

# QUEENSCLIFFE MARITIME MUSEUM INCORPORATED

Registered Number A00070862

## Committee of Management

### Meeting Monday 15 March 2021

At: Queenscliff Maritime Museum 9.00am

## MINUTES

### 1. Present

June Negri (President), Dean Zanoni (Vice President), Carolyn McKinnon (Secretary), John Burgess (Treasurer), John Micallef (Assistant Treasurer), Peter Crofts (Assistant Secretary), Les Irving-Dusting, Rodney Nicholson, Martin Warneke

In attendance: John Sisley (Administration Co-ordinator) 10am to present his Administration Co-ordinator Report

**Apologies:** Andrew Scorgie (Proxy-June Negri)

Motion: That the apologies as received be accepted.

Moved: P. Crofts	Seconded: M. Warneke	Carried
------------------	----------------------	---------

### 2. Minutes

**2.1** The last Committee of Management meeting was held on Friday 26 February 2021.

Motion: That the Minutes of the Committee of Management meeting held on Friday 26 February 2021 be confirmed.

Moved: P. Crofts	Seconded: D. Zanoni	Carried
------------------	---------------------	---------

### Business arising from the Minutes

John Burgess raised items from the 26 February Minutes as follows:

**Pg 4 Item 5** The Lighthouse portfolio is empty. Need to contact Vicports to follow up resumption of tours. In 2021 there will be a shortfall of revenue of approximately \$10,000 from the lighthouse tours. QMM has operated tours since 1998.

**Action:** Dean Zanoni offered to follow up about the resumption of tours with the Harbour Master, and determine who was now responsible, noting that there were likely changes to personnel and position with the relocation of the port authorities to Geelong in the foreseeable future.

**Pg7, Item 8** Items raised re the AGM Review- discussion to be moved forward to Agenda Item 7

**Pg7, Item 9.4 Library** - John Burgess objected to Les Irving-Dusting being on the Library working party citing an issue over GRLC correspondence in the 2020 Committee. The President noted that the library working party had been elected at the last committee meeting.

**Pg 7, Item 9.3 The Membership Register** –John Burgess expressed his view that the copying of the Members' Register was not according to the rules and provided an extract from The Statement of Purposes and The Statement of Rules. It was noted that John had previously raised these issues and that they were the subject of a motion at the February meeting which was defeated.

The President noted that the issue of inspecting/copying the Members' Register be an item for the AGM Review Sub-Committee.

Martin Warneke raised items from the 26 February Minutes as follows:

MW has had informal discussion with Liam Allbutt concerning the use of the Boat Shed with a marquee for his wedding later in 2021. Liam has offered a lighting upgrade in the Boat Shed as part of the amount to be determined for the use of the Boat Shed.

Motion: That the Committee give general approval for the use of the Boat Shed area to be used for L. Allbutt's wedding subject to Covid-Safe requirements.

Moved: M. Warneke                  Seconded: Dean Zanoni                  Carried

**Action:** that Martin and 1 other committee member (Andrew Scorgie to be confirmed) liaise with Liam Allbutt on this matter.

**First Aid Training:** Martin has calculated training for 5 volunteers to undertake CPR training @ \$20 per person and 9 volunteers for First Aid course @ \$40, (not \$25 and \$45 respectively as indicated in the Minutes). Total cost \$460.

Motion: That the Committee approve an increase from \$400 to \$460 to pay for the CPR and First Aid training.

Moved: John Burgess                  Seconded: P. Crofts                  Carried

**Gil Allbutt Boat Shed:** Martin and Rodney both indicated that they are following up quotes to include the 2 big signs under \$500 and a small door sign. Rodney and Martin are to continue this project for the Committee.

