



## PERTH MODERNIAN SOCIETY

### **DRAFT MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD IN THE HISTORY CENTRE 16:15 MONDAY 19 November 2018**

**ATTENDEES:** Prof. Geoff Soutar (President); Barrie Baker (Vice President) (A/Functions); Peter Farr (Immediate Past President); Eve Broadley (Treasurer) Sallie Davies (H&MC); Deb Beresford (Secretary); Barbara Mallett (Reunions); Ed Lazarus (Membership); Jeanette McQueen (Sphinx Foundation); Julian Grill; Ruth Barrett; Val Furphy (Associate Principal, from 16:50)

**APOLOGIES :** Ian Jarvis (Communications), Lois Joll (Principal)

**ITEM 1. INVITED SPEAKER:** None

#### **ITEM 2. ADDITIONAL AGENDA ITEMS**

IT System and Support.

#### **ITEM 3. PRINCIPAL'S REPORT** Val Furphy (Associate Principal)

In the Principal, Lois Joll's absence, the Associate Principal, Val Furphy tabled the Principal's Report.

On Saturday 17 November, prior to the Year 12 Presentation Ceremony, a Pin Ceremony for incoming Years 7,9, 10 and 11 students for 2019 was held. Then in the late afternoon the 2018 Year 12 Presentation Ceremony followed. A list of prize winners is included in the Principal's Report.

At the Senior Arts and Technology Showcase, Senior School students exhibited incredible pieces of artwork for which many had received prestigious art awards.

A moving Remembrance Day ceremony was held near the school War Memorial, so finalizing commemorating the centenary of World War 1.

A series of camps have occurred throughout all years during October/ November. Year 11 students attended a Design Camp at Margaret River and Dunsborough. Year 9 students were invited to attend one of three camp/tours; Ningaloo Reef Tour, the Canberra Civics Tour or the Year 9 camp at Ern Halliday Camp at Hillarys. Then 185 Year 8 students attended the Year 8 camp at Ern Halliday Camp.

The P&C will be holding a Christmas Concert and Art@Mod Extravaganza for the School community on Friday 30<sup>th</sup> November.

A number of students, whose names are in the report, have received awards and accolades at state and national level.

Facilities. AAT in Andrews Building completed; Stokes fencing completed. The Lift for the Beasley building is awaiting tender.

The Finance Committee, which meets four to eight times a year, planning ahead for the following year's budget, has approved the draft budget for 2019.

#### **ITEM 4. MINUTES OF ORDINARY MEETING OF COUNCIL 22 October 2018**

Eve Broadley proposed acceptance of the minutes. Barrie Baker seconded. Carried.

**Business Arising from the Minutes:** None

#### 4.1 ACTION ITEMS:

See ACTION SHEET

#### STATUS OF CURRENT ACTIONS IN THE ACTIONS ITEMS RUNNING SHEET

Refer attached Action Sheet. The following items have been discussed, deleted or completed:

**Item 164. Strategic Plan. Discussed.** Meeting planned for a Friday in January. Geoff will contact Councillors re date and time.

**Item 203. Communications. I.T. Funding for new server. Discussed.** It is understood that Lotterywest will not fund any submission entirely. Any communication with them has been verbally and neither the Museum nor the Society have made a submission for I.T. funding. Peter Farr will speak to Dr. Robyn White.

**Item 206. Reunion Coordination. Discussed.** Procedures for organizing class reunions provided to Barbara by Annemie. The booking form provided by Suzanne Stoakley needed simplifying to assist prospective reunion organisers in planning a reunion on their own. Once the venue is booked, the Perth Modernian Society insurance policy covers the event for Public Liability insurance. Barrie will meet with Suzanne to discuss the Booking Form – Modernian Reunions for further modification.

#### ITEM 5: CORRESPONDENCE

##### Inward Correspondence

None

##### Outward Correspondence.

Letter from Peter Farr, Hon Treasurer of the Sphinx Scholarship Fund to the Principal, Ms Lois Joll with a cheque for \$1000 being for the Year 12 PMS Dux award on behalf of the Perth Modernian Society and the Sphinx Foundation. Confirmation that the Sphinx Foundation Inc. will underwrite the award for future years 2019 to 2022 inclusive.

