**BUDERIM HISTORICAL SOCIETY INC.**

**STRATEGIC PLAN 2018-2013**

**Progress Report**

**February 2021 – January 2022**

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

Our MAJOR 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.

The following pages outline our STRATEGIC PRIORITIES 1- 8 and report the achievements for each for 2021. Issues that are still requiring action are highlighted in red.

The final page summarises our visitor statistics for the calendar year 2021.

| **STRATEGY** | **ELEMENTS** | **ACHIEVEMENTS** | |
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| 1. Maintain the efficiency and effectiveness of the BHS administration and management based on the National Standards for Australian Museums and Galleries.   \* Sunshine Coast Heritage Plan 2021-2031 Strategy 3.2.3   1. (Cont) | * 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. | * The AGM was held on 11 September and Management Committee members elected. Documentation and website updated to reflect these. Annual return of association forwarded to the Office of Fair Trading. * Audit report was prepared by SGS Accounting for presentation and acceptance at AGM. * Monthly BHS Management meetings were held with reports from/regarding: President, Treasurer, Work report (maintenance), Fundraising, Garden Convenor, Curator, Membership,Publicity and Strategic Plan (incl Health & Safety). * The annual budget was prepared by the President and Treasurer. Progress was evaluated monthly at BHS Management meetings. * SCC Community Partnership Funding program: Acquittal reports were provided as requested by SCC. Application successful for a further 3yr grant. $14,000 payment for 2021/22 received. Council requested logo & acknowledgement to appear on our Pioneer newsletter and Occasional Papers. * SCC Heritage Levy Fund Exhibition & Public Programs grant for Buderim -Photographs of Historical Significance project acquitted. * SCC Heritage Collection Care Program Grant was received for cleaning & restoration of wall hangings. * SCC COVID-19 funding boost $2000.00 received. * AIB insurance brokers & Ansvar insurance cover. * ROCO Statistical return of donations lodged. * Banking EFTPOS machine replaced by TYRO. * 5 Year lease with BWMCA continued. Rent $2,500 paid twice-yearly. * As our BHS representative, Vice-President David Wood attended BWMCA monthly affiliate meetings. * BHS Strategic Plan 2018-23 was revised following SCC Heritage workshops. Now includes cross-reference to SCC Heritage Plan. AOP developed for 2021-22. * Social Fundraising Group (SFG) working group meetings were held as required. Covid-19 health restrictions meant that our usual fundraising group visits and some school visits to the Cottage could not occur. * Both Pioneer Cottage & Vise House buildings received electrical certification. * Bi-monthly newsletter ‘The Pioneer’ reported BHS activities and achievements to members and the public. Distributed via email to members and available on the BHS website. * Annual visitor stats and volunteer hours were provided to SCH and Museums and Galleries Queensland. * Prue Cawley, our Curator, who resigned at the end of 2020 after 17yrs with BHS, received a Certificate of Appreciation for her contribution to heritage from SCC Heritage. * Our Vice-President David Wood resigned in December. * Policies developed for: Volunteer management, Grievance procedure and Preservation and Management of the BHS Photograph Collection.   “To Do”:   * Fill Management Committee positions for Vice-President & Curator. * Formalise an Action Plan for Conservation Management of Pioneer Cottage. * Revise Digitisation Policy. | |
| 2.Provide and maintain a safe facility for volunteers, visitors and staff who attend Pioneer Cottage and Vise House.  3.Initiate and undertake related training activities for members and volunteers and avail ourselves of relevant training provided by other organisations | * Detail measures in 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. * 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. \* Sunshine Coast Heritage Plan 2021-2031 Strategy 3.2.1 * Develop in the organisation a sense of comradeship, co-operation, enjoyment, satisfaction and achievement among members. | * Ansvar Public liability insurance is available for volunteers and visitors. * A Certificate of Currency is provided annually by organisations hiring BHS facilities. * Fire equipment has been checked 6 monthly. * UFE 5yr service of fire extinguishers resulted in replacement of extinguishers. * Smoke alarms replaced in Pioneer Cottage in April. * New volunteers received Fire and Emergency Evacuation information on commencement for Pioneer Cottage and Vise House. * Safety audits were conducted 4 monthly (Apr, Sep & Jan). Recommendations addressed. * Risk Assessment Guide provided for school groups visiting Pioneer Cottage. * Nil preventable incidents reported. * Annual review of Health and Safety Plan and associated documents undertaken (April). * Documentation and equipment to assist in response to a disaster stored in Disaster Boxes 1-5 in Store Room 1. Checked annually during the September Health & Safety audit. * BHS COVID-19 Plan was updated, QR code registration of visitors and workers was introduced in May and notices updated and displayed as required, as Qld Health advice regarding restrictions changed. * BWMCA WH&S audit conducted for Pioneer Cottage & Vise House (Jan, 2022).   “To Do”list:   * Arrange annual training for Fire & Emergency Evacuation with Buderim Fire Service. * Prepare plan for Fire Brigade re priority objects to be removed in case of fire. * Membership static - 123 members. * Volunteer numbers – 25. 2 volunteers retired. 3 new volunteers have commenced. * Volunteer hours for 2020 – 2,569 hrs. * Visitor Guide manual revised. * Orientation program provided for new Visitor Guides and volunteers. * Volunteers assist with conducting Health & Safety audits. * Skills development activities:   SCC Heritage Strategic Planning Workshops held:  Deaccessioning and Sustainable Collecting 16 Mar – 2 attended  Conservation workshop – 2 attended  Cultural Heritage Workshop – 1 attended  e-Hive session – 3 attended  Cultural Heritage Bus Trip – Landsborough, Peachester and Bankfoot House (Nov) – 2 attended  Opportunities for skills development provided by SCC Heritage are communicated to volunteers via email.   * ‘Christmas in July’ social function for members held. Approx. 40 attended. * Annual Soiree (December) celebrated achievements and work of BHS and supporters. * Lois Turnbull was nominated for the Volunteering Sunshine Coast Volunteer Awards in the category ‘Environmental, Animal Care & Conservation’ for her work conserving our cottage garden, propagating and cataloguing plants for easy identification. * Volunteer Satisfaction Survey was conducted in September. (57% response)   “To Do”   * Promote membership to increase numbers of active members * Provide skills development opportunities for active members |
| 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.  \* Sunshine Coast Heritage Plan 2021-2031 Strategy 3.3.1, 3.3.2, 4.2.1 & 4.3.2  4. (Cont) | * 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 the BHS Website and Facebook. * Increase BWMCA awareness of BHS plans, activities and accomplishments. | * Total visitors to Pioneer Cottage Jan-Dec 2021 were 1,086 (see attached charts page 12). This shows a slight increase from 844 in attendances in 2020. A slow recovery from the effects of Covid-19. * No. of visits: (See attached chart)   Community groups 9  School students 147  Tertiary/ TAFE students 0  Local/Interstate/ International visitors 939  Age: 0-10 20%, 11-20 4%, 21-40 15%, 41-60 25% and 60+ 36%  Gender: Female 62%, Male 38%   * School Visit Program Yr 2/3 ‘Now & Then’ reviewed, workbook and worksheets developed for teachers & students if shortage of volunteers available. * School visits:   Peregian Beach College Year 1  Sunshine Beach State School Year 2   * Visiting Groups (Feb 21 – Jan 22):   Garden Club; Probus; BPHTI; Paravision Assoc; Steps Garden Group; Bribie Island UCA; Currimundi Village; Glasshouse Country Care.  Open House SC held 23/24 Oct – 28 visitors Saturday/ 9 Sunday.   * Visitor satisfaction survey was undertaken in the months of July/August. 28 survey forms completed. * History Talks presented:   March - ‘Buderim’s Pioneering Women’ – Susan Guy & Jeanine Roberts (nee Guy)  June – ‘Buderim Community Projects’ – Neil McGarvie OAM  Oct – ‘ Memories of work in remote Aboriginal communities 1964-1975’ - Neil McGarvie OAM  Nov – ‘Memories of work in Queensland Aboriginal & Torres Strait Islander Education 1977 – 91’ - Neil McGarvie OAM.   * Publicity via:   “The Pioneer” newsletter published x 5 annually and circulated by email, post and on the BHS website.  Website: [www.buderimhistoricalsociety.com](http://www.buderimhistoricalsociety.com)  Facebook: facebook.com/Buderim-Historical Society. Invitation extended to ‘friend’ BHS.  Local radio, TV (Ch 7 Sunshine Coast), Buderim Chronicle. Promotion on Ch 7 ‘Weekender’ resulted in increased visitation in the following few weeks.   * Display at the Old Post Office of Buderim History books. * Pioneer Cottage promotional pull-up sign was replaced. * Developed quiz questions & participated in the SCC Cultural Heritage ‘Museum Mystery Madness’ competition.(Sep) * Held fundraising and promotional stalls at Buderim Community Easter & Christmas Fairs * President attended Buderim Anzac Day service. * Links with other community organisations:   BWMCA, Buderim Foundation, Friends of Buderim, Buderim Garden Club, BPHTI, BATS, Genealogy Sunshine Coast, Buderim Men’s Shed, SCC Cultural Heritage, Bendigo Bank, BWMCA Hall, USC and Local, State and Federal MPs.   * Community photocopying done by the office of Brent Mickelberg, State Member for Buderim. * Vise House meeting room was utilised by Probus, Buderim Garden Club, BPHTI, and for educational programs and meetings. * Letter of support and historic photographs provided to Buderim Garden Club re grant application for an Arbour Walk in the Buderim Village Park. * Letter of support to BPHTI for a grant application to SCC re display of the Krauss locomotive. * 2 members attended the Buderim Garden Club 75th Anniversary ‘Friendship in Gardening’ luncheon (Aug).   “To Do”:   * Identify and promote marketing opportunities. * Develop a Media Plan. | |

