

CAULFIELD HISTORICAL SOCIETY

Affiliated with the Royal Historical Society

P.O. BOX 202, CAULFIELD SOUTH, 3162

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Editor: Gladys Vallati

NEWSLETTER PUBLISHED TWICE A YEAR - APRIL & OCTOBER

The Society meets on the third Wednesday of each month (except December and January) in the Committee Room, first floor, City Hall, at 7.30 p.m.

PRESIDENT	Mrs. F.E. Campbell	9523 9228
SECRETARY	Miss H. Ford	9528 4140
TREASURER	Miss N. Ward	9523 5308



ANNUAL GENERAL MEETING

As nominations did not exceed the number of positions the following members were elected to office unopposed:-

President: Mrs. Felicitie Campbell

Vice President: Mrs. Gladys Vallati

Treasurer: Miss Norma Ward

Secretary: Miss Hazel Ford

Committee Members:

Miss H. Bullock
Dr. M. Chennells

Regional Delegates:

Miss H. Bullock
Dr. M. Chennells

ACTIVITIES

Since our last newsletter members of the Executive have been busy with various activities. They assisted in the provision of suitable memorabilia for the **Australia Remembers** display, and also selected other materials for the **National Trust Home Exhibition**, both being held at the City Hall.

The President, Mrs. Felicitie Campbell, gave a talk on aspects of the history of Caulfield to a group meeting at St. Stephens Church Hall, whilst the Vice President, Mrs. Gladys Vallati gave an illustrated talk on the homes and gardens of Caulfield, using the coloured slides that have been accumulated over

the years, to the residents of *Bentleigh Grange*, a residential home for the elderly. The Secretary, Miss Hazel Ford responded to a request from the Citizens Advice Bureau for a speaker for their Annual General Meeting to give some information on the early history of Caulfield.

The numerous requests that normally are received by telephone were answered mainly by the Secretary and the President after consulting the Society's files of historical information.

Can you help?

There is no doubt that there is an enormous amount of work to be done to record, conserve, store and use the vast quantity of information that is donated to the society.

We need assistance - none of the work is very arduous, and some of it can be done by participants at home. The cutting of the local newspapers and the preparation of subject headings for the index to newspaper articles could be an interesting task for one or two people working together.

Occasional working bees in our rooms have proved very useful in the past. Most can be done when two or three members work together.

Recently purchased archival storage material is waiting for some of the donated material to be placed in order, indexed and filed.

See article over page

THE CAULFIELD CUP

In the Society's Newsletter No.12, October 1974 the Editor listed the winners and owners of the Caulfield Cup from 1879 to 1928, and this was continued in Newsletter No.14 of February, 1974 with the details for the years 1929 to 1973. Now over twenty years later I have received from the Victorian Racing Museum, Caulfield a list of the winners, jockeys and owners for the ensuing period to 1993.

Year	Horse	Jockey	Owners in brackets()
1974	<i>Leilani</i>	R. Mallyon	(Hon.A. Peacock & I. Rice)
1975	<i>Analight</i>	P. Trotter	(R.J. Campbell & R.A.Durant)
1976	<i>How Now</i>	J. Stocker	(G.N. Frew, R.M. Nestor, A.W. Johnson & B.J. Rayner)
1977	<i>Ming Dynasty</i>	H. White	(Mr & Mrs. J.B.Cummings, Mr & Mrs. L. Foyster, Mr & Mrs R.A. Webs-Dale)
1978	<i>Taksan</i>	J. Duggan	(M.T. Brown, A.M. & D.W. Samuel & Millson Group Holdings Pty. Ltd.)
1979	<i>Mighty Kingdom</i>	M Johnston	(T.J. Smith, L & J Foyster, B.H. Heavener)
1980	<i>Ming Dynasty</i>	E. Didham	(Mr & Mrs. J.B. Cummings, Mr & Mrs L. Foyster, Mr & Mrs. R. A. Webs-Dale)

1981 *Silver Bounty* E. Didham
(Mr A.T. & Mrs. D. Richards)

1982 *Gurner's Lane* B. Thomson
(A.P. Ramsden & T. Borthwick)

1983 *Hayai* N. Voigt
(L.F. Walters)

1984 *Affinity* P. Hyland
(G.N. Webb, N.M. Carlyon, T.A. Krishnan & M.H. Clapham)

1985 *Tristarc* W. Treloar
(N. Columb, P. Sheppard, G. Smorgon, J. Styles and A. White)