### **3. Correspondence**

#### **3.1 Inwards Correspondence**

- AMAGA Nominations for National Council close 9 March
- Shelley Sutton BOQ requesting updated spreadsheet schedule for QMM's Collection for Insurance
- Colin White Formal Complaint notification 9 March
- Member Philip Leslie requesting information on disallowing of Proxy vote at AGM
- Member Ross Walker to President requesting information on disallowing of Proxy vote at AGM
- Member Noel Dillon, requesting information on Proxy votes at AGM
- Vic Government Registration of Covid-Safe Public Event Tier 3 for Steam Rally accepted
- Vic Government Registration of QMM Covid-safe QR Code for contact tracing
- Volunteer Julie Tester – raising OHS safety of Mavis III site and Outboard Motor Shed and request that QMM's CovidSafe Policy be available at front desk

#### **3.2 Outwards Correspondence**

- J. Burgess to Thomas Plummer BOQ requesting adjustment to Electricity Invoices Nov 2020 to Feb 2021
- J and W Vanderleest email letter of response to AGM Formal Complaint
- Shelley Sutton BOQ sending updated insurance schedule for Collection as requested
- Members' Bulletin No. 1 2021 from Committee of Management
- Consumer Affairs Victoria registering change of Secretary
- ACNC online C. McKinnon requesting assistance on changing Secretary and Responsible Persons details
- Colin White C. McKinnon email requesting location of Register of Proxy votes from the AGM
- Vic Government Online Registration of Covid-safe Public Event, Tier 3 for Steam Rally, Vintage Machinery Display
- John Micallef to Roger Spooner ([ropeables@gmail.com](mailto:ropeables@gmail.com)) Acceptance of offer to donate Pilot Cutter for the Collection subject to Committee approval.
- Peter Crofts to Geelong Regional Library Corporation (GRLC) seeking Periodic Review under the Memorandum of Understanding
- P. Crofts to Borough of Queenscliffe- proposed morning tea with CEO and staff
- P. Crofts to Queenscliff Historical Museum proposed mutual get-together
- J. Negri response to Philip Leslie re Proxy and AGM processes

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

Moved: Les Irving-Dusting

Seconded: Rodney Nicholson

Carried

### **Business arising from the correspondence**

**Collection Insurance** - C. McKinnon explained the changes to the Schedule of the Collection for Insurance purposes that was updated and sent to the Borough of Queenscliffe. P. Crofts sought clarification on the figures. The amended figure to \$2,000,000 included the on-site reference library, not previously included, and did not include the QMM books with Geelong Regional Library Corporation, and included changes to the values of some items.

**Thank-you letters** – were also sent to Colin and Cath Cairns, Craig Elstone, Burdens Australia, John Gleeson, and Chris Laker for their contribution to the Wharf Crane project.

**Emails received re Proxy votes at AGM** The President will draft an email response and circulate that and her response to Philip Leslie to the Committee.

**Lucidea Quote for Collection Catalogue upgrade** John Micallef indicated that he would accept the offer of the quote on Tuesday and, in response to an inquiry from the Treasurer, the figure includes an annual increase on the subscription amount.

### **4. Office Bearers Reports**

#### **President – June Negri**

Val Lawrence – Declined our request for independent mediation

I met Greg Blunt (Boatbuilder, Williamstown) in the Museum on Saturday. He has a Wharf Crane donated by Craig Elstone. Emailed specifications and photos of the foundation for the wharf crane to Greg.

**Boatshed Volunteers Garage sale Easter Sunday** given the OK from Borough of Queenscliffe (Phil Carruthers) Donations from Committee would be welcome.

#### **Administration Co-ordinator Job Description Review and Performance Planning meeting**

The President reported that:

- a) she and Martin Warneke met with Administration Co-ordinator on Wednesday 10 March to discuss the updated Job Description and seek input to a Performance Plan.
- b) Items b-d Employee Confidential

**Action:** John Burgess and June Negri to meet with the Administration Co-ordinator to renew his Remuneration Contract and Position Description at the end of the month.

#### **Secretary – Carolyn McKinnon**

1. Customer service volunteer Julie Tester has raised OHS concerns in an email as follows:

- The propellers at the back of Mavis III be assessed for safety considering the proximity to the children play area and no protective guard to prevent child eye, head, or other injury.