#### ITEM 6. COMMUNICATIONS REPORT. *Report circulated electronically*

##### Policy Issue – Events utilizing PMS Facilities

A recent request from an outside organisation hiring a venue at the school, prompted the Facilities Hire Coordinator to ask about the Perth Modernian Society's policy regarding support (i.e. promotion) for an organization because they have hired a facility at the school.

**Recommendation:** A policy ruling from Council on the matter be developed to be provide guidance to School Staff, members and volunteers in future.

Discussion:

- Sally said that the Society has never before been asked to support an organization because they have hired a facility at the school. It is not within the brief of our organization to assist with 'peripheral' events including fundraising ventures for outside individuals or organisations, even when requested by a member(s).
- Geoff thought that some flexibility is required, especially if there are minimal or zero resource implications.

##### Policy

In general, the Society should not get involved in (using its communications network for) the promotion of events conducted by outside organisations that hire facilities at the School, however, there is flexibility to consider individual cases on their merit.

##### Jarvis e-XMod Database (JED)

Work is proceeding to update JED with data from school record cards.

The remote connection has exceeded our download limit due to the Lakes backup system resetting itself and uploading nearly 8Gb of our 10Gb quota. Remote access has been slowed.

#### NEWSLETTERS

##### e-Newsletter

20 November to publish December 1.

The following dates are subject to review but should be published in the next e-Newsletter:

Copy deadlines for 2019:

- 20 February to publish by March 1
- 20 May to publish by June 1
- 20 September to publish by October 1
- 20 November to publish by December 1.

## THE PERTH MODERNIAN Magazine for Contributing Members

Copy deadline: 31 May 2019

### MEMBERSHIP

**Perth Modernian Society** – Member Changes from 20 October 2018 to 16 November 2018

Contributing 4 Year

- **New** - 0
- **Renewed** -1 Renewed memberships
- **Registered** – 4 new Registered Members.

**ITEM 7: FINANCE AND FUNDRAISING COMMITTEE REPORT.** *Report circulated electronically.*

#### 7.1 SPHINX FOUNDATION

##### Annual General Meeting

The AGM of the Sphinx Foundation Inc. was held on 29 October 2018. Due to the changes to the Constitution, the meeting covered the 18-month period from 01/01/2017 to 30/06/2018. In that time, an Investment Sub-Committee has been established and the Foundation's Constitution has been finalized. New Scholarships and Bursaries have come to fruition.

Since inception in 2009, the total monetary value of scholarships and bursaries was \$249,072 and the aggregate value of donations was \$893,225.

The election of the Board resulted in the following current members being re-elected:

Barrie Baker (Chair)  
Peter Farr (Hon. Treasurer)  
Jeanette McQueen (Secretary)  
Eve Broadley  
Nigel Hunt  
Val Furphy (School Representative)

William Philogene resigned from the Board, but has been elected to the Investment Sub-Committee.

##### Ordinary Meeting

Following the AGM, the Board conducted an Ordinary Meeting which identified responsibilities of Board members and discussed strategies for growing the scope of the awards and their values.

#### 7.2 PERTH MODERNIAN SOCIETY – OPERATIONAL FINANCE: *Report circulated electronically*

Eve reported that a life membership of \$1,200 had been paid. In the database, this will be noted.

Perth Modernian Society

Bank Balance 19/11//2018	\$10,753.59
ACF Term deposit	\$16,084.04
TOTAL	\$26,837.63

##### Income

Membership	\$1,200	1
Interest	\$1.13	

##### Expenses

Vivid Wireless	\$58.00	
Trophy Specialists	\$106.00	
Timestart Food	\$1000.00	
Transfer to H&M	\$190.00	
Donation to School (Music Dept for the Concert)	\$1000.00	2

##### TOTAL

	\$2354.00	
1 Life membership Chris Hayes		
2 Cheque now presented		

#### 7.3 SPHINX FOUNDATION FINANCE REPORT

Peter Farr tabled the Sphinx Foundation Finance Report.