1986 *Mr. Lomondy* D. Walsh
(Mr & Mrs J.L. Lawrence, G.H. Kain & P. Kerr)

1987 *Lord Reims* B. Thomson
(S.C. Brain, M.I. & Mrs. G.R. Kitt)

1988 *Imposera* B. York
(N. Columb)

1989 *Cole Diesel* M. Kerr
(Windsor Smith Pty. Ltd Syndicate & Mrs. D. & Miss L. Mance)

1990 *Sydeston* L. Dittman
(E.D. Yaxley)

1991 *Let's Elope* S. King
(Shoreham Park Pty Ltd Syndicate (Mgr. D. Marks) and K.W. White)

1992 *Mannerism* D. Oliver
(B.M. & Mrs M.M. Griffiths)

1993 *Fraar* P. Hutchinson
(Sheik Hamdan Bin Rashid Al Maktoum)

DOCUMENTING COMMUNITY ORGANIZATIONS

extracted from *The U*N*A*B*A*S*H*E*D Librarian* N.88

Why keep history?

Whether an organization is a church, a scout troop, a support group, a volunteer fire department, a softball league, or a hobby club, **it makes history** with everything it does.

Whether an organization has been organized for 100 years or just a few months, **it has a history**. Whether an organization's purpose is charitable, educational, religious, or recreational, **it generates historical documents**.

An historical document is any item which can convey information about past human activity. We tend to think of *Documents* in terms of the Declaration of Independence, the Constitution, or even diplomas, licenses, deeds and certificates. *Documents* can, however, encompass a much wider assortment of papers or other items. Whatever the size or scope of an organization, there are documents which record its history such as:

- * a charter or articles of incorporation indicating when and by whom it was founded.
- * a constitution and bylaws telling its purpose and organizational structure.
- * Minutes of meetings recording

details of activities accomplished and issues dealt with.

- * Financial records including not only details of Income and expenses, but a sense of how the organization directs its efforts.
- * Bulletins, newsletters, programs, and other publications announcing the organization's activities and concerns.
- * Newspaper clippings, photographs, sound or video recordings documenting the organization's history.
- * and for some, payroll records, building plans or other information.

It should be the responsibility of someone in every organization to systematically save and preserve these documents in an orderly fashion for future reference. This job can be given to an Historian, secretary, president, director or manager, but it should be a clearly designated responsibility.

Written documents will be needed to supplement and clarify an organization's oral tradition. In organizations where the founding members are no longer active, the written documents can be the sole source of information about the past purposes, intentions and activities of the organization. Common enquiries about the organization can be answered in the historical documents.

- * When was the organization (or chapter) established?
- * Who were the charter members?
- * Who have been the presidents (or award winners, or committee members)?
- * What programs or activities have the organization sponsored? (And when? and who were the speakers?)
- * When was the organization directory first published?

Adequate historical records, well organized and readily accessible, can provide information for the organization's decision making. The documentation can:

- * provide and impartial organizational memory to resolve legal or other disputes.
- * facilitate accountability to members, parent organizations, or regulatory bodies.
- * help avoid reinventing the wheel and duplication of effort, thereby saving time, effort and money.
- * assist in planning for organizational anniversaries or special events.
- * help instil pride in past accomplishments and inspire future improvements.
- * identify long term members, volunteers, or contributors for

recognition.

- * and measure the organization's growth and development.

What records to keep

Whether the organization has an established historical documents (archives) collection or an unorganized pile of papers, knowing which records are likely to be of permanent value will help the person designated as historian to cope with current documents. Keeping the documents of an organization consists of:

- * sorting and organizing
- * eliminating duplicates and non-essentials, and
- * planning policies and procedures for storage and preservation of vital documents.

The historian will also add value by, whenever possible, making sure that items are dated and the photographs and audio-visual materials are identified with who, what, where and when.

Community organizations that are affiliated with state, regional, national, or international organizations should seek guidance from their parent organizations to keeping important records. In general, a local organization should keep records of the local chapter's activities and membership and the national organization should keep

records of national activities, publications, etc.

Many records that are updated frequently (such as membership lists, volunteer lists, or contributor lists) are kept on computer for easier manipulation and retrieval. The organization historian should request a printed copy for the permanent files on a regular basis.

There are two general categories of records created by organizations: **permanent** item of lasting value and **temporary** items. There are usually a great number of items in the second category.

Permanent records of lasting value

General files

- * Operating documents such as the Charter, Constitution and Bylaws, including all amendments and revisions.
- * Minutes of meetings
- * Membership lists
- * Organizational histories such as anniversary publications
- * Financial records of origin, such as general ledgers and journals
- * Awards, memorials, citations with accompanying documentation

- * Photographs, audio or video cassettes, film, etc. of organisational activities
- * Publicity such as clippings or articles about the organization or its membership
- * Obituaries of officers, directors, etc.

Board Files

- * Rosters of trustees, officers, committee chairs, etc.
- * Minutes of Board meetings
- * Officers' files (arranged by year), including annual and special reports, important correspondence, budget and income/expense reports
- * Committee files (arranged alphabetically by committee, and by year.)

Special files

- * Projects such as workshops or conferences, jointly sponsored activities, community service projects or honours.
- * Building or property records such as deeds, surveys, architectural drawings, etc.
- * Legal documents such as contracts, insurance policies etc.

- * Publications such as bulletins, newsletters, membership directories, etc (keep 2-5 copies of each)
- * Reports or important correspondence of liaisons with other organizations
- * Memorabilia such as awards, t-shirts, products used for fund raising, anniversary celebrations, etc.

its historical documents are preserved for the future. It can

*create and maintain its own archives

* donate records to an existing archival or history collection or to the headquarters or archives of a parent organization

Temporary records

These may usually be discarded after a brief period unless they are the only records left

- | | |
|--|--|
| *Acknowledgements | *Receipts |
| *Announcements of meetings | *Reservations and confirmations |
| *Applications | *Routine correspondence (requests, thank you notes etc.) |
| *Ballots | *Sales blurbs |
| *Bank Statements | *Schedules |
| *Bills | *Shorthand notes |
| *Budget work papers | *Tickets |
| *Cancelled cheques | *Time books & payroll records |
| *Casual memoranda | *Vouchers |
| *Invoices | |
| *Manuscript versions of publications, articles or published speeches | |
| *Maps unrelated to the organization or its property | |
| *Payroll notices | |

Before deciding where to keep the organization's documents, the group should consider the space, preservation and staffing costs of keeping records and the need to have the records accessible for use and reference.

Historical documents should be kept in a secure and permanent place that is dry and reasonably climate controlled fire protection from deterioration. Extremes of temperature (hot or cold) should be avoided. Most attics are too hot, and many basements and garages are too damp to store paper, photos and tapes.

If an organization has a building, is there an adequate space where records can be filed and used? Is there a plan of action in case of fire, flood or natural disaster? Is there someone who can organize and file the records, prepare indexes or inventories of what is there, and retrieve and copy items when they are needed?

Making choices

There are a number of choices an organization can make to insure that

If an organization has no building, is there space in another building? If records are stored at a place of

business, is there space in or near the office of the person responsible for these records? If a member must store records at home, is there space in a first or second floor closet or spare room? If records are stored at a member's place of business or home, are new records filed and are the records available for use?

If an organization plans to donate its documents, to an archival collection or to a parent organization, will the documents be readily available? Can copies of some documents be kept locally, while originals are stored in an archive? Are the location and hours convenient for access to the documents? Are there records that require access more than once or twice a year? These should be kept locally until their use is less frequent.

An organization may want to seek additional information or the advice of an archivist in making these choices. Resources listed may hold. An organization's records are important historical documents that deserve protection. **KEEP THEM SAFE FOR THE FUTURE.**

NB For a Basic Bibliography please see
*The U*N*A*B*A*S*H*E*D Librarian N.88*



DONATIONS

Among the many donations received by the Society two attracted my attention particularly. They were:-

A statement of cost, valuations and realizations of the Properties in the Estate of the late J.B. Watson sold by auction on the 28th and 29th June 1910.

Forty three properties were listed with cost, two separate valuations, one in 1889, the other in 1909, the trustees reserve and the price realised and the name of the purchasers. This document gives an interesting insight into the rise and fall of property values over these crucial years of our history.

e.g. Property n.18, which was Elizabeth Street, 322 - the cost was (all in pounds) was 4,550, Masters valuation of 1889 as 10,987, Arnold & Buchans valuation of 1909 was 2,300, the Trustee's reserve was 2,500 and the price realised was 3,400 with the purchaser being A.D. Finlay..

This was donated to the Society by Tom Vitale.

Australian Natives Association - some notes on Caulfield Branch No.307, 1932 to 1989. This history was donated by its author and former President Bryan J. Kelleher. Mr. Kelleher has also become a member of the Caulfield Historical Society.