



**Maylands Historical and Peninsula Association**  
**The Old Police Station**  
**196, Guildford Road**  
**Maylands 6051**

**Minutes of the MHPA Committee meeting**  
**Wednesday 1<sup>st</sup> October 2025 – the Old Police Station**

The meeting was opened by Keith Cundale at 10.30am

**1: The President welcomed attendees**

**2: Attendance**

Keith Cundale, John McLennan, Bevan Marshall, Val Hately, Gertie Murphy, Greg Haughey.  
Apology for absence from Suzanne Cundale

**3: Minutes of last meeting – approved**

**4: Reports**

**4.1: President's Report for August 2025**

For me, a very pleasing feature of the past month has been the way in which a number of projects and initiatives are going really well without having to include me directly! I am delighted by the way that so many people are becoming closely engaged with the MHPA activities and are progressing their own strands of activity so effectively.

I would like to particularly highlight the work that Val and Gertie are doing to make sense of the vast number of documents, files and accumulated “stuff” as a key element of the OCR/Scanning project. Thanks to Bevan for arranging safe and correct disposal of the unwanted paperwork. I am also impressed at how Greg, Sue and John have also moved forward with the investigations into the merits (or otherwise) of using the Mosaic software system or joining Collections WA. Thank you to all of you for this hard work.

We had another entertaining and successful public talk in September when Bill Cutler told us more about the life and times of C Y O'Connor. It was also good to see that our two local Councillors able to attend since Bayswater council business is currently suspended in the lead up to the elections.

We had another meeting of the Steering Committee looking at the potential creation of the “*City of Bayswater Historical Society*” – although, at that meeting, we did not really get to discuss the details of the Strategic Plan that I had developed. We seemed to get a little bogged down on issues such as the name of any future organisation and the potential scope of activities, structure of the management team etc. The meeting also veered into discussing how we could ask questions of the candidates in the forthcoming elections. We have another Steering Committee soon and I hope to be able to report some progress after that. We did send around a short questionnaire to all of the candidates and received some supportive responses. Sue also represented us at a “Meet the South Ward Candidates” event arranged by Rotary and was able to quiz them on their approaches to heritage and history in our city.

MHPA once again operated the Popcorn machine at a Bunnings Bayswater Family evening (this time focussed on Fathers’ Day). We were able to engage with a number of visitors who expressed an interest in the walks that we had developed for which the cards and QR codes were displayed.

Finally, I have prepared my President’s Annual Report for the upcoming AGM and started to give some thoughts to potential speakers for next year. We can discuss ideas for next year at the Committee meeting.

#### **4.2: Secretary’s Report: Covering September 2025**

##### **Correspondence - emails**

Various emails with Grace re first carton to be sent for digitisation  
Confirmation from Perth Airport re attendance at the AGM  
Marlene O and putting her in touch with Flora Ehrhardt  
Various email regarding speakers for next year  
BHS and steering committee and organising questions for LGA candidates  
Advance notice of AGM sent to Members  
Royals email re flyer for Conference  
Confirmation from Bunnings re sausage sizzle in March 2026 and popcorn machine for Halloween  
Email from CoB re blue sign which we will need to pay for!?  
Web hosting re storage  
Conference overview from Greg  
Barbara from Collections WA with templates  
Deb Huff re a book she’s creating  
Bob Lee on information on Nugget Coombs and other Maylands History  
Email asking for volunteers for March 2026 sausage sizzle  
Linda from CoB re invitation to Citizenship Ceremony  
CoB leasing re replacement padlock

##### **Membership Renewals and new Members**

Carol Carlino and family  
David Trainer  
Rae Harris

##### **Social media, Facebook etc**

1,199 Followers and 993 likes on Facebook  
5,570 views in last 28 days  
8,800 cumulative remote access views of the digital map

#### **4.3. Treasurer's report – 1<sup>st</sup> – 30<sup>th</sup> September**

Opening balance as at 1 Sept \$29424.86

##### **Income**

Memberships \$58.77

Donations \$98

Raffle \$223.01

**Total income \$379.78**

##### **Expenses**

Aussie Broadband \$71.20

Sausage Sizzle supplies \$82.50

Chocolates for raffle \$16

Public Liability Insurance \$814.53

Small desks \$40

Royals Membership \$95

Bank fees \$.80

**Total expenses \$1120.03**

##### **Funds**

Bank account balance \$28584.61

Petty cash \$100

**Total funds as at 30 Sept \$28684.61**

Variance over previous month is minus \$740.25

Upcoming expenses

Signage - \$3000

OCR scanning \$14036 + GST of \$1403.60

Furniture for library/research room\$?

