

BUDERIM HISTORICAL SOCIETY INC

STRATEGIC PLAN 2018-2023



Our VISION is to keep Buderim’s history alive through conserving, preserving and researching its past.

Our MISSION is to conserve and preserve Buderim pioneer history, artefacts and data, for utilisation by our community and visitors. as a background resource to modern regional development and lifestyles.

WHO we are

The Buderim Historical Society (BHS) was formed at a public meeting on 4th March 1966 to help in the restoration of Pioneer Cottage to a Historical Museum deeded to the Buderim community by Sybil Vise. Pioneer Cottage was officially opened on 23rd September 1967. The BHS sought incorporation which was agreed to on 29th May 1990. On 11th March 1990, the Pioneer Cottage was listed under the National Heritage Building Protection Act which placed restrictions over development of the site. The Environmental Protection Agency (EPA) now exercises oversight of this Heritage site. On the death of Sybil Vise in 2000 her home, Vise House, was bequeathed to the BWMCA. The BHS requested that this house be developed by the Society as a “History Resource Centre” for the Buderim Community. A formal Memorandum of Understanding and lease agreement was drawn up between the BWMCA and BHS and signed on 11th November 2005. Provision was made for the Buderim Foundation to sub-lease part of the redeveloped Vise House as its administration centre. This was completed in 2006. The memorandum of understanding has been replaced by a three-year lease agreement executed in October 2015.

WHAT we do

- Preserve historical assets, achievements, data and collections with a focus on the period 1876 -1950’s for objects in the collection; and for paper-based items, photographs and historical digitised recordings to the present.
- Serve as a resource centre to assist identification, value, collection and preservation of Buderim and local history.
- Support education and research through providing a greater understanding of our past.
- Collaborate with the community and local organisations.
- Utilise the strength of the Buderim Historical Society through its members and volunteers with respect for individuals’ skills and interests and their roles in the Society.
- Ensure that processes and procedures are in place to enable appropriate governance for the smooth running of the Society.
- Monitor the organisation to continuously improve its operation, historical collection and facilities.
- Are affiliated with the BWMCA.

Our VALUES

- A practical approach
- Fostering of team ethos
- Service to the history of Buderim and its community
- Providing mutual support and encouragement for members and volunteers.

Our CHALLENGES

Relevance

One of the greatest challenges for the BHS is to ensure that the society remains relevant to values and expectations of the Buderim community. To achieve this, we must:

- Uphold the values of the Society.
- Maintain our focus by an annual review of progress of our strategic plan.
- Provide leadership and direction on actions to maintain our responsibilities.
- Nurture a sense of belonging.
- Adopt a flexible approach to changing demographics and environmental factors.

Administration

One of the measures of success of any organisation is the way in which the business is conducted and its resources are managed. To guarantee our continued success, the BHS must ensure that:

- The structures and processes are in place to efficiently manage resources – people, finance and physical assets.
- Sub-committees/working groups are aware of their responsibilities and delegated powers.
- We have the ability to organise resources and harness the energy of the community.
- We have plans in place to ensure continuity of management.

Relationships

We will only succeed in meeting our objectives by maintaining harmonious relationships with our internal and external supporters. These are our members, sub-committees, working groups, government organisations and representatives and other sectors of the community.

Our People

Our people are our greatest asset. They are all volunteers who give of their time freely. We must respect them, nurture them and guard against 'burn out'. We must also ensure their efforts and achievements are recognised and celebrated.

Our GOALS and STRATEGIC PRIORITIES

Our goals are to:

- **Conserve, preserve and manage the buildings, Museum, artefacts, pioneer historical collections, gardens and records of the Society.**
- **Facilitate and promote research of the history of Buderim and adjacent localities.**
- **Inform the local community and those visiting the area about the history of Buderim.**
- **Increase community involvement in the Society.**
- **Broaden access to our collection through digitising significant collection items to supplement and enhance access to the collection and facilitate the development of new content opportunities.**

Our **STRATEGIC PRIORITIES** to achieve these goals are to:

1. **Maintain the efficiency and effectiveness of the BHS administration and management based on the National Standards for Australian Museums and Galleries.**
2. **Provide and maintain a safe facility for volunteers, visitors and staff who attend Pioneer Cottage and Vise House and grounds.**
3. **Initiate and undertake related training activities for members and volunteers and to avail ourselves of relevant training provided by other organisations.**
4. **Publicise and promote the work and activities of the Society through a range of media platforms to stimulate public interest, support and appropriate use of the facilities.**
5. **Undertake and promote research activities of both past and recent historical activity in Buderim and adjacent localities.**
6. **Conserve, preserve and develop the buildings, museum, artefacts, pioneer historical collections, gardens and records of the Society as an ongoing process, especially interpretive commentary of significant items and stories.**
7. **Continue the digitisation process, as resources permit, to enable clients, regardless of location, to access and use a range of Buderim history content.**
8. **Develop a long-term (10 – 15 year) plan for on-going development and responsibility for Pioneer Cottage and Vise House, contents and archival information.**

