



FHSM AGM REPORTS NOVEMBER 21st 2020

Friends of Holbrook Submarine Museum (FHSM)

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PRESIDENT'S REPORT FOR FHSM AGM ON 7th FEBRUARY 2020

It is my pleasure to present the President's Report to the 2nd Annual General Meeting of the Friends of Holbrook Submarine Museum (FHSM). The FHSM came about from a reunion on Saturday 21st Sept 2019 of some of the commissioning crew of HMAS Otway to mark the anniversary of our arrival from the UK to the Australian base at Neutral Bay, Sydney; HMAS Platypus in September 1968.

The Rules of the Association were drawn up in 2019 and the office bearers signed the original copy of the Rules as the originating members of the Association.

The Committee has done wonderful work since our first AGM in February 7th 2020 with a wonderful input from Thor Lund, our Honorary Secretary. A comfortable working arrangement has been put in place with the Curator of the HSM, Cathy Mann, the Council of Submarine Committee of the Greater Hume Shire, through Kerrie Wise, The Submarine Institute of Australia, through its Honorary Treasurer Chris Skinner, and our Patron, Peter Horobin MBE.

A bank account with the Bendigo Bank have been established and the Treasurer's report has the details. We are in a sound financial position. I thank the Committee and the all the people who have provided donations and support and others for getting behind the FHSM and it is thanks to them that the first full year of support for the HSM has been so successful.

I am hopeful that the Committee members will be re-elected and I know that we have some excellent new members offering their services as well and they will bring new skills and energy to bear on our aims of getting behind the HSM. If elected I look forward to working with the new Committee over the coming year as we all give our support to the many new projects that the FHSM and the HSM have in mind to implement.

Michael White
President
21st November 2020





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SECRETARY'S REPORT FOR FHSM AGM ON 21st November 2020

Background – Following the formation of FHSM in September 2019, the association developed rules and admin procedures to ensure appropriate structures were in place for the Association. During the period from February 7th 2020 to current time we continued working with HSM's Curator, Cathy Mann on various projects as follows:

1. **Project Mosaic** – New Software was purchased from donations in 2019, and a number of items digitized. Helen Wyatt, a trained Archivist, joined the FHSM team in June 2020 and has been working with Cathy to develop the Mosaic system and to assist with its integration with the SIA Virtual Museum Project in the future.
2. **Sound Bite** script is being provided to HSM for the control room. With the help of several of our expert panelist and our Patron Peter Horobin MBE, we scripted a diving stations and shortened attack sequence. The sound bite will be made using local input as far as possible and be used in the control room to add to 'the submarine experience.' During the Covid 19 shut down and border closures period it has not been possible to progress the recording. However, we have had discussions with Sturt University and others to try and progress the activity once restrictions are lifted.
3. **HSM Website** A sponsor was found in late 2019, the website developed and went live in January/February 2020. Following the loss of the technical support of the sponsor due to the Covid cutbacks the development has been undertaken by FHSM. The website has had changes in look and security provisions and since February a web shop selling FHSM exclusive publications and books has been opened. At the time of writing a link to an exclusive clothing and apparel range has also been developed in association with Awards R US who will market and fulfill orders for us.
4. **The Sharks of Steel, Men of Iron Project** was developed to bring to life the exploits of AE2 in particular and those who have subsequently served.
Sharks of steel relates to the $\frac{3}{4}$ scale model of the centre section of the AE 2 which resides in the Holbrook submarine precinct. A major sponsor, AE 2 Ltd, agreed to fund the initial work on the photo collages for the interior of the $\frac{3}{4}$ scale AE2 model and Greater Hume Council (GHC) has agreed to move the model and install it on an accessible plinth nearer to the museum. The former curator of the museum, Roger Cooper, has undertaken the acquisition and development of the large sized interior photo walls using acquired originals



from Scotland's People Library of a similar E class boat to AE2. Plans include special lighting and a possible sound bite of Stoker talking about his boat (AE2) and its exploits. We hope to see this project completed in early 2021 all going well.

Men of Iron – This part of the project relates to Audio Interviews with former and possibly serving submariners. This involves the recording and collection of interviews that will go into the audio archives for future reference by researchers and families. To date we have 10 of these recorded interviews and hope to expand these records over the coming year. We are also working with some members on their stories and memoirs to capture as much of the life and times of submarine life and our submarine heritage.

5. **SIA supported Museum Upgrades.** We are most grateful for the continuing financial support of the Submarine Institute of Australia (SIA) and its funding of the museums upgrade program to help it reach conformance standards. Since February the Jim Redwood room has been completed and Cathy and her team have been busy organising the next stage.

