

## PDHS Strategic Plan & Budget: 2018

### **B. STRATEGIC PLAN FOR 2018**

#### **COMMITTEE**

#### **PROJECT**

##### **Archives**

- Continue review of collection in compactus;
- Access and catalogue any items to form part of the collection;
- Arrange de-accession of items, surplus to requirements;
- Continue Significance Assessments and Object files for objects in Society collection;
- Ongoing entry of data into InMagic database;
- Complete labelling of all objects in collection;
- Consider de-accessioning objects, if not applicable;
- Arrange to photograph (captioned) the streetscape of Parramatta CBD.

##### **Awards**

- Consider and award Certificates of Merit and Fellowships, as appropriate;
- Consider the recommendation of members for any appropriate external awards;
- Consider applying for external awards (e.g. National Trust heritage).

##### **Computer Technology**

- Arrange regular backup of computers, at least monthly;
- Arrange to update website, as required;
- Arrange to update Facebook, as required;
- Finalise installation of touch-screen laptop computer in Exhibition area.

##### **Displays**

- Continue “*Female Factory*” display to August;
- Develop “*Transport*” display (ships, motor vehicles, railways, shipping, ferries, aircraft) after Femeale factory exhibition ends
- Arrange internal cottage Christmas exhibition (early November).

##### **Family History**

- Conduct 10 meetings;
- Issue details of 2018 Guest Speakers by March 2018 on website;
- Hold a Seminar in November;
- Attend Family History State Conference (Batemans Bay) (14-16 September);
- Hold a Christmas afternoon tea as December meeting;
- Produce 3 issues of Parramatta Packet, plus Christmas Packet;
- Exchange journals/newsletters with other societies;
- Continue to review Member’ Interests for inclusion on website.

## **PDHS Strategic Plan & Budget: 2018**

### **Functions**

- Prepare Member Roster to serve supper at General Meetings;
- Arrange for suppers for General Meetings;
- Arrange any morning teas or lunches for visitors at Hambledon Cottage;
- Arrange catering for Guides afternoon tea;
- Arrange catering for Society annual Christmas/Birthday Party;
- Arrange Raffles at General Meetings.
- Arrange morning tea for 200<sup>th</sup> anniversary of heritage tree plantings in Hambledon Cottage Reserve.

### **Garden**

- Arrange lawn mowing;
- Weed, mulch, fertilise, water and care for the general upkeep of the garden;
- Encourage members to assist in maintaining garden, e.g. Tuesday Garden Days.

### **Grants**

- Apply for grants:
  - Digitisation of photographs & slides;
  - Archival storage material;
  - Replacement of large wooden sign outside Hambledon Cottage;
  - CCTV equipment.
- Arrange prompt acquittal of all expended grants;
- Apply for status as a Deductible Gift Recipient.

### **Hambledon Cottage Guides**

#### **Rostered & Groups Guides**

- Arrange Guides for roster and group visits;
- Liaise and organise groups for bookings for groups to visit Hambledon Cottage;
- Recruit and train new Guides; for roster & group visits;
- Issue periodic Guides newsletters, at least quarterly;
- Organise Guides afternoon tea;
- Arrange evening tours in conjunction with other heritage sites;
- Promote Hambledon Cottage through community organisations, e.g. Lions, Rotary, Toastmasters, CWA, Lantern, Probus, Community Services, Senior citizens, U3A.

#### **School Guides**

- Arrange Guides for school visits;
- Recruit & train new School Guides;
- Liaise and organise groups for bookings for school groups to visit Hambledon Cottage;
- Update and re-issue Guide Notes, as required;
- Promote Hambledon Cottage to schools for education visits.

## **PDHS Strategic Plan & Budget: 2018**

### **Historic Graves**

- On-going watching brief on Parramatta cemeteries;
- Liaise with City of Parramatta regarding cemetery issues;
- Clean and prepare St Francis Chapel/St Patrick's Cemetery for services;
- Attend Friends of Mays Hill Cemetery and Friends of St John's Cemetery meetings;
- Finalise work on North Rocks Cemetery & isolated graves in Parramatta.

