

QUEENSLIFFE MARITIME MUSEUM INCORPORATED

Registered Number A00070862

Committee of Management

Meeting Monday 19 April 2021

At: Queenscliffe Maritime Museum 9.00am

MINUTES

1. Present

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

In attendance: John Sisley Administration Co-ordinator

Apologies: No apologies

2. Minutes

2.1 The last Committee of Management meeting was held on Monday 15 March 2021.

Motion: That the Minutes of the Committee of Management meeting held on Monday 15 March 2021 be confirmed.

Moved: Peter Crofts

Seconded: Dean Zaroni

Carried

2.2 Business arising from the Minutes

2.2.1 **Geelong Regional Library Corporation** – June Negri, Peter Crofts and Les Irving-Dusting are the sub-committee to meet with the library representatives in an initial meeting. In response to an enquiry about the sub-committee, John Burgess was invited to have input in discussions about the library after the initial GRLC meeting.

2.2.2 **Lighthouse Tours** - Peter Crofts noted an item in correspondence seeking clarification on tours being able to resume, sent to Vicports from J. Sisley. No response has been received. Dean Zaroni will continue with an approach to the Harbour Master and Dean Zaroni and John Sisley are to liaise and report back to Committee.

2.2.3 June Negri to follow up on circulating a copy to Committee members of the letter she sent to the members who had given proxies to J. Sisley at the AGM.

3. Correspondence

3.1 Inwards Correspondence

- Sally Hawkins St Georges Anglican Church seeking support letter for Bell Tower Restoration Project
- Borough of Queenscliffe from Carly Douglas, seeking Expressions of Interest for the Community Activation and Social Isolation Initiative (CASI)
- DJPR CovidSafe event registration for the garage sale confirmed
- To John Micallef, from Lucidea, the contract for the Catalogue upgrade
- ACNC confirming the change of Secretary details for QMM
- S Lee, President Queenscliffe Historical Museum declining involvement in a joint activity for the CASI funding submission
- Carly Douglas, Borough of Queenscliffe advising \$1500 successful grant submission for Heritage Tours and Morning Tea for volunteer recruitment under CASI funding
- Newsletters, e-bulletins from the Federation of Australian Historical Societies, Visit Victoria Industry News – The View, TWIT Tourism Greater Geelong and the Bellarine
- Volunteering Geelong requesting support for a petition on changes to funding from the government to their organisation

3.2 Outwards Correspondence

- Sally Hawkins, St Georges Anglican Church letter of support from J Negri for Bell Tower Restoration Project
- Bellarine Vintage Machinery Group, thank you letter and forwarded Queenscliffe Herald article on Steam Rally
- To DJPR, submitted CovidSafe Registration for garage sale
- Tourism Greater Geelong and the Bellarine change of Secretary details
- From John Micallef to Lucidea, completed contract for Collection catalogue upgrade
- C McKinnon to ACNC request assistance linking Secretary details
- To R. Walker, M. Greenwood. M. O'Neill, S & S Lee, P. Sharp, and W. Sinfield from June Negri, concerning AGM proxy vote and advising AGM review deadline
- S. Lee President QHM, Kate Kenny, Bellarine Railway, Liz Fountain and Evan Donohue, Fort Queenscliff canvassing interest to combine in joint activities for CASI funding submission
- Sean Blackwood, Queenscliff Harbour, thank you for publicity support to garage sale
- Carly Douglas, Borough of Queenscliffe confirming contact and bank details for CASI grant
- John Sisley to Mark Coleman, Vicports seeking information on Lighthouse Tour status

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

Moved: Peter Crofts

Seconded: Martin Warneke

Carried

3.3 Business arising from the correspondence. No further business arising from the correspondence.

4. Office Bearers Reports

President – June Negri

Report as circulated

The President indicated that some adjustments for the expenses for the Garage Sale may need to be made to the figures in her report as costs are finalised.

Motion: That the President's Report be accepted

Moved: Peter Crofts Seconded: Carried

Secretary – Carolyn McKinnon

Grants:

Community Activation and Social Isolation Grant, Borough of Queenscliffe

QMM has received \$1500 for a morning tea and joint heritage tour activities. The aim is to encourage volunteering and reduce community isolation.

A meeting is to be held on Monday 19 April, at QMM 1.30pm with John Sisley, Kate Kenny Bellarine Railway, to develop ideas. Any committee members who want to help on this project are welcome to attend in the meeting room.

Planning to Kickstart the project with a free Tour and Tea at QMM on Thursday 20 May, in Volunteers' Week.

Volunteer Grants 2021 An Expression of Interest was submitted to Libby Coker for these grants. I have re-submitted the February proposal for computer equipment (laptop) for digital communication and training, and a tablet for the digitisation of the Collection. This is a closed non-competitive process that invites organisations to apply.

Open Grants:

MMAPSS Maritime Museums Australia Project Support Scheme grants are open until the 19 May. We currently have an In-kind Support Project to complete for the Vessel Management Plan for *Mavis III* under this scheme.

It was generally agreed to wait for the completion of the Vessel Management Plan and seek funding for preservation and interpretation aspects for *Mavis III* in 2022.

Covid Safe Plan – this has been updated to current restrictions and is now available at the front desk as per volunteer Julie Tester's March request.

