

WHITEHORSE HISTORICAL SOCIETY INC

COMMITTEE MEETING 2 MARCH 2009

MINUTES

1. **Present:** V Arrowsmith, V Jones-Evans (Chair), V Marshall, I Nethercote, P Simmenauer (Minutes), W Standfield, K Way (for Web site item)
Apologies: J Fry, B Gardiner, R Gardiner
2. **Minutes of last meeting:** accepted (Standfield/Nethercote)
3. **Business arising:**
RHSV Banner application: no response
Furrows: no response, probably not until budget discussions
Car Park: V J-E has emailed Cr P Daw; no information, but meeting between Council & Thiess John Holland likely.
Committee vacancy: no responses.
Organisation of activities statement: VA to seek comment from 2 more members
In-house training: change of dates noted
AEHS Workshop: Saturday 18 July. VA to confirm with AEHS
Responsibilities list: finalised (attached)
Speakers for outside groups: agreed to tape VA's next presentation to give a basis for others to present
Knox visit: Ray Peace to confirm numbers. Volunteers: VA, VM, WS, VJ-E + BG? JV?
4. **Correspondence:** as per Agenda, plus:
Australia Post a/c
AEHS Newsletter Feb 2009
Blackburn Lake Sanctuary & Blackburn Creeklands Newsletter Feb 2009
Museum Australia (Vic) Artefacts Workshops. Digitisation of Collections of interest; members will be asked for interest on Wednesday
Pahran Mechanics Inst. Newsletter Feb 2009
Ringwood HS Newsletter Feb 2009

PS will pick up an application form for Community Grants; thought needed on any further projects in addition to Open Day.
5. **Reports:**
President: Contacted WA Goldfields HS to offer photocopies of Cook letters
Reviewed events in Heritage Week, September, including Artefact Exhibition in Box Hill Arts Space, discussed in meeting with J Jones
Treasurer: report tabled. Accepted (Arrowsmith/Nethercote)
Acquisitions s/c: report tabled (Standfield/Arrowsmith)
Accreditation & Review s/c: continuing to work on Strategic Plan & Business Plan. Next meeting 3 March. Collection Policy draft to be presented for ratification April meeting.
Computer volunteers: three people have expressed interest. Ted will indicate a time that he will show them the system and evaluate their suitability and PS will contact them to match the time. There have been no responses from the Community House/U3A letters.
Facilities s/c: has not met
Grants s/c: has not met
Displays 2009 Plan: date for preparation of Arts Space exhibition noted

Music in the Parks. Schwerkolt event well attended and successful

Oral history: VA indicated about 4 candidates. S/h transcriber to replace faulty one has been purchased

Newsletter editor: V J-E reported that J Miller can continue for time being, while replacement sought by VJ-E. Items will need to be emailed to her, and photos inserted by us.

Admin. computer: VJ-E has given info. to Ted A, who will act

Deakin students visit: RG, VA, IN, PS available

Environmental monitoring: museum logger not operating; has to wait for further checking when admin. computer fixed.

Probus visit: VJ-E to liaise with David Marsh on date & cost

Visitor survey: 24 completed so far; to continue until at least 40 collected.

Web site: K Way presented 3 months usage statistics for present site (attached), and indicated ongoing investigation of other possible providers and costs. Later discussion appeared to name ability to put pictures of artefacts as a major goal of a change, and reported difficulty in accessing present site.

6. General business:

Equipment and equipment storage. Proposal to purchase a secure storage cupboard for electronic equipment approved. (Simmenauer/Jones-Evans)

PS reported that we have been offered a donation of a TV/VHS unit and CD/DVD player.

Agreed that this be accepted (Simmenauer/Arrowsmith)

Location of everyday items (VA) To be discussed at next meeting.

Meeting closed 3.45 pm.

Next meeting: 1.30 pm 6 April 2009

WHITEHORSE HISTORICAL SOCIETY INC

RESPONSIBILITIES LIST

Artifact Cataloguing	Vicki Jones-Evans
Computer Development & Maintenance	Vacant (Ted Arrowsmith minding)
Consumables purchasing	Wendy Standfield
Displays	Vicki Jones-Evans, Barbara Gardiner/Bob Gardiner
Document Cataloguing	Peter Simmenauer
Environmental monitoring/Pest control	Yvonne Fitzmaurice/Ian Nethercote
Maintenance	Bob Gardiner
Membership Secretary	Barbara Gardiner
Museum Consultant	Jay Miller
Museum Shop stock	Judith Fry (cards), Valerie Marshall
Newsletter Editor	Jay Miller
Oral History Program	Valda Arrowsmith (to April) Kaele Way
Photograph Cataloguing	Pat Richardson
Publicity	Barbara Gardiner
Speakers Program	Judith Fry/Janeice Plehn
Speakers to Outside Groups	Vacant
Volunteer Training	Committee

