

# QUEENSLIFFE MARITIME MUSEUM INCORPORATED

Registered Number A00070862

## Committee of Management

### Meeting Monday, 17 May 2021

At: Queenscliffe Maritime Museum 9.00am

## MINUTES

### 1. Present

June Negri (President), Dean Zaroni (Vice President), Carolyn McKinnon (Secretary), John Burgess (Treasurer), Rodney Nicholson, Martin Warneke, Andrew Scorgie

In attendance: John Sisley Administration Co-ordinator

**Apologies:** Peter Crofts (Proxy- June Negri), Les Irving Dusting (Proxy-June Negri)

Motion: That the apologies as received be accepted.

Moved: Dean Zaroni                      Seconded: Andrew Scorgie                      Carried

### 2. Minutes

2.1 The last Committee of Management meeting was held on Monday 19 April 2021.

#### Business arising from the Minutes

(1) That Item 7.2 be added to include the following motion from John Burgess:

Motion: That Peter Crofts and Andrew Scorgie return the copies of the Register of Members in their possession and any additional copies they are aware of to the QMM-Administrative Coordinator within 72 Hours thus respecting the QMM Rules.

Moved: John Burgess                      Seconded: John Micallef                      Not carried 7:2

(2) In response to the Treasurer, the Secretary confirmed that the \$1500 funds for the Borough of Queenscliffe CASI grant have not been received but are expected in the Borough's next round of payments.

Motion: That the Minutes of the Committee of Management meeting held on Monday 19 April 2021 be confirmed.

Moved: Dean Zaroni                      Seconded: Rodney Nicholson                      Carried

### 3. Correspondence

#### 3.1 Inwards Correspondence

- 19/4/21 John Micallef, formal resignation from QMM Committee of Management

- Carly Douglass, BOQ requesting Banking Details for CASI funds allocation
- Libby Coker, Grants Bulletin
- Borough of Queenscliffe, Notice of Community Grants open
- Maritime Museums Victoria Notice of Annual General Meeting Monday 24 May
- AMAGA – Members and Events Bulletins
- E. Donohue, Fort Queenscliff Heritage Association accepting offer to participate in joint Heritage Days

### 3.2 Outwards Correspondence

- J. Micallef, noting resignation and confirming his continuation as Collection Management Team Leader
- Mrs E Hu, confirming Acquisition Panel's decision to retain the Jubilee Yacht in the Collection
- QMM Members Bulletin inviting to attend Tour and Tea and Heritage Discovery Days
- Kate Swifte, Bellarine Times, advertisement copy for Heritage Discovery Days
- Harwood Andrews Lawyers from J. Negri, seeking advice on Rules
- Sue Noble, Visitor Information Co-ordinator, inviting participation in Heritage Discovery Days

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

Moved: Dean Zanoni

Seconded: Martin Warneke

Carried

### 3.3 Business arising from the correspondence.

- (1) Maritime Museums Victoria AGM on 24 May. Peter Crofts has expressed interest to attend this meeting as delegate for meetings in Melbourne. The President indicated she could attend if needed for future meetings.

## 4. Office Bearers Reports

### President – June Negri

- (1) The President thanked Martin Warneke for his moving tribute on behalf of QMM at the funeral for volunteer and bookkeeper Brian Knights.
- (2) Volunteers are still needed, particularly for weekends. Dean Zanoni raised the prospect of utilising senior students who need to undertake community activities.
- (3) Boatshed Maintenance and Skillion Workshop - \$990 spent on the roller door. Funds from the fundraising sought for the supply of a concrete apron at the entrance, volunteers to do the work.

Treasurer approved the expenditure of \$300 for concrete.

- (4) The President reported that the Fish Co-op Roof and guttering need repair. In discussion the issue of whether this was a landlord issue was raised.

**Action:** to check with Borough of Queenscliffe as to the nature of their agreement with Parks Victoria and check the details of the QMM lease with the Borough of Queenscliffe for the Fish Co-operative building.

- (5) From the Acquisitions Team meeting: there is a need for more undercover storage for boats and the oar lathe. The team is considering a roof/carport from the back of the Fish Co-op building near the Boat Shed. The President is to bring designs and quotes to the Committee for consideration. The Secretary raised the issue of multiple infrastructure projects being considered and the need for them to be prioritised in forward strategy planning.
- (6) Winter newsletter: to be distributed in June and it will include the Membership Form for renewals due on 1 July.
- (7) Queenscliff Historical Museum has requested storage space (approx. 2.4 x 4.5m) for exhibition display panels until the Hub is completed. Currently they pay \$2000 for use of archive space. Committee agreed to storage space in the Co-op building at no fee. June Negri to inform QHM by letter and set a deadline for their storage.