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| 5. Undertake and promote research activities of both past and recent historical activity in Buderim and adjacent localities.  \* Sunshine Coast Heritage Plan 2021-2031 Strategy 1.1.2 | * 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. | * The eHive data base has been progressively updated as provenance and further information about objects is discovered. * Instruction and supervision given to research assistants regarding data entry and research requirements. * Bill Lavarack published 3 Occasional Papers:   ‘The Murder of William Stephens in 1866’ (March, 2021); ‘The Sugar Industry in Buderim’ (August, 2021); and ‘Len Sorensen Buderim Cricket Legend’ (October, 2021).   * Life member Helene Cronin presented BHS with a copy of her book ‘Timber, Trains, Turmoil’. * History of the Buderim Garden Club was donated by President John Lyon. * Volunteer Visitor Guides have undergone an orientation program, have contact details of their allocated ‘buddy’ and complete an orientation checklist with the volunteer supervisor. * Students undertaking research are given a discounted entry fee.   “To Do” list:   * Investigate availability of Indigenous & SSI local history. * Follow up scroll of the Australian branch of the Burnett Family Tree produced by Janelle (Millie) Kafcaloudis (Sunshine Coast Genealogy) for use in the Museum Room. |

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| 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.  \* Sunshine Coast Heritage Plan 2021-2031 Strategy 1.1.3 & 2.3 & 4.3.3  6. (Cont) | * Develop plans for maintenance, repairs, renovation 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 the collection. * 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. | Building Conservation   * Priorities outlined in the Conservation Management Plan (CMP) for Pioneer Cottage have been addressed. Still some roof leaks despite attention from Complete Property Maintenance. * Maintenance has mostly been undertaken by volunteers. * Annual pest control inspection (termite & pest control) done. (May) * Sunshine Coast Termite & Pest termite management system checked in August. * Veranda floor repainted and non-stick surface reapplied to the ramp on Pioneer Cottage. * CCTV checked daily by Visitor Guides and operational weekly recording check undertaken. * Electrical junction box replaced in Pioneer Cottage. All weather light fitting installed in the Slab Hut. Non-copliant light fitting in Pioneer Cottage hallway rectified. Light globes and tubes replaced with LED. Vise House switchboard upgraded. (June) * Sensor & security light replaced on PC veranda (LED). (Jan) * Curtains replaced in Back Bedroom. * Gauze replaced in screen door Vise House. * Timber frame for small grinding wheel replaced.   Garden & Lawn maintenance   * Raised areas of ground behind Vise House were levelled. * Lawn progressively returfed with Sir Walter around Pioneer Cottage and Vise House by Doug. Replacement commenced on Council verge as well. New lawn top dressed. * New lawn mowing contractor appointed (Jan). * Timers were fitted to both town and tank water supply taps of the irrigation system. * Gardens were top dressed with mulch. (May & Aug) * Volunteers (Lois, Lorraine & Viv) undertook (weekly) weeding, trimming, pruning & replanting * Donations of money, plants, cuttings and seedlings by BHS members and interested members of the public were received. * Lois undertook verification of plant identity by the Qld Herbarium and propagated Cottage garden plants. Lois & Lorraine have put together a picture album of the garden’s plants and identification. * Large woody shrubs removed to allow more light into the garden. * Hibiscus collection pruned by Jan & David. * Timer-operated watering systems are installed in all the main gardens. * Lawn fertilising, weed spraying continues as required.   