STRATEGY	ELEMENTS	BUDGET/ ACTION	INDICATORS	REVIEW
<p>1. Maintain the efficiency and effectiveness of the BHS administration and management based on the National Standards for Australian Museums and Galleries.</p>	<ul style="list-style-type: none"> • Effectively and efficiently administer the administrative and business affairs of the society • Actively pursue grant funding for operating costs. • Undertake fundraising and seek financial support for the ongoing work of the Society. • Prepare and manage the annual budget and achieve transparent reporting • Seek Executive Committee Members and volunteers with diverse skills • Identify and emphasise priority areas of development and activity • Evaluate and report on progress at monthly meetings, AGM's and newsletters to members and councillors etc. • Progressively review policy and procedure documentation at least 3 yearly. • Undertake succession planning for the organisation's administrative continuity and future. 	<p>Budget allocation and strategies to be included in all Management Committee meetings.</p>	<ul style="list-style-type: none"> • Effective operation of the budget, grants received and acquitted. • Volunteers are recruited and roles understood. • Assignment of priorities conducted • Appropriate election of officers. • Record list of policy and procedures, frequency of review and by whom. • Plan major fundraising activity: St Patrick's Day Concert (March, 2019) 	<p>Annual (AGM) and monthly (Management Meeting)</p>
<p>2. Provide and maintain a safe facility for volunteers, visitors and staff who attend Pioneer Cottage and Vise House.</p>	<ul style="list-style-type: none"> • Detail measures in Health a Health and Safety Plan for Buderim Historical Society to provide for personal, fire and electrical safety as well as hazards/risk identification and management for the premises. 	<p>Plans developed and reviewed annually</p>	<ul style="list-style-type: none"> • Public liability insurance for volunteers and visitors • Organisations hiring facilities provide a Certificate of Currency • Fire and Evacuation Plan documented for Pioneer Cottage and Vise House • Fire equipment checks (6 monthly) • Annual Fire and Emergency evacuation training for volunteers • Safety audits (3 monthly) • Blue card registration for volunteers assisting with school groups • Health and safety course attended • Nil preventable incidents • Annual review of Health and Safety Plan and associated documents. 	<p>Monthly (Management Meeting) and 3 monthly walk- around safety checks.</p>

STRATEGY	ELEMENTS	BUDGET/ ACTION	INDICATORS	REVIEW
<p>3. Initiate and undertake related training activities for members and volunteers and avail ourselves of relevant training provided by other organisations.</p>	<ul style="list-style-type: none"> • Review methods of recruitment of members and volunteers • Increase membership of BHS through targeted activities in the community • Review ways to develop members and volunteer skills • Develop in the organisation a sense of comradeship, co-operation, enjoyment, satisfaction and achievement among members. 	<p>Through members, BWMCA, via Press, Website & Facebook.</p>	<ul style="list-style-type: none"> • Increased membership numbers • Increased volunteer numbers. • Skill requirements identified • Skills development activities undertaken 	<p>Monthly (Management Meeting) and ongoing</p>
<p>4. Publicise and promote the work and activities of the Society through a range of media platforms to stimulate public interest, support and appropriate use of the facilities.</p>	<ul style="list-style-type: none"> • Implement methods to publicise the special activities and work of the Society. • Invite appropriate individuals and organisations to assist in work, promotions and marketing, including local government councillors, local state and federal political representatives. • Develop and undertake an annual program of outreach activities and educational programs to create and promote interest in the work of the Society, in the community. • Develop and maintain links with educational institutions such as universities, schools and colleges to fit with their curriculums. • Establish links with heritage and other groups to further the activities and work of the Society. • Develop and maintain links on Web Site and Facebook. • To increase BWMCA awareness of BHS plans, activities and accomplishments. 	<p>Budget to include advertising. Develop media releases.</p>	<ul style="list-style-type: none"> • Recognition by public • No. of Community businesses supporting work of BHS & PC • Develop topics for USC Marketing students' projects • No. of visits: <ul style="list-style-type: none"> Community groups Schools students Tertiary students Local/Interstate/International visitors • Links established and active. • Regular history talks for entertainment and education. • Plan for contributing to special community events • Delegate attendance at BWMCA meetings. 	<p>Monthly (Management Meeting) and ongoing</p> <p>Monthly BWMCA meeting</p>

