Council of Tramway Museums of Australasia Inc.

Minutes of the 16th Conference General Meeting

Held at MOTAT, Auckland on Tuesday 8th June 2004.

1. The Chairman Warren Doubleday opened the meeting at 09.05 hours.

2. **Preliminaries**

A) The Treasurer advised the meeting that all COTMA Members present are financial at this time.

B) The identity of the Representatives of financial Member Museums was confirmed.

C) **Present**

Unconfirmed

Executive Warren Doubleday (Chairman)
Henry Brittain (Deputy Chairman)
Bill Kingsley (Immediate Past Chairman)(Portland)
Craig Tooke (Executive Officer)(MTPS)
Carolyn Dean (Treasurer)
Rod Atkins (Assistant Executive Officer)
Ian Seymour (Australian Executive Officer)

Representatives Peter Hyde (BTMS)
John Phillips (BTM)
Craig Tooke (MTPA)
Robert Pearce (PETS)
Keith McGavin (WTM)
Bob Merchant (STM)
Kym Smith (Bendigo)
John Barnes (Launceston)
Chris Cameron (MOTAT)
Dave Hinman (THS)
Ron White (AETM)
David Verrier (TTMS)
Sean Rooney (CTL)

Apologies from Representatives

Peter Stock (STRPS)
David Sheehan (Rockhampton)

Apologies from Affiliates

Victor Harbor Horse Drawn Tramway

Personal Apologies

Bruce Gamble (MOTAT) – part only.
Rev, Lewis Ninham
Morris Moula
Bob Cowing (STM)
John Shanks (THS)
Jeff Considine (Portland)
John Radcliffe (AETM)

Unconfirmed

3. **Minutes of the 15th Conference General Meeting Held at Brisbane on 31st July 2002**

A) The minutes of the previous Conference General Meeting were taken as read.

Tooke/Kingsley Carried

B) Amendments (none)

The minutes were confirmed as true and correct.

Tooke/Kingsley Carried

4. **Business Arising From The Minutes** (Not dealt with in General Business.)

a COTMA Descriptive Handout
Now Circulated.
b Department of Cultural Affairs Letter
No Reply from Canberra. Follow up required.
c 21E Trucks
Dead Issue.
d Standards Association Membership – reviewed at 2003 AGM
Review of this Membership was felt necessary in the light of AS 4292. requirements.
e COTMA Records and Archives
Currently at Craig Tooke's residence but would be transferred to Hawthorn Depot in time.
f Group Insurance
The Executive would monitor carefully.
g Proceedings of the last Conference
No update for this meeting, but is believed to be almost complete for circulation.

5. **Reports**

a) Chairman **(as attached) (Warren Doubleday)**

b) Executive Officer **(as attached) (Craig Tooke)**

c) Treasurer **(as attached) (Lindsay Richardson)**

d) IATM **(as attached) (taken as read from John Radcliffe)**

e) Trolley Wire **Presented by Bob Merchant.**
1000 copies per issue in steady circulation. A subscription drive is required by each Museum.

f) Tramway Topics **Keith McGavin reported to the meeting.**
Graham Carter is the current editor. No 2004 issues yet, but June issue will be the first. Current circulation is 450 copies. Quality has improved but

financial matters remain with two thousand dollars required. The Wellington Committee will have to review the whole operation.

Unconfirmed

6. **Elections**

Warren Doubleday handed the Chairmanship of the meeting to Bill Kingsley.

Chairman – Warren Doubleday nominated. **Cameron/ Smith**
Chairman declared Elected

Bill Kingsley handed the meeting back to Warren Doubleday.

Deputy Chairman – Henry Britain nominated. **Tooke / Cameron**
Chairman declared Elected

Executive Officer – Craig Tooke nominated. **Britain / Phillips**
Chairman declared Elected

Assistant Executive Officer – Rod. Atkins nominated. **Phillips / Hinman**
Chairman declared Elected

Treasurer – Howard Clark nominated. **Tooke / Pearce**
Chairman declared Elected

Australian Executive Member – Ian Seymour was nominated. **Smith / Kinsley**
Chairman declared Elected

New Zealand Executive Member – David Cawood was nominated **McCavin / Cameron**
Chairman declared Elected

7. **Non Executive Appointments**

a)	**IATM**	**John Radcliffe**
b)	**NTM**	**Craig Tooke**
c)	**Legal Officer**	**Duncan Campbell**
d)	**Auditor**	**K. L. Paroissien and Assoc.**

8. **Consideration of Change to Rules**

A correction to the rules is proposed. A quorum for the Executive Committee needs to be four (4).
Passed Pearce / Merchant

9. **Change to Grade and Membership Applications**

a. Change to Grade – Portland Cable Trams, joined in 2002 in Brisbane.
Passed Pearce / Kingsley

b. Membership Applications – Tramway Museum Society of Victoria
Kym Smith spoke in favor of the motion to have them join as an Affiliate Member.
Passed Smith / White

c. Membership Applications for affiliate Membership.