##### Sphinx Foundation Inc.

CBA Cheque A/c Cash at Bank \$368

##### Sphinx Scholarship Fund

JBWere Cash at Bank \$45,897

Donations received in Calendar Year 2018 YTD \$90,108

Repeat donors = 82%

## **Awards**

\$1000 for the Year 12 Perth Modern School Dux award on behalf of the Perth Modernian Society and the Sphinx Foundation. The Sphinx Foundation will underwrite this award for future years 2019 to 2022 inclusive.

Projected distribution of Sphinx Scholarships and bursaries in February 2019 = \$62,360

## **ACNC Annual Information Statement**

The ACNC Annual Information Statement was completed and lodged by the Treasurer On 8/11/2018 for the Financial Year 1/7/2017 to 30/6/2018, which together with the 2018 Audit Report and financials, is viewable by the public on the ACNC website: <https://www.acnc.gov.au>

## **7.4 HISTORICAL AND MUSEUM COMMITTEE – OPERATIONAL FINANCE**

No Report

### **ITEM 8: HISTORICAL AND MUSEUM COMMITTEE.** *Report circulated electronically.*

#### **Museum Committee [Standing Committee of PMSoc MA]**

The H&M Committee held its final meeting for the year on 15 October 2018. The next meeting will be held on 4 February, when Alan Porter will retire as Hon. Treasurer and hand over the financial records to Bob Johnson as previously agreed by the Committee.

#### **History Centre and Archives**

The History Centre will open for two hours as programmed for the P&C Association Picnic and Art Extravaganza on 30 November 2018.

Health and financial issues continue to impact on the future in relation to IT and coordinated management of volunteer activities.

A Remembrance Day display was set up in the Parsons Building drawing on items from the Archives.

The History Centre and Archives contributed selected photographs to the Armistice Project for an exhibition of University of WA Senate, Convocation, staff and students involved in the Great War. The Exhibition runs until 25 April 2019 in the University Colonnade, Monday – Friday 7.30am-8pm, Saturday 10am-8pm at UWA.

#### **Perth Modernian Society Museum Association**

The Board of the Perth Modernian Society Museum Society Association met on 5 November 2018 when Sallie Davies resigned as Chair and Dr Robyn White was appointed to fill the vacancy. Sallie will continue as chair of the Standing Museum (H&M) Committee and coordinator of volunteer activities in the History Centre and Archives at this time.

Sallie raised the matter of Museum representation on the Council. Geoff noted that even though the Museum Constitution may be silent on this matter, the Society's current Constitution clearly states:

9.2 *The Council shall comprise:*

(c) *a Member of the Board of the Perth Modernian Society Museum Association Incorporated, provided it is operational at the time, nominated by that Board for a one-year term;*

Julian asked for clarification on the specific differences between the History Centre & archives (operational arm), and the Museum Association Incorporated (fund raising and policy setting as its ToR).

A folio of documents is in preparation for use by Board Members and will include Details of Incorporation, Constitutions, By-Laws, details of Collections, Privacy and Student Involvement Policies, Registration as a Charity and other requirements for guidance in meeting statutory and constitutional obligations.

The Expression of Interest pro forma for recruitment of potential Board Members has been updated to accommodate changes to the Constitution.

### **ITEM 9: FUNCTIONS COMMITTEE:** *Report circulated electronically.*

#### **9.1 Annual General Meeting**

Planned for **Monday 27 May 2019**. Guest Speaker could be from the list prepared for the Annual Oration.

#### **9.2 Annual Reunion**

#### **9.3 Perth Modernian Society Annual Oration for 2019**

**Guest Speaker:** Peter and Julian will look at the suggestions given to them and will report back to the Council.

### **ITEM 10: REUNION COORDINATION REPORT.**

Barbara reported that the Reunion checklist has been received from Annemie and needed updating. Suzanne Stoakley, the Facilities Hire Coordinator, supplied the booking form which was extremely detailed. After consultation, the list was revised for Modernian Society Class Reunions.