Statistics for Vicnet Free Web Services

Statistics for ndhsinc for 2-2009

Hits	Kb downloaded	URL
729	65780	TOTAL
236	406	/~ndhsinc/
88	245	/~ndhsinc/museum.html
69	182	/~ndhsinc/database.html
52	117	/~ndhsinc/publications.html
51	142	/~ndhsinc/contact.html
50	180	/~ndhsinc/meetings.html
47	106	/~ndhsinc/research.html
45	295	/~ndhsinc/links.html
41	102	/~ndhsinc/membership.html
17	37439	/~ndhsinc/Feb2007newsletter.pdf
17	25721	/~ndhsinc/newsletter.pdf
16	845	/~ndhsinc/constitution.pdf

Your username

Month to report on

Submit Query

Statistics for Vicnet Free Web Services

Statistics for ndhsinc for 1-2009

Hits	Kb downloaded	URL
453	32294	TOTAL
149	258	/~ndhsinc/
55	122	/~ndhsinc/museum.html
42	96	/~ndhsinc/database.html
34	66	/~ndhsinc/publications.html
30	80	/~ndhsinc/contact.html
30	59	/~ndhsinc/research.html
29	147	/~ndhsinc/links.html
29	70	/~ndhsinc/meetings.html
25	31096	/~ndhsinc/newsletter.pdf
24	47	/~ndhsinc/membership.html
6	253	/~ndhsinc/constitution.pdf

Your username

Month to report on

Submit Query

Statistics for Vicnet Free Web Services

Statistics for ndhsinc for 12-2008

Hits	Kb downloaded	URL
463	81036	TOTAL
119	231	/~ndhsinc/
59	156	/~ndhsinc/museum.html
49	129	/~ndhsinc/database.html
38	88	/~ndhsinc/research.html
32	90	/~ndhsinc/contact.html
29	57	/~ndhsinc/publications.html
28	32783	/~ndhsinc/newsletter.pdf
27	54	/~ndhsinc/membership.html
25	157	/~ndhsinc/links.html
23	65	/~ndhsinc/meetings.html
19	46635	/~ndhsinc/Feb2007newsletter.pdf
15	591	/~ndhsinc/constitution.pdf

Your username

Month to report on

Submit Query

Whitehorse Historical Society Inc.

Treasurers report for Committee meeting Mon. 2/3/09

General account balance at 2/3/09	\$7741.99
Accountable grants – balances	
Oral history grant	848.92
Costume grant 2006	156.29
Costume grant 2007	500.00
Dept. FACS grant 2009	3370.00
Total -	<u>5524.21</u>
Available general funds -	<u>\$2217.78</u>

Investment account	<u>\$24919.27</u>
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Income 2/2/09 to 2/3/09

LHR sales	\$28.00
Museum sales	<u>\$16.50</u>
Total	<u>\$44.50</u>

Expenditure

Admin.	\$341.45
Collection	\$35.00
Petty cash	\$90.00
Equipment	\$529.72
P.A. system (grant)	<u>\$649.00</u>
Total	<u>\$1645.17</u>

R. Gardiner

Treasurer

Acquisition Committee met on Monday 23rd February 2009.

Items were acquired as per the Acquisition Register.

Some items will be researched further and will be reconsidered at the next meeting.(as per the Register)

Two items were approved for de-accession upon request from the donors

1. Suitcase belonging to Mr Savas Athan – approval granted on the understanding that Mr Athan's son be made aware that it is unusual that it be granted and that we request that the WHS be considered in the future if the suitcase is no longer wanted
2. Hat be de-accessed for donor (Barbara Gardiner)'s daughter.

Next meeting of the Acquisition Committee 30th March at 1.30pm

museums
australia
victoria

map
museum
accreditation
program

24th March 2009

Mr Robert Gardiner
Whitehorse Historical Society - Schwerkolt Cottage and Museum Complex
PO Box 272
Mitcham VIC 3132

Dear Robert,

As you may be aware the Whitehorse Historical Society is due for Re-Accreditation through the Museum Accreditation Program this year.

The Re-Accreditation process enables MAP to ensure that Accredited museums continue to meet recognised museum standards in the light of any new developments. Re-Accreditation is also an opportunity for Accredited museums to review the development of their museum, and ensure that their operations keep pace with changes in recognised museum standards.