N.Z. Heritage Transport Museum Trust – Masterton
Currently have Melbourne SW2 No. 436 on workshop dollies. Motorised trucks will be required. Concern was raised over by Wellington as to if it was a "Family" Trust.

Passed Britain / Phillips

d. Resumption – Foxton. Henry Britain indicated that affiliate membership would be sort in four to five years.

Unconfirmed

Future Memberships – pending written applications:
Heretic – Seymour, Victoria
568 Operations, Melbourne
Friends of Hawthorn Depot Inc.
Dunedin – Otago Earlier Settlers Museum. N.Z. 1st Electric Tram.

10. **General & New Business**

Code of Ethics – Circulated for discussion only. Not to be voted on.
Prepared by John Radcliffe based on managing a Museum. This will be supplied to any group applying to join COTMA. Once adopted there will have to be management of the code.
Feedback will be required by AGM 2005 in Melbourne and planned to adopt by CGM 2006.

Melbourne Surplus Trams, spare parts and Drawings ex Preston
The current list of Trams required by museums in fifteen.
Needs will be bases on (1)Yarra Trams, (2)COTMA Museums, and (3)the rest of the requests.
Mike Ryan DOI, indicated at the ATR Meeting that they would prefer taking of whole trams from Newport rather than ratting cars for spare parts on site. Kym Smith had concerns about if the trans would be on Loan or out right ownership.

(The meeting was deferred for a coffee brake at this point from 10.15 to 10.53 A.M.)

Adelaide Surplus 'H" Trams
Ian Seymour report there was no official update. The current plan is depose of 10 refurbished from 80's and 90's series and 5 non refurbished trams. Current orders for trams from Groups : Pets (2) Tmsv (1) Aetm (1) Stm (2) Bendigo(2) 568 (2)
The Five (5) chopper control cars will be retained.
Requests for PC5 control Equipment stand at : 5. One each for Stm, Bendigo, Aetm, Ths and a group in the USA. Spare parts are in tended to be kept by Aetm for the operators.
Both Dave Hinman and Kym Smith expressed interest in spare parts.

Drawing at Preston Workshops.
Transfer of the plans to Hawthorn Depot is due to start within months. Lists on the Web Site can take place, followed by scanning of non-current plans.

Update on Patterns
Kym Smith reported that the patterns are stored in the old lunchroom in Bendigo Depot. The plan is to post the contents on the Web Site and load on to disc.

Membership Fee Rates
It was initially proposed the to increase the Membership fees by the following:
Small Museum from A$70 to A$ 100
Large Museums from A$100 to A$150

Affiliate Museums from A$35 to A$ 75 for Non–Commercial Museums and A$50 for Commercial Operators.
The need to increase the fees has been attributed to :
No increases for many years although a marked increased in workload and expenses to the organization. The other major reason now for an increase is to allow for the ARA membership of A$ 850 per annum. Dave Hinman reported that FRONZ Membership had increased from NZ$75 to 180 for small group and NZ$150 to 300 for Large Group for 2005.
Bruce Campbell and Kym Smith both noted that just covering costs was not enough.
Bob Pearce also noted further that maybe more is required to be added to the fee.
The following proposal was then put to the meeting:
Large Museum A$200 Small Museum A$110 and two types of Affiliate Non and Commercial at a fee to be determined. **Pearce / Cameron**

Further discussion followed. David Verrier sited divided loyalties especially for small museums. Keith Mc Gavin raised the question that the increase in costs was and Australian issue, to which David Hinman informed us that this was the real cost of life. Kym Smith said the Fees need to be commercially based. After further discussion the following amended resolution was put to the meeting with the original movers approval:

Large Museums	A$200
Small Museums	A$25
Commercial Affiliate	A$150
Non- Commercial Affiliate	A$ 75

Unconfirmed

Adopted by the majority. Noted: David Verrier was against.
Keith Kings then asked for the definition of Small Museum. Bill Kingsley said it was based on Membership size.

COTMA Photographic Record / 25 Year book
The book idea had been dropped due to a lack of interest. Kym Smith proposed the Bill Kingsley might be suitable person to do the job.

