

Minutes of meeting of the Committee of the Melbourne Athenaeum held on Friday December 3 1909 at 4.45 p.m.

Present

The President (in the Chair) messrs Messrs Martin Rooke, Seanlea Kelly & Rennie

Minutes

The minutes of the meeting ^{Nov 5} were read and confirmed on the motion of messrs Messrs Kelly.

Finance

The Finance committee reported that they had audited the accounts for November & had found them correct.

Payment was recommended of the following accounts

Secretary Salary for November	12 10.
Librarian	18 .
Hall Keeper " to 27. Nov 4 hrs at 35/	7 .
Helper " " " " 1/4/	
had 13/6	7 10.
Melville & Muller Books	6 18 7
George Robertson & Co "	1 13 4
F.W. Bunnery News papers	1 18 10
Universal Help Co repairs	1 15 .
Corporation City of Melb Electric light	13 7
H.W. Lardells Sign writing 150	
Chambers & Symons " 6	1 5 6
Metropolitan Gas Co Maintenance	3 10 .
	£ 62 15 10.

The Report was adopted on the motion of Messrs Rooke & Kelly

Large Hall

The Secretary was instructed to call a special meeting of the Committee if Mr Spence made a definite proposal as to alterations & lease.

Holiday

The Librarian Mr Smith applied for his annual holiday in January 3 weeks on the motion of Messrs Rennie & Martin the application was granted.

Secretary's statement

The Secretary's statement for the month was received as follows.

	1909	1908
Subscriptions for Month	41. 19. 6	55. 3. 6.
" " 11 Months	409. 11. 6	390. 0. 0
Total Revenue for Month	224. 4. 10.	175. 11. 3
" " 11 Months	2371. 6. 10	2408. 1. 0
New members for Month	3	NIL
" " 11 Months	63	23.
Balance in Bank	678. 9. 4	667. 4. 1.
Fixed Deposits.	1850. 0. 0	1750. 0. 0.

Library

39 volumes were added to the library at a cost of £ 9. 7. 6

H. Duffy
14/1/10.

Minutes of meeting of the Committee of The Melbourne Athenaeum held on Friday, January 14. 1900 at 4 45 p.m.

Present

Missⁿ Daftly (in the chair), Martin Keut Scanlen apps, Downward, Rennie Masters Callaway & Kelly.

Minutes

The minutes of the meeting of Dec 3rd were read & confirmed on the motion of Mess^{rs} Martin & Downward.

Finance

The report of the Finance committee that it had audited the accounts for December & for the year & had found them correct was adopted on the motion of Mess^{rs} Rennie & Callaway.

Balance sheet & annual report

The draft Balance sheet was presented & was approved on the motion of Mess^{rs} Rennie & Callaway who moved that the Balance sheet be audited & printed & presented to the subscribers. carried

The secretary read the draft report & it was accepted with some verbal alterations & ordered to be printed.

Accounts

Payment was recommended of the following accounts

Secretary	Salary for December	12	10
Librarian	"	18	
Head Keeper	wages 5 wks to 31.12.09 at 35/-	8	15
Helper	" " " " 27/- 6.5.0		
Lab	" " " " 14/6 3.2.6	9	7 6
F. W. Bunney	Newspapers	2	3
arringtons agency	"	4	11 9
advertising	Margus ¹⁷ Mage ¹⁷	1	4
Newspapers	Taradocate ¹⁷ Bendigo Advertiser ¹⁷ <small>Melbourne Advertiser 17/12/09</small>	2	1
Metro ¹⁷ Gas Co.	Nov 4/6 Dec 4/6 11/3/	26	16 6
City Council	Electric Light	1	5 10
M ^{rs} Detmold	Binding	5	
H. J. Corder	repairs	67	17
J. C. Stephens	Sundries	1	7 6

Chambers & Seymour	Stores	12	3
Electric Light	J. N. Tait	6	4 2
Printing ^{1.18.0} & Stationery ^{3.12.6}	Stillmore ^{17/10}	5	10 6
Melville Muller	Books	6	3 10
Geo Robertson	"	3	3 8
Petty Cash		5	
Total		£ 189	10 9

Fixed deposit

It was decided to place £250 on Fixed Deposit for two years in the Bank of Australasia & Melbnd.

Secretarys Statement

The secretarys statement for the month was received as follows.

re Johnstone

Books purchased 9 at a cost of £ 2.10.9
The matter of the room below stairs was left to the President & secretary to act. Orders tender to be accepted if by Wednesday Jan 19th no answer from Mr Spencer.

Annual meeting

Nominations were then made for the Annual meeting.

Francis Scanlan

Minutes of the Annual General Meeting of Members held in the library on Wednesday January 26 1910 at 8 p.m

Present

The President (Mr B. Dufty) in the chair the following members of committee Messrs Meeks (Trustee) Apps, Callaway, Masters Scanlen, Rennie, Rooke & Cooke also about half a dozen other members

Apology notice

an apology was received from Mr Martin. The secretary read the advertisement of the meeting

Minutes

The minutes of the meeting for 1909 were read & confirmed on the motion of Messrs J. P. Jones & Bauer.

Report

The Report & balance sheet were taken as read on the motion of Messrs Masters & Meeks

Balance sheet

REPORT OF THE COMMITTEE

OF THE

MELBOURNE ATHENÆUM,

FOR THE YEAR 1909,

To be submitted to the Members at the General Meeting Wednesday, 26th January, 1910, at 8 p.m.

THE Committee of the Melbourne Athenæum submit their report of the transactions of the year 1909.

The gross receipts of the year amount to £2621 11s. 6d. and the expenditure is £2162 13s. 4d.

The credit balance in the bank is £545 13s. 2d., and there are fixed deposits of £550 in the Bank of New South Wales, and £1300 in the Bank of Australasia.

The number of members on the roll is 452, of whom 14 are life members, and 67 joined during the year.