The Re-Accreditation process involves completing a questionnaire about changes at the museum over the period since the last assessment, and the lodgement of a small number of documents, eg annual reports. The only documents that may need to be created would be those flagged in the last MAP assessment as a requirement not met or only partially met. A list of these is included where relevant. **The Re-Accreditation Application needs to be submitted to MAP by 31st May 2009.** Attached is the Re-accreditation Application form to be completed and returned with accompanying documentation. *Please contact us to discuss the lodgement date if this is a problem.*

Also attached is a copy of the 2009 MAP Workbook which is the Accreditation application form for museums with less than one staff member - this is supplied for reference only as it provides a guide to the level that you will be assessed against. You may wish to read over the standards and examples. You do not need to answer the questions or complete the MAP Workbook! You only need to complete the Re-Accreditation Application form. The Workbook comes with a CD with up to date model documents and references that may be of interest to you. New resources available on the CD include *Useful Australian Websites for Victorian Museums* (includes links to funding information and other resources). There are templates including a template for an Interpretation Policy, which is coming into favour as an alternative to education and exhibition policies - it is not a MAP requirement to change over to this type of policy but may be of interest.

Museums Australia Inc. (Victoria) receives generous support for its ongoing general operations from Arts Victoria, a division of Premier and Cabinet, and further support for training programs from Heritage Victoria, a division of the Department of Planning and Community Development. Museums Australia Inc. (Victoria) acknowledges the generous support of Museum Victoria.

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www.mavic.asn.au

The only *new* standard applies to museums that hold Aboriginal items; they need to contact Aboriginal Affairs Victoria (AAV) to inquire about getting their items registered with AAV, this is a requirement of the Aboriginal Heritage Act 2006.

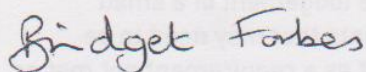
The Re-Accreditation process will take the form of a desk review of the submitted documents, then a site verification visit will be arranged. These visits will comprise of a panel of one or two museum professionals. The visit will consist of a discussion of the MAP Re-Accreditation application, and may include a spot check of some key documents. There will be a tour of the display and storage areas. In particular any new developments and any standards that were only partially met in your last Accreditation/Re-accreditation report will be looked at in detail. The visits will take place between June 2009 and September 2009. You will be contacted at least 4 weeks in advance to arrange a mutually convenient time for the visit.

After the visit the MAP Manager will prepare a Re-accreditation report which will be submitted to the MAP committee. Museums will be notified of their Re-accreditation status, and you will receive a copy of the Re-accreditation report, which can be a useful document for the museum, eg when applying for grants you may be able to quote from the report.

We look forward to hearing about your recent achievements and visiting you to see how your museum is developing.

Please do not hesitate to contact the MAP Managers on 03 8341 7745, or Freecall 1800 680 082, or by email; bjforbes@maviv.asn.au.

Yours sincerely,



Bridget Forbes
Co-Manager
Museum Accreditation Program

Building Better Museums Grants 2009

Information for Applicants

What is BBM?

BBM is a small grants program managed by Museums Australia (Victoria). This project is supported by the Victorian Government through the Community Support Fund.



In 2009, BBM grants are for small infrastructure projects in museums. They fund practical requirements like museum fittings, equipment, repairs, signage, tools and other items.

BBM encourages Victorian museums to make informed, quality improvements in light of Museum Accreditation Program (MAP) requirements and the *National Standards for Australian Museums and Galleries* (see http://www.collectionsaustralia.net/news_item/221).

Who are BBM grants for?

In 2009, BBM is offering grants for museums:

- that meet the Museums Australia definition of a museum (see <http://www.museumsaustralia.org.au/site/page13.php>)
- located in the greater Melbourne metropolitan region, including those in the urban-rural interface (Cardinia, Hume, Nillumbik, Mornington Peninsula, Whittlesea and Yarra Ranges)
- with a demonstrated commitment to improvement and involving the community.

BBM grants are only offered on a **by invitation** basis and preference will be given to small organisations with 5 or less full time paid staff.

How are museums selected?

Eligible museums and projects are identified in consultation with MA (Vic)'s other programs and partner organisations that work with the Victorian museum community and collections, including the Royal Historical Society of Victoria, Public Record Office, Heritage Victoria and others.

BBM is aimed specifically at quality projects in organisations with a demonstrated commitment to improvement (for example through their involvement in industry training, participation in MAP and/or major developments), community engagement and museum standards. BBM endeavours to support a diverse range of museums, collections and projects.

What's a BBM grant worth?

A total of \$80,800 will be available to eligible museums in 2009. To allow a range of museums to access BBM funds, a typical grant will be around **\$5,000**. However there's some flexibility in funding amounts, depending on the specific needs and scale of individual museums. In some cases, we may also encourage museums to add value to their BBM grant by seeking additional project funding from other sources.

What types of projects does BBM support?

Ideally, BBM funded projects should address goals and requirements identified in a museum's written Forward Plan, Conservation or Significance Assessment, or other document prepared by suitably qualified individuals.

All projects should reflect specific standards and benchmarks from *National Standards for Australian Museums and Galleries* (see http://www.collectionsaustralia.net/news_item/221).

BBM is focused on the following areas of museum practice:

- collection management
- handling, display and storage
- environmental monitoring and stabilisation
- preventative conservation
- risk and safety management
- visitor services.

