



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.
GPO Box 1638 CANBERRA ACT 2601

Annual General Meeting 42

Thursday, 5 November 2015
1pm
Baha'i Centre, Hobart, Tasmania

Agenda

1. Attendance
2. Apologies
3. Confirmation of minutes of previous meeting AGM 41
4. President's report
5. Treasurer's report
6. Secretary's report
7. Election of office bearers
8. Other business



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1. Attendance

Nour Abdullatif (NA), Karina Acton (KA), Kasi Albert (KAI), Danica Auld (DA), Amy Bartlett (AB), Carole Best (CB), Michelle Berry (MB), Julian Bickersteth (JB), Louise Bradley (LB), Cobus van Breda (CvB), Erica Burgess (EB), Alice Cannon (AC), Denyl Cloughley (DC), Sabine Cotte (SC), Jemima Cowey (JC), Celia Cramer (CC), Megan Dean-Jones (MDJ), Paula Dredge (PD), Andrew Durham (AD), Tess Evans (TE), Nicholas Flood (NF), Jude Fraser (JF), Adam Godijn (AG), Albertine Hamilton (AH), Amy Heffernan (AH), Robin Hodgson (RH), Keira Hudson (KH), Vicki Humphrey (VH), Katherine Huntsman (KH), Lauren Keating (LK), Emily Keppel (EK), Didee Knight (DK), Lotte Kronborg (LK), Kayelee Lawler-Dormer (KLD), Detlev Lueth (DL), Colin MacGregor (CM), Michael Marendy (MM), Stephanie McDonald (SM), Helen Merritt (HM), Kim Morris (KM), Petronella Nel (PN), Emily Noake (EN), Jennifer O'Connell (JO), Nola Orr (NO), Amanda Pagliarino (AP), Fran Paterson (FP), Kristin Phillips (KP), Sophie Phillips (SP), Wendi Powell (WP), Hakim Abdul Rahim (HAR), Raymonda Rajkowski (RR), Sarah-Jane Rennie (SJR), Samantha Shellard (SS), Robyn Sloggett (RS), Margaret Smith (MS), Stephanie Smith (SS), Kay Soderlund (KS), Fiona Tennant (FT), Sheldon Teare (ST), Claire Tindal (CT), Genevieve Tobin (GT), Alexis Herbert Townsend (AHT), Alana Treasure (AT), Bronwyn Tulloh (BT), Sherryn Vardy (SV), Charlotte Walker (CW), Jennifer Walker (JW), Bindy Wilson (BW), Beate Yule (BY).

2. Apologies

Cristina Albillos, Alayne Alvis, Bronwyn Cosgrove, Anne Cummins, Alice Deane, Melanie Fihelly, Dianne Fitzpatrick, Sue Gatenby, Ashley Gilmour, Bridget Hale, Cushla Hill, Sarah Hillary, Rekha Karunaratne, Sally Kilby, Shannon Klaassen, Somaya Langley, Maité Lobert, Ian MacLeod, Julie O'Connor, Christopher Paroz, Greg Peters, Barbara Reeve, Marcelle Scott, Nicki Smith, David R Tilbrooke, Lois Waters, Kate Woollett,

3. Confirmation of minutes of previous meeting AGM 41

Amend spelling errors relating to Detlev Lueth.

Moved: Michelle Berry

Seconded: Detlev Lueth

4. President's report

Moved: Robyn Rodgson

Seconded: Vicki Humphries

5. Treasurer's report

Moved: Robyn Hodgson

Seconded: Michelle Berry



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6. Secretary's report

Moved: Vicki Humphries

Seconded: Amy Bartlett

CvB: Reduction in numbers relating to the institutional members is because of the transfer of members over to Maney with the AICCM Bulletin.

7. Election of office bearers

Election unopposed.

President: MaryJo Lelyveld

Vice President: Anne Carter

Secretary: Jennifer O'Connell

Treasurer: Adam Godijn

Ordinary Member Publications Officer: Cobus van Breda

Ordinary Member Professional membership officer: Natalie Hewlitt

Ordinary member SIG Coordinator: Helen Privett

Ordinary Member Membership services officer: Bronwyn Cosgrove

8. Other business

State AGM Minutes and Financial Statements to be submitted to the Secretary once resolved.