### **Historic Sites**

- Have watching brief on Development Applications which may threaten heritage;
- Attend Heritage Advisory Meetings of City of Parramatta;
- Consult with City of Parramatta Heritage Advisor re Parramatta heritage sites;

### **Interpretation Implementation**

- Seek donations for or purchase desired objects for cottage, as detailed in Interpretation Implementation meetings, subject to budgeted funds;

### **Library**

- Continue to upgrade InMagic database re library books;
- Purchase books, CDs and DVDs of historical interest and families related to Parramatta and of interest to Guides;
- Maintain Reference Library;
- Publicise and maintain Lending Library re books and audio tapes;
- Sell any surplus books;

### **Maintenance**

- Arrange for maintenance activities at Hambleton Cottage;
- Ensure all portable electrical appliances are tested and tagged;
- Ensure routine checking of fire extinguishers;
- Arrange for security alarms monitoring and maintenance;
- Arrange photocopier maintenance;
- Arrange routine cleaning of Hambleton Cottage, encouraging Guides to assist;
- Make wooden Oven Door;
- Arrange erection of new large wooden sign next to cottage
- Refurbish woodwork on signage for both toilets;
- Arrange City of Parramatta restoration of floor of Coach House Kitchen & linoleum installation;
- Arrange City of Parramatta restoration of perimeter fence & park furniture;
- Arrange City of Parramatta restoration of "white gate";
- Arrange City of Parramatta restoration of cottage side gates;
- Arrange City of Parramatta restoration of minor crack near Hassall Street entrance door;
- Arrange City of Parramatta restoration of western door (internal) of Coach House;
- Arrange City of Parramatta to plant shrubs on western side of Coach House;
- Arrange City of Parramatta to update Arborist report on heritage trees;
- Arrange City of Parramatta replacement of main electrical meter box.

## **PDHS Strategic Plan & Budget: 2018**

### **Membership**

- Keep membership lists up to date;
- Continue to keep a list of Past Members and the reasons for leaving;
- Encourage current members to have a name badge;
- Provide new name badges for all new members;
- Order and sell any Member name badges and Council and Fellow badges;
- “Meet and greet” members at General Meetings, especially new members, guests and visitors;
- Encourage ALL Councillors to “meet and greet” new members, guests and visitors;
- Arrange for a member to be Mentor to each new member;
- Provide “Welcome Bags” to new members;
- Provide felt pen written paper Name Badges to new members;
- Send get-Well and Sympathy cards, when situation arises;
- Arrange Members Day.

### **Newsletter**

- Produce 10 editions of Hambleton Herald per year;
- Distribute, by email or post, Hambleton Herald to interested members and societies;
- Highlight significant events pertaining to Parramatta’s history;
- Arrange development and distribution of Styleguide for all articles for newsletter.

### **Oral History**

- Conduct oral history interviews (Joan Harris, Norine Collins, Jean Perryman)
- Prepare précis of completed interviews to facilitate easy access to the information.

### **President**

- Prepare Agenda and circulate Councillor's reports for Council meetings;
- Prepare Agenda for General meetings;
- Respond to letters and emails sent to Society, as necessary;

### **Publications**

- Complete “Monuments and Memorials” book;
- Print copies of Parramatta Streets books.

### **Publicity**

- Monthly publicity for Society and Hambleton Cottage in Parramatta Advertiser, Parramatta Sun, iMag and What’s On in Parramatta website;
- Continue to update promotion on external websites;
- Seek publicity to obtain more Guides for Hambleton Cottage;
- Promote Hambleton Cottage to other groups to encourage visitations;
- Arrange to mail-out brochures seeking Group bookings;
- Acquire a PDHS logo flag;
- Acquire a lightweight A-frame sign on wheels to replace heavy wooden sign.

