

7. Storage changes (PS)
8. Heritage Open Day - raffle (BG KW)
 - walks, who and where (VA)
 - publicity (BG)

8. Sub-committees
 - Acquisition
 - Accreditation & Review
 - Grants

6. General business

1. Membership of Sub-committees, review and terms of reference
 - Acquisition committee
 - Accreditation & Review committee
 - Newsletter Working Party
 - Grants sub-committee
 - Planning committee
2. Appointments to non-elective positions
 - Newsletter editor
 - Housekeeping
 - Speakers
 - Working Bee coordinator
 - Public Officer
3. Vacant Committee position
4. Annual Report distribution
5. Whitehorse Spring Festival 19 October
6. Time of Committee meeting (night/day)
7. Register of activities

Meeting closed:

Next meeting:

WHITEHORSE HISTORICAL SOCIETY INC AO012235J

COMMITTEE MEETING 2 PM MONDAY 1 SEPTEMBER 2008

MINUTES

1. **Present:** V Jones-Evans (President), V Marshall (Vice-President), P Simmenauer (Secretary), R Gardiner (Treasurer), V Arrowsmith, J Fry, B Gardiner, I Nethercote, W Standfield. **In Attendance:** Robin da Costa-Adams, Peter Adams
2. **Apology:** K Way. Accepted (Nethercote/Standfield)
3. **Minutes of previous meeting:** Accepted (R Gardiner/Nethercote)
4. **Business arising:**
 1. R da Costa-Adams attended the meeting by request and tabled a paper, being an annotated copy of information given to her by Peter Simmenauer on her visit to the Society on 16 July 2008. The paper contains some questions on factual matters which will be answered. She spoke of her concerns regarding Neil Montagnana-Wallace' use of photos from the Society's collection, which included a number originally donated by her, and indicated that she was seeking legal opinions on the matter. She indicated that she was not claiming that the Society had acted improperly, but that she wished the Society to be aware of her views.
The meeting resolved that the Acquisition Committee will conduct a review of acquisition of artifacts, photos, documents, audio and other electronic media, and submit appropriate procedures and forms to the October meeting of Committee (Arrowsmith/BGardiner)
 2. Councillors' meeting with WHS - deferred
 3. Policy on taking of photos in museum. VJ-E will seek information from J Miller on policies and practices of other museums, and from Museums Australia (Vic) if necessary
 4. Womens' Suffrage booklet - no action yet, just discussions with Box Hill HS (VA)
 5. Museum shop: Y Fitzmaurice to be asked to supply 12 soaps (for sale at \$2) and 12 ea of the two bookmark designs (for sale at \$1.50) in time for Heritage Day 14 September. This will help gauge demand for ongoing stocks of these items. (PS)
 6. Furrows. Melissa Hayes is investigating appropriate protective and signage measures by Council, incl. instructing mower contractor to raise mower level.
 7. Car park. Council appear to be still in dispute over extent of J Holland responsibility for these works. Council is not making plan available - we will write to Council seeking details of proposals and an opportunity to comment (with photo if available) (PS VA)
5. **Correspondence:** as per Agenda, plus
Inwards
Arbias (Zytel Hircoe) re tickets to Schwerkolt C & MC
J Miller - talks & tours Univ Melb September (email)
RSHV - Kyneton Seminar 6 Sep 2008 - Mechanics Institutes
6. **Reports**
President -
 1. meeting with Melissa Hayes (Title: Leader, Cultural Facilities and Programs), covered background; re-accreditation and Council's involvement in Education and Marketing Policies; conservation storage and extension issues and reports; garden maintenance; furrow protection and signage. She will visit us on Wednesday 10 September.

2. Museums Australia (Vic). Workshop "Caring for textiles - basics" at Heritage Hill Dandenong - excellent

3. Copyright, facilities planning and membership to be addressed as priority issues

Treasurer:

1. report attached Received: (R Gardiner/Nethercote)

2. New Bank signatories will be VJ-E, PS, RG ((Arrowsmith/BGardiner)

3. Agreed that PS will ensure Donations blurb be made available for periodic publication in the Newsletter.

4. Letters of thanks to all monetary donors will be sent by Treasurer with receipt. (Arrowsmith/ BGardiner)

5. Enough money left for assessment of conservation requirements for another gown in preparation for grant application - VJ-E

Membership - B Gardiner reported 51 renewals so far

Displays - W Standfield reported that Vermont South Library display installed in foyer

Display cabinet - VJ-E reported a further inspection - recommended rejection. Letter to be sent to Box Hill HS of thanks but no thanks. (PS)