Barbara reported on the following reunions: -

- The Class of 1969 are planning their 50<sup>th</sup> Reunion for 2019. Contact person, Gene Koltasz who is invited to register as a member and to contact Suzanne Stoakley.
- The Class of 1971, 50<sup>th</sup> Reunion in 2021. Barbara is checking as to who organized their earlier reunions.
- The Class of 1970. 25 are keen to start planning their 50<sup>th</sup> Reunion for 2020.

#### **ITEM 11: REPORT FROM SOCIETY REPRESENTATIVE ON THE SCHOOL BOARD**

Peter Farr reported:

1. The Board met on Tuesday 23 October 2018.
2. In the October meeting there was discussion on School Policies (Complaint Management procedures and Drugs) which will be finalized at the next meeting. The Sustainability goals for the school, which are driven by the school (staff and students), will be discussed tomorrow evening. New Build schools are being designed environmentally. Old schools like Perth Modern School have a high maintenance cost.
3. The final Board Meeting of the year, on 20 November 2018 is a public meeting where members of the community can observe the meeting in progress. Chair of the Board (Dr Ken Michael) is injured so Peter Farr will take over as Chairman. As the term expires in November for one person (Paul Arthur) on a one-year term of office, the school will call for re nominations.

#### **ITEM 12: REVISION OF STRATEGIC PLAN 2014-2017**

Times and dates will be organized by Geoff Soutar to fit in with everybody. A date to be organized in January.

For consideration when revising the Strategic Plan.

- Annual Magazine
- New Category of Membership (Honorary Contributing Member)
- IT
- Future of the Annual Reunion.

#### **ITEM 13: GENERAL BUSINESS.**

##### **IT System**

Peter Farr reported on the executive meeting held on 24 October 2018.

##### **ACTIONS (214)**

1. Gratitude expressed for Phil Marshall's positive response to Barrie's request seeking help from P&C members skilled in ICT matters.
2. Agreed that the highest priority is to make a start on documentation on each ICT system. Ian's help is going to be needed. This is a prerequisite to engaging 3rd parties to provide resources/support.
3. Discussion about the annual magazine and role played by Graeme. Future of the Magazine to be discussed at Strategic Planning workshop.
4. Discussion about the Society's Annual Report – MS Word template developed by PF and has been used successfully for the past 3 years. (*Geoff Soutar needs to be made aware of this*). NB printing has been done *pro bono* by DJ Carmichael Pty Ltd.
5. Ed Lazarus to liaise with Ian Jarvis to develop a network diagram Include fixed IP addresses where applicable)
6. Website hosting – Ed to contact Richard Bone to clarify his role.
7. Website management - a Webmaster is needed – not to compose materials but to paste in updates and manage the site, including the statistics package, SEO etc.
8. Eve to liaise with Ian to clarify his roles in the eNewsletter processes (i.e. after receipt of the text and photos from Sallie D).
9. Executive authorises Ed to spend a bit of money of necessary – e.g. with LAKES or 3 Piece Software Pty Ltd (MS Access experts - North Perth WA: <https://3piecesoftware.com/index.php>)

10. Deb to confer with PMS re their use of MOSAIC and any scope for collaboration wrt problem resolution. (NB PMS uses MOSAIC to catalogue its art and sculpture collection). **As yet the Art Department have not entered data to the system.**
11. Eve to confer with Liz Berry and Christine Silbert re possible support roles wrt newsletter and magazine production.
12. PF to liaise with Robyn White wrt the application that was lodged with Lotterywest seeking a grant (of \$11,000) to acquire a new server and other enhancements incl. firewall appliance. **Application not lodged.**
13. Eve and Barrie to compose a call for help notice to members once there is clarity about what roles are needed to be filled.