#### **5: Review of recent activities (not covered elsewhere)**

##### **Review of individual activities (round table discussion)**

**John:** Has uploaded Bill Cutler's talk to YouTube: we now have 101 videos on our channel; continuing work on clearing out of the back room, changing the layout and creating ideas for replacement / upgraded furniture; transferring old files to the laptop – when de-duplicated and revised, these files will be transferred across to the shared drive for access by all.

**Bevan** has continued working with the others on clearing out of the old files and materials and liaising with the shredding company; the second scrap bin arrived today and will be filled by the materials already sorted for disposal.

**Gertie** has attended various meetings relating to Mosaic and Collections WA and she is now in a better position to help shape the high-level policy statements (See notes under Agenda Item 7).

**Greg** attended the WA State History conference, representing MHPA: he found it useful and interesting and has circulated some notes to the Committee members; He has been reviewing the cassette tapes in order to understand the range and scope of them and thence to develop a plan for digitising them; he noted that various choices exist relating to the quality of the transfer process (to do with data quality and hence file size etc); deciding on how to progress with this is also linked to the work on the Collections policy; similarly he is looking at the collection of tapes and CDs. Greg also explained some of the issues that he has uncovered relating to SEO for the "Maylands historical" website; once again final decisions relating to website organisation, categories, subject heading etc are inextricably linked to the development of the filing structure/ architecture of the digitised materials: once the high-level policy has been agreed, the other aspects will be more readily managed.

**Val** has continued to support the working of the Committee in dealing with the sorting and classifying of information, disposal of redundant materials and clearing all of the work rooms.

### **Review of other activities**

**September talk by Bill Cutler on C Y O'Connor:** all agreed that this had been a fascinating talk and a very successful evening. Keith noted that a good-sized audience had generated a large amount of money through the raffle and that we had also received almost \$100 in personal donations,

### **Questions to candidates in the forthcoming elections for City of Bayswater Councillors.**

Following discussion at a recent Steering Committee meeting with Bayswater Historical Society , some pertinent questions were developed that were sent to all declared candidates. The questions concerned their approach to "Heritage and History" and the responses were summarised in a email that has been circulated.

### **6: Creation of City of Bayswater Historical Society**

Nothing to report apart from the work done of the questions to candidates.

Next meeting – Wednesday 22<sup>nd</sup> October at MHPA.

### **7: Document scanning/OCR project**

Work has been proceeding on the collation of a 2<sup>nd</sup> box of documents for scanning. Keith shared some comments received from Grace, concerning the nature and quantity of the materials sent by MHPA in the 1<sup>st</sup> box. Despite the apparent criticism of the nature of the materials we sent for scanning, the Committee did not consider that they were in any way unusual or unique. It was agreed that the work done to examine the contents of each lever arch file, to de-

duplicate and organise the contents into sensible packages was all part of the process for developing the architecture of our information: an approach that we do not wish to change. Therefore, we would continue to sort and arrange the content of each lever-arch file. It was agreed however, that any photographs that were found to have any stray 'Blu-Tak" or Velcro on them would be cleaned up. It was also agreed that for most books it would only be necessary to scan the cover and the contents page(s): any researcher needing more detail would be able to locate the original book and refer to it themselves. This scanning would be done by MHPA on our new machine and by not asking Grace to scan any books, their work would be made easier.

**Gertie** agreed to draft a response to Grace to explain our point of view on this.

Regarding the longer-term strategic approach to organising our information, Gertie described the framework that she believed to be appropriate for us, including the need for

### ***A high-level Policy Statement***

This would define "Why we need to keep the information and what we are doing with it". It will describe the background to the work and define the purposes

### ***Procedures:***

These will define "How" MHPA will collect, organise and preserve information

### ***Guidelines:***

These will define the working structures to be followed and make clear the way that we all need to work.

Developing these documents is a very important task, but also a lot of work. Gertie has offered to lead the work in this area, but her personal circumstances mean that she will not be able to make significant progress on this for another month or so. Given the strategic significance of this and the fact that we also have a lot of routine work to do in terms of sorting out information and documents, it is appropriate to think about putting these together within Q1 2026.

**Gertie** to provide the lead on this and call on others as needed.

## **8: Strategic Plan review and update**

**Keith** explained that he had started work on a simplified summary of the status of the 2022 Strategic Plan and Succession Plans – a task that he had originally hoped to have ready for the AGM in October. However, he has not managed to complete that work and it was agreed to leave this item until early next year.

## **9: Looking ahead**

### **9.1: Public talk and AGM: 20<sup>th</sup> October**

Keith was able to confirm that a senior representative from Perth Airport would be making a presentation on the redevelopment plans.

Regarding the AGM, Keith pointed out that it was not appropriate under the constitution for an individual to hold the positions of Treasurer **and** Secretary. Unfortunately, this has been the case for the last few years as Sue has filled both roles and no other individuals have come forward to take one of the positions. Sue was willing to continue next year in one of those roles: assuming that another person can step up for the other.