The number of volumes added to the library during the year was 200. The total number of works issued to subscribers was 11,771, and 3000 magazines.

The following return shows the number of works of various classes that have been issued during the last four years:—

Table with 5 columns: CLASSIFICATION, 1906, 1907, 1908, 1909. Rows include Agriculture, Commerce, and Statistics; Mechanics, Mathematical Sciences; Biography, Speeches, and Correspondence; etc.

The number of visitors introduced by members, under the provision of Rule 19, was 51.

The Government has contributed during the year:— Victorian Parliamentary Debates.

The following donations of works have also been kindly made:—

- The New Zealand Official Year Book, by the Government of New Zealand.
The Life of Mary Baker Eddy (by Sibyl Wilbur), by the First Church of Christ Scientist.
Transactions and Proceedings of the Royal Society of Victoria, Vol. XLIII, New Series, presented by the Council of the Royal Society.

The proprietors of the principal metropolitan and provincial newspapers have also each contributed one copy of their journals.

The Election of Honorary Office-Bearers resulted in the return of the following gentlemen:—President, Mr. B. Dufty; Vice-President, Mr. F. Scanlen; Treasurer, Mr. C. Rennie; Committee, Messrs. Martin, Hamilton, Hood, Cooke, Callaway, Rooke, Downward and Apps.

There have been 13 meetings of the General Committee.
The President, Mr. B. DUFTY attended 11
The Vice-President, Mr. F. SCANLEN " 10
The Treasurer, Mr. C. RENNIE " 10
Trustee, Mr. G. LUSH " 1

Table for COMMITTEE: Mr. Rooke attended 12, Mr. Downward attended 9, Mr. Callaway " 11, Mr. Apps " 8, etc.

FINANCE COMMITTEE (12 Meetings).
Mr. Rennie (Chairman) attended 6, Mr. Kelly* attended 7
Mr. Callaway " 11, Mr. Rooke " 11
Mr. Cooke " 8, Mr. Martin " 3

The President, Vice-President, Treasurer, and the following Members of Committee retire from office, but are eligible for re-election, viz:—Messrs. Cooke, Kent and Rennie.

Members are reminded that they may make nominations to fill the vacancies at the close of the Annual Meeting (which the members are earnestly requested to attend), to be held on Wednesday, 26th January, 1910.

The Committee regretfully report that during the year they lost by death the valuable services of Mr. Martin Hood, who had been a member of the Institution since 1851, and for many years an energetic and useful member of the Committee.

The Institution was also deprived by the death in July 1909 of a faithful servant, our Secretary, Mr. J. H. B. Curtis, who had filled the position for 30 years. In consideration of the work done by Mr. Curtis for the Institution, the Committee granted his widow a bonus of fifty guineas, and a minute expressing the Committee's appreciation of Mr. Curtis' long and faithful service was recorded.

The Committee, after calling for applications for the position of Secretary, selected Mr. R. W. E. Wilmot, who took over the duties on September 14.

During the period of the illness of the late Secretary, and prior to the appointment of his successor, Mr. William Smith, the Librarian, carried out the duties of Secretary to the satisfaction of the Committee, who are indebted to him for his loyal assistance. The extra work thus entailed on Mr. Smith has been suitably recognised by the Committee.

The Committee has recently gone to considerable expense in repairs, and in thoroughly renovating portion of the building.

B. DUFTY, President.

THE TREASURER IN ACCOUNT CURRENT WITH THE MELBOURNE ATHENÆUM.
For the Year ending 31st December, 1909.

To Balance in Bank and Fixed Deposit ..	£1,936 15 0	By Interest on Mortgage	£640 0 0
Subscriptions	2458 19 0	Salaries and Wages	497 12 6
Rent of Large Hall	958 7 4	Books, Magazines, and Newspapers	337 6 8
Front Shops	625 0 0	Gas	230 12 0
Small Hall	342 3 0	Rates	218 4 0
Rooms	128 2 0	Repairs, Goods, and Sundries ..	65 17 1
Sales	18 0 2	Insurance	43 10 11
Interest	91 0 0	Binding	24 3 5
	2,621 11 6	Postage, Stationery and Petty Cash	20 4 9
		Printing and Advertising	28 8 0
		Bonus to late Secretary	52 10 0
		Auditors	4 4 0
			£2,162 13 4
		Balance in Bank	545 13 2
		Fixed Deposits	1,850 0 0
			2,395 13 2
	<u>£4,558 6 6</u>		<u>£4,558 6 6</u>

APPROXIMATE STATEMENT OF ASSETS AND LIABILITIES.

ASSETS.		LIABILITIES.	
Estimated value of the real Property of the Institution	£35,000 0 0	Loan under Mortgage	£16,000 0 0
Value of Library	1,500 0 0	Balance	23,645 13 2
Furniture	750 0 0		
Balance in Bank and Fixed Deposit	2,395 13 2		
	<u>£39,645 13 2</u>		<u>£39,645 13 2</u>

Audited and found correct.

CHAS. RENNIE, HONORARY TREASURER.
R. W. E. WILMOT, SECRETARY.

F. H. WILSON, F.C.P.A., } AUDITORS.
L. N. RAINEY, A.I.A.V., }

MELBOURNE, 21st January, 1910.

The chairman moved the adoption of the Report & balance sheet. The motion was seconded by Mr Rennie and after some discussion the motion was carried.
The auditors Messrs Bishop & Rainey were reappointed

on the motion of Mr Apps seconded by Mr Scoulen
Mr Cramer moved Mr Apps seconded a vote of thanks
to the retiring office bearers. This was carried unanimously.
Mrs Rennie returned Thanks
The following were appointed scrutineers if
required. Messrs Messenger Grant Lee & Dobson
The following were nominated as office bearers &
members of committee
President F. Scoulen Esq
Vice President E. H. Cooke Esq
Hon Treas W. A. Callaway Esq
Committee Messrs Cooke Keut & Rennie
There being no other nominations these gentlemen
were elected.
Francis Scoulen.

