

# QUEENSCLIFFE MARITIME MUSEUM INCORPORATED

Registered Number A0007086T

## Committee of Management Meeting

Friday 26 February, 2021

Lombardys Restaurant Queenscliff 6.30pm

### MINUTES

#### 1. Present

June Negri (President), Dean Zanoni (Vice President), Carolyn McKinnon (Secretary), John Burgess (Treasurer), John Micallef (Assistant Treasurer), Peter Crofts (Assistant Secretary), Andrew Scorgie, Les Irving Disting, Rodney Nicholson

**Apologies:** Martin Warneke, John Sisley

Motion: That the apologies as received be accepted.

Moved: Andrew Scorgie                      Seconded: Les Irving Disting                      carried

#### 2. Confirmation of Approach

The meeting commenced with a welcome from The President to the new Committee. She sought confirmation from Committee members that in their time on the Committee they would:

- Work together for the good of the Museum putting aside former allegiances and grievances
- Respect each other's views progressing with open and fair communication
- Look to the future of the museum and not the past whilst recognising that issues arising from recent AGM's had to be fixed in an orderly manner

The President asked for individual and personal commitment from the members present to that approach. There was agreement from all the members at the meeting.

#### 3. Minutes

3.1 Committee of Management Meeting held Saturday, 30 January 2021

Motion: That the Minutes of the Committee of Management meeting held 30 January 2021 be confirmed.

Moved: Peter Crofts                      Seconded: Rodney Nicholson                      carried

#### Business arising from the Minutes

Call for Nominations for Secretary and Assistant Secretary positions held over from the 30 January 2021.

Motion: That CAROLYN MCKINNON be appointed the Secretary of Queenscliffe Maritime Museum until the next Annual General Meeting.

Moved: John Micallef                      Seconded: Peter Crofts                      carried

Motion: That PETER CROFTS be appointed the Assistant Secretary of Queenscliffe Maritime Museum until the next Annual General Meeting.

Moved: June Negri                      Seconded: Rodney Nicholson                      carried

3.2      Committee of Management Meeting held Wednesday 20 January 2021.

Motion: That the Minutes of the Committee of Management meeting held on Wednesday, 20 January 2021 be confirmed.

Moved: Les Irving Dusting                      Seconded: John Burgess                      carried

#### 4. Correspondence

##### 4.1 Inwards Correspondence

- BoQ re maintenance of old foghorn and museum roof leaks
- CAV requesting date of AGM
- BoQ advising no building permit is required for erection of wharf crane
- Libby Coker MP advising of grant opportunities
- Nicole Dahlberg to Martin Warneke advising dates for 'Remarkable' Touring Exhibition 18 Sept-10 Oct 2021 from Australian National Maritime Museum (sea.museum)
- Brett Ince Tourism Greater Geelong & The Bellarine 12/2 & 17/2 advising Covid Lockdown and updated restrictions
- Robbie, Element IT Schedule of Changes undertaken on QMM computer system
- Colin White organisations contact list
- Gina Napolitano Lucidea, to John Micallef, quotation for Lucidea Annual Support and Maintenance Program for the Collection catalogue
- Libby Coker to C. McKinnon receipt of QMM's online Expression of Interest for the Stronger Communities Programme Round 6 grant
- Claire Kelly, Biruu Melbourne Maritime Heritage Precinct, and the Mission to Seafarers Building, advising community consultation opportunity through the Participate Melbourne website to 15 March
- Email to Colin White and Committee from member Neville Barwick regarding the copying of the Member Register for AGM nominees prior to the AGM 2020
- Email to Colin White, Secretary, from CoM Member Carolyn McKinnon requesting actions be taken on Neville Barwick's email received prior to the AGM 2020
- Member Colin White 13/2/21 Multiple letters pertaining to the QMM AGM 2020 as listed below:
  - Draft AGM 2020 Minutes
  - 1A email Peter Crofts letter to John Sisley, cc CLW and LID re AGM issue

- 1B Colin White response to Peter Crofts on his email to John Sisley
- 1C Colin White response to Committee of Management (CoM) on the Issue of Membership List
- 1D Colin White response to CoM on Issue of Governance
- 2A Colin White response to CoM on Disenfranchisement of Members
- 2B Colin White response to CoM on Hypocrisy on Disenfranchisement of Members
- 3A Colin White Copy of Letter of Appreciation sent to CLW by the President after the AGM 2020
- 3B Colin White Letter of Response to the President and Committee, QMM
- 19/2/21 Colin White AGM Timeline of Events
- Colin White to C. McKinnon notifying previous incomplete details on QMM Secretaries on CAV site. Advising CoM, they are unable to be changed retrospectively
- To President QMM, 18/2/2021 A Formal Complaint regarding the AGM 2020 from John Vanderleest, member and AGM nominee, and member Wendy Vanderleest regarding the disallowing of their proxies, the approach to the Administration Co-ordinator at the meeting, and other information pertaining to the Rules and conduct of the AGM 2020.
- Note that these items were correspondence received pertinent to the AGM and were distributed to CoM members prior to the meeting.