## **PDHS Strategic Plan & Budget: 2018**

### **Public Officer**

- Arrange audit of 2017 accounts, including statement re fundraising;
- Submit Annual Return to Dept. of Fair Trading, immediately after AGM;
- Provide necessary data to ACNC re Society officers, etc.

### **Research**

- Respond to any enquiries sent to Society re local or family history, within 2-3 weeks;
- Maintain Research, Property and Special Files;
- Continue research on "*The Early Inhabitants of Parramatta Streets*", continuing with Church Street.

### **Sales**

- Ensure PDHS books available in local outlets - Hambledon Cottage, Parramatta Heritage Centre, Society of Australian Genealogists, National Trust Parramatta properties (Old Government House and Experiment Farm), and Sydney Living Museums property (Elizabeth Farm);
- Ensure adequate stocks of books and tapes available for sale;
- Promote book sales at other venues/fairs, e.g. Back to St Bart's Day;

### **Schools Liaison/Naval**

- Arrange Lord Mayor's John McClymont memorial award for 2017 student;
- Organise History Day function on Wednesday 5 September at Hambledon Cottage;
- Organise Primary School Speaking Contest on Wednesday 30 May at Burnside PS;
- Organise Secondary School Speaking Contest on Wednesday 25 July at OLMC Parramatta;
- Arrange a visit to HMAS Parramatta or similar vessel;
- Invite Commanding Officer of HMAS Parramatta to a General Meeting to receive Honorary Membership;
- Participate in National Flag Day on Friday 7 September at Parramatta HS;
- Follow-up City of Parramatta regarding erection of statue to Arthur Phillip.

### **Secretary (Minutes)**

- Prepare minutes of Council meetings and distribute to Councillors;
- Prepare minutes of General meetings and email to Councillors;

### **Secretary (Mail)**

- Clear PO Box (at least weekly), record and distribute mail;
- Clear emails (several times weekly), record and distribute to relevant members;

## **PDHS Strategic Plan & Budget: 2018**

### **Speakers**

- Arrange Guest Speakers for 9 monthly General meetings;
- Arrange James Jervis lecture as part of October General Meeting.
- Issue details of 2018 Guest Speakers by March 2018 on website;
- Participate in PHP launch of Heritage Festival at Parramatta;
- Arrange to organise any Lunchtime Illustrated Talks on Thursdays in Heritage Festival:

### **Strategic Planning and Budget**

- Produce Strategic Plan and Budget for 2018 by February;
- Arrange mid-year review of progress re 2018 Strategic Plan and Budget;
- Prepare draft 2019 Strategic Plan and 2019 budget in December;
- Prepare Annual Report and distribute to members at AGM and to stakeholders;
- Update and produce 2018 Management Manual.

### **Tours**

- Plan, develop and conduct tours in conjunction with National Trust;:
  - Walker family & Kokoda Trail (March);
  - Cumberland Experience 2 (September)
- Arrange a 3-day weekend tour to South Coast & Southern tablelands (October);
- Arrange Lamplight Tours (in conjunction with Experiment Farm) (Winter);
- Arrange tour of HMAS Parramatta, if possible;
- Arrange local walks during Heritage Festival:
  - Parramatta area;
  - Stage 3 program (evening event)
- Arrange Ghost tour of Old Government House (with NT Branch members)
- Arrange 200<sup>th</sup> anniversary celebration of tree planting in Hambledon Reserve.

### **Treasurer**

- Arrange collection, recording and banking of all monies (at least weekly);
- Arrange issue of all cheques relating to approved expenses;
- Prepare monthly financial reports for submission to Council and General Meetings;
- Provide updated signatories to CBA and AMP Banks;
- Organise Agreements for Weddings and photos at Hambledon Cottage.

### **Workplace Health and Safety (WH&S)**

- Finalise and conduct First Aid courses (by Kaye Weaver);
- Administer WH & S policy and procedures;
- Replace out-of-date items in First Aid kits.