

WHITEHORSE HISTORICAL SOCIETY INC

**FACILITIES PLANNING SUB-COMMITTEE MEETING
22 SEPTEMBER 2008**

MINUTES

1. **Present:** K Way (Chair), V Arrowsmith, R Gardiner, V Jones-Evans, P Simmenauer (Minutes)

2. **Terms of Reference:** The Sub-committee recommends to the Committee that its Terms of Reference be:

To formulate long-term plans for matters considered by the Conservation Report 2000 and the Lovell Chen Sustainable Museum Practice Review 2002, to include the extension of the Museum building; conservation and possible relocation of the Barn and Smithy, Cottage conservation measures, storage requirements and Local History Room work area.

3. **Immediate tasks:**

The Chair indicated that planning information material should be available for lobbying of candidates for Council when known on 28 October, and for discussion with Springfield Ward Councillors and the Mayor soon after they take their place in the first week of December. She pointed out that these meetings were crucially important, as Council was likely to adopt a 5 year financial plan in February, in which our requirements must be included for any action to occur. The President and Secretary will develop these documents ASAP.

The President will write to Melissa Hayes, Leader, Cultural Facilities and Programs, formally requesting implementation of the restoration/maintenance works as discussed. She will also follow up supply of a final copy of the Review to us. This will be copied to members of this Sub-Committee.

A letter will be written to the City of Whitehorse CEO, Noelene Duff, in November outlining our case for the Stage 2 Museum extension, referring to the recommendations of the Conservation Report and to the development recommendations contained in the Lovell Chen Review.

The Chair will attempt to determine the status of the Review, and what stages if any were submitted to Councillors and Council Officers.

There was general discussion regarding future storage requirements and future approaches to collecting, following the recommendations contained in the Review.

Meeting closed 3.30 pm

AUDIO EQUIPMENT REQUIREMENTS

1. Meetings

We need to amplify speakers and Office-bearers at Society meetings held in the Local History Room. We also want to record speakers' presentations. These are currently recorded to audio tape, most of which are retained in the collection.

The audio system recently failed. Ted has attempted to fix it, but has only been able to restore limited functionality, viz amplification through one microphone (lapel) and recording to tape. It has also been suggested that music be played at open days.

2. Oral history interviews

We need portable recorders for recording oral history interviews for the collection. Our current equipment comprises one medium quality battery/mains tape recorder and three basic battery recorders.

While inexpensive, the disadvantage of audio tape recordings is that they are prone to deterioration and mechanical damage over time. The Society has recognised this by recently authorising the copying of most of the existing collection to digital CDs.

It is recommended that both our future interviews and speakers be recorded digitally, using a basic digital audio recorder, and retained in the collection on CDs. It should be noted that computer software will need to be acquired in order for us to transcribe these interviews ourselves. Existing computers can run such software.

3. Recommendations

It is recommended:

1. that a **stand-alone portable mains/battery PA unit** be acquired to serve meetings (both speakers and Office-bearers), and also outside locations (speakers, music) if required.
2. that a **portable digital recorder** be acquired to serve both recording of speakers and oral history interviews.
3. that suitable **transcribing and/or editing software** be further investigated and discussed, using the latest edition of the *Oral History Handbook* as a guide.

The use of separate units, as opposed to the current integrated unit, would be easier to use. Anyone could plug them into a power point and test the sound. The existing unit should be retained as an emergency back-up.

4. Costs:

Quotations have been obtained for:

- Sekaku battery/mains wireless mic. + other inputs \$449.00
- Zoom H2 audio digital recorder \$299.00

Software has been surveyed, but no recommendation is being made until transcription is discussed further; It is expected that existing cables etc can be used; perhaps a tripod stand may be needed.

Whitehorse Historical Society Inc.

Treasurers report for Committee meeting Mon. 7/10/08

General account balance at 7/10/08	\$6327.73
Accountable grants – balances	
Oral history grant	1178.92
Costume grant 2006	156.29
Costume grant 2007	<u>500.00</u>
Total -	1835.21 <u>\$1835.21</u>

Available general funds - \$4492.52

Other grants –

C of W/horse Heritage Day grant \$1000.00

Income 1/9/08 to 7/10/08

Subs	\$270.00
Donations	35.00
Sales	92.50
Heritage Day	624.55
Heritage Day grant	<u>1000.00</u>
Total -	<u>\$2022.05</u>

Expenditure

Admin.	\$50.70
Gas	103.51
Collection	12.30
Oral history	28.00
Heritage Day	<u>1338.00</u>
Total	<u>\$1532.51</u>

R. Gardiner
Treasurer

Heritage Day Sept. 08

Income

Grant C of Wh	\$ 1,000.00
Sales	\$ 84.55
Raffle	\$ 278.00
Donations	\$ 137.00
Total	<u>\$ 1,499.55</u>

Expenditure

Flyers	\$ 50.00
Bubble machine	\$ 42.95
Refreshments	\$ 150.00
Merchandise	\$ 50.00
Animal farm	\$ 583.00
Balloon man	\$ 330.00
Blacksmiths	\$ 50.00
Lioness club	\$ 50.00
Total	<u>\$ 1,305.95</u>

Income	\$ 1,499.55
Expenditure	<u>\$ 1,305.95</u>
Profit	<u>\$ 193.60</u>