## **Nominations for Office Holders 2025-26**

- Keith has offered to stand again for President.
  - No nominations yet received for Vice President
  - Sue will stand as Secretary
  - Greg offered to stand as Treasurer, thus sorting out the issue of duplicate roles
- Keith expressed his thanks to Greg for offering to take on this role and he also hoped that the current Committee members would be willing to stand again.

## **9.2: November talks at the Rise**

Both talks are organised and descriptive materials sent to Tina for publicity.

Keith will review the “Lest We Forget” display boards to create a temporary display in the Library. Some of the boards have become damaged and may need some repair and the one(s) that are now on the wall in the back room, will have to be taken down to be used in this display.

## **9.3 New furniture**

Some small desks have been bought and are temporarily located in the Frank Greenslade Room. A longer-term arrangement and plan covering all of the main rooms is still needed.

In addition, it was agreed that we should seek to buy suitable storage furniture for John’s research area – the current wooden “Map trays” are no longer fit for purpose. We also need some suitable furniture in the small back room for John to work on: the current tables are not really appropriate.

**Greg** to investigate and liaise with John on suitability and seek agreement for any purchases

## **9.4: Plans for 2026 programme**

- Sausage sizzle date has been locked in for 14<sup>th</sup> March. Sue has already circulated the date and is confirming helpers. Some soft drinks have already been bought whilst “on offer” and are stored in the ‘crypt’
- Keith shared some possible names for speakers next year, including two gentlemen that he had met through the Council for RWAHS. Phill Matson has not been well and is not able to commit to anything at this stage. Keith is still to hear from some others  
**Keith** to pursue this over the coming months
  - Any suggestions or ideas from the Committee and helpers would be welcome!
- **Sue** will liaise with ‘Dome’ to make sure that we have the Dining Room booked for next year’s monthly talks.

## **9.5: Open Day on Saturday 6<sup>th</sup> December**

No volunteers have yet come forward to open the Old Police Station that day.

**Keith** to talk to Sue about doing it themselves!

## **10: Any other business**

### **10.1 Update on ‘mosaic’ and Collections WA**

**Greg** is keeping in touch with this and will provide the Committee with updates and recommendations for an appropriate way ahead.

10.2: **RWAHS Maylands Peninsula Walk** Keith advised that this is now fully booked and he will double check with the National Trust to ensure that Peninsula Farm will be open for us.

10.3: **Other RWAHS visits.** Keith shared the contents of the latest newsletter from History West and pointed out the special visit to the 'Digitisation Centre of WA' at the Barry J Marshall Library at UWA. It was decided that Greg, Bevan and Gertie would take part in this visit.

**Greg** to book and pay for places and MHPA will reimburse him.

10.4: John reminded the meeting that the carpets under the windows in the back-room area have got very wet in the storms and he suspects some rot or excess moisture may be present

**Keith** to contact CoB offices for their attention to this.

### **Next committee meeting Wednesday 5<sup>th</sup> November**

The meeting ended at 12.15pm

### **Summary of action items**

#### **Keith Cundale**

- Contact Johnny Ma to sort out signage
- Chase up CoB Leasing Department regarding: shelving in the crypt; fixing the walls where they have removed cabling; attending to the damp issue; options available to us for securing book shelves to the wall
- Finalise preparation for October talk and AGM
- Finalise preparations for the Maylands Peninsula Walk: e.g. arrival at the Golf Club / Peninsula Farm visit.
- Sort out volunteers for Open Day in December
- Finalise display for Library in November
- Continue to develop a schedule of speakers for 2026

#### **Sue Cundale:**

- Continue to upload information to the map
- Support work being led by Gertie on structure of documents/photos etc
- Help define future requirements for furniture in "Reception / Secretary" area.
- Finalise arrangements for AGM
- Contact Dome Coffee to book Dining Room through 2026

#### **John McLennan:**

- Continue follow up re CD/DVDs
- Upload JM docs onto OneDrive;
- Continue creating YouTube videos for talks

#### **Val Hately**

- Continue working on miscellaneous documents as part of her work with Gertie on digitisation project
- Arrange refreshments for AGM

**Greg Haughey**

- Book 3 x places on the History West visit on 12<sup>th</sup> November
- Maintain contact with Collections WA and BHS and provide summary and updates to the Committee.
- Continue research into digitisation of VHS and cassette tapes (in line with developing diaes from Gertie on the Policy and Procedures)
- Source DVD/CD player
- Explore options for replacement furniture: i.e. in John's research areas and the Secretary / Reception area (to also include options for matching book shelves).

**Bevan Marshall**

- Provide support as required or requested
- Investigate possible speakers for 2026 from amongst his Aviation colleagues.

**Gertie Murphy**

- Start work on preparing Policy statement and supporting documentation to define our approach to the storage and classification of information.
- Meanwhile, continue working with Val on preparing files for scanning.