General Achievements

- Achieved our 2020 target for 50 members by December 2020 in June
- Achieved and exceeded our donations targets, thank you all
- Found sponsors for the AE2 project, thank you AE2 Ltd, SIA and Greater Hume Council (GHC).
- Written and published books and posters for sale at the Museum and online
- Upgraded the website
- Upgraded the Newsletter
- Expanded our links with the Naval Historical Society and others including overseas submarine associations
- Working with members on their individual memoirs and material
- Had promotional articles in the DVA News and Qld RSL news as well as other local service clubs
- Established a clothing and apparel line for sale with all profits going to HSM

Meetings - Following the AGM in February 2020, committee meetings were held as follows:

- 5th March
- 9th of April
- 25th June
- 7th September

Minutes of the meetings are available on request

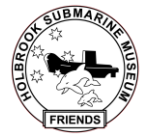
Correspondence register – The register has been maintained and reported on at each meeting. A copy of the register is available to members should they request it.

Thor Lund

Hon Secretary

21st November 2020





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- **TREASURER'S REPORT FOR FHSM AGM ON 21st November 2020**
 - Financial report
 - Declaration by Members of the FHSM Committee
 - Income and Expenditure Statement
 - Notes to the Financial Statements

Basis of Accounting

The Financial Report has been prepared for the benefit of members and FHSM's duty of disclosure and FHSM's rules Section 1 (Treasurer, 20 (3), 22

Responsibilities of the FHSM Committee for financial report

That the FHSM committee is responsible for the preparation of a financial report that gives a true and fair view and have had determined that the basis of preparation is appropriate to meet the requirements of the members and the FHSM Rules noted above.

The committee's responsibility also includes such internal control as the committee determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing FHSMs ability to continue as a going concern , disclosing, as applicable, matters relating to going concern and using a going and using the going concern as the basis of accounting unless the responsible entities either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

DECLARATION BY MEMBERS OF THE FHSM COMMITTEE

in accordance with a resolution of the committee of FHSM the committee declare that:

1. The financial statements present a true and fair view of the financial position of FHSM as at 30th June 2020 and its performance for the year ended on that date.
2. At the date of statement there are reasonable grounds to believe that FHSM will be able to pay its debts as and when they fall due

Financial summary for FHSM bank account for Financial Year (FY) ending 30th June 2020 with closing Account Balance of \$4341.45 as follows:



Income

1. Membership	\$690.00
2. Donations	\$195.45
3. SIA Grant	\$3000.00
4. 'Plank Owner' Contribution	1100.00
Total	\$4985.45

Expenses

1. HSM Mosaic Program	\$644.00
Total	\$644.00

Balance **\$4341.45**

STATEMENT OF SIGNIFICANT ACCOUNTING POLICES

Grants and Donation

SIA Grant - FHSM is in receipt of a grant \$19,000 from Submarine Institute of Australia (SIA). The grant is based on Submission in Nov 2019 and extends over 18 to 24 months at the rate of \$3,000 per quarter. The funds are managed to FHSM by invoice submission to SIA in quarterly rests and reports on progress and expenditure. The funds are reported as income and expenditure and are exclusively for the purpose of upgrading the Holbrook Submarine Museum in accordance with the agreed schedule of improvements as submitted in the FHSM proposal. Copies of the schedule and upgrades are available.

AE2 Project - Donations to this project are managed and applied exclusively to the project and listed as income and expenditure based on invoices approved. At the time of this report the accounts had not commenced.

General Donations – are retained and applied to individual projects and development to the benefit of HSM.

Graham Collins
Hon Treasurer
21st November 2020





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MEMBERSHIP OFFICERS REPORT FOR FHSM AGM ON 21st November 2020

Membership -At the close of the membership year on July 31st 2020 we had 50 members. Which has increased from our inception period of September 2019 of 10 original members. This is a pleasing increase of approximately 5 new members a month.

At the time of writing FHSM has 60 members on the register. My projections show at the renewal year 2021 should see us hit 100 members given there are no losses or resignations. 98% of new members take the 3year membership option and we will have 3 x 1year members renewing in July 2021 hopefully.

Promotions – We have been providing editorial material to publications and outlets sympathetic to our cause. These included a major editorial in the DVA News, a small byline in the QLD RSL Magazine and various small editorial pieces in sub branch newsletters including Castle Hill NSW, Prosperine Qld, Runaway bay qld. We have also distributed our newsletter to regional RSL and Service club Secretaries in Southern NSW and the ACT. Affinity groups such as SAA and SIA and NHS secretaries also received our Newsletters. Overseas connections with RN Submarine Museum has been established and they share material from time to time.

The Secretary on behalf of

Gordon Mann
Membership and Promotions Officer
21st November 2020

