

<b><u>PROPOSED PDHS PROJECTS for 2019</u></b>				
				20/12/2018
<b><u>Committee</u></b>	<b><u>Project</u></b>	<b><u>Leader</u></b>	<b><u>Done</u></b>	<b><u>Progress to date</u></b>
(Convener)				
<b>Archives</b>	• Arrange bi-monthly Archives morning sessions to:	K Smith		
(Ken SMITH)	- Continue review of collection in compactus;	K Smith		
	- Access and catalogue any items to form part of the collection	K Smith		
	- Arrange de-accession of items, surplus to requirements	K Smith		
	- Complete labelling of all objects in collection	K Smith		
	- Continue Significance Assessments & Object files for objects in collection	K Smith		
	- Ongoing entry of data into InMagic database	K Smith		
	- Arrange installation of InMagic system on another computer	K Smith		
	- Arrange to photograph (captioned) the streetscape of Parramatta CBD	J Fenech		
	- Seek donations for or purchase desired objects for cottage, as detailed in Interpretation Implementation meetings, subject to budgeted funds	K Smith		
<b>Awards</b>	- Consider and award Certificates of Merit & Fellowships, as appropriate	K Smith		
(Ken SMITH)	- Consider the recommendation of members for external awards	K Smith		
	- Consider applying for external awards (e.g. National Trust heritage)	K Smith		
	- Consider applying for Parramatta Council Spring Garden Competition award	K Smith & B Gregory		
<b>Displays</b>	- Continue "Female Factory" exhibition for several months	K Smith		
(Vacant)	- Develop mini displays after Female Factory exhibition ends, possibly on "Medicinal", "Cooking and Nutrition" and/or "Handicrafts"	T Patrick		
	- Arrange internal cottage Christmas exhibition (from early November)	M Smith & J White		
<b>Family History</b>	- Conduct 10 monthly meetings	E Turbit		
(Enid TURBIT)	- Issue details of 2019 Guest Speakers by March 2019 on website	B Powyer		
	- Hold a seminar in November	E Turbit		
	- Attend Family History State conference (Kuringai) (11-13 October)	E Turbit		
	- Hold a Christmas afternoon tea as December meeting	E Turbit		
	- Produce 3 issues of Parramatta Packet plus Christmas Packet	B Gardiner		
	- Exchange journals/newspapers with other societies	E Turbit		
	- Continue to review Members' Interest for inclusion on website	E Turbit		



<u>Committee</u>	<u>Project</u>	<u>Leader</u>	<u>Done</u>	<u>Progress to date</u>
(Convener)				
<b>Hambleton Cottage Guides</b> (Ken SMITH)	<b><u>Rostered &amp; Groups Guides</u></b>			
	- Arrange Guides for roster and groups	K Smith		
	- Liaise with & organise bookings for groups to visit Hambleton Cottage	K Smith		
	- Recruit and train new Guides for roster and groups	K Smith		
	- Issue periodic Guides newsletters, at least quarterly	K Smith		
	- Update and re-issue Guides Notes, as required	K Smith		
	- Promote Hambleton Cottage through community organisations, e.g Lions, Rotary, Toastmasters, Toastmistresses, CWA, Lantern, Probus, Senior Citizens, U3A	K Smith, & B Powyer		
	<b><u>School Guides</u></b>			
	- Arrange Guides for school visits	K Smith		
	- Recruit and train new School Guides	K Smith		
	- Liaise with and organise bookings for schools to visit Hambleton Cottage	K Smith		
	- Update School Guides Notes, as necessary	K Smith		
	- Train guides re new programs	K Smith		
	- Promote Hambleton Cottage to schools for education visits	K Smith		
	- Organise Guides afternoon tea	K Smith		
<b>Historic Graves</b> (Judith DUNN)	- On-going watching brief on Parramatta cemeteries	J Dunn		
	- Liaise with Parramatta CC regarding cemetery issues	J Dunn		
	- Clean and prepare St Francis Chapel/St Patrick's Cemetery for services	J Dunn		
	- Attend Friends of Mays Hill meetings	J Dunn		
	- Attend Friends of St John's meetings	J Dunn		
	- Finalise work on North Rocks Cemetery and isolated graves in Parramatta	J Dunn		
<b>Historic Sites</b> (Jeff ALLEN)	- Have watching brief on Development Applications which may threaten heritage	J Allen		
	- Attend Heritage Advisory meetings of Parramatta CC	J Allen		
	- Consult with PCC Heritage advisor re update on heritage sites	J Allen		



