**BUDERIM HISTORICAL SOCIETY INC.**

**STRATEGIC PLAN 2018-2013**

**Progress Report**

**February 2022 – January 2023**

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 2022. Issues that are still requiring action are highlighted in red.

The final page summarises our visitor statistics for the calendar year 2022.

| **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 3.2.31. (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 10 September 2022 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), Garden Convenor, Curator, Membership, Media/Marketing 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: An interim report was provided as requested by SCC. $14,000 payment for 2022/23 received. Council logo & acknowledgement appears on the Pioneer Cottage, our Pioneer newsletter and Occasional Papers.
* SCC Heritage Collection Care Program Grant was received and acquitted for cleaning & restoration of 10 wall hangings.
* Application for a SCC Heritage Preservation & Conservation Grant was made in August to assist with restoration work on a donated watercolour painting and a 17th century chair. Outcome not notified as yet.
* Application submitted to SCC Heritage for an On-site Interpretation Plan was unsuccessful. Encouraged to reapply next year.
* AIB insurance brokers & Ansvar insurance cover. Insurance policy now includes cover for plate glass.
* ROCO Statistical return of donations lodged.
* 5 Year lease with BWMCA continued. Rent $2,500 paid twice-yearly (Apr & Oct).
* As our BHS representative, President Kevin Briggs attended BWMCA monthly affiliate meetings.
* Major project Roof Replacement for Pioneer Cottage commenced with assistance from BWMCA, and SCC Heritage and Redleaf Environment (Exemption cert for DEA) representatives.
* BHS Strategic Plan 2018-23 progress was reported at monthly Management meetings. AOP planning session (Feb) Plan developed for 2022-23. Progress reported monthly.
* Asset register of non-collection items compiled by Doug Welshe is in final stages of completion.
* Social Fundraising Group (SFG) working group meetings were held as required. Since Covid-19 health restrictions have eased, fundraising group visits and some school visits to the Cottage could have resumed. Title of group changed to reflect its main purpose to Social Marketing Group (SMG).
* 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 were collated. Available on request.

“To Do”:* Succession planning for Secretary, Vice-President and Curator.
* Formalise an Action Plan for Conservation Management of Pioneer Cottage with BWMCA.
* Revise Digitisation Policy.
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| 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.
* 13 volunteers received Fire and Emergency Evacuation training from the Buderim Fire Service on 16 January, 2023.
* Safety audits were conducted 4 monthly (Apr, Sep & Jan). Recommendations addressed.
* Safety strips applied to door sills of Storeroom 2 and Vise House main entry door and steps.
* 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 and notices updated and displayed as required, as Qld Health advice regarding restrictions changed.
* Membership static - 124 members.
* Volunteer numbers – 24. 3 volunteers retired. 4 new volunteers have commenced.
* Visitor Guide manual revised.
* Orientation program provided for new Visitor Guides and volunteers.
* Brent Mickelberg’s Office & BWMCA ‘Volunteer of the Year’ award.

Lorraine Buhk was awarded ‘Volunteer of the Year’ and Buderim Pioneer Cottage Door Guides received a Certificate of Recognition for the ’Volunteer Group of the Year’.* Skills development activities:

SCC Heritage Strategic Planning Workshops held: ‘Maximising Collections and Outreach’ – Susan Guy, Kevin and Ruth attended (Aug)‘Care of Fabrics’ – Gail & Ruth (Oct)‘Managing First Nations Cultural Material’ – Kevin & Gail (Nov)e-Hive Question & Answer session with James Abernathy - 5 attended. Opportunities for skills development provided by SCC Heritage are communicated to volunteers via email.* Buderim Cottage Crew (BCC) formed – Social drinks to promote camaraderie amongst volunteers.
* Volunteers assist with conducting Health & Safety audits.

“To Do”* Promote membership to increase numbers of active members
* Provide skills development opportunities for active members
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| 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 & 4.3.24. (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 2022 were 947 (see attached charts page 12). The Covid pandemic and very wet weather resulted in some closures.
* No. of visits: (See attached chart)

 Community groups 9 School students 131 Tertiary/ TAFE students 0  Local/Interstate/ International visitors 947Age: 0-10 18%, 11-20 6%, 21-40 11%, 41-60 21% and 60+ 44%Gender: Female 61%, Male 39%* School visits:

Buddina State School Year 1 & 2 (May)Sunshine Beach State School Year 2 (Jul/Aug)* Visiting Groups (Feb 22 – Jan 23):

‘Family History Group’ Caloundra, ‘Evening in the Museum’, Garden Group from Toowoomba, History Talks, Members (Annual Christmas Soiree)Open House Sunshine Coast held on Saturday 22 Oct – 19 visitors. Very wet day.* History Talks presented:

April – ‘James Low & William Grigor, and early timber gathering in the Mooloolah and Maroochy Rivers area’ - Audienne BlythJuly – ‘My Fortunate Life’ – Simon Whittle Oct – ‘New Photos of Old Buderim’- Geoff Baker* Publicity via:

“The Pioneer” newsletter published x 6 and circulated by email, post and on the BHS website.Website: [www.buderimhistoricalsociety.com](http://www.buderimhistoricalsociety.com)Facebook: facebook.com/Buderim-Historical Society. Local radio 104.9FM , TV (Ch 7 Sunshine Coast). * Participated in the SCC Cultural Heritage ‘Museum Mystery Madness’ competition. (Sep) Provided a book voucher prize for a lucky participating young visitor to Pioneer Cottage.
* Participated in “Open House Sunshine Coast” (Oct).
* Provided photographs and historical commentary for the development of a pictorial timeline mural outlining Buderim’s history in a local business.
* Held fundraising and promotional stalls at Buderim Community Easter & Christmas Fairs and Buderim Rotary’s Australia Day celebration in the Village Park.
* Links with other community organisations:

 BWMCA, Buderim Foundation, Buderim Garden Club, BPHTI, Genealogy Sunshine Coast, Buderim Men’s Shed, SCC Cultural Heritage, Bendigo Bank, BWMCA Hall, UniSC and Local, State and Federal MPs.* Community photocopying done by the office of Brent Mickelberg, State Member for Buderim.
* Photo images supplied to Brent Mickelberg’s office for inclusion in his monthly newsletter.
* Vise House meeting room was utilised by Probus, Buderim Garden Club, BPHTI, Buderim Foundation and for BHS educational programs, History talks and meetings.
* Media/Marketing Plan developed.
* Runner-up in the SCCH Christmas decoration competition. $100 Archival Survival prize awarded.

“To Do”:* Identify and promote marketing opportunities.
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| **STRATEGY** | **ELEMENTS** | **ACHIEVEMENTS** |
| 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.
* Relocation of the Buderim Foundation to the OPO has resulted in a review of the future use of Vise House and the establishment of a Research Office and separate Administrative Office.
* Application successful for a Buderim Foundation Grant for purchase of computer and printer equipment for the Research Office.
* Bill Lavarack published a further 8 Occasional Papers:

No 4 ‘Endeavour Reef June 1770’ - Mar 2022No 5 ‘Claiming New Holland’ – Apr 2022No 6’ Endeavour at Batavia and beyond’ – Apr 2022No7 ‘Birdwood Boarding House’ – Oct 2022No 8 ‘A Cup of Coffee on Buderim’ – Nov 2022No 9 ‘Early History of Pioneer Cottage’ – Dec 2022No 10 ‘Buderim Shops – Central Business Area 1870 – 1970’ – Jan 2023No 11 ‘Buderim School Oval’ – Jan 2023* 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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| **STRATEGY** | **ELEMENTS** | **ACHIEVEMENTS** |
| 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 & 4.3.36. (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. Roof leaks fixed after many attempts to locate the source.
* Maintenance has mostly been undertaken by volunteers.
* Pioneer Cottage & Vise House windows are cleaned annually. (Feb)
* Annual pest control inspection (termite & pest control) done. (May)
* Sunshine Coast Termite & Pest termite management system checked.
* CCTV checked daily by Visitor Guides.
* Vise House water tank commercially cleaned.
* Glass replaced in skylight above the front door Pioneer Cottage.
* New solar light installed in outside toilet.
* Shelving, phone and fan/light installed in BHS Admin. Office.
* New NBN modem installed in Research office.
* 4 drawer filing cabinet donated by Buderim Foundation.
* Shelving installed in the Nursery, Pioneer Cottage to store toys etc previously located on the floor.
* New sign re open hours attached to the front fence. Sign on western fence renewed.

Garden & Lawn maintenance* Doug installed a paved pathway with the help of Adrian to enable wheelchair access to the back path of the Cottage.
* Council verge returfing continued by Doug.
* Gardens were top dressed with mulch.
* Volunteers (Lorraine, Lyn, Alan & John) have undertaken weeding, trimming, pruning & replanting.
* Diseased Macadamia nut tree removed. Stag horns relocated.
* Hibiscus collection pruned. Frangipani tree hard-pruned.
* Lawn fertilising, weed spraying continues as required.
* Large pavers placed throughout the garden to allow gardeners ease of accesss.

Conservation of Collection* 10 portraits and photographs frames have been restored by Art Nuvo, funded by a SCC Heritage Conservation Grant.
* 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.
* Contents of each room of Pioneer Cottage are progressively being cleaned and checked against the e-Hive database.

“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.
* Paved pathway to be installed from front path to outside toilet.
* Review progress with Interpretive Plan and Preservation Needs Assessment.
* Continue Photo project as funds become available.
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| **STRATEGY** | **ELEMENTS** | **ACHIEVEMENTS** |
| 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.
* Curatorial group met with James Abernathy (SCCH) to learn more about eHive.
* All digitised recordings stored in fire-proof safe.
* ‘The Pioneer’ newsletter published 2-3 monthly available for public viewing on the website.
* Bill Lavarack’s Occasional Papers available on the website.
* Website content updated as changes occur eg Management Committee, updated policies, opening hours, etc.
* Photographic project to allow researchers and the general public easier access to our photographic collection commenced.

“To Do” list:* Revise Digitisation policy and procedures.
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| **STRATEGY** | **ELEMENTS** | **ACHIEVEMENTS** |
| 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 a central 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.
* BWMCA proposal for construction of a storage facility on site discussed.
* 3 BHS representatives attended a SCC Heritage Consultation Workshop - Collection Store & Innovative Space Project - at Nambour Council Chambers to assist with development of a Regional Storage facility for Sunshine Coast collections.

“To Do”* Develop and undertake a building maintenance plan in consultation with BWMCA arising from Conservation Management Plan.

.* Continue to pursue increased parking access for visitors and volunteers to Pioneer Cottage.
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Compiled by Ruth Ormerod,

on behalf of Buderim Historical Society,

February, 2023