- That the outboard motor display in the winch shed be assessed for safety, the propellers are not guarded, and visitors are unprotected in case of a fall, faint, or unanticipated accident.
  - That the Covid Safe Plan for Queenscliffe Maritime Museum be sighted by anyone requesting to see it; that it be available at the front desk for volunteers to familiarise themselves with it; that it is available for any inspectors wanting to inspect it.
  - **Action:** That Carolyn McKinnon, Les Irving-Dusting and Martin Warneke investigate improvements to OHS of these displays and the Secretary provide the Covid-Safe Plan.
2. Shelley Sutton from Borough of Queenscliff requested an updated schedule of items in the Collection for the Borough's insurer. Colin White forwarded the updated spreadsheet for 2021. John Burgess noted it included no reference books at QMM. The updated value was increased to \$2,000,000. (Tabled)
  3. Members' Bulletin No. 1 was distributed. Some correspondence received on AGM since.
  4. Registration of Secretary with Consumer Affairs Victoria complete. There is a delay in updating Responsible Person and Board Members with ACNC. I am waiting for a response from ACNC.

**Treasurer** – John Burgess

Treasurer's Report for March 2021 Report as circulated

The Treasurer proposed that the bank accounts move from Bendigo Bank to the NAB, because of the closure of the Queenscliff branch of Bendigo Bank, and this would allow transactions to go through the Queenscliff Post Office. Agreed to by the Committee.

The current signatories to the Accounts are: Treasurer John Burgess, Asst Treasurer John Micallef, and committee member Les Irving-Dusting

Motion:                   That the Office Bearers Reports be received

Moved: John Burgess	Seconded: Martin Warneke	Carried
---------------------	--------------------------	---------

**5. Administration Co-ordinator's Report** – John Sisley

Report circulated. John joined meeting at 10am.

The Volunteers' roster still has some gaps on weekends. June and Les are covering weekend open and close and there is a need for more Committee members to assist.

On questions raised by CoM members:

John has information on the volunteers, their skills, CV's, and backgrounds from their interviews.

Membership: Front desk staff and the Administration Co-ordinator are pro-active in seeking memberships.

**Action:** A trial be undertaken to make membership information more prominent at the counter and use Facebook and social media to encourage a membership drive.

Motion: That the Administration Co-ordinator's Report be received.

Moved: Rodney Nicholson

Seconded: Dean Zanoni

Carried

## **6. Team Leaders' Reports**

### **6.1 Assistant Secretary Letters out:**

2. Borough of Queenscliffe re catching up on issue of mutual interest – Immediate and positive response for meeting CEO, GM Infrastructure, GM Community, Manager of QMM lease. Borough proposes accepting the invitation to morning tea on **29 April**.
  - June Negri, John Burgess, Peter Crofts and Dean Zanoni to attend this meeting.
3. Queenscliff historical Museum re-catching up regarding on issues of mutual interest – positive response from Historical Museum they are meeting on 16 March and will suggest some dates
4. Geelong Regional Library seeking periodic review under Memorandum of Understanding - response awaited
5. Volunteer morning tea arranged to follow committee meeting

### **6.2 Marketing, Promotion and Fundraising –Andrew Scorgie, no report**

### **6.3 Collection Management – John Micallef**

The Acquisitions Panel has met to assess the donation of a Pilot Cutter to QMM from Roger Spooner. The Committee of Management endorsed the recommendation of the Acquisitions Panel to accept the donation of the Pilot Cutter from Roger Spooner.

### **6.4 Display and Education Report- Martin Warneke**

(Carried over from February report) Martin has arranged for QMM to be a venue for the Australian National Maritime Museum's touring exhibition *Remarkable, Stories of Australians and Their Boats* from 18 September – 10 October, in the school holidays. This is a pull-up banner exhibition and can be customised with the museum's own stories and artefacts. No cost to QMM.

