

WHITEHORSE HISTORICAL SOCIETY INC

COMMITTEE MEETING, 6 OCTOBER 2008

MINUTES

1. **Present:** V Jones-Evans (Chair), P Simmenauer (Minutes), V Arrowsmith, B Gardiner, R Gardiner, V Marshall, W Standfield, K Way **Apologies:** J Fry, I Nethercote
2. **Minutes of last meeting:** Accepted (BG/VA)
3. **Business arising**

Policy on taking photographs in the museum. VJ-E has consulted J Miller, common museum policies prohibited use of flash for photographing paper works and textiles, and totally for travelling exhibitions. VA/BG moved that Photographs without flash be allowed in the Museum and Cottage, attendants to receive a copy of the policy. It is believed that students are the main takers of photographs. PS felt that signs were needed if the policy was to be effective. It was agreed that photo usage should be surveyed before proceeding, as there may be no need for a policy if there is little photography. (KW/PS) BG & WS will conduct a survey of attendants.

Womens' Suffrage booklet - no further information from Box Hill
Furrows - no further information from M Hayes
Car Park - VA will contact Chris Aubrey
Committee vacancy - no volunteers to date. PS will proceed with updated Committee list Register of activities - deferred
4. **Correspondence**

:Additional: *Outgoing:* Thanks for donations to C & J Kelly, T Robinson.
Incoming: C of W Rayce Coyte - Whitehorse Spring Festival; J Miller - videos on water damage and saving objects from soot; first aid checklist (email)
C of W - Library displays 2009 - VJ-E to identify dates
RHSV Grant - info. to RG for Grants s/c for action
R da Costa - General business
5. **Reports**

President - K Way congratulated VJ-E on "multi-tasking" on Open Day
Treasurer - Report attached, including breakdown on Heritage Day. Annual reports with letters of thanks to Kendal Sinclair & Julie Lyons for grants. K Way will give an outline on current situation re Council funding to R Gardiner for information for Grants sub-committee. Payments: \$14 to T Arrowsmith for cards; \$50 H/K to W Standfield. Queried whether subscription to Museums Australia, due for renewal, was worth it. Inquiries to be made on just what we get from it. Report accepted (RG/KW)
Membership: 76 subscriptions paid, 14 not yet BG
Displays: Nunawading Library photos finished, favourable comments on Vermont South. Gowns returned from Box Hill Art Space, models lent for display of the gowns at Spring Festival
Storage changes - no action yet - suitable units not yet available
Heritage Open Day: suggestions for improvements: directional signage with times of events; better knowledge of First Aid kit and better scissors for kit.
Letter of thanks to be sent to Terry Butler, Harvey Norman, for donation of rug for raffle prize (details from KW) (BG/KW)

Sales of soaps, bookmarks and lavender bags good on day - VA to investigate potential of expanding sales of all items at all events and museum.

PS suggested that flyer distribution areas be identified so that all areas are covered.

Thanks to BG for successful organisation of the day.

Knox HS audiovisual. RG described the equipment, which was basically a laptop computer and video projector. Resolved to purchase similar equipment (BG/KW) and submit an application for funding for same, with appropriate software, to Volunteer Grants by 17 October. Costs to be determined.(KW/VA) (See 6 below)

Accreditation & Review sub-committee - no meeting

Acquisitions sub-committee - has considered Image Policy and associated forms, and copyright considerations. Recommendations to December Committee meeting. Next meeting 17 October.

Facilities Planning sub-committee: Chair indicated that Review had not been tabled at Council. This will influence our correspondence with CEO and lobbying of Council candidates and Springfield Ward elected Councillors. PS to contact Mark Fawcett to see if there is any useful information about the Review's whereabouts and status.

Sub-committee Terms of Reference accepted (KW/RG)

VA suggested that candidates be invited on Wednesdays or other time to discuss our case for extension as known, before 28 October if possible. Agreed (KW/WS)

Newsletter Working Party - has not met. VJ-E thanked all concerned for work on last Newsletter and will discuss procedures with Y Fitzmaurice on her return. J Miller has not yet contacted P Richardson re training as Editor.

6. General business

Pocket Guide to Walking and Wheeling in Whitehorse omitted mention of Schwerkolt Cottage. PS to write to CEO, requesting correction on next re-issue (WS/VA)

Audio replacement equipment. Recommendations accepted (PS/KW) Purchase of a digital recorder at a cost of \$300 approved (VJ-E/RG)

Door to storage area. RG proposed a door of heavy plastic to exclude weather and wildlife.at a cost of \$50. Approved (RG/BG)

Volunteer Grants submission. Submission for funding of purchase of a portable PA system, digital recorder, transcription kit and accessories at a cost of \$1374 approved (PS/KW)

Framing of Margaret Tarrent prints - Deferred

Sausage sizzle - Request to be made to Bunnings Nunawading for date for in 2009. BG to supply details to PS

Visitor survey. VJ-E's daughter will help design

Robin da Costa. Letter with attachments regarding photos she claims she has "Rights of reproduction" to. Vicki Court has indicated that subject photos will be withdrawn from WMRL Heritage Network database and from Picture Victoria (and Picture Australia?), and will supply further information to us.

VJ-E will reply, indicating agreement with her proposal to mark photos with her copyright, under specified conditions.

Sausage sizzle2009. Letter to be written to Bunnings requesting a date

Meeting closed 4.20 pm

Next meeting: 1.30 pm, 3 November

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COMMITTEE MEETING, 1.30 PM, 6 OCTOBER 2008

AGENDA

1. **Present/Apologies**
2. **Minutes of last meeting**
3. **Business arising**
 - Policy on taking photos in museum VJ-E
 - Womens' Suffrage Booklet VA
 - Furrows
 - Car park VA/PS
 - Committee vacant position
 - Register of activities VA
4. **Correspondence**
 - Incoming*
 - E Atwill C of W - Whitehorse News Nov. ed.
 - Mike Symon - Volunteer Grants Program
 - Nunawading and Vermont South Libraries - 2009 Display Programme **
 - R da Costa-Adams **
 - Outgoing*
 - Dept of Justice annual Statement
 - R da Costa-Adams
 - C of W Melissa Hayes – Barn & Smithy
 - C of W Councillors & Senior Council Officers - Heritage Day
 - Shirley Jones - thanks
 - Thanks for donation: R & D Meagher; D Pedersen; B & A Sharp; R Whelan
 - Thanks for Heritage Day participation (12)
 - Box Hill HS Robyn Goble - display case
 - Newsletters, notices*
 - Assoc. of Eastern Historical Societies Newsletter Sep 2008
 - Assoc. of Eastern Historical Societies AGM
 - Doncaster-Templestowe HS Newsletter Sep 2008
 - Eltham District HS Newsletter Sep 2008
 - E-Volution Aug 2008
 - Federation of Family History Societies Aug 2008
 - History News Sep/Oct 2008 **note grant
 - Library News WMRLC Spring 2008
 - Ringwood HS Newsletter Sep 2008
 - University of Melbourne Cultural Treasures days
5. **Reports**
 - President
 - Treasurer
 - Membership
 - Displays
 - Storage changes - no action yet
 - Heritage Open Day

Other – Knox audiovisual equipment RG
Sub-committees & Working Parties
 Accreditation and Review - has not met
 Acquisitions
 Facilities Planning
 Grants - has not met
 Newsletter - has not met

6. General business

Pocket guide to walking and wheeling in Whitehorse
Audio replacement equipment (paper attached) PS
Framing of Margaret Tarrent prints VA
Door to storage area RG

Next meeting: