Council member B.Stennett. He hadn't Received Valda's email as yet, will follow up. Need for the W.H.S. to keep

Council informed

Furrows; J.Fey has a draft letter, but needs further in put.

Website; K.Way ; forward planning to keep the site updated, adding photos and archival Items. Marketing and a good Newsletter important . Next A.G.M. General Meeting, Request interested member to be recruited. Moved K.. Way That a subcommittee be Formed in the next 3 months, and keep the site updated. Constantly, any one interested To contact K.Way.

Display Case; B.Gardiner noted that the case had a good appearance and suggested that It is obtained as soon as possible. To approach Council to arrange transport if possible {8 for and 2 against}. If not suitable can be sold or dismantled.

Textile Boxes; 3 Boxes to be obtained A.S.A.P. Moved K.Way seconded B.Gardiner Carried

Reports accepted W.Standfield moved and seconded I.Nethercote. Carried.

Correspondence;

B.Gardiner from the Lapidary Club asking could they sell on the Open Day. Committee agreed.

B.Gardiner to email PRO and R.H.S. to advertise the Open Day.

Correspondence received and endorsed

Moved K.Way seconded B.Gardiner. Carried

General Business;

1. Discussed a booklet of Memoirs of Local Residents.
2. Yackandandah Fire Article. Should be kept in mind.
3. Storage; Several moves of existing could make a more effective use of the room. See attached notes. Approx \$1000., required for changes and extra shelving etc. To alleviate the present storage problems.

Moved R.Gardiner Seconded J Plehn that the document presented by Peter be accepted. Carried. A letter be sent to Peter to say that his ideas have been accepted And invite him to join in the Implement Plan.

Report to Committee by Acquisition Committee.

Incoming City Council will look at Grants in February, therefore a need for any Submissions, from W.H.S. should be submitted by August. To be ready for Feb.

A subcommittee should be formed after the A.G.M.. A need for a forward plan Of 5-10 year to be constructed and costed . Need to invite Councillors to meet members of W.H.S., to allow members to sell ideas to them.

Moved V. Jones –Evans. Seconded R.Gardiner. Carried.

That committee considers a long term plan, based on the Consultants Report of 2006, with emphasis on extension to the museum, restoration and relocation of the Smithy And Barn.

All items have now been covered except items 8 and 9, and will be dealt with or be implemented in near future.

Discussion on the Smithy and Barn .Restore or rebuild. Need a Grant from Council.

With a view to this, we invite the new Manager, Melissa Hayes to morning Tea and Give her a tour of the Complex Need of a new room to display Photos etc. The original



Building needs the roof realigned to appropriate image of a museum. Could be done when the the extension to museum is carried out.

4 Advertising the W.H.S.

Need a quote for a banner for publicity B.Gardiner will obtain this quote.

Meeting Closed 4. .!5pm

Next Meeting; August 4<sup>th</sup>. 2.00 2008.

Whitehorse Historical Society Inc.

Treasurers report for Committee meeting Mon. 7/7/08

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21/12/07 -C of W/horse oper. grant	\$620.00

Income 2/6/08 to 7/7/08

Box Hill 45 <sup>th</sup> entries	81.00
Sales	<u>14.50</u>
Total -	<u>\$95.50</u>

Expenditure

Copy paper	26.45
Laminator	95.00
Membership SIG costume	16.50
Newsletter stamps	50.00
Insurance office equipment	38.50
45th b/day function entries	81.00
Matt laminating pouches	24.15
Dry cleaning, book	51.00
Petty cash	40.00
Royal Hist. Soc. Mbrship	<u>66.00</u>
Total	<u>\$488.60</u>

R. Gardiner  
Treasurer