



Queenscliffe Historical Museum Inc

ABN 32 271 479 612

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

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Patron The Hon. Ted Baillieu, Former Premier of Victoria



Hon. President Garry Spry

ANNUAL REPORT

2018 - 2019

QUEENSLIFFE HISTORICAL MUSEUM INC.

PRESIDENT'S ANNUAL REPORT 2019

TO QUOTE FROM MY 2018 REPORT: *“A BUSY YEAR: The past year has proved something of a watershed for the Queenscliffe Historical Museum. After more than a decade and a half we have finally secured a State Government funding commitment of \$4.2M for the redevelopment of the Museum/ Library and Visitor Information Centre complex, the so-called HUB. Credit must go to past Museum Office Bearers who ‘carried the can’ for so many years and never wavered in their intent.”*

The interesting thing about this statement is that on the surface little seems to have changed in the intervening twelve months.

That money however is fully committed and has in fact been substantially supplemented by a Federal Government grant of an additional \$1.45M, thanks to the vigorous representation of the former Member for Corangamite, now Senator, The Hon. Sarah Henderson. Together with a Council contribution of \$100K, this brings the total amount of funding for the HUB to \$5.75M.

We are learning however, that the ‘preliminaries’ involved in a major community project of this scale necessarily take time to get sorted. Once the various flow charts have been discussed and agreed between the several authorities involved, the actual ‘build’ is expected to proceed with minimum fuss. On the positive side, a Project Manager has at last been appointed. That significant milestone will lead to the appointment of the ‘Principal Consultant’ (in effect the architect) and hopefully the project will gather momentum from here on in! Importantly, ongoing community consultation, with plenty of opportunity for input will be a feature of further progress. Let’s hope that that process doesn’t delay this long-awaited project unnecessarily. The ‘move-back-in’ deadline remains at Christmas 2021 as originally set by our local State Member The Hon. Lisa Neville, who it must be said, is driving the project with commendable zeal.

History is important in any civilised society. When this project is completed, we look forward to being able to introduce a whole new concept in the way we tell our story so that it is even better understood and appreciated by future generations.

When completed, the HUB is expected to enhance the concept of social cohesion in the community, with the Museum in a position to further stimulate increasing tourism activity with flow-on benefit to traders.

VISITOR NUMBERS: One of the major concerns of your Committee of Management last year was the continuing downward trend in visitor numbers. If we can't get people through the door, we are not fulfilling our purpose.

I'm happy to report that in its collective wisdom, your Committee of Management decided to abolish our former 'Entry Fee' policy and make entry to the Museum free of charge. This fundamental decision has had little overall effect on the financial bottom line as the Treasurer will report. The upside of this decision has seen a tenfold increase in patronage and we are regularly seeing around 500 people a month of all ages enjoying what we have to offer. Their voluntary donations in fact, provide a similar revenue stream to what we were seeing hitherto.

RETIREMENTS: In spite of the loss of a couple of key volunteers, your Museum continues to flourish, thanks to the commitment of the several portfolio holders, most of whom are on the Committee of Management. For those who have left us during the year we say a profound 'thank you'. In particular I wish to acknowledge the enormous contribution which Lindsay Chatterton has made to the Museum. At the time of his departure mid-year, Lindsay held the position of QHM Secretary. Needless to say he is sorely missed.

We were fortunate indeed however that at that time retired local solicitor Nick Raicevic just happened to be looking for something challenging to sink his teeth into and we welcome him aboard. Nick's legal expertise, as you have just witnessed, adds another dimension to the Museum's management team.

Another who will be sorely missed is our Volunteers coordinator, Gay Sinclair who has been so involved with every one of us and who is now taking a well-earned break. Subject to the imminent election of Office Bearers for the ensuing year, I am sure Gay's highly regarded understudy Jenny Ludeman, will be a worthy successor. Another who has left us during the year is Carl Nelson, whose particular expertise was Cemetery research. We thank Carl too for his contribution.

FUNDRAISING: Sadly this year we'll be losing the 'hands on' experience and expertise of the Museum's Fundraising coordinator Diana Allen OAM. Diana has also just concluded chairing 'HISTORIC QUEENSCLIFFE's hugely successful 'History Week' on behalf of the combined museums of the Borough. Quite apart from her other fundraising efforts, Diana has been responsible for an additional \$24,000 of funding

by inviting the Museum's famous 'Catering Corps' to provide refreshments for her popular local Jazz events. Diana has offered her services as a continuing member of the CoM and if elected she will continue to play an important role as Special Events coordinator.

