

WHITEHORSE HISTORICAL SOCIETY INC

**COMMITTEE MEETING, 1.30 PM, MONDAY 2 FEBRUARY 2009
LOCAL HISTORY ROOM**

AGENDA

1. **Apologies**
2. **Minutes of last meeting** (circulated in December - don't forget to bring it)
3. **Business arising**
 - RHSV banner
 - Furrows
 - Car park
 - Committee vacancy
 - Register of activities
 - Microwave replacement
 - In-house training programs - cataloguing & caring for the collection, searching, digital recorder
 - AEHS AGM
4. **Correspondence**
 - Inwards***
 - Bunnings Nunawading - sausage sizzle date
 - C of W - Noelene Duff - Museum Building Extension
 - Centrelink - approval to host job seekers
 - Christmas cards/letters - Ben Stennett; Mark Lane & Raylene Carr; Staff of Cultural Facilities and Programs; Wendy Robertson; Mike Symon
 - Dept. of Families, Housing, Community Services and Indigenous Affairs - Grant Letter of offer
 - Heritagecare - Community Stewardship project "Preparation for Reaccreditation 2009"
 - Museum Victoria -Photographs of Ballarat & Healesville
 - National Library of Australia - Request for Issues of serial publication
 - Marie Jack (with US\$100 donation)
 - Paul Hillman - payment for Monica Peck
 - Outwards***
 - Ballarat HS - photographs
 - C of W - Noelene Duff - Museum building extension
 - Cr Helen Harris & all other Councillors - Museum building extension
 - Cr Helen Harris & all other Councillors - congratulations on election
 - Bunnings Nunawading - Cathy Halligan - acceptance of sausage sizzle date 4 October 2009
 - Dept. of Families etc - Acceptance of offer (email)
 - Healesville & District HS - photographs
 - Heritagecare - Community Stewardship project "Preparation for Reaccreditation 2009" - confirmation
 - National Library of Australia - Request for Issues of serial publication - issue sent
 - Nunawading & Vermont Libraries - Display space offers June & July
 - Marie Jack - thanks
 - Newsletters, notices***
 - Box Hill HS Newsletter Dec 2008
 - Doncaster-Templestowe HS Newsletter Dec 2008
 - E-vol-ution (EVRC) Dec 2008

Friends of the Cerberus
Heritage Council - change of address
Insite Nov 2008/Jan 2009
POD Newsletter Dec 2008
Pahran Mechanics' Institute Dec 2008
The Tool Chest Nov 2008
WMRLC Library News Summer 2009

5. Reports

President
Treasurer
Accreditation & Review s/c
Acquisitions s/c
Computer volunteer
Displays
Environmental monitoring
Facilities Planning s/c - met 11 December to refine letter to C of W CEO
Grants s/c
Membership
Music in the parks sausage sizzle
Newsletter editor
Nunawading residents' stories - Burwood Bulletin ran a notice
Oral history
Shop items
Speakers for WHS meetings
Speakers for outside groups
Storage shelving
Visitor survey
Web site

6. General business

Responsibilities list

Next meeting

WHITEHORSE HISTORICAL SOCIETY INC

COMMITTEE MEETING, 2 FEBRUARY 2009

MINUTES

1. **Present:** V Jones-Evans (Chair), P Simmenauer (Minutes), V Arrowsmith, J Fry, B Gardiner, R Gardiner, V Marshall, I Nethercote, W Standfield, K Way (to 2.45)
2. **Minutes of last meeting:** Accepted (Nethercote/Standfield)
3. **Business arising:**
 - RHSV banner application.* We will wait for an offer before approaching a graphic artist.
 - Furrows.* Melissa Hayes has indicated to V J-E that an application for funds for signage has been made in capital works category. 3 councillors have been emailed for support
 - Car park.* No further information. KW suggested that Crs Daw & Stennett be asked to request an update on current situation (probably still tied up in negotiations with Eastlink)
 - Committee vacancy* no takers
 - Register of activities.* VA tabled a revised paper incorporating comments. Suggested that copies be circulated to Wednesday group for further comments.
 - Microwave replacement* No further action
 - In-house training programs.* Document cataloguing and searching to be arranged by PS; cataloguing and care of artifacts to be arranged by VJ-E (March); Use of digital recorder to be arranged by PS.
 - AEHS Workshop to be hosted by WHS.* No date set yet
4. **Correspondence:** as per Agenda
Additional:
 - Ted Arrowsmith - thanks for gift
 - Hawthorn HS Newsletter Feb 2009
 - Pathways Australia
 - VCOSS Clearinghouse: 2009 Regional Training Calendar (email)
 - Australian Family Tree Connections - free event advertising (to BG)
 - Received (Way/B Gardiner)*
5. **Reports**
 - President:* in addition to items in Business arising, Lovell Chen report, which was not put before Council, has been unearthed, n/a to WHS, but available to Councillors on request. Melissa Hayes has been informed that 2-3 Councillors are interested.
 - Burwood Bulletin has asked for contributions of historical articles from us.
 - Treasurer:* Orchard a/c re-invested for 90 days at 4.8%. Report tabled. (attached)
 - Accepted (R Gardiner/Nethercote)
 - Accreditation & Review s/c.* Draft revised Collection policy tabled for endorsement at next meeting. Business Plan & Strategic Plan next for revision.
 - Acquisitions s/c.* Has not met
 - Computer volunteer.* PS reported that our insurance policy does cover "financial members", which could be used to provide cover, and will satisfy volunteer recruiting organisations. A notice, with covering letter will be sent to local community houses which have computer courses and Nunawading U3A. Community noticeboards suggested as a further outlet.

