

# QUEENSCLIFFE MARITIME MUSEUM INCORPORATED

Registered Number A00070862

## Committee of Management

Meeting Monday 21 June 2021

At: Camp Wyuna, Queenscliff 8.30am

### MINUTES

#### 1. Present

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

In attendance: John Sisley Administration Co-ordinator

**Apologies:** Les Irving-Dusting (Proxy given to June Negri)

Motion: That the apologies and proxy as received be accepted.

Moved: Peter Crofts                      Seconded: Martin Warneke                      Carried

#### 2. Introduction to Camp Wyuna

The Committee welcomed the opportunity provided by Andrew Kidd, Manager of Camp Wyuna to meet in their facility and Andrew outlined the Camp's key programs.

Discussion included:

- Programs are returning following Covid 2020 impacts with schools returning and solid bookings
- They are continuing to pursue the weekend group bookings such as disability respite care, private groups, and the use of Whitehall for larger groups.
- In respect to working with QMM, the schools are grades 3-6 and years 7-8 predominantly and are looking for more interactivity rather than tours only
- That QMM charge Camp Wyuna directly

QMM raised:

- The possibility of training Camp Wyuna staff to conduct their own tours at the Museum, like the lighthouse arrangement
- The benefit of disabled access at the Museum
- The option of providing pamphlets and museum vouchers for the Autism camp and other groups

#### 3. Minutes

3.1 The last Committee of Management meeting was held on Monday 17 May 2021.

Motion: That the Minutes of the Committee of Management meeting held on Monday 17 May 2021 be confirmed.

Moved: Dean Zanoni                      Seconded: Rodney Nicholson                      Carried

## Business arising from the Minutes

QMM Insurance cost with the Borough of Queenscliffe - John Burgess will follow up this during the week with Phillip Carruthers to confirm % costs for QMM and the invoicing of that.

John Burgess queried when Minutes of Committee meetings will be on the website.

**Action:** Secretary to complete this.

## 4. Correspondence

### 4.1 Inwards Correspondence

- Peter McLean, Borough of Queenscliffe Email 19/05/21 Itemising building condition issues for the Museum from a site visit with President
- John Burgess 20/5/21 Letter of Resignation from the Queenscliffe Maritime Museum Committee of Management and office of Treasurer
- Joshua Withers Email 7/06/21 [josh@roofine.com.au](mailto:josh@roofine.com.au) Roofine to J Negri quote for roof, Fishermen's Waiting Shed
- Department of Social Services Email 7/06/21 Receipt of on-line grant submission 34R8DLW 2021 Volunteer Grants
- Ashleigh Ngan Email 11/06/21 to J Negri acknowledgement of Couta boat research information
- Melissa Gunter, Collection Manager, Museums Victoria to Martin Warneke Email 8, 10, 17 June, discussion on the review of the loan of ship models *Orcades* from QMM, and *Hygeia*, *MV Duntroon*, and *Weeroona* to QMM from Museums Victoria
- Libby Coker MP Grants Bulletin for June
- Kate Kenny The Bellarine Railway advising postponement of CASI Heritage Train and Tour due to Covid Restrictions
- Jeff Malley 13/06/21 Maritime Museums Victoria Amended Minutes 24 May Meeting
- AMAGA Members Bulletin and training calendar

### 4.2 Outwards Correspondence

- Mrs E Hu 21/05/21 Letter confirming the retention of the Jubilee Yacht in the QMM Collection
- Mr Stephen Lee Queenscliff Historical Museum 17/05/21 Email from J Negri confirming storage in the Fish Co-op for exhibition panels
- Harwood Andrews Lawyers 23/05/21 Email from J. Negri clarifying the issues arising from the 2020 AGM and seeking advice for the AGM Review sub-committee
- Jeff Hodgson Australian National Maritime Museum 24/05/21 Email Thank you for visit to QMM to undertake Vessel Management Plan for Mavis III
- C. McKinnon (Secretary) 29/05/21 Email to Committee of Management Members regarding resignation of Treasurer, and the Circulating Resolution seeking a response from Committee for the appointment of Peter Crofts as Treasurer, to be ratified on 21 June COM meeting