**Secretary** – Carolyn McKinnon

**Grants:**

**Community Activation and Social Isolation Grant, Borough of Queenscliffe**

The joint program of tours is finalised and has been distributed to members, an advertisement in the Bellarine Times of 13 May, and flyers and social media information has been distributed. Thursday 20 May Tour and Tea at QMM will launch the program and celebrate Volunteers Week. The Bellarine Railway, Fort Queenscliff Heritage Association and Heritage Walks from the Visitor Information Centre are all offering free tours as part of the joint funding.

**Vessel Management Plan -MMAPSS grant** Jeff Hodgson from the Australian National Maritime Museum attended QMM on 13/14 May to undertake the plan. Grant to be acquitted by 30 June 2021.

**Treasurer** – John Burgess Reports as attached:

- Treasurer Report for CoM Meeting 17 May
- QMM Profit/Loss Report 1 July2020 to 31March 2021 pages 1 and 2
- QMM Balance Sheet to 31 March 2021 pages 1 and 2

Treasurer indicated that Term Deposits had received little income, therefore he will look at investments at the time of transferring the bank account.

With the amount of \$112,000 in the bank accounts the Treasurer will keep \$56,000 for reserve but consider the balance for the Committee to allocate.

Lighthouse Tours and income. It was reported that neither Dean Zanoni nor John Sisley had received responses to tours resuming. They will continue to work together on a proposal but wait until June when the amalgamation of the ports is likely to be complete.

Bank account signatories: need to replace John Micallef as a signatory.

Moved: That John Burgess, Les Irving-Dusting, and June Negri are the signatories to the Bank Account.

Moved: John Burgess                      Seconded: Martin Warneke                      Carried

Motion:                      That the Office Bearers Reports be received

Moved: John Burgess                      Seconded: Dean Zanoni                      Carried

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

(1) John reported three new volunteers, and he aims to have two per shift.

(2) That Dean Zanoni, John Micallef and John Sisley had all met with Jeff Hodgson from the Australian National Maritime Museum, and discussed the Vessel Management Plan for PV Mavis III, provided contact names and assisted him on-site.

(3) With regard to the museum operation John will have a report on statistics and comparisons for 2021-2019 at the next meeting.

(4) Discussion on increasing school tours and working with Camp Wyuna. Consider training Camp Wyuna staff as tour guides to do their own groups through the museum.

**Action:** Andrew Scorgie knows Andrew Kidd, Manager of Camp Wyuna and will approach him to discuss engaging school groups from the camp.

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

Moved: Martin Warneke                      Seconded: Rodney Nicholson                      Carried

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

##### 6.1 **Assistant Secretary – Peter Crofts**

Peter distributed the report on these meetings prior to the meeting and due to his absence, June Negri spoke to the reports and meetings held.

##### **Borough of Queenscliffe meeting Thursday 29 April**

Aspects discussed at the meeting included relationships with other groups, possible ambassador roles on Searoad Ferries, lack of visual impact from walking track and the emphasis on long-term strategy planning.

The President to continue to talk to Peter McLeod re maintenance and drainage. The terms of the lease of the building also needs to be further explored.

Andrew Scorgie raised the issue of sustainable use of the building, including water tanks, and the prospect of the Borough establishing car-charging stations, with the suitability of QMM roofs for solar panels for electricity.

**Action:** Andrew Scorgie to contact Ross Ebbels to discuss car-charging stations.

**Committee action:** after strategy planning is completed in 2021, to arrange a meeting with Councillors from BOQ.

John Burgess outlined the arrangements regarding insurance with the Borough of Queenscliffe. The BOQ pays buildings, cabinets insurance. In 2019 the Auditor requested the Collection be valued and insured. This increased the insurance by \$2900. The Treasurer proposed to Council that QMM pay 25%, as the BOQ would be the recipient of monies in the case of an insurance event.

**Action:** The Treasurer to contact Phil Carruthers to sort out the re-charging of the full amount to QMM, and the monthly reminder.

#### **Library – Geelong Regional Library Corporation meeting**

Dean Zanoni attended the meeting for the President.

As the President was unable to attend this meeting, she would like to see a selection of reference books returned to QMM to improve the research capacity. The Treasurer indicated all books are available publicly through the library branches, stored in appropriate conditions.

Need for a meeting to re-examine the Memorandum of Understanding to go forward.