Displays. VJ-E reported current activities included preparing for exhibit of baby clothes; laundry research; labelling toys; new camera display. Display schedule will be documented for next meeting.

Environmental monitoring. PS reported that Testo software has been re-installed on Computer C, and tabled a summary of readings obtained but not reported owing to equipment malfunction, for 2007 and 2008. Situation is basically satisfactory, with few extremes. 3 monthly reports to be made in future.

Grants s/c. Bid for funding from Dept of Families, Housing, Community Services and Indigenous Affairs for \$4019 successful (PA system, digital recorder, lap top and video projector). No information on other bids yet.

Membership unchanged from last meeting.

Music in the parks sausage sizzle 1 March: offered to Forest Hill Rotary, who considered it but refused. Whs will not set up a stall, but distribute Society and Cottage brochures to entrants. (Arrowsmith/Simmenauer)

Newsletter editor: J Millere will definitely stop after April issue. VJ-E to check whether P Richardson still able to take on editorship

Nunawading Residents' stories: Burwood bulletin ran a notice asking for information.

Oral history. K Way indicated that she was still intending to co-ordinate these activities, after existing commitments have concluded. V Arrowsmith will continue until then.

Shop items too early to report

Speakers for general meetings. VJ-E read list prep. by J Plehn & J Fry (attached). To be run in next Newsletter.

Speakers for outside groups V Arrowsmith indicated that she was not continuing - another volunteer needed. PS suggested that presenters would be more willing if outline notes of previous presentations were available.

Storage shelving. R Gardiner reported acquisition of racking for Local History Room and exterior storage area. Shelves need to be painted.

Visitor surveys. VJ-E reported that about 20 had been completed. Analysis after more have been received.

Web site. K Way sought approval to investigate means of achieving a "Stand-alone" web site. (Simmenauer/R Gardiner) More details to follow.

Working bees Next at 9.30 am 14 March

Reports received (Fry/ B Gardiner)

6. General business

Responsibilities List update. Updated list attached

Heritagecare Community Stewardship Project agreement. R Gardiner's action in signing agreement on behalf of WHS ratified (Arrowsmith/Simmenauer)

Copy of Cuffley. Cottage gardens to be purchased for the collection from V Arrowsmith for \$35.00 (Way/Standfield)

Tea roster for General meetings needed.

Committee congratulated Valda & Ted Arrowsmith for their joint Community award presented by Council at the Australia Day ceremonies.

Ray Peace has asked for tour and lunch for members of Knox HS on???. Volunteers required

Meeting closed 4.15 pm

Next meeting 1.30 pm Monday 2 March

Whitehorse Historical Society Inc.

Treasurers report for Committee meeting Mon. 2/2/09

General account balance at 2/2/09	\$8982.66
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>\$7477.45</u>
Investment account	\$24592.53

Income 1/12/08 to 2/2/09

LHR sales	\$130.70
Museum sales	\$35.00
Donations	\$137.19
Fundraising	\$70.00
Bank interest	<u>\$15.18</u>
Total	\$388.07

Expenditure

Admin.	\$590.90
Collection	\$360.00
Card sales	\$45.50
Housekeeping	\$50.00
Petty cash	\$50.00
Equipment	\$160.00
Gas	<u>\$62.48</u>
Total	\$1318.88

R. Gardiner

Treasurer

Speakers' Schedule for General Meetings 2009

April 18th Samantha Westbrooke, Heritage Architect - City of Whitehorse on "Post War Housing and The Age Small Homes"
June 13th Peter McPhee - RSL Healesville "Kokoda Trail"
August 15th AGM Mayor Helen Harris OAM - NOT YET CONFIRMED
October 10th Ray Galloway on the "History of Ventura Buses"
December 12th Laurie Bunn on the "History of Puffing Billy"