- C. McKinnon 7/06/21 on-line submission to Department of Social Services for 2021 Volunteer Grant
- Ashleigh Ngan BA Architects Email 8/06/21 from J Negri, research information on couta boat builders
- Martin Warneke to Melissa Gunter, Museums Victoria Email 11/06/21 request for QMM to retain ship models *Weeroona*, *Hygeia*, and *Duntroun* in exchange for the model *Orcades*
- Carly Douglas, Borough of Queenscliffe, Email advising of postponement of the Bellarine Railway activity under CASI grant funding
- Queenscliff Harbour, article for June newsletter
- QMM Members Winter Newsletter
- Borough of Queenscliffe Community Grants digital equipment grant submitted online by John Micallef 16/06/21
- J. Negri to Stephen Lee, Queenscliffe Historical Museum Letter of Support for their BOQ Community Grant application for a website update

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

Moved: Carolyn McKinnon

Seconded: Peter Crofts

Carried

#### 4.3 **Business arising from the correspondence.**

4.3.1 Resignation of John Burgess as Treasurer and Committee member

4.3.2 Ratification of Circulating Resolution of the 3 June, as attached and the appointment of the new Treasurer.

Motion: That Committee hereby resolves

1. To accept the resignation of John Burgess as Honorary Treasurer subject to a satisfactory hand over to the new Honorary Treasurer

2. To elect Peter Crofts as the new Honorary Treasurer

3. To require John Burgess and Peter Crofts to do all acts and things to arrange an appropriate handover of information resources and the like

Moved: Carolyn McKinnon

Seconded: Dean Zanoni

Carried

Motion: That June Negri (President), Carolyn McKinnon (Secretary), Peter Crofts (Treasurer) and Les Irving-Dusting (Committee member) be appointed as signatories to the Queenscliffe Maritime Museum bank accounts forthwith.

Moved: John Burgess

Seconded: Rodney Nicholson

Carried

Action: John Burgess and Peter Crofts to arrange bank signatories in the next week

Peter Crofts and John Sisley to meet to review financial procedures.

The President thanked John Burgess for his contribution to the Museum as the Treasurer and his achievements managing the finances since 2017 and wished him well on behalf of the Committee.

## 5. Office Bearers Reports

### **President** – June Negri Circulated

Museum heating- a heater has been found for the shop area but there is still a need for heating in the office. The Secretary indicated that there are currently Victorian Government heating rebates available for improving energy efficiency in business and not-for-profit organisations.

**Action:** John Sisley to contact the Heat Shop, Geelong and Eco-Choice, Drysdale to discuss options for heating and information on rebates.

Skillion Workshop- June presented a sketch from Peter Cahir of steps and a handrail needed for safe access. To be costed and presented to Committee for approval.

Fisherman's Waiting Shed – quotes have been received for exterior repair and painting and roof replacement and plumbing. As the building is heritage registered approval for works needs to be discussed with Heritage Victoria, and the aim is to apply for a Heritage Grant early in 2022.

### **Treasurer** – John Burgess Treasurer Report as circulated and attached.

### **Secretary** – Carolyn McKinnon Report circulated.

Information outlined on:

- the Volunteer 2021 Grant application for digital communication equipment, outcome expected in November
- Borough of Queenscliff Community Grant – digital equipment for Collection Management and online communication, outcome expected in August
- MMAPSS Vessel Management Plan for Mavis III awaiting the report from Jeff Hodgson, Australian National Maritime Museum
- MAP Museum Accreditation expected in 2021 is currently under review and likely to proceed in 2022 in a new format.

**Action:** The Secretary to circulate information for the next Committee meeting on the recommendations from the 2016 Accreditation Program and the status of action on the recommendations.

Motion: That the Office Bearers Reports be received

Moved: Dean Zanoni

Seconded: Peter Crofts

Carried

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

- New volunteers have started, helping relieve the weekend shifts.
- The Shandon project work is being facilitated with Peter Sharp's assistance.
- The photocopier – a new supplier for toner has been sourced by volunteer Philip Leslie.
- Drainage works in the yard to alleviate flooding in the north of the building after heavy rain have been completed by the Borough of Queenscliffe.

### Archival Repository Fire Suppression System

Vicports charts were removed from the Archive, leaving the annual cost to run the archive and the cost for cylinders for QMM to fund. \$434.50 per quarter and approx. \$10,000 cost for 6 gas cylinders. Queenscliff Historical Museum is currently sharing cost and space at \$2000 annual cost whilst the Hub is being constructed.

The system is due for its ten- year servicing.

The President indicated that the Archival Repository is a Registered Place of Deposit with the Public Records Office, a facility not common in regional museums and that QMM has some important items from its collection in the archive.

The Committee needs more information to decide including what is the cost of decommissioning the Archive.

#### **Action:**

- (1) Peter Crofts to make enquiries with some contacts in the fire suppression industry.
- (2) John Sisley to provide Peter with the details of QMM's fire suppression system.

The lighthouse phone and lighthouse EFT facility with Bendigo Bank have been cancelled by John Burgess. The phone can be reactivated in future if needed.

Peter Crofts indicated he did not receive the Members' Newsletter. List to be checked.

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

Moved: Peter Crofts

Seconded: Martin Warneke

Carried

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

### **7.1 Assistant Secretary – Peter Crofts**

Maritime Museums Victoria AGM 24 May

Museums have common issues such as availability of volunteers and re-generating committees. MMV previously held bi-monthly meetings moving between the member museums. Peter to continue as QMM representative.

Geelong Regional Library Corporation – talks continue on aspects raised at our May Committee meeting.

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

Andrew has contacted several organisations about future activities including:

- Pauline Nunan, Queenscliff Literary Festival and having future events in the Museum
- To approach Jacqui Johnson and link with the sea scouts
- The Football and Netball Club are interested in a Tops vs Flats activity but defer it to 2022 due to Covid and it will link to the centenary of 'Jocka' Todd's career with Geelong.
- Benito's Birthday October 12 – local actor Ian Rogulsky is interested to volunteer time for an activity, to encourage local schools and get kindergarten exposure to the story

Oral History – Jack Beazley is interested. Need to develop a Covid protocol for the filming.

**Action:** The Secretary to develop the Covid protocol and monitor requirements.

Electric car charging at the Fish Co-op. Andrew has spoken to Ross Ebbels, and whilst there is not the opportunity now, it is something for the future.

**Action:** Andrew to draft a letter to Ross Ebbels confirming the discussion and expressing QMM's interest for the future. Secretary to send.

Tuesday 22 June, Matt from Lighthouse Electrical and John Gleeson to meet re electrical work in workshop and Co-op

Contact Mike Birrell for stories behind Fishermens' Portraits. Dean to follow up.

Andrew is seeking volunteers to take on some of these projects. Andrew to liaise with John Sisley on the details.

**Action:** Carolyn McKinnon and Peter Crofts to develop an operational plan for Museum and Committee activities for the next four months for the July meeting.

### 7.3 **Collection Management** – John Micallef, report circulated

- A new volunteer with high IT skills to support the Collection Database Upgrade
- Victorian Collections, Rodney Nicholson to help with photographing items when available
- Acquisition Panel – the Jubilee Yacht retained, Pilot Cutter donated by Roger Spooner and accepted
- Review of display and storage location continuing

### 7.4 **Display and Education Report**- Martin Warneke, report circulated

- Museums Victoria and the review of ships models on loan: the *Hygeia*, the Weeroona and the MV Duntroon. QMM's model is the *Orcades*
- Oral history project
- First Aid training for new volunteers. Martin to liaise with John Sisley about requirements and offer the next training in six months.
- Boat shed displays. With the relocation of workshop activities from the Boat Shed the displays can be re-organised and a safety barrier is needed for the stage. Martin presented a draft plan for Committee feedback. Committee is urged to visit the boatshed with the plan and give feedback to Martin. Concern was raised that the proposed extension of the kitchen/WC area will reduce the visibility and usefulness of the stage for larger groups and viewing from outside.

10.15am John Sisley left the meeting to open the Museum.

- 7.5 **Infrastructure, Boatshed and Maintenance** Ian Doherty, report circulated.
- Workshop equipment has been transferred from Boat Shed
  - Roller door and concrete apron are completed
  - Lighting and power points are to be fitted
- 7.6 **Maritime History, Sea Pilots** – Les Irving Dusting no report
- 7.7 **Dean Zanoni** – Vessel Management Plan for Mavis III. Jeff Hodgson who is drafting the plan has contacted Peter Larkin for information. Peter has expressed willingness to help with information on the vessel in the future.
- 7.8 **Rodney Nicholson**- Gil Allbutt Boat Shed signs to be attached following Covid lockdown. Design in newsletter was positively received by the family. Suggestion for an afternoon tea for the family. Andrew wants a photo of the sign and the story of Gil to post on Vic History site. Martin to assist.

Motion: That the Team Leaders' and Committee members reports be received

Moved: Peter Crofts

Seconded: Rodney Nicholson

Carried

## 8. General Business

**Petrie-Allbutt Wedding** The President and John Sisley have met with Liam and discussed his proposal for a lighting plan for the Boat Shed as in-kind payment for venue. Lights are now included and a more detailed proposal is to be sought.

The Secretary raised the issue of Covid restrictions affecting the size of the group, the museum open and closure, and the need to comply with Public Health Restrictions for weddings and museums at short notice.

**Action:** Peter Crofts is to draft a letter to Liam seeking confirmation of details of date, size of group, proposed setup, and their contingency plan should Covid restrictions affect the use of the Museum as the venue, and their compliance to planning a Covid-Safe Event.

**AGM Review Sub-Committee** June Negri and Carolyn McKinnon will continue this review following John Burgess's resignation from the Committee. Following independent legal advice, they are drafting a Conflict-of-Interest Policy according to ACNC guidelines, and are drafting changes to the Rules to bring to Committee for discussion.

**School Holiday** dates 26 June -11 July. QMM banner boards for roads booked for holiday advertising.

**President holiday absence** – June will be away from 5 July for one month, including the July Committee meeting.

**Review of Administration Procedures** – The President raised some concerns with the Committee over event procedures, and some administration tasks and expressed the need to establish more detailed communication between the Admin Co-ordinator and the

President to meet the Committee's expectations. The change of Treasurer will also require change to the existing financial administration procedures.

**Action:** The President and the Secretary to meet with the Administration Co-ordinator to review and discuss procedures.

The Treasurer will meet separately with the Admin Co-ordinator to outline finance changes.

**Camp Wyuna** That the Secretary to send a letter of thanks to Andrew Kidd for hosting the meeting.

Meeting closed at: 10.55am

Next meeting at QMM on Monday 19 July 2021

Signed as a true and accurate record of the meeting

A handwritten signature in black ink, appearing to read 'June Negri', written over a light blue horizontal line.

June Negri – President



**Committee of Management, Team Leader's Report**

21<sup>st</sup> June 2021, John Burgess - Treasurer

**Bank Accounts**

The balance of our main A/c as at 17<sup>th</sup> June 2021 was \$108,700 (May 13<sup>th</sup>, it was \$112,300).

There are two other accounts:

Grant Holding A/c \$1,243.00.

Credit Card A/c with a credit limit of \$500. Available Credit \$500.

Comments

1. Memberships for the coming year 2021/22 have started to be received (\$400.00)
2. Expenditure has continued to flow during this period of lock down. (28<sup>th</sup> May – 10<sup>th</sup> June) which is the main reason for the decline in our overall cash position Viz.

LDB Accounting Services (sundry items from the 2020 year) \$770

Concreting outside the Boat Shed \$850

Salary (JS) \$1,100

Roller door upgrade \$990

Recommendation

The Committee accepts the Treasurer's Report as presented.

