

WHITEHORSE HISTORICAL SOCIETY INC

COMMITTEE MEETING, 1 DECEMBER 2008

MINUTES

1. **Present:** V Jones-Evans (Chair), P Simmenauer (Minutes), V Arrowsmith, R Gardiner, V Marshall, I Nethercote, W Standfield, K Way
Apologies: J Fry, B Gardiner
2. **Minutes of last meeting:** Accepted (Marshall/Gardiner)
3. **Business arising:**
 - RHSV Banner.* If we are successful in our funding application, we will need to inform the banner manufacturer of our requirements for content and colour. It was agreed that the text comprise: Name, Street address, Web site. Incorporation No. and ABN. Colours: terracotta brown or green on cream or beige. A logo to be included, possibly in "watermark" form, either of cottage similar to membership brochure (signifying our location) or Australian Tesselated Tile Co as on Mission statement (signifying our historical scope). Advice to be sought from designer.
 - Furrows* - no further information
 - Car Park* - no further information. Suggested that these two items be brought to a projected quarterly meeting with Ward Councillors.
 - Committee vacancy* - no takers
 - Register of activities.* VA tabled a draft entitled "Statement of Purpose" for consideration at the February meeting
 - Museums Australia membership renewal* - agreed not to renew
 - New Councillors* - President to write letters of congratulation to all new and re-elected Councillors, inviting the Springfield Ward ones to our December meeting. Copies of letter to CEO re extension to be sent to them also.
 - Volunteer Recognition Certificates.* President will write a recommendation for J Fry to Mike Symon. (Way/Marshall)
 - Shop items.* Treasurer indicated that, while it is early days, sales and profit seemed satisfactory. To be kept under review.
 - Nunawading residents' stories.* Pat Richardson's preliminary description was considered and approved in principle, with some clarification of its geographical scope. A progress report will be required by April 2009.
 - Computer volunteer.* Ted Arrowsmith has provided a job spec. Agreed that P Simmenauer will talk to Great Connections tonight, and Eastern Volunteer Resource Centre if necessary. (VJ-E/IN)
4. **Correspondence:**
 - Additional: *Inwards:* M Symon - Wesley Appeal, R da Costa-Adams - agreement to reproduction for personal research, C of W Noelene Duff - apology for "Pocket Guide" omission of Schwerkolt, Museums Australia Magazine Nov 2008, Ringwood HS Newsletter Nov 2008. *Outwards* C of W Kendall Sinclair - thanks for operating grant.
5. **Reports:**
 - President:
 - Tarrent prints* done
 - Scotsglen singers December meeting* - \$50 honorarium
 - Visitor Survey.* Consulted with J Jones - OK. 50 copies initially, VJ-E to monitor

Congratulations and thanks to Vicki and daughter for work on this ((Way/Nethercote) *Music in the Parks* at Schwerkolt 4-8 pm 1 March 2009 - marquee for Society. Some doubts expressed about its organisation - follow up with Sue Fallon? Sausage sizzle - suggested that we share with Forest Hill Rotary (Arrowsmith/Way)
Heritage Day 50s theme, Blackburn historical walks for Heritage & History Weeks.
Treasurer: tabled Financial and Grants reports (attached) Received (Gardiner/Marshall)
Honorarium of \$200 approved for transcriber of oral history tapes. (Arrowsmith/Way)
Acquisitions s/c - Image donor form and Reproduction form and Receipt form OK.
Facilities Planning s/c - will meet 11 December
Grants s/c - met to approve grant applications (GVEHO & RHSV Banner)
Membership - 4 renewals outstanding
Displays - clay display signs in progress
Speakers - OK to April. Suggested that Mayor be invited for August AGM, Ventura Bus person as another speaker
Storage shelving - one set of shelves purchased, deep shelving to come.

6. General business:

Copying prices revised list approved.
AEHS AGM will be hosted by WHS in 2009 (date to be determined)
Costume working bee in January 2009, date to be decided by workers.
Door to outside display area thanks to Bob for doing this.
Microwave replacement - to be considered at next meeting
Catalogue training Ps indicated that he would offer a refresher course in the new year, devised with Ted.
Constitution K Way indicated that Public Officer need not be mentioned in Constitution, will provide information to Grants s/c convenor to cover "non-profit" status, needed in applying for some grants. For some grants, Incorporation in Victoria means non-profit status.
CPR Kit available from Ambulance Victoria. Agreed to purchase for \$20 (Simmenauer/Gardiner)
WHS Closure dates Closed to public 11 December - 13 January (ex. Gen. meeting 13 December)
Portable vacuum cleaner agreed to purchase for \$129 (Arrowsmith/Jones-Evans)

Meeting closed 4 pm

Next meeting: 1.30 pm Monday 2 February 2009

Whitehorse Historical Society Inc.