How does the BBM funding process work?

Potential BBM recipients will be contacted by the BBM Manager. The application process normally involves a site visit. This is an opportunity to discuss a museum's activities, goals and needs with the BBM Manager, and identify projects that may be suited to a grant.

Applying for a BBM grant

BBM grants applications are only by invitation from MA (Vic). After a site visit, museums submit a **BBM Project Proposal**. This should present a clear picture of the project, explain how it addresses the museum's goals and relevant standards, and outline the grant amount and other resources needed to make it happen successfully.

The **Project Proposal** is assessed, and BBM funding approved, on the basis of:

1. how well the project matches BBM aims, National Standards and MAP requirements
2. a rationale for the project that's consistent with the museum's forward plan, goals and/or other guiding documents such as Conservation or Significance Assessment
3. benefits to the museum and the community
4. whether it can be completed within the funding period, by December 2009
5. the availability of funding from an alternative source for the proposed project
6. BBM providing an equitable range of grants to a range of organisations in the funding year.

BBM Recipients can access practical advice and information through MA (Vic) as needed throughout the course of their funded project.

About Museums Australia (Victoria)

Tap into a range of Museums Australia (Victoria) services including:

- advice
- information
- Museum Accreditation Program (MAP)
- membership
- training
- workshops.

Please visit our website <http://www.mavic.asn.au/> for more information.

To find out more about BBM please contact:

Barbara Wels, Manager, BBM.

Telephone 03) 8341 7512 Regional freecall 1800 680 082

Email: bbm@mavic.asn.au

WHITEHORSE HISTORICAL SOCIETY INC
COMMITTEE MEETING, MONDAY 2 MARCH 2009

AGENDA

- 1. Apologies**
- 2. Minutes of last meeting**
- 3. Business arising**
 - RHSV banner application*
 - Furrows*
 - Car park*
 - Committee vacancy*
 - Organisation of activities statement*
 - In-house training. Use of digital recorder (PS): Monday 16 March 2 pm; Cataloguing & care of artifacts (VJ-E) TBA April; Document cataloguing & searching (PS) TBA*
 - AEHS Workshop to be hosted by WHS. No date set yet*
 - Responsibilities list*
 - Speakers for outside groups*
 - Knox HS visit 28 March*
 - Music in the Park*
- 4. Correspondence**
 - Inwards*
 - AEHS – Invitation to 28 Feb Gen. Meeting Yarra Junction (Cancelled)
 - C of W - Debbie Seddon - Community grants - advance notification
 - Deakin University - Linda Young - student visit
 - Dept. of the Environment and Water Resources. GVEHO Program Team (email)
 - PROV – Archival support program
 - Yarra Junction HS (tel.) - AEHS meeting cancelled owing to bush fires
 - Outwards*
 - Newsletters, notices*
 - AEHS Sep Gen. Meeting Minutes
 - Box Hill HS Newsletter Feb 2009
 - C of W – Nominations for 2009 Sustainability Awards
 - Federation of Australian Historical Societies E-bulletin Feb 2009
 - Eltham District HS Newsletter Jan 2009
 - History News Feb/Mar 2009
 - Insite Feb/Apr 2009
 - Warrandyte HS Newsletter Mar/June 2009
 - Waverley HS Newsletter Feb 2009
 - Yarra Glen & District HS Newsletter Jan 2009
- 5. Reports**
 - President*
 - Cook letters
 - Meeting with J Jones

Treasurer
Acquisitions sub-committee (Report attached)
Accreditation and Review sub-committee
Facilities sub-committee
Grants sub-committee
PA system purchased
Displays (Schedule for 2009 attached)
Oral history
S/h transcriber purchased to replace faulty one
Newsletter editor
Admin. computer
Deakin students visit
Environmental monitoring
Probus visit
Visitor survey
Computer volunteer
Oral history
Web site

6. General business
Equipment storage

Next meeting:

EQUIPMENT AND EQUIPMENT STORAGE

We are acquiring a significant number of items of electronic equipment, and should consider their security.

Besides 6 computers, 2 scanners a laser printer and microfiche reader, there are:

- PA system, with wireless microphones and other accessories
- tuner/amplifier and audio tape player
- digital camera
- portable audio tape recorders/players
- audio tape transcribers
- digital audio recorder
- light, temperature and humidity gauges and data loggers

We have committed to purchase a lap top computer and video projector, and should in the future consider purchase of a small television and CD/VHS player in order to view such items which are part of our collection.

As the Local History Room is not a secure area, theft-prone items should be stored in a locked cabinet as a minimum. The storage available in our current small cabinet near the heater has been exceeded.

The approximate cost of a used 30" lockable stationery cupboard is \$200.

It is recommended that a cupboard is purchased before any more equipment is acquired.

Peter Simmenauer
25.2.09