#### **4.2 Outwards Correspondence**

- BoQ advising of further leaks in museum roof and meeting room east wall.
- Colin White and Jennifer Gilbert letters of appreciation.
- BoQ requesting permit requirements for erection of wharf crane
- BoQ forwarding requested documents to accompany QMM lease
- ACNC forwarding of on-line submission of Annual Information Statement
- CAV forwarding on-line submission for approval of Rules changes by the Registrar.
- J Negri to Carmel Murphy, Queenscliffe Herald expressing regret on closure of newspaper
- J. Negri to Colin White 8/2/21 regarding documents required for transition from former Secretary to new Secretary

Motion: That the inwards correspondence be received, and the outwards correspondence be endorsed.

Moved: Les Irving Dusing      Seconded: Dean Zanoni      carried

Business arising from the correspondence: The Treasurer confirmed that the lease, with the Borough of Queenscliff, for Queenscliffe Maritime Museum included the precinct, the Museum, and the Fish Co-operative at a nominal rent of \$104 per year.

## **5. Office Bearers Reports**

**President** – June Negri

## Organisation Chart and Portfolios

As a part of the organisation management, Committee of Management members volunteered to co-ordinate portfolios and work with volunteer teams.

Motion: That the following Committee of Management members be appointed to Museum portfolios for 2021, to be reviewed after the 2021 AGM.

Moved: Peter Crofts                      Seconded: Rodney Nicholson                      carried

### Portfolios for 2021 are:

Collections Management – John Micallef Team Leader, Rodney Nicholson

Interpretation and Education – Martin Warneke

Marketing, Promotion, Fundraising – Andrew Scorgie

Finance – John Burgess

Lighthouse (N/A)

Infrastructure and Boatshed – Les Irving Dusting and June Negri to liaise with Ian Doherty

Maritime History, Port Phillip Sea Pilot – Les Irving Dusting

Library, Archive – Peter Crofts

Museum Shop – Administration Co-ordinator John Sisley

Volunteers – Administration Co-ordinator John Sisley

The President expressed the need for the Committee to become familiar with the open/close procedures of the Museum for weekends and CoM members can attend 10.30am or 3.30pm when June Negri or Les Irving Dusting are rostered.

**Acquisitions Panel:** This panel was reformed as a Sub- Committee in 2020 under the requirements of the Collection Policy to assess the acquisition of artefacts and donation and disposal of items.

The panel for 2021 was endorsed by the Committee to include the President-June Negri, Collections Manager- John Micallef, Administration Officer- John Sisley, Team Leader – Interpretation and Education-Martin Warneke, and Senior Historian Les Irving Dusting.

**Action:** That the Volunteers Handbook (President), the CoM Induction information and the QMM Organisational Chart (Secretary), be updated for distribution for the next Committee of Management meeting.

### Gil Allbutt Boatbuilding Shed

Motion: That the Committee of Management approve the changing of the name of the Boat Shed to the Gil Allbutt Boat Shed, and the \$500 donation received from the Allbutt Family be allocated to the production of commemorative signage on the building. This Committee authorises Rodney Nicholson and Martin Warneke to liaise and design the signs to a maximum of \$500 as soon as possible.

Moved: Peter Crofts                      Seconded: Dean Zanoni                      carried

**Secretary** – Carolyn McKinnon

The Annual Information Statements required by the Australian Charities and Not-for-Profit Commission (ACNC), and the changes to 'The Statement of Purposes and Statement of Rules' for CAV, were lodged by former Secretary Colin White.

Carolyn McKinnon to register as new Secretary with CAV within 14 days.

**Covid-Safe monitoring:** Carolyn McKinnon and John Sisley to register QMM for a QR Code online and ensure it is displayed in the Museum to adhere to the 1 person per 2 square metre requirements under Government restrictions.

**Grants:** The Secretary distributed an amended Grants Status Table to include the current Maritime Museums Australia Project Support Scheme (MMAPSS) In-kind support for a Vessel Management Plan, for PV Mavis III. She outlined for the Committee that it involved curators from the Australian National Maritime Museum in Sydney visiting QMM to write a plan that includes conservation, interpretation, and significance of the vessel to be a basis for future grant submissions.

**PROV Local History grants** were open to 9 March. Proposed to investigate re-submitting aspects of the 2020 Oral History Project submission this year.

Dean Zanoni offered to contact Jim Grinter about the possibility of utilising film footage he has of interviews of Jack Beazley for the Oral History Project.

**Treasurer** – John Burgess

The following reports were circulated.

- Treasurer's Report for February 2021
- Report on Actual Income/Expenditure for July-December 2020 and Budget for Second Half 2020-21 (Jan-June)
- Delegated Expenditure Authorisations for Office Bearers and Selected Co-ordinators
- Project Scope and Cost Estimate Form

John Burgess explained the Accounts, banking, and cash operation. The government contribution for the Administration Co-ordinator's wage under the Jobkeeper scheme will be finishing at the end of March.