As of 24 February 2016, ACT, SA/NT, Tas, Vic and QLD have submitted documents.

President's Report

Dear Members,

The 2014-2015 year has been a busy one of the AICCM and I am happy to report that the National Council has made substantial progress on several fronts. Some of these activities are the run-of-the-mill-yet-critical kind, such as reviewing our digital archiving policies whilst others visibly set the future direction of the organisation, such as the publishing relationship of The Bulletin with Maney (now Routledge Taylor Francis). This success is due to a number of factors but I would like to start by thanking the current committee for their commitment to the roles they have taken on and the support they have provided me as President, particularly over the last few months. They are:

Anne Carter, Vice President

Adam Godijn, Treasurer

Jenny O'Connell, Secretary

Cobus van Breda, Publications Officer

Carole Best, Web Editor

Ian Batterham, Newsletter Editor and ACT Div President

Helen Privett, SIG and Events Coordinator

Cushla Hill, Professional Membership Officer

Celia Cramer, Membership Services Officer

Amy Bartlett, Tas Div President

Caroline O'Rorke, QLD Div President

Sheldon Teare, NSW Div President

Kate Woollett, WA Div President

Kristin Phillips, SA-NT Div President

Susie Collis, Vic Div President

and Michelle Berry, Secretariat (the administrative engine that keeps the AICCM machine functioning)

For a number of those on Council, 2015 has been (in the words of the Queen) an *annus horribilis* whilst for others, it has been a year in which they have taken on extra commitments at work and/or study, yet in all instances they have continued to execute their roles within the AICCM with diligence and professionalism. I would like to give special thanks to Carole Best, Cushla Hill and Celia Cramer for their time and efforts whilst on the National Council but who have decided to step down from their current roles at this AGM. Carole in particular has been instrumental in providing the AICCM with a website that offers increased functionality for its members, allied professionals and the public. Her tireless energy, pragmatism and quirky humour have endeared her to all her colleagues and made us realise that having a non-conservator on Council is not such a bad thing!

Since the last AGM, which was held in conjunction with the ICOM-CC Triennial Conference in September last year, National Council (NC) have held five teleconference meetings (November 2014 and April, June, August and October 2015) and one face-to-face meeting (February). In addition to these 'meetings', NC members (as well as State Council, SIG and various Committees) have been in regular communications via our on-line project management site Basecamp and direct e-mail.

However, there remain a number of challenges for the AICCM, ones that we will actively address over the coming years and incorporate into the 2016-2018 AICCM Strategic Plan. These include exploring new avenues of revenue generation, increasing value to AICCM membership, reviewing

the AICCM's role in supporting allied professionals and the on-going efforts in advocacy, particularly in an election year, just to name a few.

Publications, website and social media

The first issue of the Maney published Bulletin, Volume 36.1 has been well received. This is a great achievement for Bulletin Editor, Nicole Tse and Publications Officer, Cobus van Breda and a coup for the AICCM as it now ensures the research of our members is presented firmly into an international arena. This was highlighted by the FreeAccess offer presented to all Maney subscribers in April this year which saw an increase of full text downloads of The Bulletin articles up 8705 from 107 the month before (!!!). Our relationship with Routledge Taylor Francis commits us to two publications a year, ensuring that submitted papers can be published in a timely matter. To fulfil these obligations the Editorial Committee are seeking the support of SIG Convenors and members to consider publishing their articles in special Bulletin editions.

Those of you who follow AICCM's social media or regular visitors to the website will be aware that we have recently advertised for a paid part-time Web Manager position. Reporting to the Publications Officer, the Web Editor will be responsible for maintenance and development of our on-line communication platforms including the website and social media. This a very exciting time for the AICCM as we sustain and build on the tireless work our Web Editor, Carole Best has invested over the last three years in this role and highlights our commitment to being an active and professional resource not only for our members but the wider heritage community and interested public. I would also like to recognise the work of Web Support Officer, Meg Ellis who will be stepping down from the role of Web Support Officer. We thank her for her enthusiasm and the many interesting articles she posted on our social media sites. The success of which is reflected in the numbers to be presented in the Secretary Report.