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(Convener)				
<b>Membership</b>	- Keep Membership lists up to date	M-L Yuen & K Smith	K	
(Man-Ling YUEN)	- Continue to keep list of Past Members and reasons for leaving	M-L Yuen & K Smith	K	
	- Encourage current members to have a name badge	M-L Yuen		
	- Provide name badges to all new members	M-L Yuen & K Smith	K	
	- Order & sell any Member name badges and Council and Fellow badges	M-L Yuen		
	- "Meet & greet" members at GMs, especially new members, guests and visitors	M-L Yuen		
	- Encourage ALL Councillors to "meet and greet" new members, guests and visitors	M-L Yuen		
	- Arrange for a member to be Mentor to each new member	M-L Yuen		
	- Develop and provide "welcome bags" to new members	M-L Yuen		
	- Provide felt-pen written paper Name Badges to new members	M-L Yuen		
	- Send Get-Well & Sympathy cards, when situation arises	M-L Yuen		
	- Arrange Members Day (during Heritage Festival or opening of new exhibition)	J Allen & M-L Yuen		
	- Investigate production of plastic Membership Cards	K Smith		
<b>Newsletter</b>	- Continue to produce 10 editions of Hambledon Herald per year	M-L Yuen		
(Man-Ling YUEN)	- Distribute, by email or post, Hambledon Herald to interested members & societies	M-L Yuen		
	- Highlight significant events pertaining to Parramatta's history	B Powyer		
	- Arrange development and distribution of styleguide for all articles submitted for newsletter	B Powyer & M-L Yuen		
	- Investigate production of higher quality printing of Hambledon Herald	B Powyer		
<b>Oral History</b>	- Conduct oral history interviews (Joan Harris, Norine Collins, Jean Perryman, Ken Smith and Alan Hyam)	M O'Hearn		
(Margaret O'HEARN)	- Prepare precis of all interviews to facilitate easy access to the information	M O'Hearn		
<b>President</b>	- Prepare Agenda and circulate Councillor's reports for Council meetings	J Allen		
(Jeff ALLEN)	- Prepare Agenda for General Meetings	J Allen		
	- Prepare Annual Report and distribute to members at AGM and to stakeholders	J Allen		
	- Encourage attendance at RAHS annual conference (Tamworth) (September)	J Allen		

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(Convener)				
<b>Publications</b>	- Establish committee to finalise and edit "Monuments & Memorials" book	B Powyer		
(Brian POWYER)	- Launch book, possibly on Foundation Day	B Powyer		
	- Finalise "Parramatta Streets" books for printing	B Powyer		
<b>Publicity</b>	- Monthly publicity for Society and Hambledon Cottage in Parramatta Advertiser, Parramatta Sun, iMag, Discover Parramatta, Trip Advisor and What's On in Parramatta websites	T Patrick		
(Trevor PATRICK)	- Continue to update promotion on external websites	T Patrick		
	- Seek publicity to obtain more Guides and members for Hambledon Cottage	T Patrick		
	- Promote Hambledon Cottage to other groups to encourage visitations	T Patrick		
	- Participate in Parramatta Council Product and experience Showcase (11 March)	K Smith		
	- Prepare a fortnightly article for Parramatta Advertiser	B Powyer et al		
<b>Public Officer</b>	- Arrange audit of 2018 Annual Accounts, including statement re fundraising	D Allen		
(Debbie ALLEN)	- Submit Annual Information Statement to ACNC, immediately after AGM	D Allen		
	- Provide any updated information to ACNC and Dept of Fair Trading	D Allen		
<b>Research</b>	- Respond to enquiries in relation to local & family history, within 2-3 weeks	B Matthews		
(Beth MATTHEWS)	- Maintain Research, Property & Special Files in an orderly fashion	B Matthews		
	- Continue research on "The Parramatta Streets"	S Jones & B Matthews		
<b>Sales</b>	- Ensure PDHS Books available in local outlets - HC, PHC, SAG, RAHS, NT, SLM	D Allen		
(Debbie ALLEN)	- Ensure adequate stocks of books and CDs available for sale	D Allen		
	- Promote book sales at other venues/fairs, e.g. St Bart's Day, Riot Day, FH Conf.	D Allen		
<b>Schools Liaison/Naval</b>	- Arrange meeting of local school representatives to discuss planned school events	B Powyer		
(Brian POWYER)	- Arrange Lord Mayor's John McClymont Memorial Award for 2018	B Powyer		
	- Organise History Day event on Wed 4 September at Hambledon Cottage	B Powyer		
	- Organise Primary School Speaking Contest in May at Parramatta PS	B Powyer		
	- Organise Secondary School Speaking Contest in July at a Parramatta school	B Powyer		
	- Arrange a visit to HMAS Parramatta	B Powyer		
	- Invite C/O of HMAS Parramatta to a GM to receive Honorary Membership	B Powyer		