### **6.5 Infrastructure, Boatshed and Maintenance**

- The Volunteers and June have developed a new long list of Jobs for the museum grounds. Can we suggest that a Working Bee is advertised to members and all volunteers for some time after Easter to complete some work before winter.
- Work has commenced on re-organising the artefacts in the Co-op so that the workshop can eventually be relocated out of the Boatshed and into the Co-op Skillion area.
- The hull of the Dawn was demolished and removed by John Gleeson. Member Chris Laker accepted the rubble onto his wood pile so there was no charge for removal. (June sent a letter of thanks to Chris).
- Work is progressing on repairs to the Pirate Boat and new steps for the Bathing Box.

- The volunteers have been cleaning the yard in preparation for the Steam Rally on the weekend of 20/21 March.

**Action:** John Burgess requested a list of the jobs proposed and the proposed expenditure and reminded the CoM of the \$200 limit for Delegated Authority Expenditure.

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

**6.7 Rodney Nicholson** – has been involved in training for archiving and the digitisation of the Collection items and undertaking work re Boat Shed signs.

Motion: That the Team Leaders' Reports be received

Moved: Les Irving-Dusting                      Seconded: John Micallef                      Carried

## 7. AGM REVIEW

- Colin White's request to view Committee Minutes of February meeting was delayed until the Minutes are approved.
- the Committee of Management's plan to offer mediation was rejected in informal communication between John Burgess and Colin White, with John advising that Colin White would reject mediation if it were offered. He advised that Colin was now pursuing his complaints elsewhere and that no further action was needed regarding mediation
- Colin White letter emailed to QMM 9 March 2021 advising that he has lodged a formal complaint to a third-party regulator, the Australian Charities and Not-for-Profits Commission (ACNC). C White letter circulated with agenda.
- Option to post Committee of Management Minutes to the website for open disclosure.
- Assistant Secretary Peter Crofts has drafted a letter of response to Colin White. Circulated with the agenda
- 3 emails received from Members who had proxies disallowed, seeking explanations.
- The Secretary emailed Colin White asking where the Proxy Register and forms were located or filed after the AGM. She has received an Excel spreadsheet of the Proxies.

Discussion on these issues included:

- an explanation of the likely process involving a third- party regulator
- that C. White did not outline what the formal complaint was in his letter
- that C. White was aware of the AGM Review and had submitted proposed changes to The Rules for the review.
- There was consensus in committee that the on-going dispute over the AGM was damaging the Museum.

Motion: That the Minutes of the Committee of Management Meeting of the 26 February 2021 be publicly available by publishing on the QMM website.

Moved: Dean Zanoni                      Seconded: June Negri                      Carried

Motion: The Committee authorise the sending of the C. White letter and otherwise resolve to engage with Colin as little as possible (so that these divisive matters properly await the findings of the sub-committee) pending any advice from third-party regulators

Moved: Peter Crofts

Seconded: Dean Zanoni

Carried

#### **8. General Business**

**Steam Rally and Vintage Machinery Display** to be held with Bellarine group on Sat 20 and Sunday 21 March. Members free. It is being linked to Facebook by Philip Leslie.

**Boatshed Volunteers Garage Sale Easter Sunday.** Discussion on float, Covid-Safe Registration, mobile cash drawer, and the need for volunteers.

P. Crofts left the meeting to attend to the volunteer morning tea

#### **AGM and Proxy voting**

Motion: That the Committee approve that the President write to all members whose proxy vote was held by John Sisley explaining what happened regarding their vote at the AGM.

Moved: Dean Zanoni

Seconded: Rodney Nicholson

Carried

Motion: That a letter be drafted to John Sisley acknowledging the issues that arose at the 40<sup>th</sup> AGM and that the President and Vice President meet with John Sisley to discuss this. This letter be circulated to Committee members.

Moved: John Burgess

Seconded: Martin Warneke

Carried

Meeting closed at: 11.15am      Next meeting at QMM on Monday 19 April, 9am.

Signed as a true and accurate record of the meeting



June Negri - President