6. New digital camera purchased to replace dead Kodak

7. Restored dress sent to "Signature Stories" exhibition in Box Hill Art Space

8. No further action by dentists' photography group

9. Storage changes - PS reported waiting on location of suitable shelving units

10. Heritage Open Day:BG reported that Raffle prizes accumulating; baskets to be displayed outside, with goods for sale; Whitehorse Leader uncooperative re publicity, but radio stations notified. VA Reported that Mitcham would be walk venue on Saturday

13 September - better handouts being prepared for this year.

11. Sub-committee reports: No further meetings of Acquisitions, Accreditation & Review and Grants

12. Speakers: J Plehn's list of speakers to June 2009 was tabled - copy for Newsletter ed.

October 11: Linda Collier - The Collier Family (Anne & Emma suffragists)

December 13: Harold Walker - The Walker Family & E E Walker (MD Aust. Tesselated Tile Co.)

February 14: Dorothy Browne OAM - Women in athletics

April: Samantha Westbrook, Heritage Architect - Post-war housing

June Peter McPhee - Kokoda Trail (TBA)

Some suggestions for next year submitted

13. J Miller will finish draft Newsletter tonight

14. Next Assoc of Eastern Region Hist Socs meeting Box Hill 27 September

Received (Simmenauer/Nethercote)

7. **General Business**

1. Subcommittees: The following Subcommittees to continue for a further year:

- Acquisitions WS (Convener) JF VM IN RG VJ-E
- Accreditation & Review VA (Convener) BG RG PS KW VJ-E
- Newsletter Working Party YF (Coordinator) VA WS PS Proofreaders; Corrections BG, Copying PS, assembly YF, Posting RG.
- Grants RG (Convener) IN PS WS V J-E
- Facility Planning VA RG IN PS KW VJ-E (Convener?)

ALL SUB-COMMITTEES TO SUBMIT TERMS OF REFERENCE TO WHS COMMITTEE ASAP

2. Non-elective positions:

- Newsletter editor: Pat Richardson has volunteered to train and take over from Jay after December 2008

- Housekeeping: Wendy Standfield & Ian Nethercote
- Speakers: J Plehn
- Working Bee Coordinator: Ian Nethercote
- Public Officer: Bob Gardiner

Appointed (Fry/Standfield)

3. Vacant Committee position - negotiations proceeding
4. Annual reports - to be distributed to members who did not attend AGM, via next Newsletter. No automatic distribution to Councillors or Council Officers
5. Whitehorse Spring Festival 19 October - WHS will be situated in new foyer
6. Committee meeting time to remain daytime, 1st Monday, but to commence at 1.30 pm
7. VA outlined a proposal for a Register of activities. Details to be submitted to next Committee meeting.

Meeting closed 5.00 pm. Next Meeting 1.30 pm 6 October

Whitehorse Historical Society Inc.

Treasurers report for Committee meeting Mon. 1/9/08

General account balance at 1/9/08	\$5746.14
Accountable grants – balances	
Oral history grant	1206.92
Costume grant 2006	156.29
Costume grant 2007	<u>500.00</u>
Total -	1863.21 \$ <u>1863.21</u>

Available general funds -	<u>\$3882.93</u>
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Income 4/8/08 to 1/9/08

Subs	\$644.00
Donations	101.00
Sales	<u>110.00</u>
Total -	<u>\$885.00</u>

Expenditure

Costume restor. (grant)	\$3000.00
Camera	222.00
Lease of LHR – C of WH	<u>22.00</u>
Total -	<u>\$3244.00</u>

R. Gardiner
Treasurer

Unsolicited 'Note' given to Robin Da Costa-Adams by Peter Simmenauer, volunteer with the Whitehorse History Society Inc. when she visited the Society's rooms on Wednesday 16th July, 2008. There was not an opportunity to respond to the comments at the time, so annotated comments are shown below in *Italics*.

.....

In July 2007, Neil Montagnana of Bounce Books, requested access to photographs of the Whitehorse area in our collection in order to illustrate a book commissioned by Fletchers Real Estate Agents. This was a celebratory book intended for free distribution to selected clients. We understand that 10,000 copies were printed.

Neil Montagnana Wallace of Bounce Books was commissioned to publish a book. It was therefore a commercial/business commission requiring a fee by Neil Wallace from Fletchers. The amount Neil Wallace received for the commission is unknown. The fact that the book is to be distributed free to selected clients et al is irrelevant, and only serves to promote Fletchers Real Estate business.

Over several visits, photographs were selected and photographed by Neil, and a complimentary copy of the published book was donated to the Society by Fletchers in June 2008.

How many photographs were selected?

How were they copied – photographed? Scanned? Copied onto a DVD? Any other method?

Is there a record of those selected?

Was written permission by the Whitehorse Historical Society Inc., given to Neil Wallace to reproduce the photographs for publication?