Minutes of meeting of the Committee of the Melbourne Athenaeum held on Friday 11th Feb 1910
 Present Mr Scauler (President) in the chair, Martin apps, Downward, Rennie, Rooke & Mastus
 apologies for non attendance were received from Messrs Callaway, Kent & Dufty.

The minutes of the meeting of Jan 14 were read & confirmed
 The Finance Committee reported that it had audited the accounts for January & had found them correct. The report was adopted on the motion of Messrs Rennie & Downward.
 Payment of the following accounts was recommended

Secretary to 31.1.10		12	10
Librarian to "		18	
Hall Keeper 4 wks to	at 1/9.	7	
Helper 4 wks to	at 1/5.	5.0.0	
dad 4 wks to	at 1/6	2.10.0	7 10
Whithead to	magazines	44	15 9
H. Dawson & Sons	"	24	8
Geo Robertson	books	3	10 3
Metrop. Board of works	Rates	60	12 4
Metrop. Gas Co	Gas	9.13.0	
	maintenance	5.5.0	14 18
Robert J. Duffin	repairs	6	17 1
H. J. Gordon	"	3	17 6
H. D. Stoddard	binding	2	5 2
Newspapers	West Australian	19.6	
	Punch	18.0	
	Launceston Examiner	7.6	2 5
	F. W. Burrey	1	19 4
Corporation City of Melbourne	Elect Light	1	5 1
W. B. Bishop	audit fee	2	2
L. N. Rainey	"	2	2
		<u>215</u>	<u>17 6</u>

Present
 apologies
 The minutes
 Finance

Wages

The Secretary brought forward applications by the helper (W Bruckley) & the lad (R. Andrew) for increases in wages
 Moved by Mr Rennie
 Seconded by Mr Mastus

"That W Bruckley's wages be increased from £11/5/- per week to £1.10.0 per week as from Feb 1 & that the matter be reconsidered in six months time and that R. Andrew wages be increased from 12/6 per week to 15/- per week from March 1." Carried
 Mr Martin moved
 Mr apps seconded

Finance Committee

in Smoke Room

That the Finance Committee be re-elected Carried
 The President referred to the necessity of providing a smoke room. It was decided that the whole question be submitted to a sub-committee Messrs Scauler Rooke & Martin

Books

31 volumes were purchased at a cost of £ 7.11.2.

The Secretary's report for the month was received as follows.

	1910.	1909.
Subscriptions for month	34.16.6	27.14.6
Revenue for month	113.8.2	170.4.2
New members for month	6	8
Balance in Bank	221.10.7	258.7.10
Fixed Deposit	2100.0.0	1750.0.0

Francis Scauler

Minutes of Meeting of the Committee of The Melbourne Athenaeum held on Friday March 11. 1910

Present Messrs Scadden (chair) Martin, apps, Cooke Kelly, Mastus Callaway.

Apology an apology for non attendance was received from Mr Dufty

Minutes The minutes of meeting of Feb 11 were read & confirmed.

Finance The finance committee reported having audited the accounts for February & had found them correct. The report was adopted on the motion of Messrs Callaway & apps. Payment of the following accounts was recommended

Secretary Salary to 28.2.10.	12. 10. 0
Librarian " " "	18. 0. 0
Hall Keeper to 26/2/10 4 wks at 7/57.	7. 0. 0
Keeper to 26.2.10. 4 wks at 1/10.	6. 0. 0
Increase	1. 0. 0
Gas to 26/2/10 4 wks at 7/50	3. 0. 0
Melville Mullen Books	6. 19. 9
Magazines	23. 18. 0
30. 17. 9	
Geo Robertson Books	11. 5
Detmold & Co Binding	2. 5. 4
FW Bunnery Papers	1. 16. 0
Espeiland Messing	5. 2. 1. 0
Edney Smith & Co architects	5. 0. 0
Metro Gas Co Gas	10. 17. 0
Melb City Council Elect. light	1. 1. 4
Sands & McDougall Directors	1. 18. 0
Goods McLean B & R.	15. 0
Chambers & S.	11. 6
	1. 6. 6
	<u>£103. 8. 4</u>

Mr Palmer The secretary read a letter from Mr F. Palmer regarding leasing hall to a musical & reading. The proposal included the leasing or purchase

of premises to the east of the Athenaeum. Moved by Mr Callaway Seconded by Mr Mastus

"That under the existing rules the Institution has no power to buy or lease land" carried. It was decided that the President & Mr Mastus should meet the representatives of the Musical Society to hear what they had to propose. 21 volumes were added to the library at a cost of £6.2.1

Books Secretary's Report.

The secretary's report for the month was received as follows.

	1910 .	1909
Subscriptions for month	40. 9. 0	47. 13. 6
Revenue for month	127. 3. 10.	217. 5. 6
New members for month	3.	5
Balance in Bank	132. 16. 11.	393. 11. 7.
Fixed Deposit	2100.	1750.

Francis Scadden

Minutes of Meeting of the Committee of the Melbourne Athenaeum held on Friday March 11. 1910

Present Messrs Scauder (Chair) Martin, appts, Cooke Kelly, Mastus Callaway.

Apology an apology for non attendance was received from Mr Dufty

Minutes The minutes of meeting of Feb 11 were read & confirmed.

Finance The finance committee reported having audited the accounts for February & had found them correct. The report was adopted on the motion of Messrs Callaway & appts Payment of the following accounts was recommended

Secretary Salary to 28.2.10.	12. 10. 0
Librarian " " "	18. 0. 0
Hall Keeper to 26/2/10 4 wks at 7/5.	7. 0. 0
Keeper to 26.2.10. 4 wks at 1/5.	6. 0. 0
Increase	1. 0. 0
Lad to 26/2/10 4 wks at 7/5	3. 0. 0
Melville Mullen Books	6. 14. 9
Magazines	33. 18. 0
Total	30. 17. 9
Geo Robertson Books	11. 5
Detmold & Co Binding	2. 5. 4
F W Bunney Papers	1. 16. 0
Eppeland Messrs	5. 2. 1. 0
Sydney Smith & Co architects	5. 0. 0
Metro Gas Co Gas	10. 17. 0
Melb City Council Elect. light	1. 1. 4
Sands & McDougall Directory	1. 18. 0
Goods McLean B & K.	15. 0
Chambers & S. 11. 6	1. 6. 6
	<u>£103. 8. 4</u>

Mr Palmer The secretary read a letter from Mr F. Palmer regarding leasing Hall to a musical & dramatic. The proposal included the leasing or purchase

of premises to the east of the Athenaeum.

Moved by Mr Callaway

Seconded by Mr Mastus

"That under the existing rules the Institution

has no power to buy or lease land" carried.

It was decided that the President & Mr Mastus should meet the representatives of the Musical Society to hear what they had to propose.

Books 21 volumes were added to the library at a cost of £6. 2. 1.

Secretary's Report. The secretary's report for the month was received as follows.

	1910 .	1909
Subscriptions for month	40. 9. 0	47. 13. 6
Revenue for month	127. 3. 10.	217. 5. 6
New members for month	3.	5
Balance in Bank	132. 16. 11.	393. 11. 7.
Fixed deposit	2100.	1750.

Francis Scauder

Minutes of meeting of the Committee of the Melbourne Athl. Club held on Friday April 1 1910.

Present

The President (Mr Seaulen) in the Chair Mr^r Downward, Masters, Duffly, Martin, apps Rooke & Kelly.

apology
Minutes

an apology was received from Mr Callaway the minutes of meeting of March 11 were read & confirmed.

Finance

The finance committee reported having audited the accounts for March & had found them correct. The report was adopted on the motion of Messrs Rooke & apps

Payment of the following accounts was recommended.

Secretary Salary to 31.3.10	12.10.0
Librarian " " - " -	18.0.0
Hall Keeper " " 1.4.10	8.15.0
Helper wages 5 wks to 14/10 at 1/4d	7.10.0
Lad " " " 15/	3.15.0
Gordon & Gotch Newspapers	8.6.9
Melville & Muller Books	4.9.1
Geo Robertson " "	1.13.0
A Keup Repairs	3.19.4
Petty Cash	5.0.0
Balance in Bank £476.8.3	Total £73.18.2

re Musical Societies

The President reported that he & Mr^r Masters had had a conference with representatives of the Musical Societies introduced by Mr Palmer but the scheme was not workable

Moved by Mr Martin seconded by Mr apps

"That Mr Palmer be informed that the Committee could not see its way to move any further in the matter" Carried.

Books

29 volumes were added to the library at a cost of £ 6-11-5-

Secretary's Report

The Secretary's report for the month was received as follows

	1910	1909
Subscriptions for month	41.16.0	47.8.0
Revenue for month	172.16.2	234.13.0
Subscriptions for 3 months	117.1.6	122.16.0
Revenue for 3 months	413.8.2	622.2.10
New members for month	4	7
New members for 3 months	14	20
Balance in Bank	202.4.9	315.4.3
Fixed deposits	£ 2100	£ 1850

Francis Seaulen

Minutes of meeting of the Committee of the Melbourne Athl. Club held on Friday June 3. 1910.

Present

Messrs Seaulen (Chair) Callaway, Masters, Martin, Downward, Kelly, Duffly, & Rooke

Minutes

The minutes of the meeting of

Minutes of Meeting of the Committee of the Melbourne Athenaeum held on Friday May 6. 1910.

Present The President (W. Scanlan) in the Chair
 Messrs Apps, Martin, Kelly, Masters
 Rooke, Kent Callaway & Cooke

Minutes of the meeting of April 1. were read & confirmed

an apology was received from Mr. Duffy
 The Finance Committee reported having audited the accounts for April & had found them correct. The report was adopted on the motion of Messrs Callaway & Rooke

Payment of the following accounts was recommended.

Secretary salary to 30.4.10.	12	10	
Librarian "	18		
Hall Keeper wages 4 wks to 29/4/10 at 1/12.	7		
Helper " 4 wks to 29/4/10 at 1/12. 6.00			6.00
Lad " " " 1/12. 3.00	9		
City of Melbourne Rates	79	3	4
Richardson Kerr & Co Insurance	35	2	
Stillwell & Co Printing	6	5	
Detmold & Co Binding	6	18	
Geo Robertson & Co Books	2	8	
Melville & Muller "	4	3	5
Melrop & Co Gas	36	2	9
Electric light Melb. City Council	2	13	7
F. W. Bunnery newspapers	3	18	4
Amushong's Agency "	4	11	9
Punch 1/4. Ecclong ad 1/4. L'lon Exam 7/6.			
Sydney D.T. 6/12. Aust Journal 6/12.	2	10	6
E. Fischer maintenance & repairs	4	2	
Cashen Bros "	2	10	
R. Anderson "		16	
Charities & Seymour goods	1	3	3
	£ 238. 17. 11		

Upper Hall

The secretary reported having received a letter & a deputation from the Victoria Artists Society offering to take the upper hall for picture exhibitions if a top height were put in. He had ascertained that they would use the hall annually for their exhibition for 8 weeks. The other art societies & private exhibitors would also use the hall. The letting would not interfere with the Friedtapel or the Christian Science Church. Mrs Sydney Smith & Co had prepared a sketch & had a tender for the work for £205 with extras the cost would probably be £250. He estimated the extra income would be from £60 to £80.

Moved by Mr Callaway seconded by Mr Kelly
 "That the President Mr Martin & Mr Masters be appointed a sub committee to make enquiry, discuss the matter with the artists society & report" carried.

Books

18 volumes were added to the library at a cost of £ 6 : 9 : 3

Secretary's Report

The secretary's report was read as follows.

	1910			1909		
Subscriptions for Month	43	6	6	19	6	6
" " 4 Months	160	8		142	2	6
Revenue for month	348	1	8	193	14	
" " 4 Months	761	9	10	815	16	10
New members for Month		4			5	
" " 4 "		17			25	
Bank Balance.	476	8	3	377	4	6
Fixed Deposits.	2100			1859		

Francis Scanlan

Minutes of meeting of the Committee of the Melbourne Athenaeum held on Friday June 3 1910.

Present Messrs Scaule (Chair) Callaway, Masters, Martin, Downward Kelly, Dufty, Cooke
The minutes of meeting of May 6 were read & confirmed on the motion of Messrs Dufty & Masters

Apology Committee an apology was received from W. Hoole
The resignation of Mr Hamilton was received with regret & the Secretary was instructed to inform Mr Hamilton of the Committee's high appreciation of his services

Juduce The Finance Committee reported having audited the accounts for May & had found them correct. The report was adopted on the motion of Mr Callaway, Kelly.
Payment of the following accounts was recommended

Secretary Salary to 31.5.10.	12	10
Librarian " " "	18	
Hall Keeper wages to 27.5.10 at 1/4d.	7	
Keeper " to " 1/10 6.0.0		
Labd " to " 1/4 3.0.0	9	
Metro Gas Co Gas	19	2 6
City Council sheet - light	2	1 7
Melville & Mullen Books	5	8 2
Geo Robertson Co	2	2 7
F. W. Bunnery newspapers	1	18 10
Aust. Mining Standard "	1	6
R. S. Duglis repairs	6	4 3
M. Brown "	5	6
A Kemp & Son "	1	12
George Proprietary & Co Sundries	3	
W. DeLunod Binding	1	1
Petty Cash	5	
		5
		100.7.5

Upper Hall

a letter from The Artists Society was received offering to take the upper Hall for a picture gallery for 4 years for 8 wks each year at £6 per week. The plan of the proposed alteration had been prepared by the architects (S. Dwyer Smith & Co) & a tender for the work had been received £205.10. on the motion of Messrs Martin & Masters it was decided to instruct the architects to call for tenders after arranging for anything necessary. The Secretary to call a special meeting to consider tenders
The Secretary reported it would be necessary to erect a biograph box & he had obtained plan & estimate from Kemp & Son £24.10
Mr Smith had approved the work
on the motion of Messrs Masters & Martin it was decided to accept Kemp & Son's Tender.

Biograph Box

Library

The Librarian asked for a card catalogue it was decided to let the matter stand over for a month to get full particulars
Books were purchased 31. at a cost of £9:8:7

Books

Secretary's Statement

	1910	1909
subscriptions for month	47.12.0	29.3.0
" " " " " "	208.0.0	171.5.6
Revenue for month	236.7.4	190.4.10
" " " " " " 5 months	997.17.2	1006.1.8
new members for month	4	8
" " " " " " 5 "	21	33
Bank Balance	473.17.8	240.3.8
Fixed Deposits	£2100	£4850

Francis Scaule

Minutes of special meeting of the Committee of the Melbourne Athlone held on Monday June 27. 1910.

Present

Messrs Scanlon (in the chair) Callaway, Apps, Kelly, Mastus, Martin, Cooke, The Secretary reported that 4 tenders had been received for the work in the upper hall. The lowest was Taylor & Spargo £321. This included everything but the gas. He had arranged for fittings of the Hall amounting to £84 before the end of the year & some bookings next year as well. It was moved by Mr Callaway seconded by Mr Mastus

that the tender of Taylor & Spargo £321 be accepted.

It was decided to notify the Rector of the Church of Christ Scientist of the work and when the hall would be required. The Secretary to make such arrangements as would be necessary.

Francis Scanlon

Minutes of meeting of the Committee of the Melbourne Athlone held on Friday July 1. 1910
The President (in the chair) Messrs Callaway, Martin Mastus, Cooke, Duffly & Apps

Present

Minutes

The minutes of meeting of June 3rd & of special meeting on June 27 were read & confirmed.

Mr Rooke

The Secretary reported that since the last meeting Mr Rooke had died. It was decided to write a letter of condolence to Miss Rooke.

Mr Kent

It was decided to write a letter to Mr Kent regretting his serious illness.

Finance

The Finance committee reported having audited the accounts for June & had found them correct. The committee recommended that two deposit receipts for £400 in the Bank of Australasia due 10 July should be paid into current account for the improvements to the upper hall. The report was adopted on the motion of Messrs Callaway & Apps. Payment of the following accounts was recommended

Secretary salary to 30.6.10	12	10	.
Librarian " " "	18	.	.
Head Keeper wages 5 wks to 17.10. at 11s7.	8	15	.
Keeper " " " 11s7.	7	10	0
lad " " " 6s.	3	15	0
Alex Kemp & sons repairs	7	9	.
Improvements	26	12	6
Melville & Muller Books	5	7	2
G. Robertson & Co " "	1	19	5
Mrs Duncton " "	2	2	.
F. W. Burmyer Newspapers	1	18	10
Gordon & Goben " "	8	6	9
H. DeLunold & Co Binding	2	14	7
Melbop Gas Co Gas	16	11	6
Maintenance	1	17	3
	18	8	9

City Council	Elect Light	13	3
Mrs L. H. O. Co	Interest	320	.
Alfred Champion	Repairs	1	2.6
City Council	Sundries	2	.
Arnold Ho	refund of rent	1	1
Howard Smith	Coal	1	5.6
Sundries			
advertising the August 4th. The age 4/.		#	
Repairs	Edwards Ho	7/6	
Maintenance	Barley	1/1	
Newspapers	The Examiner	7/6	1 16.
		<u>£446.6.0</u>	

New member
Finance Com^{tee}

Mr. Masters was appointed to the Finance Committee.

