



Queenscliffe Historical Museum Inc

ABN 32 271 479 612

'Informing the future through a conversation with the past.'

Patron The Hon. Ted Baillieu, Former Premier of Victoria

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Patron Hon Ted Baillieu and Garry Spry (President of QHM)

ANNUAL REPORT

2016-2017

ROLES AND RESPONSIBILITIES: My first report as Hon. President of the QHM last year set out to reinforce the Museum's roles, responsibilities and future directions in some detail. I don't intend to go over old ground again other than to make the observation that those objectives continue to act as the guiding principles for your Committee of Management.

One initiative which we are building on is to enhance our profile in the community by embracing new technology. Our easy-to-navigate website and the development of a Marketing Plan promise exciting possibilities as we move into the new year.

HIGHLIGHTS OF THE YEAR: There have been many in the year following the Museum's 50th year anniversary celebrations.

WELCOME AND CONGRATULATIONS: In June the Hon. Ted Baillieu, former Premier of Victoria, with family connections in Queenscliff reaching back over 160 years, graciously accepted our invitation to become the Museum's Patron.

By coincidence, long-serving QHM Past President Jocelyn Grant, who has enjoyed a close relationship with Ted and before that Ted's father Darren Baillieu, was awarded an OAM in the Queen's Birthday honours for services to the community through her involvement with the Museum.

We extend to Ted a warm welcome and to Jocelyn our congratulations in equal measure.

THE BOOK, 'Celebrating History...': One of the Museum's more notable achievements this year has been the publication of a beautifully illustrated book featuring fifty of the Museum's most iconic items. Put together by a dedicated team of volunteers under the leadership of the Museum's Research Coordinator and guided by the professional expertise of publisher John Bedggood and photographer Roza Marciniak, the book was 'launched' during History Week by our new Patron, the Hon. Ted Baillieu at the Vue Grand in Hesse St. Attended by some seventy of the Borough's leading citizens and history enthusiasts, the function, hosted by the CoM was a great success, with Ted's address, detailing his family's long associations with the Borough and their sense of 'place', being warmly appreciated.

'Celebrating History' was short-listed and commended in the 2017 History Week awards in a ceremony at the Victorian Arts Centre shortly after the launch in Queenscliff.

Copies of this limited-edition book, in either hard-cover or soft-cover format, are for sale at the Museum, 'The Queenscliff Bookshop' and 'For Pete's Sake', in Hesse St.

HISTORY WEEK: Speaking of History Week, a great deal of planning and effort was this year once again applied to making History Week (a state-wide celebration of Victoria's rich history) a success. It involved overall coordination by a small working group and contributions from all sections of the Museum to produce a number of feature events including 'History at the Heads' in the Monahan Centre, with talks on the 'History of Music in the Borough', 'The History of the Customs Service operating out of Queenscliff', 'The Point Lonsdale Defences 1914-1945' and 'The History of the iconic Foghorn at Point Lonsdale'. These Talks were a joint undertaking by the

Borough's three museums, our own QHM, The Queenscliffe Maritime Museum and the Fort Queenscliff Museum and we extend our grateful thanks to the presenters.

In addition, two performances of *'Marvellous Deakin'*, the story of the 'three-times' Prime Minister of Australia and one of the Borough's most distinguished holiday residents, were presented by actors Colin Mockett and Shirley Power to the delight of appreciative audiences.

A guided Cemetery Walk and Guided Museum tours, together with a constantly running series of Historical Videos in the Museum's mini-cinema, completed the range of events offered.

EXHIBITIONS & DISPLAYS: Once again the Exhibits Coordinators at the Museum have mounted a series of displays throughout the year so that in accordance with Museum policy, visitors are able to enjoy a different experience each time they visit the Museum. The Museum's unique collection of Historical videos greatly enhances this experience.

MONTHLY 'TALKS': Once again the Museum has continued the tradition of inviting speakers to address Members and visitors on a wide-ranging variety of topics throughout the year. Without exception the Talks this year have been outstanding and have continued to attract an appreciative audience. We thank profoundly all of those involved for their time and effort.

COMMITTEE of MANAGEMENT and VOLUNTEERS: Enough can never be said about the contribution of volunteers in an organization such as ours which has no paid staff. Entirely reliant on the efforts of dedicated volunteers, your Museum continues to provide a first-class service to the community at large. Volunteers at the Museum number around forty individuals, engaged in Front of House activities, Exhibitions (incl. Collections management), Research, Publicity & Promotion, Special Events Coordination, Merchandising & Banking, Building & Grounds Maintenance, the Coordination of Volunteers and last but not least, Administration, which is a broad category embracing Secretarial, Financial Accounting, IT Services and Grants Applications functions.

You won't see the names of current CoM members in this report but for full details of those and other volunteers and what they are involved in see the Appendix attached. On behalf of all Museum members, to these people and other volunteers specifically mentioned in my report, I offer my profound thanks.

FUNDRAISING: As will be appreciated, organizations such as ours cannot function on the proverbial *'smell of an oily rag'*! Much therefore depends on the ability of the committee person in charge of fundraising to keep the ship afloat. In the QHM's case we are fortunate indeed to have a Fundraising Coordinator whose ability to stage events and attract patrons would be the envy of many. Our Treasurer's Financial Report provides ample evidence of this.

MEMBERSHIP: Peaking at around 250 'life' and 'annual' members, the Museum is in a very healthy state indeed in terms of community support. The work of volunteer Admin. staff in keeping the volunteer register up-to-date and subscriptions current, has been especially appreciated.

SUPPORTERS: A number of generous supporters have been acknowledged on the Museum's website throughout the year. Their continuing support is very much appreciated. One such benefactor deserves special mention however, and that is Bill Sawyer, who made possible our enhanced Merchandise Display section. With timber donated by Belmont Timber, Bill built the beautiful Tasmanian oak display cabinet in the entrance area of the Museum. Our Merchandise manager has transformed the display with the result that most of our publications are now readily accessible to prospective purchasers.

RETIREMENTS: From time to time, any institution has to accept the fact that volunteers may retire or leave for various reasons. This offers the opportunity for constant reinvigoration of the personnel who 'run the show'. New blood is always welcome and there are of course, many opportunities within the Museum for new volunteers to put to use different skills for the benefit of the Museum itself and the community at large.

This year we were saddened to say farewell to firstly, in April, Catherine Vidler, our administration officer and then in May to Angela Gibbs, who had stepped into the vacant role of Secretary with great enthusiasm and dedication, as well as volunteering in several other capacities (ref. articles in the April and May editions of 'Museum Matters' on-line). The departure of these two highly skilled and enthusiastic volunteers left a huge gap in the system and threw the burden of secretarial functions back on to the remaining administrative staff. Fortunately, both administrators have filled the gap with enthusiasm and distinction for which the CoM is deeply grateful.

Another who has departed is Geoff Hinch, on whom we relied until recently to keep the IT equipment at the Museum functioning efficiently. We thank Geoff for the dedication he applied to the task over several years and wish him well in the future. The vital IT task is now shared between the CoM member responsible for promotions and volunteer Jim Thyer. A program of updating and/or replacing complex computer equipment in the Museum is in the process of being undertaken.

On one further note which I record with considerable regret, I wish to acknowledge the great contribution made by our long serving Vice-President Alistair Hope who has finally decided it is time to 'put the cue in the rack'! Alistair has been the rock on which we have all leaned from time to time. From my own personal perspective, assuming the role of QHM President has presented a number of challenges. Alistair has provided a wonderful sounding board; his wisdom and leadership has been much appreciated and we shall all miss him dearly on the CoM. We wish him and Ellen well in the future and trust that they will both continue to be involved in the Museum, albeit a little less 'hands-on' in Alistair's case.

AND FINALLY, THE MUSEUM VALEDICTORY: It is with regret that I have to record the passing of long-serving volunteer JOAN MADDOCKS and in doing so acknowledge the valuable contribution that she has made in service to the community through the Museum over many years, particularly in relation to helping coordinate our volunteer workforce. Joan will long be fondly remembered by members.

Garry Spry Hon. Pres. QHM November 2017

Appendix to the President's AGM report
2016/2017 OFFICE BEARERS AND COMMITTEES

COMMITTEE OF MANAGEMENT:

Hon. President	Garry Spry
Hon. Vice Presidents	Alistair Hope Sandra Lee
Hon. Secretary	Angela Gibbs (resigned May 2017)
Hon. Treasurer	Denis O'Reilly
Members	Diana Allen Lindsay Chatterton Peter Ley Diana Sawyer Gay Sinclair
Hon. Auditor	Terry Philp

SUB-COMMITTEES:

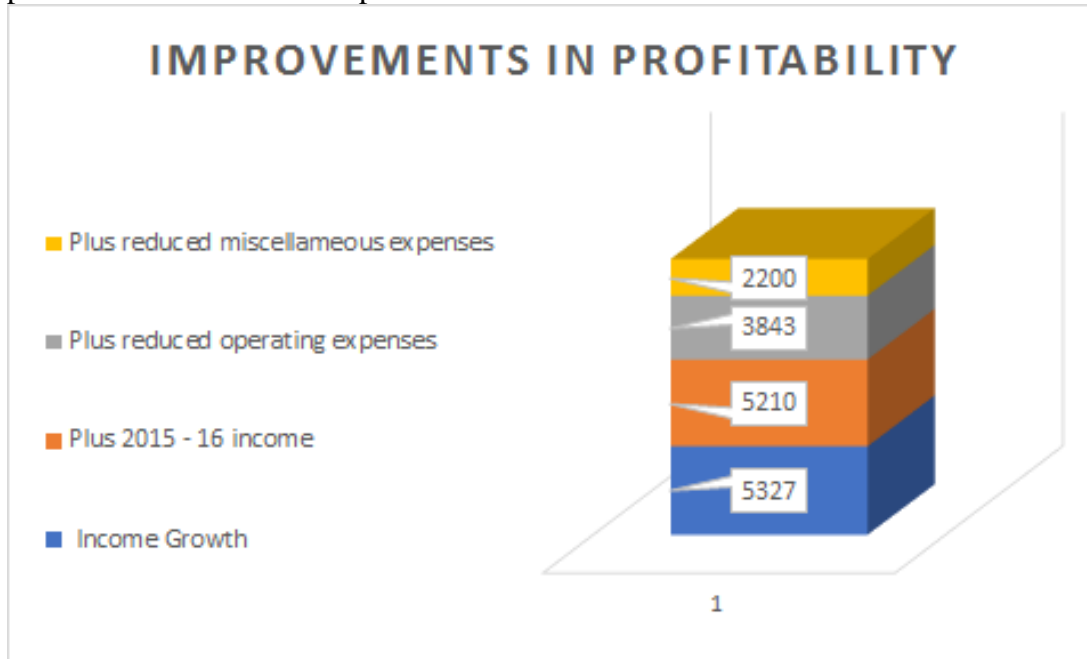
Executive & Finance	Garry Spry (c), Alistair Hope, Angela Gibbs (until May) Denis O'Reilly, Sandra Lee
Administration	Angela Gibbs (c) (until May), Julie Edwards (Grants Applications), Ronnie Hutchison (Acting Secretary from May), Geoff Hinch (IT until August), Jim Thyer (IT from October), Rhonda Tankard
Buildings & Grounds	Alistair Hope (c), Colin Shaw
Collections/Archives	Sandra Lee (c), Diana Sawyer, Anne Anderson, Kathy Lang, Robbie Beddgood, Robin Macaulay, Rhonda Tankard
Exhibitions	Sandra Lee (c), Rosemary Brown, Ron Hodgetts (Audio/ Visual)
Fundraising & Special Events	Diana Allen (c), Steve Lee, Angela Gibbs, Bill Brown
Merchandising & Banking	Peter Ley (c), Cathy Ley
Promotions/Publicity	Lindsay Chatterton (c), Diana Allen, Maureen O'Neil, Ron Hodgetts, Eva Millie, Jennifer Lehman, Rosemary Brown, Hayley Harris (Draft Marketing Plan)
Research	Diana Sawyer (c), Rhonda Tankard, Jocelyn Grant, Roger Higgins, Bryan Marra, Maggie Stowers,
Volunteer coordination	Gay Sinclair (c), Jenny Ludeman

Note: '(c)' = Convenor

TREASURER'S REPORT FOR 2016-17

On behalf of the Management Committee of the Queenscliffe Historical Museum I present the audited financial reports for the year ending 30th October 2017.

The Committee again thanks local accountant Mr Terry Philp who has audited the reports for this year and past years without charge. The audit process is a statutory requirement and provides an independent expert opinion on the veracity of the accounts and the internal processes used in their compilation.



The profit of \$18,083 is substantially greater (\$16621) than that for the previous year (\$1452) due to both expense reduction, income growth, and the recognition in the current reporting period, in accordance with accounting principles, of \$5,210 generated in the financial year 2015–16.

The most significant areas of income growth was from fundraising (\$9000) for which the Events and Catering Team deserve special mention and History/Educationals. (\$1500) Expense reductions of approximately \$4,000 have been achieved over a range of costs including photocopying, postage, electricity, miscellaneous expenses. The email distribution of “Museum Matters” has led to both photocopying and postage savings totaling approximately \$1,000. The costs of electricity has also reduced by approx. \$1200 from last years expenditure.

Income from grants has halved compared to previous year; philanthropic organizations have questioned our requirement for charitable funds, having regard to our strong financial position.

The 2016 -2017 performance has improved our overall financial position and is reflected in the Balance Sheet. The net asset balance (Assets – Liabilities) being \$90,996, an increase from the position of the previous year due to the profit.

Cash reserves are approximately \$36,000; a capacity to cover approximately 2 years of operating expenses. Additionally, our assets include stock of our publication “Celebrating History” worth \$16,734. Substantial savings in cost/book were achieved by the ordering

relatively large numbers of the publication. We expect to sell the book over a number of years.

The grant awarded by the borough was used for the purchase of an additional display cabinet and a video recorder.

The pie charts which accompany the formal reports, give a presentation of each element of Income and Expense and their proportionality to the whole.

The 'book' fundraising generated in the 2015- 2016 financial year has been eliminated from the 2016-2017 'Income' graph for the purposes of analyzing 2016-2017 activity. The 'Income' display highlights that membership and door takings are a consistent generator of funds. The previously mentioned fund raising makes the biggest current contribution but is subject to fluctuation.

Within the expense category "Depreciation" is the largest amount. This is a nominal amount and reflects an estimated further 10 years use of the equipment on hand. Other significant expenses include Advertising, Electricity, and Telephone expenses.

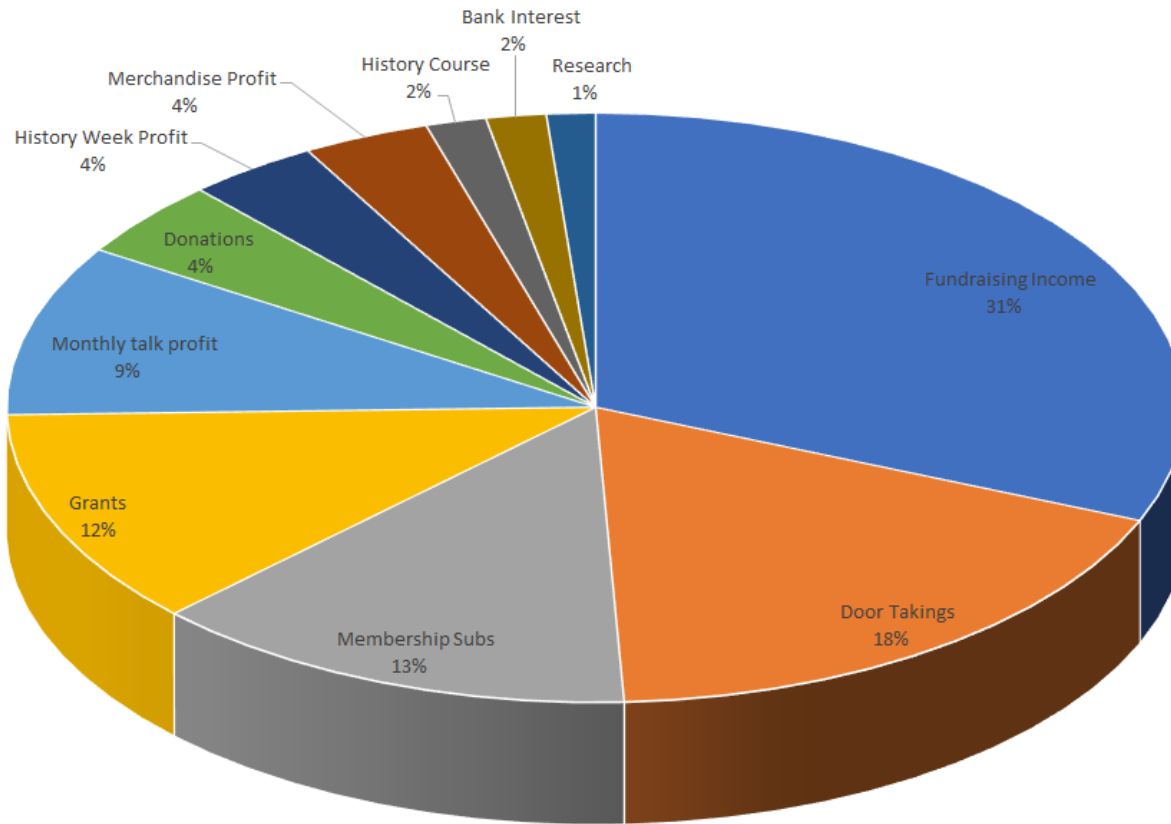
I hope you have found the report informative. The Committee will endeavor to continue to extract maximum benefit from future financial operations for the benefit of both the membership and the wider community.

Queenscliffe Historical Museum				
Profit & Loss Statement				
1st Oct 16 through 30 Sept 17				
		01-Oct-16 30-Sept-17		01-Oct -15 30-Sept -16
INCOME				
GENERAL REVENUE				
Donations		1485		758
Door Receipts		6265		6943
Functions				
50th Annivasary Dinner			465	
Cemetry Walks			85	
High Tea Income			1101	
High Tea Outlays			-570	
Villa Alba Visit Income			2630	
Villa Alba VisitOutlays			-2531	
Fundraising Income	10919			
History Week	1264			
History Short Course	580			
TOTAL : Functions		12763		1180
Bank interest		575		549
Member Subscriptions		4693		4090
Book Fundraising b/f from 2015 -16		5210		
Merchandise Sales				
Pictures & Publications	3113		1488	
Purchase for resale	-1895			
Merchadise Sales-Other			565	
TOTAL : Merchandise		1218		2052
Miscellaneous Income				2159
Monthly Talks				
Admissions	2528		1294	
Hall Hire	550		2	
Raffle Proceeds			170	
Other	202		917	
TOTAL : Monthly talks		3280		2383
Research		470		195
TOTAL : General Revenue		35959		20308
GRANTS AND APPEALS INCOME				
Borough of Queenscliff -Grant for display cabinet & Office Chairs		4159	1295.00	
Geelong Community Foundation- Grant for Landscaping			4600.00	
Q & Pt Lon. Community enterprise grant			2651.00	8546.00
Other				727
TOTAL INCOME		40118		29581

Less EXPENSES				
Advertising	1981		1193	
Amenities (Members& Staff)	733		681	
Bank Fees	23		74	
Cleaning	1052		1212	
Conservation			159	
Depreciation	4800		4800	
Donations			100	
Equipment purchases	508		945	
Incorporation Fees			55	
Insurances	889		520	
IT Consumables			440	
Light & Power	2092		3336	
Misc Expenses	603		2504	
Petty cash			210	
Photocopying				
Maintenance Expenses	799		1385	
Postage	449		838	
Printing & Stationary	792		1156	
Prior year expenses	342			
Repairs	695			
Subscriptions & memberships	428		394	
Training	100			
Telephone	1590		1323	
Uncategorised Expenses			730	
TOTAL GENERAL OPERATING EXPENSES		17876		22055
GRANTS AND APPEALS EXPENDITURE				
Geelong Community Foundation				4670
Borough of Queenscliffe		4159		
LATROBE MEMORIAL PROJECT				
Project Expenditure			1394	
TOTAL LATROBE MEMORIAL PROJECT		0		1394
TOTAL EXPENSES		22035		28119
TOTAL INCOME -EXPENSES		18083		1462

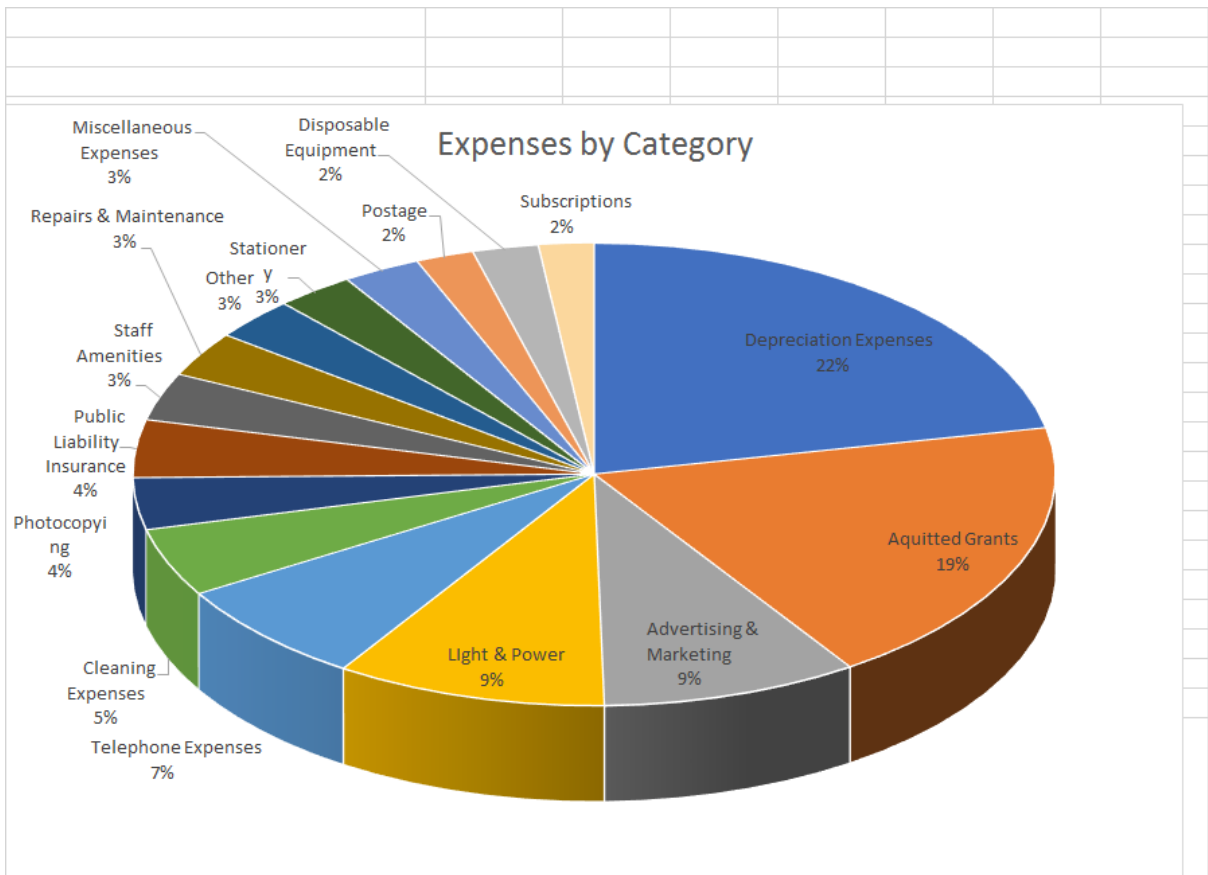
Queenscliffe Historical Museum				
Balance Sheet				
as at 30 Sept 17				
	2016-2017		2015-16	
Equity				
Opening Balance Oct 1 2016	72953		111491	
Current Year earnings	18083		-38538	
		<u>91036</u>		<u>72953</u>
Represented by				
Assets				
Current				
Cash on Hand	190		150	
Museum Operations Account	9204		6137	
Term Deposit	26050		26050	
Debit Card Account	220			
Merchandise for resale	19121		2061	
Prepayments	1527		1298	
		56312		35696
Non Current				
Equipment & Fixtures	106259		103657	
Less Accumulated Depreciation	-67947		-63148	
		38312		40509
Total Assets		<u>94624</u>		<u>76205</u>
Less Liabilities				
Liabilities				
Current				
Prepaid Memberships	2435			
Accrued expenses	1153		889	
Bookfund balance			2363	
Total Liabilities		3588		3252
Net Assets		<u>91036</u>		<u>72953</u>

Income by Source



Income Sources

Fundraising Income	\$10,919
Door Takings	\$6,265
Membership Subs	\$4,693
Grants	\$4,159
Monthly talk profit	\$3,280
Donations	\$1,485
History Week	\$1,263
Merchandise	\$1,217
History Course	\$580
Bank Interest	\$576
Research	\$469
Total	\$34,906



EXPENSES BY TYPE			
Depreciation Expenses	\$4,800		
Aquitted Grants	\$4,159		
Advertising & Marketing	\$1,982		
Light & Power	\$2,091		
Telephone Expenses	\$1,590		
Cleaning Expenses	\$1,051		
Photocopying	\$799		
Public Liability Insurance	\$889		
Staff Amenities	\$735		
Repairs & Maintenance	\$696		
Other	\$651		
Stationery	\$605	Other	
Miscellaneous Expenses	\$603	bank fees	22
Postage	\$448	printing	188
Disposable Equipment	\$509	training	100
Subscriptions	\$428	15 - 16 exp	341
	\$22,036		

Research

Diana Sawyer (c), Rhonda Tankard, Jocelyn Grant, Roger Higgins,
Bryan Marra, Maggie Stowers,

Volunteer coordination

Gay Sinclair (c), Jenny Ludeman

Note: '(c)' = Convenor