Treasurer – John Burgess Reports as attached:

- Treasurer's Report for April 2021 and Profit/Loss Statement for January - March 2021

- P. Crofts sought explanation on the Treasurer's reports and raised the need for both a quarterly Profit/Loss Report and a Balance Sheet to inform Committee of:
- How expenditure is going
- How are our resources going?
- Anticipated forward expenses

Action: John Burgess agreed to produce the Profit/Loss and Balance Sheet from Xero for the ten months to 30 April for the next meeting and projections to 30 June 2021.

Motion: That the Treasurer's Report be received

Moved: John Burgess

Seconded:

Carried

Assistant Treasurer John Micallef tendered a verbal resignation from Committee and left the meeting at 9.50am.

John Sisley left meeting to check on J. Micallef

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

The Administration Co-ordinator's Report was taken as read in John Sisley's absence.

6. **Team Leaders' Reports**

6.1 **Assistant Secretary – Peter Crofts**

- Library - in reply to the President's March correspondence I have been contacted by Geelong Regional Library. They think a catch up is sensible and will report to us regarding:
 - What of our collection they hold?
 - The use (borrowing) of it
 - What more we could do together - they are particularly interested in exploring joint displays and exhibits
 - We are still trying to lock in dates

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

Andrew Scorgie provided a verbal report on possible activities for QMM to consider in planning for the year.

He is liaising with Anna Zanoni (Instagram), Philip Leslie (Facebook), and Carolyn McKinnon as a marketing group on ideas.

Andrew is to join PLoNq Inc, a recently formed networking and business entrepreneurship group in Queenscliff and Point Lonsdale.

Possible future opportunities include: Talk Like a Pirate Day, A Day at the Museum- including ABC radio, Fathers' Day Steam Rally at Drysdale, Coffee Morning in the Boat Shed, Hot Rod show. JB suggested a get together for descendants of ship-wrecked people.

Motion: That Andrew Scorgie receive an updated membership list to use with the marketing group to assist in promotion.

Moved: Andrew Scorgie

Seconded: Dean Zanoni

Carried

- 6.3 **Collection Management** – John Micallef, report circulated.
June Negri presented this report.
Jubilee Yacht – correspondence has been received from Mrs Hue and John Barrett regarding the proposed disposal of this item, and the Acquisitions Panel will reconsider its decision at its next meeting.
- Oral History Project** – still considered a project to continue as quickly as possible, with filming organised and interview questions being planned.
Martin Warneke, John Micallef and Andrew Scorgie to continue to liaise on this project.
- Fishermen’s Waiting Shed** A quote is being sought for maintenance for this heritage registered building with the goal of applying for a Victorian Heritage Grant in 2022.
- Keys to display cabinets** – discussion on changing locks to one master key. L. Irving-Dusting indicated 2 keys do 90% of the cabinets. June Negri and John Micallef to investigate changing the barrel locks with the showcase manufacturer rather than a locksmith.
- 6.4 **Display and Education Report**- Martin Warneke reported that he is waiting on a quote from Geoff Golightly for the construction of a ‘Pilot’s Jetty’ ramp and wheelchair access to view the pilot boat. It was agreed to consider this in conjunction with the recommendations of the Vessel Management Plan for Mavis III.
OHS request from Julie Tester – the propellor guards on Mavis III are to be fixed in place
- 6.5 **Infrastructure, Boatshed and Maintenance** Ian Doherty, report circulated
Andrew Scorgie is working on a plan for electrical power for the skillion workshop. It includes safety switches, a quote for labour, and a quote for equipment and materials. Requirement to have the Asbestos Report before any work is undertaken.
Skillion door – 3 quotes have been received.
Grove Roller Door \$1320 (\$1120 with Queenscliff Harbour scissor lift)
Salter Garage Doors \$1100 (QMM supply scissor lift)
Geelong Garage Doors \$1425
- 6.6 **Maritime History, Sea Pilots** – Les Irving Dusting
Les reported meeting with a Borough of Queenscliffe representative at the Foghorn Shed to discuss maintenance. Lead paint is to be removed and sealed.
- 6.7 **Rodney Nicholson** – Gil Allbutt Boat Shed signs to be finalised in the next fortnight. Media has been put in to the Queenscliffe Herald following the Garage Sale
Photographing for digitising the Collection should continue in May

Motion: That the Team Leaders' Reports be received

Moved: Dean Zanoni

Seconded: Rodney Nicholson

Carried

7. General Business

7.1 **John Burgess** – Proposal to Rescind Motion from February 26 Committee of Management Meeting. **Subject: Release of Register of Members contrary to the QMM rules** paper circulated prior to meeting

Motion: That the motion **9.3 Copying of Member Register** put to the 26 February meeting of the Committee of Management be rescinded, thus expunging it from the records, as not all Committee Members were aware of the QMM Rule in respect to the Register of Members at the time of voting.

Moved: John Burgess

Seconded: Motion lapsed for want of a seconder

7.2 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

Les Irving-Dusting distributed his statement on the inspecting and copying of the Members Register in the QMM office prior to the 2020 AGM to the meeting.

Discussion reiterated that the Rule, its meaning, and any changes to it be part of the AGM Review sub-committee.

7.3 Borough of Queenscliffe Morning Tea with Committee representatives 29 April – JN

7.4 Martin Warneke advised that the First Aid and CPR classes were organised for Mon 3 and Wednesday 4 May. 12 CPR and 4 First Aid

Meeting closed at: 11.10am

Next meeting at QMM on Monday 17 May, 9.00am

Signed as a true and accurate record of the meeting



June Negri - President