New Member
Committee

Mr. W. Chambers having been nominated the Secretary was instructed to post a notice of the nomination in the Library.

Card Index

The matter of a card index for the Library was referred to a sub-committee Messrs Martin, Masters, Cooke & the President for report.

Books

29 volumes were added to the Library at a cost of £4.19.

Secretary's
Report

	1910	1909
Subscriptions for month	£ 35. 6. 3	21. 6. 6
" " " "	£ 243. 6. 3	192. 12. 0
Revenue for month	£ 173. 18. 3	215. 19. 10
" " " "	£ 1171. 15. 5	1222. 1. 6
New members for month	2	6
" " " "	23	39
Cr Balance	£ 547. 3. 6	240. 3. 8
Fixed Deposit	£ 2100	1850

Francis Seaver

Minutes of meeting of the General Committee of the Melbourne Athenaeum held on Friday August 5 1910.

Present

The President (in the chair) Messrs Apps, Downward, Callaway, Cooke, Kelly, & Martin.

Minutes

The minutes of meeting of July 1 were read & confirmed.

Apologies

Apologies were received from Messrs Masters & Dufty.

Finance

The Finance Committee reported having audited the accounts for July & had found them correct. The committee recommended the payment of the contractors account for alterations to the Upper Hall as certified by the architects. The report was adopted on the motion.

Member of
Committee

On the motion of Mr Downward seconded by Mr Callaway Mr Chambers was elected a member of Committee.

Card Index

The recommendation of the sub-committee that Beacock & Co's offer to prepare an index of the Library was accepted on the motion of Messrs Callaway & Apps. The payment of the following a/c's were passed for payment.

Secretary salary to 31.7.10	12. 10. 0
Library wages	18. 0. 0
Handkerchiefs	7. 0. 0
Helping	9. 0. 0
had	47. 10. 0
City Melbourne Rates	2. 2. 0
Prudential Chamber rent	19. 17. 03
met Gas Co	1. 15. 03
Melville Muller	3. 6. 0
G. Robinson	1. 15. 0
W. Delmold Ho	4. 8. 10
W. B. Bunning	11. 19. 4
Amshaws agency	4. 11. 9. 6
Sunday newspapers	1. 17. 6
Shelburne Ho Prudential stationery	2. 2. 6
R. S. Dupuis	14. 7. 6
Howard Smith Ho	1. 5. 6
Chambers & Symon	12. 6.
	153. 18. 5

Francis Seaver

Minutes of meeting of the Committee of the Melbourne Athenaeum held on Friday Sept 2. 1910.

Present The President (Mr Seaulen) Messrs Kelly, Masters, Downward, Martin.

Minutes The Minutes of the meeting of August 5 were read & confirmed

apologies apologies for non attendance were received from Messrs Callaway, Daftly & Chambers

Finance The Finance Committee reported having audited the accounts for August & had found them correct. They recommended payment of the following accounts.

Secretary salary to 31.8.10.	12. 10. 0
Librarian " " "	18. 0. 0
Hall Keeper wages to 30.9.10.	8. 15. 0
Keeper wages to 30.9.10 at 1/9.	7. 10. 0
Lad " " 30.9.10 " 1/9.	3. 15. 0
Spares & pay for improvements upper hall	359. 10. 0
Melb ^m & Melb ^{op} Gas Co Gas	17. 18. 6
" " Upper Hall	24. 5. 0
Melb ^m & Melb ^{op} B ^o W ^o rates	79. 17. 6
Melville & Mullen books	4. 7. 9
E. Whitehead magazines	44. 12. 9
H. Dawson & Sons "	26. 14. 0
F. W. Bunnely newspapers	1. 19. 3
W. F. Forster & Co "	8. 8
Goods sundry etc	1. 19. 3
Royal Viet Aid Tafel	10
a Kemp & Sons repairs	19. 9
Kelly Cash	5. 0. 0
	<u>£ 618. 12. 5</u>

It was decided to increase the wages of the keeper by 5/- per week & the secretary was authorised to secure any extra assistance

required.

28 volumes were added to the library at a cost of £ 6. 1. 7

	1910	1909
Books		
Secretaries report		60. 0. 6
subscriptions for month	33. 7. 0	60. 0. 6
" " " " "	331. 11. 9.	314. 6. 6
Revenue for month	279. 9. 8	251. 14. 6
" " " " "	1735. 3. 3	1678. 13. 0
new members for month	3	5
" " " " "	29	49
Cr Balance	910. 6. 11.	321. 18. 2
Fixed Deposit	1700. 0. 0	1850.

Francis Seaulen

Minutes of meeting of the Committee of the Melbourne Athenaeum held on Friday Oct 7. 1910

Present Messrs Seaulen (chair), Downward, Apps, Kelly, Martin, Masters & Torke

apologies apologies were received from Messrs Daftly, Callaway, & Rennie for non attendance.

in main building The secretary read a letter from Mr Mainwaring regarding various complaints. It was decided to write to Mr Mainwaring telling him that some of his objections had already been attended to and that in the matter of others they were being noticed.

Magazines It was decided to add the Royal Navy & Marine magazines to the list of those already provided

Improvements The secretary spoke of the condition of the front of the building & was instructed to see the architect on this matter & on the question of having the front shops mutilated.

Finance

The Finance Committee reported having audited the accounts for September & had found them correct. They recommended payment of the following accounts

Secretary salary for September	12.10.
Librarian	18. .
Hall Keeper wages to 28.10.10 at 1/5p.	7
Helper " " " at 1/5p.	7.00
Insurance	1.00
Gas wages to 28.10.10	<u>3.00</u>
Metro Gas Co Gas	18 26
Melville Mullin & Co Books	3 6 4
Geo Robinson & Co " "	2 15 3
W. DeLunard Binding	3 6
Armstrongs Agency papers	4 14 9
Howard Smith Coal	1 5 6
F. W. Bunnery " "	1 18 10
Chambers by moon goods	1 1 5
R. S. Duglis repairs	17 11
George Geage goods	11 6
Aust. Mining Standard newspapers	1 6
Sundry Newspapers	
Lion & Hammett & Co Bendigo admt	14. .
A. Kemp & Son repairs	1 7 3
Richardson & Kent & Co Insurance	8. 8. 11
	<u>£ 98. 8. 11.</u>

Books were added to the library also
19 cost of £ 6 : 10 : 9

Secretary Report

The secretary's report was	1910	1909
subscriptions for month	30. 7. 6	34. 3. 0
" " " " " "	361. 19. 3	348. 9. 6
Revenue for month	203. 4. 9	290. 14. 6
" " " " " "	1938. 7. 11.	1969. 11. 6
New members for month	2	6
" " " " " "	31	55
Cash Balance	494. 14. 2.	477. 16. 2
Fixed Deposits.	1700. . .	1850. . .

Francis Scanlon

Minutes of meeting of the Committee of the Melbourne Athenaeum held on Friday November 4.

Present

Messrs Scanlon (Chair), Callaway, Reunie, Downward, Kelly, apps Masters.

Apology

an apology was received from Mr Dufty.

Finance

The Finance Committee reported having audited the accounts for October and had found them correct. They recommended payment of the following accounts

Secretary Salary to 31.10.10	12 10 .
Librarian " " "	18 . .
Hall Keeper wages to 25.11.10. at 1/5p.	7
Helper (M. Mack) " " " at 1/5p.	4.50
Helper (Wain) -	1.00
assistant " "	2.12.6
Gas (R. Andrews)	3. . . 10 17 6
Metro Gas Co Gas & maintenance	20 9 8
Howard Smith & Co Coal	1 5 6
Melville & Mullin Books	4 18 4
F. W. Bunnery newspapers	1 19 4
Sundry newspapers & long admt of Palland P. & Co	
Bendigo Independent Melbourne	2 4 .
Kelly Cash	<u>5 . .</u>
	<u>£ 84 4 4</u>

Hallkeeper

a letter was received from S. Shergold Hallkeeper for 38 years tendering his resignation Mr Reunie moved

Mr Callaway seconded

"That the resignation be accepted as from Dec. 31. 1911. and that meanwhile leave of absence on full pay be granted to Mr Shergold" Carried.

The secretary asked that in considering the appointment of a successor the whole question of the staff be discussed & the future use of the rooms

occupied by the Caretaker be considered with a view to making such alterations as would provide a smoking room. There were other improvements & alterations necessary & the whole question could be discussed at once.

Moved by Mr Fallaway

Seconded by Mr Downward

"That the question be left to a sub committee who should report at the next meeting the subcommittee to be Miss Martin Masters the President & the mover" Carried

ventilation

The Secretary reported that complaints had been made as to the want of ventilation in the front shops east of the entrance and as to the condition of the Reading room. He had consulted the architects & had received

The following offers from Spargo & Taylor	
ventilation front shops	£ 19.10.0
ventilation reading room	£ 28.10.0
Renovation " "	£ 25.16.0

It was pointed out that the reading room was very dirty

Moved by Mr Fallaway

Seconded by Mr Kenne

"That the work of ventilating the front shops be undertaken & that the other matters be considered in connection with the Smoking room proposal" Carried

Manuaring

The Secretary read letters between Trinsy & Mr Manuaring. It was decided that the Correspondence should lie on the table

Sunday School

It was decided that the application from the First Church of Christ Scientist for the use of the Library on Sunday morning could not be decided to

Books

30 Books were added to the Library at

THE MELBOURNE ATHENAEUM.

REPORT RE ALTERATIONS.

The Sub-Committee, which has been enquiring into the questions of appointing a Caretaker, and of providing a Smoking Room, etc., has gone carefully into the matters, and now recommends as follows:-

CARETAKER.

1. That the position of Caretaker be advertised for, and that the arrangements for the Staff be as follow:

(a) Caretaker to be on duty from 7 a.m. to 9.30 a.m. and from 5 p.m. to 11 p.m. daily; from 10 a.m. to 1 p.m. on Sundays; and from 6.15 p.m. to 9 p.m. on alternate Sundays. Salary £2 per week.

The Caretaker would open the building at 7 a.m., and complete the cleaning, leaving the lad instructions as to his duties, at 9.30 a.m. He would resume at 5 p.m. and during the evening would be in charge of the Reading Room etc., and before leaving at 11 p.m. would see that the building was properly locked up. It is proposed that the Caretaker should wear a cap and badge to indicate his position.

(b) Assistant to be on duty from 11 p.m. to 7 a.m. nightly, and from 6.15 p.m. to 9 p.m. on alternate Sundays. Salary, £1/15/- per week.

The Assistant would do the greater part of the cleaning necessary, during the night, and would also be a watchman. To ensure his attention, special direct telephone communication with the Fire Brigade Station could be established at a cost of £3/6/- per annum. He would then be required to ring up the Fire Station hourly between 11 p.m. and 7 a.m.

(c) Lad to be on duty from 9 a.m. to 6 p.m. (with interval of an hour for lunch). Salary, 10/- per week.

SMOKING ROOM.

2. The Committee has had plans prepared, for alterations to the building, to provide a Smoking Room. These plans will be presented to the Meeting on Friday. They provide for a Smoking Room over the present Secretary's Office (24ft.16in. x 12ft.), and taking in one flat of the Cafetaker's quarters (20ft x 10ft.6in.) This would provide a fine room, and special lighting and ventilating arrangements would also be provided. The room would be practically on the same level as the present Reading Room, being reached by a short

REPORT OF THE COMMITTEE ON THE PROPOSALS FOR THE IMPROVEMENT OF THE UNIVERSITY BUILDINGS

The present lavatory and urinal outside the reading room would be demolished, and built out from the north end of the new smoking room, thus removing what is now a source of annoyance and discomfort.