On a request from Peter Crofts for a monthly report the Treasurer explained he does a quarterly Income/Expenditure report and budget because of the small size of the organisation. Peter Crofts expressed the view that income figures were able to be provided and they should be.

The forward budget is calculated on the previous year figures with 20% increase. Peter Crofts requested that it be noted that he believes that the Committee needs to take a conservative approach to the Budget as the concept of assuming an increase of 20% may need revision particularly given COVID.

The Delegated Expenditure Authorisations as presented were endorsed.

The Project Scope and Cost Estimate Form was accepted.

Motion: That the Office Bearers Reports be received.

Moved: John Burgess

Seconded: Peter Crofts

carried

## **6. Administration Co-ordinator's Report**

The report as circulated was set aside as discussion revolved more broadly on the new Committee members understanding of the Job Description and duties, and the need to update the contract and wage increment on the ending of Jobkeeper.

The Committee agreed to establish a Working Party to review and update the Administration Officer Position Description and establish a Performance Plan and key objectives with input from John Sisley. The Working Party is June Negri, Carolyn McKinnon, John Burgess and Martin Warneke.

## **7. Team Leaders' Reports**

Due to time constraints the following reports circulated with the agenda were taken as read, without discussion at the meeting.

**Marketing, Promotion and Fundraising** – Carolyn McKinnon

**Display and Education Report**- Martin Warneke

**Infrastructure, Boatshed** – Ian Doherty

**Maritime History, Sea Pilots** – Les Irving Dusting

**Collection Management Report** – John Micallef

John Micallef explained the need to upgrade the Collection Catalogue, InMagic System from version 10 to the current issue of version 18 and re-instate the annual subscription as per the quote from Lucidea circulated to the Committee.

Motion: That the money be expended per the quote to upgrade the catalogue and maintain the annual subscription.

Moved: Peter Crofts                      Seconded: Rodney Nicholson                      carried

Motion: That the Team Leaders' Reports be received.

Moved: Les Irving Dusting              Seconded: Dean Zanoni                      carried

## **8. AGM Review**

The Committee received 1 letter of Complaint from members John and Wendy Vanderleest regarding the disallowing of Proxy votes held by J. Sisley. A draft letter was put to the Committee to respond to the issues in their correspondence.

Motion: That the Vanderleest letter as circulated be accepted and sent.

Moved: Peter Crofts                      Seconded: Andrew Scorgie                      For: 8 Abstain: 1

The Committee received a letter of response from Mr Colin White to the President's thank you letter following the AGM and several items of correspondence received after the AGM. These were circulated to the Committee members prior to this meeting for consideration, as listed in Outwards Correspondence.

In response to the issues and information raised by Mr White the Committee proposes:

Motion: The Committee establish a review of The Statement of Rules and Statement of Purposes and actively seek input from all members; that a Letter to Members be sent seeking input; and that the Committee improve communication to members.

Moved: Peter Crofts                      Seconded: Andrew Scorgie                      carried

A draft letter to Mr White was put to the meeting and in discussion it was rejected.

Dean Zanoni raised the prospect of trying to mediate the issues and the members agreed that the President approach Val Lawrence and ask if she would be willing to mediate a meeting with Dean Zanoni, Peter Crofts, June Negri and Colin White.

If Mrs Lawrence agreed, the Committee would write to Mr White inviting him to be part of a mediation meeting. The Committee will wait for a response from Mrs Lawrence before further action.

## 9. General Business

### 9.1 Steam Rally with Drysdale Vintage Machinery Group, Saturday 20 and Sunday 21 March in the grounds of Queenscliffe Maritime Museum.

The Committee delegates authority to June Negri, Carolyn McKinnon, and John Sisley to proceed with arrangements for this event.

### 9.2 First Aid Training

Martin Warneke had circulated an outline of First Aid training required by some volunteers that he offers to the Museum. The cost of the First Aid training is \$45.00 per person and CPR \$25.00 per person. These costs are to cover the costs imposed on Martin Warneke by his Registered Training Organisation (RTO), Eclipse Education.

The Committee authorises payment for First Aid training to be capped to \$400 and Martin to proceed.

### 9.3 Copying of Member Register

Motion: That the Members' Register lists copied and provided to Peter Crofts and Andrew Scorgie prior to the AGM be returned to the Museum by Friday 5 March.

Moved: John Burgess                      Seconded: John Micallef      For: 2 /Against: 6      Not carried

### 9.4 Library

Peter Crofts raised the need to re-establish the relationship with the Geelong Regional Library Corporation (GRLC) and re-examine the Memorandum of Understanding between the GRLC and the Museum.

A Working Party, comprising Peter Crofts, June Negri, and Les Irving Dusting, is to be established to examine the relationship with the GRLC.

**10. Next meeting:**

3<sup>rd</sup> Monday of the month      15 March 2021      9am at QMM

Signed as a true and accurate record of the meeting

A handwritten signature in black ink, appearing to read 'June Negri', is written on a light-colored rectangular background.

June Negri - President