ARA Membership
Discussion took place over membership of the A.R.A. It was questioned whether we would be handing over lobby power to the A.R.A. It was felt by the meeting that this would not want to occur. Chris Cameron said that would not necessarily be true, but said that while the ARA was very commercially oriented, it was looking to be representative of all railway operators. The Executive was moved to join the ARA.

Passed Smith / Tooke

The ATR Seminar
Bob Pearce gave an overview of the recent meeting in Victoria.
More regulations are being pushed ahead by the Regulators.
Heritage Groups want to use Main Line in the future.
Bias in reporting of rail and tram issues.
Proposed joining ARA for our own protection.
Ian Seymour noted that this would keep the Executive up to date on many issues.

FRONZ
Meeting face to face with FRONZ in Auckland at this Conference was been highly beneficial.

Victorian Heritage Tram Code of Practice
This was now progressing toward draft form after considerable in put from both DOI and COTMA. This will cover the future operation of Trams in Melbourne.

Hawthorn Depot
The Tram collection is not all at Hawthorn Depot. This will be a growing collection into the future. Friend of Hawthorn Depot Inc. has still to be registered by VicTrack.

Scanning COTMA papers.
Craig Tooke said this project needed funding to scan documents into PDF format before any real progress can commence.

Web Site
Warren Doubleday now has access to the Site to make some changes as required, but Andrew Cox is still the principal person to do the major updates and changes.

Matters Arising from the Auckland Conference workshop, *What Can COTMA Do for your Museum?*.

In Order of Importance – based on the number of points:

1. Museum Practices, Knowledgebase and Education
2. Museum Communications
3. Representation/lobbying for COTMA
4. COTMA Conferences
5. Aging Memberships
6. Community Relationships
7. Museum Sustainability
8. Insurance

Unconfirmed

Noted also was the 'Style' of the Auckland Conference, plus the need to make the Annual Melbourne AGM a more "Seminar" based meeting with a structured social events Calendar. The establishment of the Bruce Gamble type legacy ongoing benefit / award(s).

Donations of Archives from private collectors, issues to do with small volunteer base, possible loss and theft. More major issues are poor cataloguing and need for financial assistance for it proper preservation. Bob Campbell sited the need for potential donors to get the wording on their Wills correct. Kym Smith also reported that it was important to minute the donation. Bruce Gamble Noted that collections fall in to three types, Safe, Unsafe and Inaccessible. Warren Doubleday sited the need for a Collection Management System, this is essential and the need to address the problems of proper environmental storage of assets. They all come under the banner of Caring for your Collection.

Communication between Members / members.

The need to redistribute the updated Contact Lists is a major requirement.
Museums publications exchange needs to be encouraged.
Look at the feasibility of merging Trolley Wire and Tramways Topics.
Greater use of Email in the future to communicate plus the need for all Museums to keep their Web site's up to date on issues and events.

Other Business

1. Ian Seymour reported that Rick Francis – Aetm ……(help !!!what was this about)
2. John Phillips reported he had only two Brisbane 2002 Conference Videos left.
3. Bill Kingsley reported that the Steam Society at Valley Heights had a bush fire. Sited a need for a Fire Prevention policy guideline for Museums.
4. John Barnes – Launceston gave us their contact details :
   moak@dodo.com.au phone : 03 63943078
   They also have a set of W2 bogies for sale.
5. Dave Hinman reported that 11th September 1954 was the closure of the Christchurch Tramways. February 2005 marked the ten years since the opening of the new City Tramway.
6. Peter Hyde reported that new Workshop would be opened in July.

11. **Future Conferences**

a) **2006 C**onfirmed Melbourne (MTPA) to be held in Melbourne
Sponsor would be "Yarra Trams". Short video shown and some giveaways presented.
b) **2008** Launceston. – John Burnes spoke positively about this event.
c) **2010** Wellington has shown a desire to hold this conference.
d) **2012** Both Perth and Sydney have shown desire to hold this conference.

Unconfirmed

12. **Thanks & Closure**

Vote of thanks was recorded for Bill Kingsley for over Twenty-nine years of service for COTMA. Both as a founding father and for his time and involvement at all times.

Passed with Acclamation Kym Smith / David Hinman

Vote of thanks was recorded for Lindsay Richardson for Eighteen years involvement with COTMA.

Passed with Acclamation John Phillips / Ron White

Introduction : J. Hubbard – Motat's Director. Wanted to thank the Tram section of Chris Cameron and his team for their work on making the Conference run so well. Recorded with acclamation.

Warren Doubleday thanked Western Springs and Motat for hosting the Conference.

Lindsay Richardson wanted to thank Warren Doubleday for his successful first years as Chairman with his proactive style of leadership.

The Meeting closed at 12.38pm P.M.