To compliment the revision of both The Bulletin, our Website Editor, Carole Best and our Newsletter Editor, have spent the last year, determining how to effectively and appropriately transition the AICCM Newsletter to a digital e-news format. The reasons for this move are many including increased distribution, anticipated cost savings, greater flexibility with formatting including use of colour and images just to name a few. I am extremely proud to announce that the first edition of the e-news formatted Newsletter will be the current, November 2015 edition.

Events

Thanks to the ongoing work of our SIG Convenor, Helen Privett and the support of our partner host institutions and a generous ADFAS grant, the AICCM has presented several professional development training opportunities over the past 12 months. These include: a *Plastics Workshop* with Yvonne Shashoua held at the Melbourne Museum, Melbourne and Queensland Museum, Brisbane in July, with a total of 36 AICCM attendees and the *Digital Prints and Contemporary Photographs Workshop* with Marten Jurgens held at the Art Gallery of New South Wales, Sydney in August with a total of 58 attendees.

This National Conference too has been made possible through the hard work of the Secretariat, Michelle Berry and AICCM Tas Division, spearheaded by Tas Div President Amy Bartlett. With approx. 150 attendees, this conference has been extremely successful in bringing together a large portion of the Australian conservation community, particularly its emerging professionals and student members.

Planning is also well underway for a number of events for 2016. These include the Textiles SIG Symposium to be held in Sydney in April; a Functional Objects Workshop in Perth in April also; and the Book and Paper SIG Symposium and Paintings SIG Symposia both to be held in Canberra in October, 2016. A tentative joint symposia for GOCSIG and Conservation Picture Framers Symposium is also being planned so please contact your relevant SIG Convenor for more information on any of these events.

Grants and sponsorships

Both the Plastics Workshops and Digital Prints and Contemporary Photographs Workshops presented above, were generously supported through an \$8,000 grant from ADFAS. We thank ADFAS for their on-going support and are happy to announce that this will continue on into 2016 with a mix of workshop sponsorship and travel grants for AICCM members, so stay tuned for these granting opportunities.

This National Conference also marks the inaugural presentation of the 'Outstanding Research in the Field of Conservation' award. The award, to be presented at the National Conference Awards Night, has been made possible through a legacy grant presented to the AICCM by Dr Colin Pearson at the 2014 AGM. We thank Dr Colin Pearson for his support and the exciting precedent that this award sets by helping to ensure that those who commit to research and make efforts to share this research with their peers is acknowledged.

Professional Membership program

Applications for Professional Membership remain strong with 15 new applicants across the May and November rounds. Given the number of events that are planned for next year, those interested in applying for Professional Membership (as well as those renewing) will have a good many opportunities to tally up points towards the program.

In 2016 we will be focusing on reviewing the Professional Membership program both to ensure that we can more effectively highlight the work of our PM but also to review the role of applied professionals as part of the PM remit, in line with the evolving nature of the conservation profession and industry generally.

Committees

2015 has been a very busy year for the Education and Training Committee, headed by Vice-President, Anne Carter. The Committee, comprising Heather Brown, Celia Cramer, Ian Batterham, Kay Söderlund, Kim Morrison, Michael Marendy, Sarah-Jane Rennie and Tamara Lavrencic have revised the Conservator Statement and Technician Statement. These statements are intended to inform industry and guide education service providers on the role of conservators in the Australian context. These statements, last revised in 2005 and 2011 have been tabled as part of this AGM Report.

I would also like to thank Amanda Pagliarino for taking on the role of Convenor for the Environmental Guidelines Committee and its members Julian Bickersteth, Barbara Reeve, Catherine Earley, Christine Ianna, Nicki Smith, Patricia Stokes and Susie Collis. The Committee are in the process of reviewing the current Terms of Reference for the group and will be planning 2016 activities at this National Conference.

Administration

As anyone who has been involved with Council can appreciate, there is much work done behind the scenes to keep our organisation functioning. The use of Basecamp has been valuable in allowing us to track the various streams of activity, groups and projects that the AICCM has going at any one time. In addition, the ceaseless work of our Secretariat, Michelle Berry has included amongst other things, drafting an archival policy to deal with our digital files spread across Basecamp, DropBox and (inevitably) in people's personal e-mail accounts(!); and reviewing payment and registration options for membership fees and conference attendance.