Conservation of Collection   * Ross Eason has provided 25 restored photographs from the collection in print & electronic format funded by SCC grant and donations from BHS members. * Volunteers assisted with on-going cleaning of the collection. * Accessioning and deaccessioning of donated objects continues. Final decision rests with Management Committee on advice from the Curator. * DVD recording made of History talks, then stored in fire-proof filing cabinet. * Project commenced of restoration of 10 hung paintings and photographs in Pioneer Cottage. (Art Nuvo) * Contents of each room of Pioneer Cottage are progressively being checked against the e-Hive database. * A commemorative ceramic poppy from the Tower of London WW1 display is being held in trust for the Foote Sanctuary Association. * Coffee grinder has been oiled. * St Bernard tapestry has been restored (Art Nuvo) * Display in the cabinet on the back veranda has been changed to carpentry tools and men’s apparel.   “To Do” list:   * Work plan for building maintenance in compliance with Conservation Management Plan for Pioneer Cottage. Prioritise maintenance. 6 monthly building audits to be conducted. * Review progress with Interpretive Plan and Preservation Needs Assessment. * Continue Photo project as funds become available. |

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| 7.Continue the digitisation process, as resources permit, to enable clients, regardless of location, to access and use a range of Buderim history content.  \*Sunshine Coast Heritage Plan 2021-2031 Strategy 1.2.2 | * 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. | * eHive accession register content being updated as more information regarding the provenance of the collection becomes known. * Jess and Assistant Researchers improved e-Hive skills through one-on-one session and a workshop provided by SCC Heritage personnel. * All digitised recordings stored in fire-proof safe. * Restoration and digitisation of 25 historically significant photographs completed. * ‘The Pioneer’ newsletter published 2-3 monthly available for public viewing on the website. * Conservation Management Plan posted on the BHS website for public information. * Website content updated as changes occur eg Management Committee, updated policies, , etc.   “To Do” list:   * Revise Digitisation policy and procedures. |

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| 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. | * Develop plans in partnership with the BWMCA for the continuation of the present operation of the Pioneer Cottage and Vise House. . \* Sunshine Coast Heritage Plan 2021-2031 Strategy 2.4.2 * 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. | * 5 yr lease agreement signed with BWMCA 30 May 2019. No changes to the agreement. * Meetings with SCC representatives have been held as needed. * Request forwarded to local SC councillor re parking issues. No changes made to date. * Support received from BWMCA to develop a grant proposal to upgrade Vise House kitchen.   “To Do”   * Develop and undertake building maintenance plan in consultation with BWMCA arising from Conservation Management Plan. * Formalise what the long-term utilisation of Vise House will be. * Continue to pursue increased parking access for visitors and volunteers to Pioneer Cottage. |

Compiled by Ruth Ormerod,

on behalf of Buderim Historical Society,

February, 2022