MUSIC ROOM.

The alterations would do away with portion of the Caretaker's quarters, but provision is made in the plans, for alterations which will make the lower rooms more habitable, if required, than they have hitherto been.

3. The alterations involved in the making of a Smoking Room, will necessitate the abolition of the room over the Secretary's Office, hitherto used by Mr. Johnstone at a rental of £26 per annum. The Committee recommends that the room on the right hand side of the main entrance, should be put in order, and thoroughly cleaned and ventilated. Mr. Johnstone is willing to take this room on lease for five years at a rental of £40 per annum and to pay for electric light used, and electric power required to run ventilation motor. He also proposes option of renewal for further term of 5 years at a rental of £45 per annum.

GENERAL.

The General Committee has already agreed to the proposal to ventilate the front shops, east of the main entrance, and to consider the proposal to ventilate and renovate the Reading Room, in conjunction with the Smoking Room proposals.

Proposed Expenditure.

Alterations to provide Smoking Room, etc., (as per Sydney Smith & Ogg's estimate)	£325	0	0
Alterations to provide new Music Room (as per Sydney Smith & Ogg's estimate)	75	0	0
Ventilation front shops (as per tender)	19	10	0
Ventilation Reading Room (as per tender)	28	10	0
Renovating Reading Room (as per tender)	25	16	0
making a total of			
£473 16 0			
Furnishing, &c., say	50	0	0
<hr/> <hr/>			
£523 16 0			

flight of four steps. The present lavatory and urinal outside the reading room would be demolished, and built out from the north end of the new smoking room, thus removing what is now a source of annoyance and discomfort.

The present Secretary's Office would be increased in size, (though reduced in height to 8 feet) to the same area as the new Smoking Room, and would be much more useful and commodious than the present room.

These alterations would do away with portion of the Caretaker's quarters, but provision is made in the plans, for alterations which will make the lower rooms more habitable, if required, than they have hitherto been.

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Renovating Reading Room (as per tender)	25	16	0
making a total of			
£473 16 0			
Furnishing, &c., say	50	0	0
<hr/> <hr/>			
£523 16 0			

November 30th 1910.

a cost of £6:13:9

The secular's report was received as follows

	1910	1909.
Subscriptions for month	34. 19. 6	19. 2. 6
" " 10 months	406 18 . 9	367. 12. 0
Revenue " month	266 . 7. 4	177 . 10 . 6
" " 10 months	2204 . 15 . 3	2147. 2. 0
New members for month	3	5
" " 10 months	33	60
Balance in Bank	662 . 12. 4	576 . 19 . 2.
Fixed Deposits	1700	1850

Francis Scantlen

Minutes of meeting of the Committee of the Melbourne Athenaeum held on Friday December 2, 1910

Present

W. Scantlen (President) in the chair Messrs Kelly, Downward, Masters, Martin, Reville, Apps & Callaway

Minutes

The minutes of meeting of 4th November were read & confirmed.

Apologies

apologies were received from Messrs Reville, Dufty & Cooke

Proposals

The sub-committee reported having gone into the question of improvements & recommended that the plan as produced be adopted. Mr Sedgfield (Sydney Smith & Co) was present to explain the plans after a discussion

Mr Callaway moved

Mr Downward seconded

That the recommendations of the sub-committee re alterations & improvements be adopted & that tenders be called by Messrs Sydney Smith & Co

Carried

(The recommendations as shown on circular herewith)

[Faint, mostly illegible text from the reverse side of the page, appearing as bleed-through or ghosting.]

re Cautaku

Financial Statement

The sub-committee reported having gone fully into the matter & recommended as shown on circular herewith

Moved by Mr Kennie

Seconded by Mr Martin

"That the recommendations be adopted" carried.

The finance committee reported having audited the accounts for November & found them correct. They recommended payment of the following accounts

Secretary Salary to 30.11.10	12 10
Librarian "	18 "
Hallkeeper wages to 30.12.10 at 25/-	8 15
Helper wages to 30.12.10 at 10/-	7 10 0
assistant " " 7/6	1 17 6
Coal " " 15/-	3 15 0
Melville & Muller Books	4 10 6
George Robertson & Co	2 12 2
H. Detmold & Co Binding	4 17 10
F. W. Bannister Newspapers	1 18 10
Stallwell & Co Stationery &c	2 "
Metcalf & Gasco Gas	14 11 6
City Corporation Electric Light	12 8
Trustees & Co Interest	3 20 "
	<u>£ 403 11 "</u>

The report was adopted on the motion of Mr Callaway & Mr Apps.

A proposal as to Insurance of rents was referred to the next meeting for enquiry. 34 volumes were added to the library at a cost of £ 8.7.6.

Francis Scanlon

Insurance

Books

Minutes of special meeting of the committee held on Thursday Dec 15th 1910

Present

Messrs Scanlon, Downward, Apps, Kelly, Cooke, Martin, Mastin, Callaway

apologies

apologies were received from Messrs Kennie & Meek

Tenders

The secretary reported having received 4 tenders for the improvements proposed

viz. C.F. Pittard	£ 465
Spargo & Taylor	£ 477
R.H.M. Rately	£ 579
Atkinson & Son	£ 609

Moved by Mr Apps

Seconded by Mr Martin

That the tender of C.F. Pittard be accepted carried.

Cautaku

The sub-committee reported having received 70 applications for the position of caretaker & had reduced the number to 10. After an examination of the applicants Mr Thos Smart was chosen & appointed.

Brausecombe

The secretary reported that Mr Edward Brausecombe would take the hall for six months at £ 21 per week with option of two years longer. It was decided not to give the option but to leave the secretary to make the best arrangements possible.

Francis Scanlon