<b>Committee</b> (Convener)	<b>Project</b>	<b>Leader</b>	<b>Done</b>	<b>Progress to date</b>
	- Advise members of HMAS Parramatta II commemoration event	B Powyer		
<b>Minutes Secretary</b> (Jacqui WHITE)	- Prepare minutes of Council meetings and distribute to Councillors	J White		
	- Prepare minutes of General meetings and email to Councillors	J White		
<b>Mail Secretary</b> (Enid TURBIT)	- Clear PO Box (at least weekly), record and distribute mail	E Turbit		
	- Clear emails (at least weekly), record and distribute to relevant members	E Turbit		
<b>Speakers</b> (Ilma McKEE)	- Arrange Guest Speakers for 9 monthly General meetings	I McKee		
	- Arrange James Jervis lecture as part of October GM	B Powyer & J Allen		
	- Issue details of 2019 Guest Speakers by March 2019 on website	B Powyer		
	- Arrange Lunchtime Illustrated Talks on Thursdays in Heritage Festival			
	- History of Churches in Parramatta (2 May)	K Smith		
	- ??? (16 May)	B Powyer		
	- Arrange talk at Hambledon Cottage in Foundation Week	B Powyer		
<b>Strategic Plan &amp; Budget</b> (Ken SMITH)	- Produce Strategic Plan & Budgets for 2019 by February	K Smith		
	- Arrange mid-year review of progress re 2019 Strategic Plan & Budget	K Smith		
	- Prepare draft 2020 Strategic Plan and 2019 Budget in December 2019	K Smith		
<b>Technology</b> (Brian POWYER)	- Arrange regular backup of computers, at least monthly	K Smith		
	- Arrange to update website, as required	B Powyer		
	- Arrange to update Facebook, as required	L Powyer		
	- Purchase or repair Digital Projector	K Smith		
	- Review software and arrange for software workshop	L Fenech		

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<b>Tours</b> (Brian POWYER)	- Plan, develop and conduct tours in conjunction with National Trust			
	- Gregory Blaxland and houses (29 March)	C Bates		
	- ??? (TBA)			
	- ??? (TBA)			
	- Arrange a 3-day weekend tour (October) (location TBA)	B Powyer		
	- If possible, arrange tour of HMAS Parramatta	B Powyer		
	- Arrange local walks during Heritage Festival (18 April-18 May)			
	- Gov. Phillip walk (24 April)	B Powyer		
	- History of Pubs of Parramatta (1 May)	G Carter		
	- Set up a committee to develop a Stage 3 type event on "Exclusives and Emancipists" (conduct an evening event)	B Powyer		
	- Arrange local walk during Foundation Week	B Powyer		
	- Arrange Ghost tour of Old Government House (with NT Branch members)	B Powyer		
	- Arrange City of Parramatta Spring Garden Awards ceremony at Hambledon cottage	K Smith, & B Powyer		
	- Arrange Foundation Day book launch at Hambledon Cottage	B Powyer		
<b>Treasurer</b> (Debra ALLEN)	- Arrange collection, recording and banking of all monies (at least weekly)	D Allen		
	- Arrange issue of all cheques relating to approved expenses	D Allen		
	- Prepare monthly financial reports for submission to Council & GMs	D Allen		
	- Provide updated signatories to CBA and AMP Banks	D Allen		
	- Organise Agreements for Weddings and photos at Hambledon Cottage	D Allen & K Smith		
<b>WH &amp; S</b> (Kaye WEAVER)	- Finalise & conduct First Aid courses (by Kaye Weaver)	K Weaver		
	- Administer OH&S policy and procedures	K Weaver		
	- Replace out-of-date items in First Aid kits	K Weaver		