

PDHS Strategic Plan & Budget: 2017

B. STRATEGIC PLAN FOR 2017

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;
- Arrange to photograph the streetscape of Parramatta CBD;
- Consider de-accessioning objects, if not applicable.

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 end May;
- Develop “*Transport*” display from June;
- Finalise upgrading the “*Owners and Occupants*” display in Exhibition Room;
- Arrange internal cottage Christmas exhibition (early November).

Family History

- Conduct 10 meetings;
- Issue details of 2017 Guest Speakers by March 2017 and include on website;
- Hold a Seminar in November;
- Attend Family History State Conference (Orange FHS) in September;
- Hold a Christmas afternoon tea as December meeting;
- Be represented at Family and Historical Societies Forum;
- 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: 2017

Functions

- Prepare Member Roster to serve supper at General Meetings;
- Arrange for suppers for General Meetings;
- Arrange morning tea for 200th anniversary of heritage tree plantings in Hambledon Cottage Reserve in October;
- 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 at Hambledon Cottage;
- Arrange Raffles at General Meetings.

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 grant from City of Parramatta programmes;
- Apply for grant to Department of Social Services for small equipment;
- Apply for grant to Museums & Galleries NSW for archival storage material;
- Apply for grant for digitization of images in collection;
- Arrange prompt acquittal of all expended grants.

Hambledon Cottage Guides Co-ordinator

- Arrange Guides for roster and group visits;
- Liaise and organise groups for bookings for groups to visit Hambledon Cottage;
- Recruit and train new Guides;
- Issue periodic Guides newsletters, at least quarterly;
- Promote Hambledon Cottage through community organisations, e.g. Lions, Rotary, Toastmasters, Toastmistresses, CWA, Lantern, Probus, Community Services, Senior citizens, U3A;

Hambledon Cottage Schools Guides Co-ordinator

- Arrange Guides for school visits;
- Liaise and organise groups for bookings for school groups to visit Hambledon Cottage;
- Arrange development of Stage 2 programme and train Guides;
- Arrange development of Stage 3 programme and train Guides;
- Arrange development of programme for Intensive English Centres (IECs);
- Update and re-issue Guide Notes, as required;
- Organise Guides afternoon tea;
- Arrange evening tours in conjunction with other heritage sites;
- Promote Hambledon Cottage to schools for education visits.

PDHS Strategic Plan & Budget: 2017

Historic Graves

- Finalise St Paul's and isolated /demolished graves book and arrange printing;
- On-going watching brief on Parramatta cemeteries;
- Clean and prepare St Francis Chapel/St Patrick's Cemetery for services;
- Liaise with City of Parramatta regarding cemetery issues;
- Attend Friends of Mays Hill Cemetery and Friends of St John's Cemetery meetings.

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;
- Investigate addition of Hambledon Cottage onto National Heritage Register.

Interpretation Implementation

- Seek donations for or purchase desired objects for cottage, as detailed in Interpretation Implementation meetings, subject to budgeted funds;
- Finalise actions from Guides Review of Hambledon Cottage.

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 Hambledon Cottage;
- Ensure all portable electrical appliances are tested and tagged;
- Ensure routine checking of fire extinguishers;
- Arrange for security alarms monitoring and maintenance;
- Purchase new photocopier and arrange photocopier maintenance;
- Arrange routine cleaning of Hambledon 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 Hambledon Reserve pathways;
- Arrange City of Parramatta restoration of floors in Kitchen and Exhibition area;
- Arrange City of Parramatta restoration of front step of cottage;
- Arrange City of Parramatta restoration of threshold to Kitchen;
- Arrange City of Parramatta restoration of Coach House Kitchen floor;
- Arrange City of Parramatta restoration of any other items identified in CMP Addendum;
- Arrange Parramatta CC replacement of main electrical meter box.
- Seek copy of the Asbestos Management plan for Hambledon Cottage;
- Arrange purchase and erection of Flagpole.

PDHS Strategic Plan & Budget: 2017

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;
- Vary Membership application form to have a \$10 Joining Fee so each new member is given a proper name badge;
- 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;
- 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 Hambledon Herald per year;
- Distribute, by email or post, Hambledon 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 (Thelma Wade, etc.);
- 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 St Paul’s Carlingford and Isolated and Demolished Cemeteries book;
- Complete “Monuments and Memorials” book.

Publicity

- Monthly publicity for Society and Hambledon 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 Hambledon Cottage;
- Promote Hambledon Cottage to other groups to encourage visitations;
- Arrange to mail-out brochures seeking Group bookings.

PDHS Strategic Plan & Budget: 2017

Public Officer

- Arrange audit of 2016 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*", beginning with Macquarie Street;
- Continue research on obtaining photos of all "*Pubs of Parramatta*"

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;
- Investigate better Book Sales arrangement.

Schools Liaison/Naval

- Arrange Lord Mayor's John McClymont memorial award for 2016 student;
- Organise History Day function at Hambledon Cottage on Wednesday 6 September;
- Organise Primary School Speaking Contest at Parramatta West PS on Wednesday 24 May;
- Organise Secondary School Speaking Contest on Wednesday 26 July at Parramatta HS;
- 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 1 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: 2017

Speakers

- Arrange Guest Speakers for 10 monthly General meetings;
- Arrange James Jervis lecture as part of October General Meeting.
- Issue details of 2017 Guest Speakers by March 2017 on website;
- Arrange to organise Lunchtime Illustrated Talks on 5 Thursdays in Heritage Festival:
 - Australian Female Factories (Kerima-Gae Topp) (20 April);
 - Governor Gipps (Ken Smith) (27 April);
 - Governor Fitzroy (Brian Powyer) (4 May);
 - HerStory (Parramatta Female Factory) (Anne Mathews, Beth Matthews & Ronda Gaffey) (11 May);
 - William Woolls (Ken Smith) (18 May);
 - Arrange a “Have a Voice” Chair event in Heritage Festival.
- Arrange Lunchtime Illustrated Talks on Thursdays in Winter and Spring:
 - Medicine Cabinet of a Surgeon (Trevor Patrick) (15 June);
 - Use of mercury in medicine (Trevor Patrick)

Strategic Planning and Budget

- Produce Strategic Plan and Budget for 2017 by February;
- Arrange mid-year review of progress re 2017 Strategic Plan and Budget;
- Prepare draft 2018 Strategic Plan and 2018 budget in December;
- Prepare Annual Report and distribute to members at AGM and to stakeholders;
- Update and produce 2017 Management Manual.

Tours

- Plan, develop and conduct some 4 tours in conjunction with National Trust;
- Arrange a 3-day weekend tour;
- Arrange 2 Parramatta Lamplight Tours (in conjunction with other PHP members);
- Arrange tour of HMAS Parramatta, if possible;
- Arrange 4 Sunday local walks during Heritage Festival:
 - Governor Phillip walk (Brian Powyer) (23 April);
 - Parramatta Old and New cries out (Gary Carter) (7 May);
 - Parramatta voices on the riverbank (Brian Powyer) (14 May);
 - Walk on the Wild Side) (Judith Dunn) (21 May)

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 WHandS policy and procedures;
- Replace out-of-date items in First Aid kits.