Recognition also, for the work undertaken by SIG and Events Coordinator, Helen Privett to organise and streamline event procedures through the publication of an *AICCM Events Manual*. This supports the *AICCM Procedures Manual* completed by Vice President, Anne Carter. Both resources will be available on-line via the AICCM website.

In closing, I would like to thank again all those members who volunteer their time to support the work of AICCM whether in State Divisions, Committees or SIG groups and those members who enable this work to continue by renewing their memberships, submitting articles to The Bulletin and Newsletter, making use of the website and attending AICCM workshops and events.

I would also like to take this opportunity to let the membership know that National Council are committed to ensuring that the organisation remains a highly relevant one for our members, the wider professional community and the public. We have a number of projects and activities we are hoping to develop over the coming year and look forward to sharing these with you in time. Finally, I welcome any suggestions and constructive feedback that would help to make our organisation stronger.

MaryJo Lelyveld
AICCM President

Secretary's Report

The AICCM National Council began the year with the annual Face to Face meeting where discussions focussed around membership benefits, retaining member numbers, the organisation's online presence and also its financial future. Many ideas to improve these areas have been put into place by different branches of the AICCM throughout the year. Some of these plans, particularly around website upgrades and attention to social media have resulted in increases in the AICCM communication reach.

In order to address budget issues, two areas to focus on were events which bring in revenue and also an increase in fundraising. As secretary, one of the organisational tasks I have undertaken has been to create an online calendar, currently in Basecamp, to assist the National Council in planning for events and deadlines, for instance in grant applications.

Membership

There has been an increase in membership by 64 members since 2014. The categories to have increased are Australian Individual Member, Concessional - Australia and Student - Australia. Some of the categories that decreased were the two Organisation categories - Australia and Overseas. The uptake of complimentary student memberships also decreased.

Membership status	2015	2014
Current	571	546
Grace	0	136
Expired	390	215
Total	961	897

Current membership type:	2015	2014
Australian Individual Member	364	329
Overseas individual member	13	13
Organisation, Australia	17	24
Organisation- Overseas	7	24
Concessional- Australia	37	23
Honorary	8	8
Complimentary	49 complimentary student memberships	56 complimentary student memberships
Concessional- Overseas	0	3
Reciprocal	12	14
Student - Australia	42	31
Student- Overseas	3	2
Life Member - Australia	15	15
Life Member - Overseas	4	4

Voluntary-run Organisation - Australia	0	0
Professional Member	TBC	77

Website

The work and improvements made to the website have resulted in much greater access. Carole Best has provided a detailed web and social media report. Below are some of the statistics from this report. The reach of the website is much greater than at the same time last year. Pages most viewed on the website have changed slightly. Event registrations is now the most popular page, with visual glossary coming second this year. Other popular pages include Collection Care and Things we Conserve. The jobs page has fallen out of the top five whereas as it was one of the three most popular just two years ago.

Activity	Aug - Nov 2015	Aug - Nov 2014
Page views	102,393	42,594
Sessions	22,847	10,461
Users	17,114	6,674
New sessions	71%	61.65%
Pages viewed	4.48	4.07

Social Media

The AICCM Social Media platforms allow the dissemination of information not only from our organisation but relevant news for members. Some examples of posts are international calls for papers, blogs from our current membership and AICCM events. Having had a dedicated team member, Meg Ellis, working on social media has been instrumental to these improvements. Two of the most popular posts were "Removing, cleaning and replacing sticky tape" and "Framing your tattoo after death."

Platform	2015	2014	2013
Facebook Likes	1962	1096	525
Twitter Followers @heritagerescue	265	53	n/a

Jennifer O'Connell
Secretary, National Council

Website report April 2015

The year has been a big one in all things web and social media.

Since the launch of the Drupal site in late 2013 National Council has continued to improve and develop AICCM web presence and user experience.