**Actions are being addressed, for example:**

**Jarvis e-XMod Database (JED)**

- Already Ian has started documenting procedures.
- There are two computer people who may be able to assist with **JED** technical support. Any firm that takes on assisting will cost between \$120 to \$130 an hour. Jeremy Bosworth is one willing to quote and happy to be on call but wants commitment. The other candidate is familiar with our requirement having recently developed an alumni data base for a Qld school.
- Ed and Peter will work with executive and Ian to work with an external party under contract to assist with **JED**.
- Lakes Networking and Closed Solutions can give quotes for a new Hewlett Packard Hard drive which is urgently needed.
- Each issue will be worked through one by one.

Barrie Baker gave a vote of thanks to Peter, Ed and Ian for their time, effort and expertise in dealing with the IT System.

Geoff Soutar thanked Council for all the work which has been done this year,

ITEM 14: DATE OF NEXT MEETING

**A meeting will be held in January to discuss the Strategic Plan.**

The next Council Meeting will be held on the Monday in Week 3 of Term 1 2019.

**Monday 18 February 2019**

All Council meetings to commence at 16.15

**MEETING CLOSURE: 18.10**

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ACTION No.	MEETING DATE	CLASSIFICATION	MINUTE S SECTION #	ACTION DESCRIPTION	DUE DATE	STATUS at date of most recent mtg	COMMENTS	ACTIONEE
147	24/10/2016	Functions:	10	Investigate what sort of function would appeal to new young members	Feb/ March 2018	In abeyance until end of year. October	Proving difficult. There may be an opportunity to have a display at the Concert Hall for the 50 <sup>th</sup> Anniversary Concert.	IF, EB
164	13/3/2017	General Business: Strategic Plan	12	Revisit the Strategic plan at the end of this year.	30/6/2018	Continuing	Planned for a Friday in January. GS will contact.	GS,
187	23/10/17	Communications Members	6	Contributing members who have not kept up instalment payments to be contacted	20/11/17	Ongoing	Scholarship donors made members. Contact all Contributing Instalment Members that re-classified as unfinancial and thus Registered Member. Direct Debit. <b>For discussion in Strategic Plan.</b>	IJ, EL
203	12/3/2018	Communications	6	Server software no longer supported by Microsoft	14/5/18	In Progress	Lotterywest will not fund entirely any submissions. Nothing submitted under Society as yet. PF will speak with Dr Robyn White.	PF
206	11/6/2018	Reunion Coordination	10	Barbara has taken on the role of Reunion	30/7/2018	In Progress	A reunion procedure list has been supplied.	BB,BM

				Coordinator			School has supplied venue hire booking form. Once the venue has been hired e.g. for reunion, insurance is covered. BB will liaise with Suzanne to check procedures and form.	
207	11/6/2018	General Business: New category of membership	13.2	The Council has agreed in principle to introduce an additional category of member to be known as an Honorary Contributing Member	30/7/2018	In Progress	The Constitution will be examined to see if the category of Honorary Contributing Member can be accommodated. Referred to Strategic Planning day.	PF, GS EL
211	27/8/2018	Functions: Modernian Oration 2019	9.3	A subcommittee has been formed to find a Guest speaker for the Annual Oration.	22/10/2018	In Progress	Peter Farr has compiled a list of prospective speakers which he and Julian Grill will review for Society to consider.	PF, JG
212	22/10/2018	Principal's Report	3	Approaches have been made to Subiaco Council and MP's for support with funding Raise the Roof	19/11/2018	In Progress	Councilor Julie Matheson is receptive to the idea of speaking to Lois about the Performance area.	EB
213	22/10//2018	Communications Report	6	Membership certificates need to be printed according to the Society Style Guide from Steve Castledine.	19/11/2018		Membership certificates amendments have been made and ready for printing. Ed to give numbers needed to be	PF, EL



							printed.	
214	19/11/2018	General Business: IT Systems	13	Provide information, communication and technology (ICT) infrastructure including technical expertise succession plans, to meet the current and future technology needs of the Society	18/03/2019	In Progress	ICT audit and Action plan in place. Plans /actions developed and implemented to address ongoing support of IT System.	PF, EL, IJ/ Strategic Plan