TIRELESS ADMIN.: While on the subject of unsung heroes, at the risk of being selective, may I commend the ongoing dedication of Julie Edwards, our Administration Officer, together with Rhonda Tankard, one of our longest-serving research volunteers. Both of these people cheerfully man the front desk to welcome visitors when that post is vacant, complementing the outstanding job that Maureen O'Neill does as the Museum's Official Tour Guide when bigger groups of visitors are involved. A special mention too to Jim Thyer. In a rapidly changing IT landscape, Jim is called on when things go haywire. We all know how frustrating that can be and I thank Jim for his calm and methodical approach when dealing with computer problems, many of which we are advised, are caused by unreliable cabling. Hopefully those problems will be eliminated when we move into the new HUB.

MUSEUM ACTIVITIES: Eva Millie (editor) and her talented team (which includes Jennifer Lehman, responsible for layout and format, Michelle Higgins and Secretary Nick Raicevic), who publish the newly named the 'QHM E-Magazine', (formerly the 'QHM Newsletter') do a great job keeping members informed throughout the year. Together with the Regular monthly bulletins (Museum Matters), these electronic mailouts mention developments with Displays (Vice Presidents Rosemary Brown and Sandra Lee), Films and videos (Ron Hodgetts), Research & Publications (Diana Sawyer and her industrious team), the popular Monthly Talks (David Bayne) and Special Events (Diana Allen), so there is no need to cover that ground again except to say thank you to all leaders and volunteers engaged in those activities; you keep the organization humming!

In addition, there are those behind the scene deserving of special mention, the 'Engine Room' if you like; without fanfare these volunteers also keep the wheels rolling. They include Nick Raicevic (Secretary), Denis O'Reilly (Treasurer), Peter Ley (Banking and Merchandise), Hayley Harris (Museum website), Rina Bayne (Minute taking) and Terry Philp (Honorary Auditor, a function which he fulfils pro bono for several organizations in the Borough).

MEMBERS!: May I finally commend you the members who attend our functions and continue to support the Museum so strongly. We won't forget in a hurry the members who turned up in force a little over a year ago when we made the presentation to the Hon. Lisa Neville in support of the case for the HUB. In my view,

that show of solidarity convinced Lisa to divert otherwise committed funding in the Borough to our worthy and more popular cause.

SUMMING UP: There are challenges ahead for the Museum in the immediate future which will take skill and dedication to deal with. Not the least of these will be the transition to new premises over the next year and a half. In this regard several sub-committees have been set up to handle specific issues. Again, we thank those who have stepped up to take responsibility, not all of whom are committee people or even regular volunteers. Their expertise has been sought and the response has been enormously encouraging. Steve Lee in particular, as the QHM Relocation Coordinator, is approaching the challenge with his customary thoroughness.

The functions of the Museum meantime will continue, albeit somewhat curtailed, when the initial 'decanting' begins to take place as early perhaps as September/October next year.

'Volunteer Manpower', particularly on the front desk, will still remain a challenge. If you or someone you know is interested in greeting people as they come in the front door, making them feel welcome and perhaps giving a little guidance, you will find it a rewarding task. Either on the morning shift or the afternoon shift, once a week or even once a fortnight, your commitment to this dynamic organization would be very much appreciated.

On that note, I trust that the coming year will be as rewarding for you all as the one just experienced. Whatever involvement you may have with the Museum over the next twelve months, I wish you well.

Garry Spry, Hon. Pres. QHM November 2019

Annual Report 2018-19

In the capacity of Treasurer, I would like to present the Audited reports of the Museum for the year ending the 30th Sep 2019.

The Audit process is a legal requirement, and checks that the reports reflect a true & fair view of the museum's operations. It is conducted by local tax accountant Mr Terry Philp. He has conducted the audit pro bono for a number of years and the Committee would again like to acknowledge his contribution.

The principal reports are presented overleaf in the legally defined format however for the benefit of the many who find formal reports difficult to understand, additional information will be provided in the form of graphs and this text based summary.

Financial Stability

Cash Resources	\$78,632
Annual Cash Expenses	\$17,095
Cash Coverage	4.6 times

The table indicates that without any further revenue, the museum has cash resources to continue existing operations for 4.6 years. Existing operations are however subject to significant change due to the proposed development of the Hub. The funds will aid

the transition, and offer the museum the ability to pursue ideas funded independently if desired.

Capital Expenditures

Through the year the museum paid for a number of capital projects from both grants and internal resource. They are listed in the table below

Capital Expenditures		
Cost	Description	Funding
\$2,997	Documentary video of Queenscliffe	Grant
\$2,968	Computer upgrade	Both
\$1,743	Digitizing historic documents	Grant
\$1,313	Software licence	Internal
\$280	Office furniture	Internal
Total \$9,301		

Profit and Loss statement

Income		
Operations	24833	
Fundraising	6419	
Donations	705	
		31957
Expenses	25715	
Operating Profit		6242

Note that Fundraising is a substantial element of Operating Profit. Without the work of the fundraising team and the participation at fundraising events of active members, the museum would not be able to fund many of the capital expenditures it requires.

The monthly talk income has doubled compared to last year, (\$5,611- \$2,704) and Merchandise Sales profit has grown eight fold (\$2,148 - \$356) from the 2017-18 period reflecting dedicated effort from the coordinators in each area. The attached chart “Income by Source” provides further detail.

The biggest expenses is Depreciation @ \$4,800. Light & Power @ \$2,769, and Advertising & Marketing @ \$1,797 are also significant. A chart, “Expenses by Category”, providing detail is attached. All the work at the museum is conducted by volunteers and the Council do not charge rent on the building.

Other Matters

Door Revenue

The committee dropped its four-dollar entry fee after reviewing historical data. The drop in door revenue has been more than compensated by increase in merchandise sales and donations as a result of the near fivefold increase in patronage.

Light & Power

After analysis of provider offers, the committee has come to the view that a switch to a new provider, Origin Energy, has the potential to cut our bills by 10%. We will be making the change very soon.

In 2019-20 the committee will continue to pursue thrift where possible whilst seeking to make the membership and visitor experience engaging.

Thank you for your attention.

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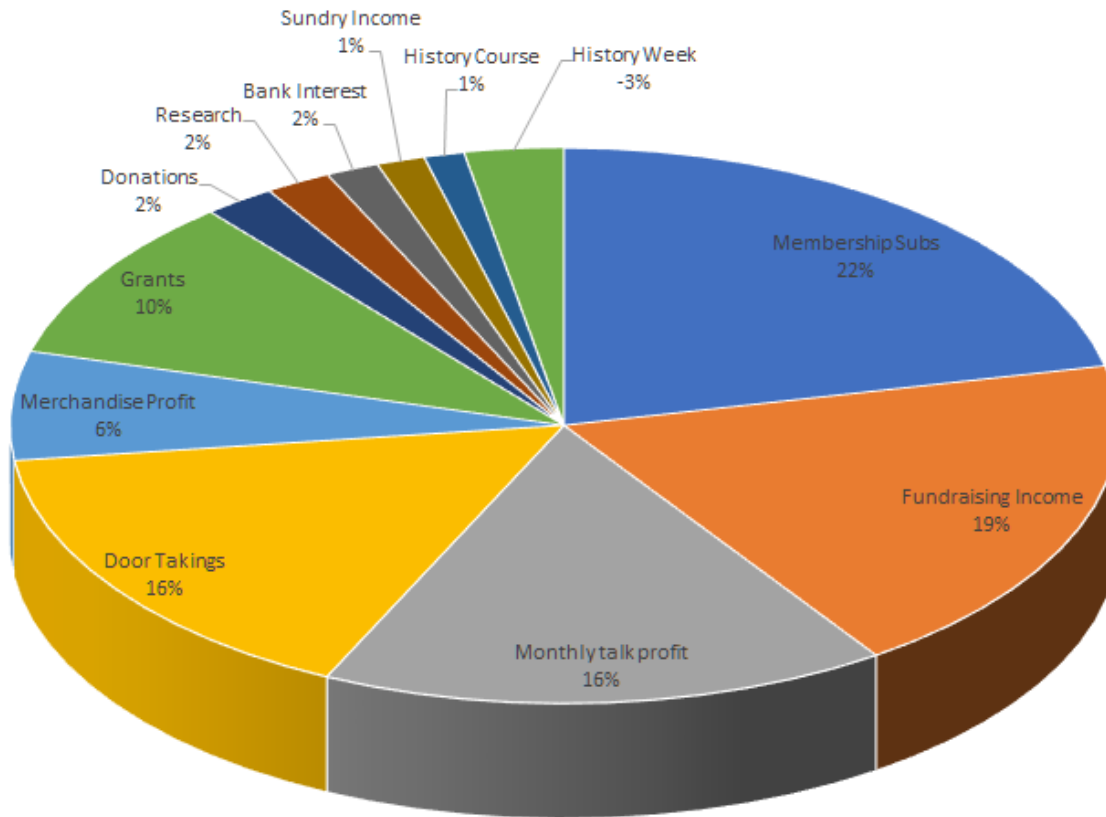
Denis O’Reilly
Treasurer

Queenscliffe Historical Museum				
Balance Sheet				
as at 30 Sept 19				
	2018-2019		2017-2018	
Equity				
Opening Balance Oct 1 2018	122898		91036	
Current Year earnings	6243		31862	
		<u>129141</u>		<u>122898</u>
Represented by				
Assets				
Current				
Debtors	1040			
Cash on Hand	312		190	
Museum Operations Account	13992		10462	
Special Purposes Account	38094		38095	
Term Deposit	26050		26050	
Debit Card Account			220	
Merchandise for resale	19746		20734	
Prepayments	1223		1710	
		100457		97461
Non Current				
Equipment & Fixtures	113904		110879	
Less Accumulated Depreciation	77548		-72748	
		36356		38131
Total Assets		<u>136813</u>		<u>135592</u>
Less Liabilities				
Liabilities				
Current				
Prepaid Memberships	1540		2358	
Accrued expenses	1417		1813	
Unacquitted Grants	4715		8524	
Total Liabilities		<u>7672</u>		<u>12695</u>
Net Assets		<u>129141</u>		<u>122898</u>

Queenscliffe Historical Museum					
Profit & Loss Statement					
1st Oct 18 through 30 Sept 19					
			01-Oct-18 30-Sept-19		01-Oct-17 30-Sept-18
INCOME					
GENERAL REVENUE					
Donations			705		30757
Door Receipts			5407		5206
Functions					
Fundraising Income	6419			14103	
History Week	-981			-962	
History Short Course	400			600	
TOTAL : Functions			5838		13741
Bank interest			525		482
Member Subscriptions			7314		5665
Merchandise Sales					
Pictures & Publications			2148		356
Miscellaneous Income					
Monthly Talks					
Admissions	6292			3524	
Hall Hire	-599			-652	
Other	-82			-168	
TOTAL : Monthly talks			5611		2704
Research			653		752
Sundry Income			477		
TOTAL : General Revenue			28678		59663
GRANTS AND APPEALS INCOME					
Borough of Queenscliff -Grant for display cabinet & Office Chairs					1060
QPLCE Grant			1536		
Wightons Lawyers			1743		
TOTAL INCOME			31957		60723

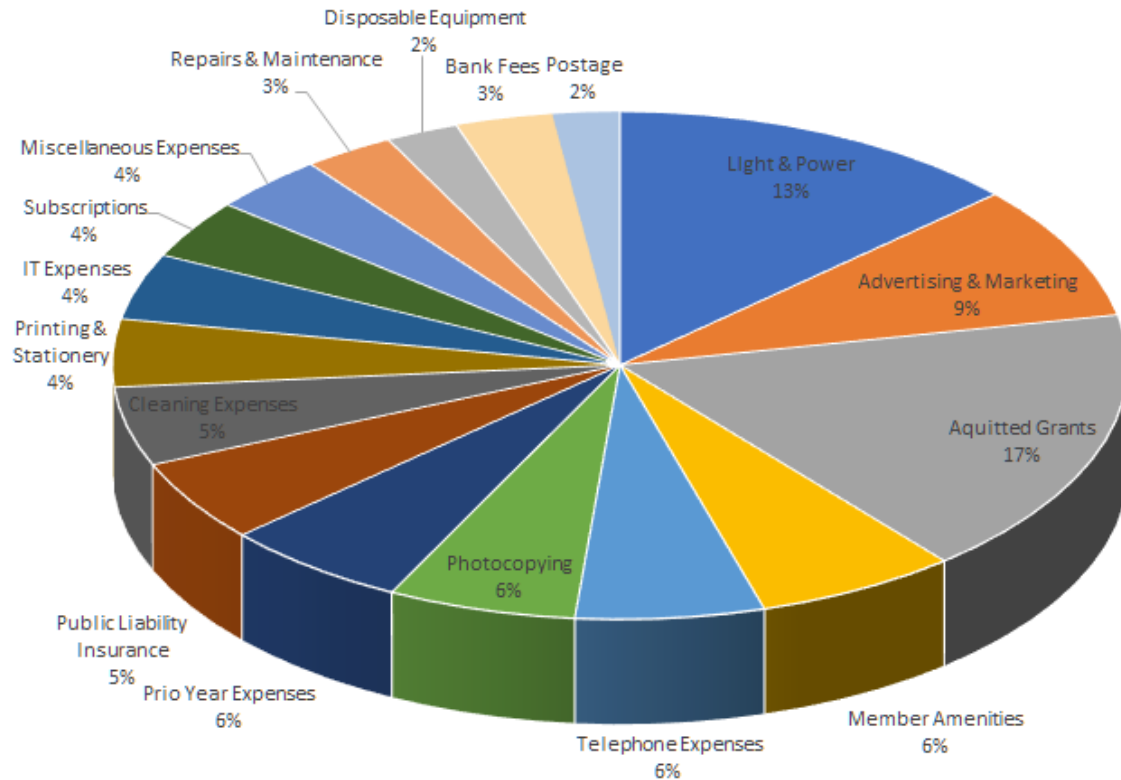
Less EXPENSES				
Advertising	1796			1713
Amenities (Members& Staff)	1342			760
Bank Fees	647			
Cleaning	1051			1030
Depreciation	4800			4800
Equipment purchases	486			485
Insurances	1095			973
IT Consumables	882			192
Light & Power	2768			2531
Misc Expenses	765			1154
Photocopying	1256			1427
Postage	447			477
Printing & Stationary	901			742
Prior year expenses	1240			
Repairs	603			344
Subscriptions & memberships	787			671
Training				
Telephone & Internet	1259			1502
Uncategorised Expenses				
TOTAL GENERAL OPERATING EXPENSES		22125		18802
GRANTS AND APPEALS EXPENDITURE				
Borough of Queenscliffe				1094
LONSDALE PROJECT PLAQUE				6765
LATROBE MEMORIAL PROJECT				2200
Public Records Grant Expenditure	1743			
Expenditure over grant received	333			
Computer sytem file server	1514			
		3590		10059
TOTAL EXPENSES		25715		28861
TOTAL INCOME -EXPENSES		6242		31863

Income by Source



Income Sources	
Membership Subs	\$7,314
Fundraising Income	\$6,419
Monthly talk profit	\$5,611
Door Takings	\$5,407
Merchandise Profit	\$2,148
Grants	\$3,279
Donations	\$705
Research	\$653
Bank Interest	\$525
Sundry Income	\$477
History Course	\$400
History Week	(\$981)
	\$31,957

Expenses by Category



EXPENSES BY TYPE	Amount
Depreciation Expenses	\$4,800
Light & Power	\$2,769
Advertising & Marketing	\$1,797
Aquitted Grants	\$3,590
Member Amenities	\$1,343
Telephone Expenses	\$1,256
Photocopying	\$1,253
Prio Year Expenses	\$1,240
Public Liability Insurance	\$1,095
Cleaning Expenses	\$1,051
Printing & Stationery	\$901
IT Expenses	\$883
Subscriptions	\$788
Miscellaneous Expenses	\$765
Repairs & Maintenance	\$603
Disposable Equipment	\$487
Bank Fees	\$647
Postage	\$447
	\$25,715

2018/2019 OFFICE BEARERS AND COMMITTEES

COMMITTEE OF MANAGEMENT:

Hon. President	Garry Spry
Hon. Vice Presidents	Sandra Lee Rosemary Brown
Hon. Secretary	Nick Raicevic
Hon. Treasurer	Denis O'Reilly
Members	Diana Sawyer, Diana Allen, Peter Ley, Gay Sinclair, David Bayne
Minute Secretary	Rina Rinvenuto
Hon. Auditor	Terry Philp

SUB-COMMITTEES:

Executive & Finance	Garry Spry (c), Denis O'Reilly, Sandra Lee, Rosemary Brown
Administration	Julie Edwards (Grants & Administration),
Collections	Sandra Lee (c), Rosemary Brown, Rhonda Tankard, Diana Sawyer, Anne Anderson, Kathy Lang, Jenny Ludeman, Liz Hill, Sue Smith, Dana Karski,
- Photographs	
- Documents & Plans	Kim Van Beveren, Barbara Blair, Marilyn Miller, Denise Moore, Jenny Ludeman and John Greenwood
- Digitizing	
Exhibitions	Sandra Lee (c), Rosemary Brown, Ron Hodgetts (Audio/ Visual), Maggie Stowers, Michele Higgins
Fundraising & Special Events	Diana Allen (c), Steve Lee, Bill Brown
IT Support	Jim Thyer
Library	Bernie Lingham
Merchandising & Banking	Peter Ley (c), Kathy Ley

Newsletter	Eva Millie (c), Maureen O'Neill, Jennifer Lehman, Rosemary Brown, Michele Higgins
Promotions/Publicity	Diana Allen, Ron Hodgetts, Rosemary Brown, David Bayne, Hayley Harris (Website and Facebook)
Research	Diana Sawyer (c), Rhonda Tankard, Jocelyn Grant, Roger Higgins, Bryan Marra, Maggie Stowers, Robin Macaulay, Jennifer Sherman, Eva Millie, Sue Smith, Michelle Jepson.
Temporary Exhibitions	Rosemary Brown (c)
Volunteer coordination	Jenny Ludeman

Note: '(c)' = Convenor