This has included the following:

- Moved our development and hosting contract from Community Builders to Agileware.
- Agileware generated a clean copy of CiviCRM database. Ensured data was stable and current.
- Moved to an online relationship for *The Bulletin* now hosted by Maney. Addressed engineering changes to accommodate this.
- National News section developed as a hub for National Newsletter articles, and anticipation for the first enews, due Nov 2015.
- Mail Chimp enews template design commissioned. Currently in development.
- Improved user experience (UX) including Home page Search bar added; dropdown top navigation replaced sidebar menus; expanding page width for improved viewing; activation of all image-captioning capabilities for display fields applied to all content types; and CSS styling was applied to Drupal database content across site.
- AICCM events pushed through CiviCRM into top nav to promote Conference, SIGs, symposiums events, and allow online payments and registrations.
- *Need a conservator?* page containing the *Conservators in Private Practice* database moved to top navigation bar, database fields reviewed and amended. The *Guidelines for Commissioning Conservation Treatments* has been reviewed, updated and now appears on the same page.
- New content for *Things we conserve* developed with new images and 15 videos embedded into the content to enhance user experience.
- Twitter account opened under @HeritageRescue primarily as a channel for disaster response, as well as to amplify AICCM events and related conservation industry news.
- Michelle Berry and Carole Best attended CiviCRM training with Agileware in Canberra.
- Meg Ellis was recruited in late 2014 as casual web editor (5 hours per week) to assist with growing social media demands, upload of professional development events and new content for website.
- In line with the Strategic Plan, National Council recently advertised for a Web Manager (12 hours per week) to manage AICCM website and social media channels on an expanded basis. Interviews are currently being conducted. It is anticipated that the incumbent will take over from Carole Best and Meg Ellis (who has found fulltime work) by the Face-to-Face in February 2016.

Further improvements and outstanding issues

1. Establishing a clear and functional workflow to web for SIG updates and events remains an area of weakness. Web often does not hear about these events in time to promote them, and to date only one SIG coordinator has provided updated content for their SIG page.
2. The current website is not mobile responsive, a decision which was made when the website was moved from Joomla! to Drupal in late 2012, and after consideration of budget and user analytics at the time. Future development of the website should address responsiveness. Agileware has reported that this will require a new template which should

be selected so that it is optimised for IE9 or beyond, as over 65% of our users are viewing using IE browser.

3. Resolution of AICCM relationship with the *Conservation Answers* website developed by Rob Lane from Melbourne Uni. Carole Best is in favour of linking *Conservation Answers* with the AICCM website: it could be used to drive more enquiries to our Professional Membership in Private Practice; add another pathway to promote what we do and to assist people in finding our resources; our social media channels could be used to effectively circulate questions; and with guidance students could moderate answers offering a viable way to inspire students to get involved with AICCM.
4. *Things we conserve* requires further research and development to provide a clear and dynamic picture of Australian Conservation. Specialties such as Shipwreck archaeology, Antarctic conservation and work with Indigenous communities on shared cultural preservation should be highlighted and profiled.
5. The wiki requires someone to define its taxonomy and begin data upload.
6. The Visual Glossary continues to be one of the top performing pages. The glossary lacks images of all glossary terms, and requires better definitions and explanations across the resources. AICCM is the only provider of a glossary of damage and decay driven by image. International traffic comes our way to find this resource which needs prioritisation, continued content curation and investment.
7. *reCollections* review and development of appropriate online platform. This project is a shared one with Melbourne Uni and the AICCM web editor nominated as a review panel member earlier in 2015. No contact from Melb Uni has been forthcoming and follow-up is required.

Analytics

Web

Since the redevelopment of the site in August 2015 all metrics on the site have improved. In the interests of comparing apples with apples and not having a complete set of annual data since the redevelopment the following results compare Aug 1-Nov 1, 2014 against Aug 1-Nov 1, 2015.

As with all analytics, assessment of data should be applied to specific metrics within a strategy of broader audience development. AICCM has not implemented these in a meaningful way to date, so the information below is general.

Time spent on page and bounce rate have not been reported on below because they do not meaningful information. For example, if someone leaves the site quickly after viewing one page which would result in a high bounce rate (bad) and a low period of engagement (bad) does that mean they haven't found what they are looking for, or they have?