Did the Society charge for copying the photographs?

What are the arrangements for the return of the un-used material?

As the book is to be distributed free of charge, the donation by Fletchers is noted.

It was indicated to Neil at the time that it was the publisher's responsibility to ensure that appropriate copyright arrangements were made for the use of any of the photographs. In most cases, we had no records of the photographs creators, donors or copyright holders.

The Society has two folders clearly marked as donated by Robin Da Costa and containing some 100 photographs on mounted boards. Each board is clearly marked on the verso "This photograph belongs to Robin Da Costa". Many more individual photos were also donated to the Society in 1977/8. The publication, 'Blackburn - A Picturesque History' also clearly states "All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without permission in writing from the publisher."

Almost all the photographs appear to be 70 years old or more, and many had been donated anonymously some 30-40 years ago. No photographs have any conditions for or restrictions on access placed on them by the donors.

The WHS March-April 2008 Newsletter (Series 16 no.2) under the heading 'The WHS Photograph Collection' states there are 3,400 images in their photograph collection. A request is made for people to help fill in the gaps in the collection and to bring them to the workroom on any Wednesday. "We do not need to keep the actual photograph, but we do need your written permission for a copy to be made and used by us."

No contact was made with either Robin Da Costa or with Derrick Stone (publisher of Blackburn - A Picturesque History) by either the Whitehorse Historical Society Inc, or by Neil Wallace, requesting permission to reproduce photographs for a commercial commission.

There is some degree of duplication in the collection. In particular, a collection housed in two folders of material used by Robin Da Costa in her book *Blackburn - A Picturesque History* donated by her in 1978 has been kept together regardless of duplication of a number of items in other parts of the collection. Like the others, there is no indication of creators or copyright holders.

The photographs on the mounted boards within the folders were reproduced from Robin Da Costa's collection (and at her own expense) for publicity and promotional material for Blackburn - A Picturesque History. There appears to be an assumption that those duplicated within other folders in your collection are not in any way connected with the photographs in the Da Costa folders - particularly as it would appear you have no record of the source or donor of those photographs. Many of Robin Da Costa's photographs were copied by Berris Stokes and others and it would appear that some of those may have found their way into your collection. Hundreds of photographs were sourced by Robin Da Costa for Blackburn - A Picturesque History, and of course not all were used in the publication, but were helpful promoting Blackburn and its history.

Of the 51 photographs in the 'Blackburn' section of the Fletchers publication, 11 have been identified as having been sourced from the Da Costa folders. The remainder were sourced from other folders in the collection.

There are 42 'Blackburn' historical photographs (including 2 repeated on the front cover) reproduced in Fletchers publication. I have identified a total of 21 photographs. Seventeen were published in Blackburn - A Picturesque History. In addition, all but two of the 21 photographs are located within the folders donated by Robin Da Costa and each photograph clearly marked as belonging to the author. The two photos, which would appear to be in your collection, are photographs taken by the author or commissioned in 1977 for publication of the Blackburn history.

WHITEHORSE HISTORICAL SOCIETY INC AO0122353

COMMITTEE MEETING 2 PM MONDAY 1 SEPTEMBER 2008
LOCAL HISTORY ROOM, SCHWERKOLT COTTAGE & MUSEUM COMPLEX

AGENDA

1. **Present/Apologies**
2. **Minutes of previous meeting**
3. **Business arising**
 1. Robin da Costa (by invitation)
 2. Councillors meeting with WHS (defer)
 3. Policy on taking of photos in museum
 4. Womens Suffrage booklet
 5. Museum shop
 6. Furrows
 7. Car park (VJE)
4. **Correspondence**

Incoming
C of W Amberlee Creese acknowledgement of bluestone paving letter (email)

Outgoing
C of W Bill Morrison bluestone paving
Felicity Martin dress conservation work
Pat Richardson book launch
Mike Symon thanks National Heritage Grants etc

Newsletters, notices
Box Hill HS Newsletter Aug 2008
Heritage Network Newsletter Aug 2008
Prahran Mech. Inst Newsletter Aug 2008
Art Deco 2008 Regional Festival
Mike Symon nomination senior Australian of the year 2009
Insite Jul/Aug 2008
Museums Australia Aug 2008
Nunawading Library Notable women exhibition
Pathways Australia Guide listing (fee)
Ringwood HS Newsletter Aug 2008
Tool Chest Aug 2008
The Age Not-for-profit list (advert)
Discover Australia Voucher Book (free)
5. **Reports**
 1. President
 2. Treasurer
 3. Membership (BG)
 4. Displays (BG)
 5. Display case (VJE)
 6. New camera (VJE)
 7. Costume loan to Whitehorse Arts Space (VJE)
 8. Photography of suburb location update - dentists (BG)