STRATEGY	ELEMENTS	BUDGET/ ACTION	INDICATORS	REVIEW
<p>5. Undertake and promote research activities of both past and recent historical activity in Buderim and adjacent localities.</p>	<ul style="list-style-type: none"> • Identify research needs • Foster support and interest in local scholarly research activity • Seek and acquit grants from government and private organisations to purchase equipment and resources for research • Train volunteers to become guides and fulfil other roles such as data entry and conservation • Encourage USC students use of the facility for research purposes. • Identify and provide support for a volunteer research assistant interested in our history. 	<p>No budget requirement Grant application as necessary</p>	<ul style="list-style-type: none"> • Data base progressively improved. • No. of successful grant applications submitted and acquitted. • No. of Volunteers trained • USC student interest identified. • Feedback received re suitability for course work • Volunteer research assistant appointed. • Investigate availability of Indigenous and SSI local history. 	<p>Monthly (Management Meeting) and ongoing</p>
<p>6. Conserve, preserve and develop the buildings, museum, artefacts, pioneer historical collections, gardens and records of the Society as an ongoing process, especially interpretive commentary of significant items and stories.</p>	<ul style="list-style-type: none"> • Develop plans for maintenance, repairs, renovations and improvement of the facilities in conjunction with the BWMCA Asset Management Plan. • Review the Museum’s collections, contents and displays • Enhance the development of a professional data base of documents, graphics, artefacts and collections • Increase and ensure security of both our volunteers and the collection • Review compliance with the National Standards for Australian Museums and Galleries. • Maintain links with the Burnett and Vise families. 	<p>Specific Council grant applications Donations Consult re security requirements</p>	<ul style="list-style-type: none"> • Conservation Plan developed and implemented. • Conservators appointed. • Provide educational opportunities for new assistant Conservators. • Continue accessioning and de-accessioning of objects in the collection. • eHive data base progress reported. • Scope and develop Interpretive Plan. • Complete Preservation Needs Assessment • Implement recommendations • Undertake Visitor Satisfaction surveys • Security needs identified. Viable solutions implemented. • Continue the cleaning schedule for the collection and storage areas. • Ensure pest control undertaken as scheduled. 	<p>Monthly (Management Meeting) and ongoing</p>

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<p>7. Continue the digitisation process, as resources permit, to enable clients, regardless of location, to access and use a range of Buderim history content.</p>	<ul style="list-style-type: none"> • Enhance access Buderim’s cultural heritage by increasing the scale of our digitisation activities. • Commit to both the protection of creator’s rights and to providing the greatest possible access to our collections, working within the framework of the Copyright Act 1968 (Cth) and the use of Creative Commons licences for the content we create. • Adhere to protocols for Aboriginal and Torres Strait Islanders Collections. • Focus on our unique material thus providing a critical mass of digital information, enhancing our community’s knowledge. • Commit to the preservation and care of original items we digitalise. The production of digital surrogates will reduce the need for future handling of these items. • Digital versions of materials will represent originals as closely as possible. • Continue to seek opportunities to collaborate with other institutions. • Ensure long term access to legacy formats no longer accessible e.g. audio cassettes. • Capture progress of the Buderim community via oral, written, audio-visual stories of indigenous and significant early settlers, as well as community progress through the 1950’s – 70’s. 	<p>Grant application if necessary.</p> <p>Consultation with State Library and Sunshine Coast Council Heritage staff as necessary.</p>	<ul style="list-style-type: none"> • Review our Digitisation policy. • Complete Accession register upgrade to eHive by adding more detail regarding provenance of significant objects in our Collection • Identify documents requiring digitisation to enable public access. • Provide sessions to enhance expertise in operating audio-visual equipment • Records of History talks and interviews are kept in a readily accessible format. • Transfer audio cassette recordings to digital format. • Complete development of new BHS website. • Consider publishing relevant historical stories. 	<p>Monthly Management Committee meetings.</p>
<p>8. To develop a long-term (10 – 15 year) plan for on-going development and responsibility for Pioneer Cottage and Vise House, contents and archival information.</p>	<ul style="list-style-type: none"> • Develop plans in partnership with the BWMCA for the continuation of the present operation of the Pioneer Cottage and Vise House. • Aid both the BWMCA and the Sunshine Coast Council in the development of an Archival Interpretative building. • Research ways of ensuring adequate parking and storage for the future. 	<p>Liaise with the BWMCA and Local Councillors</p>	<ul style="list-style-type: none"> • Renew 3 year Lease agreement (Oct, 2018) • Meet with BWMCA 3 monthly • Meet with SCC representatives as needed. 	<p>Annual Review.</p>

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STRATEGIC PLAN 2013-2018

References:

Museums Australia Strategic Planning Manual, 1998

National Standards for Museums and galleries, Version 1.5, 2016

Museums Australia Code of Ethics

The Burra Charter, 2013

South Australian Community History: Cleaning in Museums, Housekeeping Schedule, managing pests in the collection: Integrated Pest Management

State Library of Queensland Digitisation Policy

May, 2018