	Page views	Sessions	Users	New sessions	Pages viewed
1/08/2014-1/11/2014	42,594	10,461	6,674	61.65%	4.07
1/08/2015-1/11/2015	102,393	22,847	17,114	71%	4.48

Popular content outside Home page

	Most popular page	Second	Third	Fourth	Fifth
1/08/2014-1/11/2014	Visual glossary	Conservation	Login	Resources	Publications
1/08/2015-1/11/2015	Event registrations	Visual glossary	Login	Collection care	Things we conserve

Facebook

Likes

- 525 (Nov 1, 2013)
- 1,096 (Nov 1, 2014)
- 1,962 (Nov 1, 2015)

Reach: The number of people your FB post reaches in their newsfeed. This has grown significantly.

- 52 (Nov 1, 2013)
- 272 (Nov 1, 2014)
- 746 (Nov 1, 2015)

A word about Reach: as the AICCM page continues to grow FB will begin to downplay our Reach in order to encourage us to boost our posts. FB is very sophisticated in the way it selects audiences for the material we circulate, and National Council should be aware of the implications of this. The AICCM page will not continue to grow at the same rate in the future and there will be a need to review and adjust the FB strategy and consideration of allocating it a budget.

Popular posts: Many of our individual posts reach over 1,000 people. Engagement is assessed by how many people Share or Like or Comment on a post.

Examples of recent successes are:

- Oct 16—removing, cleaning and replacing sticky tape: 1639 Reach/44 Likes/14 Shares/145 Post clicks.
- Oct 14—framing your tattoo after death: 2025 Reach/53 Likes/20 Shares/46 Comments/113 Post clicks.

Less successful example:

- Sept 29—Infrared and Raman conference announcement: 131 reach/1 Share/4 Likes/0 Comments/0 post clicks.

Demographics

- 72% women.
- 29% of all fans are aged between 25-34, followed by the next 17% who are aged between 35-44.
- 694 of our fans reside in Australia and of those 236 are from Melbourne, 100 from Sydney, 69 from Canberra and 50 from Brisbane.
- Outside Australia, our fan base significant portions reside in Spain, Portugal and Greece, followed by USA and UK.

Twitter

Overview: Twitter following continues to grow and results are encouraging considering the small amount of time allocated is minimal.

We currently have:

- 265 people follow @HeritageRescue
- @HeritageRescue follows 252

October 2015 report:

- We sent 13 Tweets, gained 14 mentions
- 206 people viewed our profile
- 19 new people followed us

Many of the accounts AICCM follows are disaster-related accounts such as State fire, police and SES services and AICCM cannot expect amplification of our material on these accounts. Care needs to be taken to ensure @HeritageRescue remains focused on disaster response. If it becomes too general or conservation orientated we risk losing traction with the intended accounts/audience when and if disaster strikes.

In general, Twitter accounts should be weighted to follow more people than follow you. @HeritageRescue could be reviewed with this in mind.

Carole Best – (outgoing) AICCM web editor. Nov 2015.

Treasurer's Report 2014/15

The 2014/15 financial year was an unusual year with no AICCM events being held. This provided a unique opportunity to examine the AICCM's running costs. On face value the year didn't end up in bad shape making a loss of around \$9000. However this is not an honest figure as it includes event expenses and earnings from a future event that had not been held. It also includes Colin Pearson's donation for the research award, which will be set aside in the "public fund" until a suitable place to invest it is found. It also includes a double capitation payment. Once these are removed from the equation, the 2014/15 financial year should have presented a loss of around \$35 500.

This is a significant and unsustainable loss, however essential steps have already been put in place to reduce costs and increase income. The newsletter has moved to a digital format to help save on a significant expense, Cobus has been doing great work drumming up sponsorship and advertising for the website. Capitation has been put on hold for a few years while we take stock, and finally the move to Routledge, Taylor Francis for publishing the Bulletin should will steady printing costs and has made budgeting easier.