**Action:** The meeting asks Peter Crofts to reply to GRLC regarding:

- (1) confirm meeting date, 3<sup>rd</sup> Monday in August to meet GRLC
- (2) GRLC library statistics to be sent to the QMM Secretary – [secretary@maritimequeenscliffe.org.au](mailto:secretary@maritimequeenscliffe.org.au)
- (3) to provide Martin Warneke's name as the QMM contact for the National Maritime Museum's display, *Remarkable Stories-Australians and their Boats* to discuss joint promotion
- (4) QMM is interested in displays at the library to be discussed further
- (5) Training of volunteers and staff in the use of the GRLC catalogue to be considered in QMM forward planning

#### 6.2 **Marketing, Promotion and Fundraising** –Andrew Scorgie

Andrew circulated at the meeting a list of ideas for possible marketing and events discussed with Philip Leslie (QMM Facebook volunteer) and Carolyn McKinnon.

- (1) Committee endorsed Andrew talking with the Queenscliff Football Club about a Tops vs Flats re-enactment on park opposite QMM and media involvement
- (2) Members' list as requested at April meeting to be supplied to Andrew by the Secretary
- (3) Andrew to liaise with Martin on *Remarkable Stories- Australians and their Boats* exhibition, for local content from Fishy Tales DVD about Bill Johnson and his story of being swamped in the Rip.
- (4) Committee endorsed staging an ABC Day at the Museum with the ABC to broadcast from the museum
- (5) Need to develop QMM past contact list for events
- (6) Facebook is increasing in profile with more leads and responses  
Planning: Fishermen's Friday posts, including low resolution use of Fishermans Waiting Shed part images  
Mike Birrell's portraits – to check with John Sisley and John Micallef the location of the write-up he has done. Dean to liaise with Mike Birrell about a write-up on the portraits.

#### 6.3 **Collection Management and Acquisitions Panel** – John Micallef, report circulated. See President's report re external awning for outdoor display area.

#### 6.4 **Display and Education Report-** Martin Warneke Martin still awaiting a quote for the pilot's jetty from Matt Golightly

Ferries display is currently being updated.

First-aid training for volunteers is nearly complete. John Sisley and Martin to monitor requirements for training. Promote first-aid qualification as a benefit of volunteering at QMM.

Martin left meeting 10.45am for an appointment.

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

John Gleeson has advised the Secretary that the electrician quote is expected on Monday for the required work, and when this is known, the Boat Shed volunteers need to know the balance of the funds raised to proceed with concreting of \$300

Andrew Scorgie presented the electrician quote from Lighthouse Electrical for \$1314.50 for powerpoints in the skillion workshop, temporary lighting in the adjacent area. Does not include the circuit box and lights.

Motion: That the quote for \$1314.50 from Lighthouse Electrical be received and accepted.

Moved: June Negri

Seconded: Dean Zaroni

Carried

#### 6.6 **Maritime History, Sea Pilots** – Les Irving Dusting Not in attendance, no report

6.7 **Rodney Nicholson** – Gil Allbutt Boat Shed signs. Rodney presented a proof of the sign to general acclaim. To be installed soon.

Motion: That the Team Leaders' Reports be received

Moved: Andrew Scorgie

Seconded: Rodney Nicholson

Carried

### 7. **General Business**

7.1 **Mavis III Vessel Management Plan**- Report on visit by Jeff Hodgson ANMM from Dean Zaroni. Dean reported that Jeff Hodgson is a shipwright and manages the infrastructure and fleet for the ANMM.

The group listed priorities and will wait for the plan.

There is still a need for a function to thank the sponsors for Mavis III. It was decided to try and do a function in February. In the meantime, when the Vessel Management Plan is received the Committee will send information to the sponsors to update them on the progress of the project.

Interpretation: Dean talked about the museum developing an interactive touchscreen version of the Vessel Management apps.

i-Sailor requires a monthly subscription

Marine-traffic is a free subscription.

This may be something suitable for a grant for the interpretation of Mavis III and display from Maritime Museums Project Support Scheme (MMAPSS) in 2022.

7.2 AGM Review sub-committee report

June Negri is seeking independent legal advice on 'conflict of interest' and issues arising from the AGM. The sub-committee is developing Rule changes to take to a Special General Meeting in August, prior to the next AGM being held.

7.3 Forward Planning for 2021- need to include this in June planning  
2020-2023 Strategy Plan prepared last year during Covid lockdowns was circulated for meeting.

Museum Accreditation- QMM was last accredited under the Museums Accreditation Program (MAP) in 2016. Undertaken every 5 years this is due later in 2021.

**Action:** C. McKinnon to circulate the chart of tasks that are being undertaken for accreditation and the progress made for the next Committee meeting.

Meeting closed at: 12 noon

Next meeting at: Campo Wyuna on Monday 21 June 2021

Signed as a true and accurate record of the meeting



June Negri - President