Treasurers report for Committee meeting Mon. 1/12/08

General account balance at 1/12/08	\$6134.83	
Accountable grants – balances		
Oral history grant	848.92	
Costume grant 2006	156.29	
Costume grant 2007	<u>500.00</u>	
Total -	<u>1505.21</u>	<u>\$1505.21</u>
Available general funds -		<u>\$4629.62</u>

Investment account \$24592.53

Income 3/11/08 to 1/12/08

Subs	\$120.00	
C of Whorse grant	620.00	
Museum sales	120.00	
LHR sales	34.00	
Refund on shelving	<u>10.00</u>	
Total -	<u>\$904.00</u>	

Expenditure

Seminar & MAP fees	\$85.00	
Origin, gas	74.78	
Cable & clips	30.75	
Tissue paper	31.90	
Digitising audio tapes	330.00	
Shelving	<u>260.00</u>	
Total	<u>\$812.43</u>	

R. Gardiner

Treasurer

GRANTS APPLIED FOR 2008/09

DATE	SOURCE	ITEMS	INDIV. COSTS	TOTAL GRANT STATUS
8/09/2008	City of Whitehorse	Heritage Day costs		\$ 1,000.00 Received
29/10/2008	City of Whitehorse	Annual Operational		\$ 620.00 Received
Oct. 2008	Federal Govt. Volunteer grants program 08	Portable P. A. system Digital Recorder Audio Transcriber Accessories (microphone etc.) Laptop computer (for audio Visual) Video projector	\$ 499.00 \$ 445.00 \$ 125.00 \$ 450.00 \$ 1,500.00 \$ 1,000.00	\$ 4,019.00 Applied for
	National Library	Significance assessment of outdoor garments conservation of 1868 gown	\$ 4,400.00 \$ 1,600.00	\$ 6,000.00 Advised not successful
Nov. 08	Federal Govt. GVHEO program	Operational (3 year progressive) 2010/11 Laptop for displays	\$ 3,000.00 \$ 3,500.00 \$ 4,000.00 \$ 1,500.00	\$ 12,000.00 Applied for
Nov. 08	Royal Hist. Soc. Vic.	Promotional banner (Set amount)	\$ 500.00	\$ 500.00 Applied for

DRAFT

STATEMENT OF PURPOSE WHITEHORSE HISTORICAL SOCIETY INC

The following is the personnel and practices required to maintain accreditation with Museum Accreditation Program and give visitors to the Schwerkolt Cottage & Museum Complex – A Rewarding Experience.

An elected Committee of twelve volunteer is responsible to the Society membership for the procedures required according to the Constitution of the Society. The work required to achieve this:-

Cataloguing of Artifacts – Photographs – Maps etc – and Documents. These are assessed in separate sections by an Acquisition Committee for Artifacts.

4 Volunteers catalogue artifacts

1 Volunteer catalogue photographs

2 Volunteers catalogue documents

Sub – Committees are established as required. Currently we have an –

Acquisition Committee	5 volunteers
Accreditation Review	6 volunteers
Grants Committee	5 volunteers
Newsletter Committee	6 volunteers plus editor

Note Society members serve on more than one Committee.

Housekeeping to maintain cleanliness, pest control, working bees and the purchases of supplies is managed by two volunteers.

Speakers for the bi-monthly meetings are arranged - two volunteers

Displays and interpretation in Schwerkolt Cottage, Museum, Blacksmiths' Shed, Orchard Shed, Cellar, Smoke House and Barn require regular monitoring. The Museum displays are changed on rotation with particular theme in mind e.g. women's suffrage.

Enquiries and research requests are handled mainly by phone and Email with some personal requests at the Local History Room, which are recorded.

Projects are undertaken by members, eg audit of clothing – 4 days.

Presently material is being compiled to produce a book of memories of living in Whitehorse in the '50s. – two volunteers.

In conjunction with the City of Whitehorse and the Box Hill Historical Society Inc, we are involved with Heritage Week which includes an Open Day with exhibits, demonstrations, fun for children, etc organized by one volunteer with helpers.

There are six computers one of which is the Data Base Computer. All catalogued items are entered on this computer and the Read Only information is made available to the other five computers. One of these five is used for Administration Purposes, another for producing the Newsletter. Two computers have scanners attached and a printer is available directly for three computers. This requires one full time volunteer plus several others to be involved.

WHITEHORSE HISTORICAL SOCIETY INC

COMMITTEE MEETING, 1.30 PM MONDAY 1 DECEMBER 2008

AGENDA

1. **Apologies**
2. **Minutes of last meeting**
3. **Business arising**
 - Banner specifications
 - Womens' Suffrage booklet
 - Furrows
 - Car Park
 - Committee vacancy
 - Register of activities
 - Museums Australia membership renewal
 - Springfield Ward candidates
 - Volunteer Recognition certificates
 - Shop items sales and profitability
 - Nunawading residents stories
 - Recruitment - computer Officer
4. **Correspondence**
 - Inwards*
 - NLA Community Heritage Grant application - not successful
 - Museums Australia - renewal
 - Centrelink
 - Box Hill HS - donations
 - Bruce Atkinson - congratulations
 - Outwards*
 - Keith Hancock, Louise Frost - welcome as new members
 - RHSV - History Week (Banner) application
 - Dept of Environment, Water, Heritage and the Arts - GVEHO application
 - Mike Symons - copy of GVEHO application, Volunteers Grant application
 - Newsletters, notices*
 - Victorian Historical Journal Nov 2008
 - History News Nov/Dec 2008
 - Now & Then Nov 2008
 - Eltham HS Newsletter Nov 2008
 - Beleura - A Theatre of the Past
5. **Reports**
 - President
 - Treasurer
 - Acquisitions s/c
 - Accreditation & Review s/c
 - Grants s/c
 - Facilities Planning s/c
 - Displays
 - Membership
 - Speakers
 - Storage shelving

6. General business

Copying prices

AEHS hosting by WHS 2009

Costume working bee January 2009

Door to outside display area

Microwave replacement

Catalogue training

Constitution - Public Officer, non-profit provisions

CPR Kit purchase

Closure dates

Next meeting: