

# Minutes

## Minutes of the Tweed River Regional Museum Advisory Committee Meeting held Thursday 8 September 2011

### Venue:

Coolamon Cultural Centre

### Time:

4:00pm

### Present:

Cr Barry Longland; David Oxenham (Director Community & Natural Resources); Judy Kean (Acting Senior Museum Curator); Max Boyd (Community); Gary Fidler (Community); Sandra Flannery (Community); Faye O'Keeffe (Community); Joan Smith (Tweed Heads Historical Society); Denise Garrick (Tweed Heads Historical Society); Helena Duckworth (Uki & South Arm Historical Society); Mary Lee Connery (Uki & South Arm Historical Society); Carol Piggott (Murwillumbah Historical Society); Beverley Lee (Murwillumbah Historical Society); Jayne Parrott (Uki & South Arm Historical Society, Observer).

### Apologies:

Nil

### Minutes of Previous Meeting:

**Moved:** Helena Duckworth

**Seconded:** Sandra Flannery

**RESOLVED** that the Minutes of the Tweed River Regional Museum Advisory Committee meeting held Thursday 21 July 2011 be accepted as a true and accurate record of the proceedings of that meeting.

### Business Arising:

Nil

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Chairperson, Max Boyd, extended a welcome to Jayne Parrott, attending as alternative delegate for the Uki & South Arm Historical Society.

### Agenda Items:

#### 1. Senior Museum Curator's Report

Max Boyd officially welcomed Judy to her first Advisory Committee meeting as Acting Senior Museum Curator.

David Oxenham updated Committee members on the Senior Museum Curator position: Judy Kean has been appointed for four months, following which recruitment will occur.

Gary Corbett's retirement has prompted Council to look at whether a staffing restructure is required - this is currently being discussed with the General Manager.

**8 September 2011**

## **Museum building and development program**

### *Collections store*

The development application for the storage facility has been approved. Tenders will be now be sought. The building is scheduled for completion in mid 2012. It is anticipated that some Museum-specific fit out will be required post construction. This may take an additional month or two.

### *TRRM Murwillumbah*

Following Council's April resolution regarding redevelopment to TRRM Murwillumbah, initial meetings between project architect Paul Berkemeier, Council staff and Murwillumbah Historical Society members to consider preliminary design concepts took place on 26 August. A workshop for Councillors, and a meeting between Council staff and Historical Society volunteers and the project architect took place on 6 September. In-principle approval from Council and Society members for the preliminary design concepts has been sought prior to the architect proceeding with detailed concept plans.

### *TRRM Flagstaff*

No further progress to report since update provided at July Advisory Committee meeting.

## **Conservation/Collections**

### *Collection assessment and relocation, Murwillumbah*

SMC will commence discussions with Murwillumbah Historical Society during the next month regarding preparations for the relocation of TRRM collections housed at Murwillumbah to the new offsite collections store. Preparations for the move will take many months and must be completed prior to commencement of major building works associated with Murwillumbah redevelopment. Detailed, consistent and time consuming effort will be necessary to achieve the move in late 2012. Part of the process will also involve an assessment of the collection, and identification of items for inclusion in new displays at the redeveloped TRRM Murwillumbah. SMC is proposing a Working Group be established to coordinate this project.

### *Collections Management System (CMS)*

Significant research and discussion took place 2008-2010 regarding a CMS able to meet the needs of the TRRM and the Tweed River Art Gallery (TRAG). The growth of TRRM and TRAG collections and the level of activity anticipated over coming years make it essential that a CMS is in place in the near future. Significant resources have been allocated to achieving this.

The Senior Museum Curator will commence discussions with all parties involved during September with a view to establishing a project team to help guide implementation.

## **Foundation/Friends**

The Foundation has not met since the April 28 Special Meeting.

The Friends is planning an outing on October 10 to the Workshops Rail Museum in Ipswich.

The Friends has purchased a freezer which will be used to assist with control of pests which may be present in TRRM collections. Currently the freezer is housed at the Coolamon centre. It will be used to ensure that collections moved from storage at Murwillumbah and elsewhere to the new offsite store are pest-free, and could be used in the meantime to control any outbreaks. It will ultimately be located at the offsite store.

## **Grant Projects**

### *Caravans and Communes acquittal*

The grant received from Arts NSW for *Caravans and Communes* will be acquitted in September following successful launch of the publication at Tumbulgum Hall in June.

### *Sweet Harvests launch*

The South Sea Islander and Sikh documentary (*Sweet Harvests*) cover artwork is now complete and DVDs are currently being duplicated. A meeting of the project team is scheduled for 23 September to discuss arrangements for the DVD launch - anticipated during October. Plans for a small exhibition and accompanying educational resources, part of the TRRM commitment to the project, are yet to be finalized.

## **Activities and events**

### *Risk Register*

A workshop for Museum staff and volunteers was conducted by Council OH&S staff at the Coolamon Centre on Tuesday 6 September. All sites are required to develop Risk Registers which identify and put in place strategies for managing risk.

### *Chemical audit and material safety data sheets*

Completion of the audit and development of data sheets for each site is nearing completion.

### *Visit by mgNSW Chief Executive Officer Michael Rolfe*

On 24 August Michael Rolfe visited the TRRM Murwillumbah and met with Society volunteers. He also met Council staff and some Councillors and visited the site at Flagstaff Hill as part of a familiarization tour of northern NSW museum and galleries.

## **Acquisitions/Deaccessions**

None proposed for this meeting.

**Recommendation: That the Senior Museum Curator's report be received and noted by the Committee.**

**Moved: Gary Fidler**

**Seconded: Sandra Flannery**

**RESOLVED** that the Senior Museum Curator's report be received and noted by the Committee.

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## **2. Murwillumbah Historical Society Report (Attachment 1)**

Report was tabled, circulated and read out.

**Moved:** Carol Piggott

**Seconded:** Beverley Lee

**RESOLVED** that the Murwillumbah Historical Society Report be received and noted by the Committee.

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### **3. Tweed Heads Historical Society Report (Attachment 2)**

Report was tabled, circulated and read out.

**Moved:** Joan Smith

**Seconded:** Denise Garrick

**RESOLVED** that the Tweed Heads Historical Society Report be received and noted by the Committee.

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### **4. Uki & South Arm Historical Society Report (Attachment 3)**

Report tabled, circulated and read out.

**Moved:** Helena Duckworth

**Seconded:** Mary Lee Connery

**RESOLVED** that the Uki & South Arm Historical Society Report be received and noted by the Committee.

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### **General Business:**

#### **5. Tweed River Regional Museum Foundation**

Chairperson, Max Boyd, asked Foundation Secretary and Treasurer, Carol Piggott, to give an update to Committee members.

Carol explained that the Foundation has been in the process of applying to change from a Company Limited by Guarantee to an Incorporated Association.

Some problems have been encountered and this has slowed the process down considerably.

At this stage, the Incorporated Association has been approved by Department of Fair Trading, ASIC is in the process of deregistering the Company, and the Australian Taxation Office is in the process of transferring the ACN and TFN.

Robert Parsons, pro bono solicitor for the Foundation, is making an application to place the Foundation on the Register of Cultural Organisations, thus ensuring DGR status for the Foundation.

The Foundation's name will be Tweed River Regional Museum Foundation Inc.

No meetings been held while this process was underway, however members have been kept up-to-date via reports from Carol.

Various Committee members expressed thanks to Carol and appreciation of her efforts on the Foundation's behalf.

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## **6. "Do Something Near You" project**

Joan Smith referred to an email sent by the Senior Museum Curator advising the Historical Societies of this project and asking them if they would like to be listed as a volunteer organisation. Joan felt that the Societies should not be listed, but that the Museum should be listed in order to attract volunteers.

David Oxenham outlined the background to the project, which aims to attract community members to volunteer organisations. David is encouraging units within his directorate to list any volunteering opportunities.

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## **7. Friends of Tweed River Regional Museum**

Friends President, Gary Fidler, updated the Committee on Friends' activities.

The next bus trip, on 10 October, is to the Workshops Rail Museum at Ipswich.

The Friends recently bought a freezer for the Museum, to assist with Collection management. This could be a good opportunity for publicity.

Future projects are the film night, in 2012, a 2012 calendar and possibly an historic car rally. Memberships are now at around 60-70 people, but are sure to increase once new facilities are developed.

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## **8. Yvonne Waddington**

Chairperson, Max Boyd, noted the passing away of former Committee member and Tweed Heads volunteer, Yvonne Waddington, who was a valued member of both teams.

**Moved: Denise Garrick**

**Seconded: Mary Lee Connery**

**RESOLVED** that the TRRM Advisory Committee send a letter of sympathy to Yvonne Waddington's family.

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## **9. Meeting between Councillors and architect Paul Berkemeier**

Councillor Barry Longland reported on the outcome of the recent meeting regarding the building program at the Murwillumbah branch.

Paul Berkemeier presented revised plans to the Councillors and was met with a very positive response.

Councillors felt that the extension is a much more useable space.

Barry Longland acknowledged the past disappointment shown by Murwillumbah Historical Society but feels that Paul Berkemeier's plans recognise the Society's need for space.

Councillors and Council staff are now awaiting the response from Murwillumbah Historical Society.

Max Boyd stated that he felt that the recent meetings with Council staff and Paul Berkemeier have been much more satisfactory and in keeping with the Memorandum of Understanding in that they recognise the partnership between Council and the Societies.

Max advised, on behalf of Murwillumbah Historical Society, that he did not think the Society would request any changes to the latest plans.

Society members are now keen to start work on all that needs to be done.

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## 10. Gary Corbett's retirement

Denise Garrick stated that all the Historical Societies expressed their best wishes to Gary Corbett on his retirement.

**Moved: Denise Garrick**

**Seconded: Faye O'Keeffe**

**RESOLVED** that the Advisory Committee send a letter to Gary Corbett expressing their appreciation for his support of the Museum, and best wishes for his future.

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## 11. Off-site storage facility

Mary Lee Connery queried whether there was a start date yet for the off-site storage facility. David Oxenham stated there was no exact date yet, but that the Development Application had been approved, which is a major step forward.

A preferred contractor has been chosen, so this now needs to be reported to a Council meeting.

David Oxenham also advised that Council had received the funds from the sale of the Wollumbin Street carpark, some of which goes to the Museum project, so this is another major step forward for the Museum project.

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## Next Meeting:

The next meeting of the Tweed River Regional Museum Advisory Committee will be held Thursday 17 November 2011 at 4:00pm.

The meeting closed at 5:10pm.

## EXECUTIVE MANAGEMENT TEAM'S COMMENTS:

Nil.

## EXECUTIVE MANAGEMENT TEAM'S RECOMMENDATIONS:

Nil.

## Attachment 1

TRRM MANAGEMENT ADVISORY MEETING AT COOLAMON  
ON THE 8<sup>TH</sup> SEPTEMBER, 2011

### **MURWILLUMBAH HISTORICAL SOCIETY INC. SEPT, 2011 MONTHLY REPORT.**

UNFORTUNATELY MANY OF THE VOLUNTEER STAFF HAVE BEEN STRUCK DOWN WITH THE DREADED FLU DURING THE PAST WEEKS BUT DEDICATED AS THEY ARE, HAVE MANAGED TO ATTEND THE MUSEUM – MANY THANKS TO THEM. HAPPY ALSO TO HAVE THE VOLUNTEERS WHO HAVE BEEN ON “LEAVE” BACK INTO THE FOLD.

RON AND HIS TEAM HAVE JUST ABOUT FINISHED WITH THE “BRIDGES OF THE TWEED” DISPLAY PHOTOS – DATE FOR THE SHOWING WILL BE RELEASED SHORTLY.

THE RESEARCH INQUIRIES HAVE NOT IMPROVED VERY MUCH, ONLY OCCASSIONALLY HAVE EMAILS COME IN REQUESTING FAMILY INFORMATION.

THE SOCIETY MEMBERS MEET WITH DAVID OXENHAM, ALLAN REEVE, DOUGLAS JARDINE, PAUL BERKEMEIER, AND JUDY KEAN ON FRIDAY 26<sup>TH</sup> AUGUST LAST TO DISCUSS THE SINGLE FLOOR DECISION WITH THE M’BAH MUSEUM AND WHAT CAN BE DONE TO MAXIMIZED THE SPACE AVAILABILITY. IT WAS A VERY GOOD MEETING WITH CONCERNS AND SUGGESTIONS FROM ALL TABLED AND ADDRESSED. PAUL BERKEMEIER LEFT WITH THE INTENTION OF DRAWING UP NEW PLANS WITH OPTIONS BASED ON THE MEETING.

ON TUESDAY THE 6<sup>TH</sup> SEPTEMBER PAUL BERKEMEIERER AGAIN MEET WITH THE SOCIETY MEMBERS WITH A NUMBERS OF OPTIONS, PLAN DRAWINGS, SPACE AVAILABILITY, ETC. AFTER HE HAD MEET IN THE AFTERNOON WITH TSC MANAGEMENT AND COUNCILLORS TO REVIEW THE SAME SUGGESTIONS AND ALSO TO OBTAIN THEIR DECISION ON WHAT COUNCIL WANTED. PAUL ADVISED THE MEMBERS OF COUNCIL’S DECISION AND ASKED THEM TO CONSIDER WHAT HE HAD TABLED AS WELL, AND THEN GET BACK TO HIM WITHIN THE WEEK.

WE WOULD LIKE TO TAKE THIS OPPORTUNITY TO SAY FAREWELL TO GARY CORBETT ON HIS RETIREMNET. WE HOPE IT ALL GOES WELL WITH HIM AND HIS FAMILY FOR THE FUTURE.

I would like to move that this report be accepted.  
Carol Piggott, Secretary.

## Attachment 2

Museum Advisory committee  
2011

Thursday 8<sup>th</sup> September

Mr. Chairman, Fellow Delegates and Council Staff

For the time being we have a new Senior Museum Curator at the helm, Judy Kean who has been busy making herself known to our committee and volunteers and will this month address our General Meeting.

The Society has been in communication with the Fingal Community Group who has held two days collecting photographs and oral history of that area. We have been supporting them in this work and they have passed these photos on to us. Their immediate aim is to preserve the Fingal Lighthouse headland area with a boardwalk to protect the ground from further erosion. That project was to start on the 1<sup>st</sup> of August. The other part of their wish list is to have an archaeological dig to determine the footings of the Lighthouse Keeper's house the well and the Lighthouse storage buildings. A group of experts from a Brisbane university have been to have a look at the idea and are keen to see something done. In the meantime the Fingal people will start getting rid of the feral grass. We consider the Lighthouse to be the oldest European public building on the Tweed.

We have had a steady flow of researchers in person over the past two months and many inquiries by e-mail and phone. Group visits have also increased and three more in the near future, one tomorrow.

The old lights in the RSL Hall have been replaced with more modern ones to be in keeping with the recently installed strip/spot lighting being power efficient too.

Our Secretary/ Treasurer attended the OH & S meeting on Tuesday and will be passing this information on to our Volunteers as soon as convenient.

The Society will hold a short week's display at Centro Tweed Shopping Centre from Wednesday 21<sup>st</sup> to Saturday 24<sup>th</sup> September. We will be showcasing our publications and a portion of the photographic collection of the Border area.

Winter has been playing havoc with our Volunteer's health and we have been people short on a number of shifts.



# Minutes

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Two of our longest standing Volunteers, Ruth Aberdeen and Norma Bailey have stood down from their catering position. These two ladies have turned up early on General Meeting days for some 27 years to prepare the morning tea. That meant home made pikelets, jam and cream made by Ruth along with other goodies. The ladies are in their mid to late 80's, replacing them won't be easy.

This quarter we have welcomed four new members some of whom we hope will get involved in Volunteering too.

e-mail from Judy Kean re the 'Do Something Near You' project for people to volunteer for community groups and services. This will be discussed at our committee meeting next Tuesday. However at this point in time those of us who have read the mail don't think it wise to include the Historical Society. The TRRM by all means and the how will need to be discussed with the SMC first.

Sadly I report that our member / volunteer Yvonne Waddington lost her battle with cancer and passed away last Monday week; her funeral was held today. Since retiring back to the Tweed and joining the Society in 2007 she has been working on the digitising project. Her skills in this area will be sorely missed.

I move my report be received

Joan A. Smith

President

Tweed Heads Historical Society Inc.

## Attachment 3

UKI AND SOUTH ARM HISTORICAL SOCIETY INC.  
REPORT FOR ADVISORY COMMITTEE OF TWEED RIVER REGIONAL MUSEUM.  
8<sup>th</sup> SEPTEMBER, 2011. At COOLAMON CULTURAL CENTRE

I'd like to introduce you to, Jayne Parrott, our alternative representative on the Advisory Committee. Jayne is part of the recommended succession planning and she is here to learn the role of the Advisory Committee. Our other alternative rep. is Esma Thompson whom you will meet at another meeting.

Since our last meeting it has been a time of two farewells and one welcome. After the unexpected resignation of Joshua Tarrant, former Senior Museum Curator, we are happy to welcome Judy Kean who will fill this position on a temporary basis and hope she will find us willing and committed volunteers to the Tweed River Regional Museum. Another sad farewell is that of Gary Corbett. I first met Gary when he was Director of the Tweed River Art Gallery and admired his calmness in that position and loyalty to the Friends of the Gallery. His transfer, as manager of Community and Cultural Services meant I didn't see him as often but always found him approachable and knowledgeable on whatever we asked of him. We wish him, time in his retirement, to fulfil his many pursuits.

The new large monitor and lap top have arrived and we are wondering how we did without them. We have supplied research to the the Uki Ratepayers Association with information on the Uki Butter Factory for the purpose of visitor information. Photos of local history interest have been requested by the Doon Doon Hall committee. It is planned for a selection of themed photos to be hung on the interior walls of the hall. Photos have also been supplied to Tweed Shire Council relating to farming activities conducted at Cram's Farm, Doon Doon, when it was a working farm.

We continue to add to family histories in the various districts of our catchment area which give depth and background to the items in the collection. Work continues with the digitization of the photo collection.

Having noticed some galvanized pipes on the north and south entrances to Uki village I rang Trevor Harris at Tweed Shire Council and asked if they were going to be signs could "South Arm" be included in the wording. But too late, they will be attached tomorrow and saying "Welcome to Uki". It would have been nice if the sign read, "Welcome to Uki- Heart of the South Arm"

HELENA DUCKWORTH. PRESIDENT.

# Minutes

## Uki and South Arm Report to Tweed River Regional Museum Advisory Committee



Esma hard at work creating order from chaos, an ongoing task in our Office/ Display/ Storage area.



A recent visitor