Despite all these measures we are currently reliant on events to keep the AICCM afloat. In my opinion, the cost to run the AICCM should be covered by membership fees. However the decision to raise membership fees is a difficult one as no one wants to upset our members. When I compared AICCM fees against other conservation organisations around the world, namely UKIC and AIC. Not only do we have one of the lowest annual fees in the world, when I compared the cost of the membership versus the average income in the country, I found that the membership fees of the AIC is 210% and the UKIC 168% more than the AICCM membership. Add this to our fewer membership numbers, the AICCM is running on a shoe string budget compared to the rest of the world. Our membership fees should be double what they are.

I have a call to action:

- I ask that you maintain your membership annually and encourage your fellow conservators to do so as well.
- If you are feeling generous, please donate some money to the AICCM. Donations are tax deductible and we have an account specifically

set aside for them.

- I believe we must raise membership fees to cover our costs, please see this as a positive thing for both you and the AICCM. It will allow us to improve and grow and make us better.

I would like to thank everyone that give up their time to keep the AICCM going without whom we would not achieve much at all. I would also mention our invaluable secretariat Michelle Berry and our book keeper Hilary Milsom who help make the treasurer's job so much easier.

Adam Godijn

Profit & Loss Statement

July 2014 through June 2015

**11/07/2015
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Income	
Membership income	
Membership income AU	\$78,247.36
Membership income OS	\$8,756.00
Total Membership income	<u>\$87,003.36</u>
Event Income	
Event Registrations	\$39,513.65
Total Event Income	<u>\$39,513.65</u>
Advertising Income	\$3,482.18
Book/Publication Sales	\$1,178.68
Donation Income	\$10,180.00
Copyright Distribution Income	\$3,652.48
Miscellaneous Income	\$3,177.37
Interest Income	\$5,481.73
Total Income	<u>\$153,669.45</u>
Cost Of Sales	
Event Expenses	
Event Venue Hire	\$2,507.96
Event Travel Costs	\$10,106.60
Event Catering	\$4,968.00
Event Sundry Costs	\$1,243.92
Total Event Expenses	<u>\$18,826.48</u>
Fundraising Expenses	\$499.63
Total Cost Of Sales	<u>\$19,326.11</u>
Gross Profit	<u>\$134,343.34</u>
Expenses	
Banking Costs	
Bank Fees	\$18.15
Merchant Fees	\$337.33
Paypal Fees	\$1,751.10
Total Banking Costs	<u>\$2,106.58</u>
Admin costs	
Postage & Freight	\$2,518.28
Printing Expenses	\$1,324.00
Stationery supplies	\$42.64
Telephone	\$16.00
Teleconference	\$1,115.11
Insurance	\$4,246.42
Sundry Expenses	\$557.23
Capitation Fees Distributed	\$8,580.88
Total Admin costs	<u>\$18,400.56</u>
Copyright Fees deducted	\$585.19
Consultant expenses	
Secretariat Expenses	\$33,143.61
Bookkeeping fees	\$6,057.11
Audit Fees	\$3,630.00
Total Consultant expenses	<u>\$42,830.72</u>
Public Relations	
Website expenses	\$24,956.65
Awards	\$85.00
Newsletter/Bulletin expenses	\$49,381.87
Total Public Relations	<u>\$74,423.52</u>
AGM/Council Meeting Expenses	
Council Meeting Venue/Catering	\$591.46
Council Meeting Travel Exp	\$3,387.49
AGM Venue/Catering	\$160.00

AICCM

Profit & Loss Statement

July 2014 through June 2015

11/07/2015
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AGM Printing/Advertising	\$1,168.62	
Total AGM/Council Meeting Expenses		\$5,307.57
Total Expenses		<u>\$143,654.14</u>
Net Profit/(Loss)		<u>-\$9,310.80</u>

Balance Sheet

As of June 2015

11/07/2015
6:19:26 PM

Assets		
Cash on Hand		
MECU Trans acct.....7573	\$64,017.04	
MECU Term Dep....2463	\$70,000.00	
MECU Cyber Saver ... 2640	\$35,979.87	
MECU Visa Access... 7714	\$1,037.78	
MECU Public Fund	\$200.01	
PayPal Clearing Account	\$18,285.15	
Security Deposits Paid	\$200.00	
Electronic Clearing Account	\$0.00	
Total Cash on Hand	<u>\$189,719.85</u>	
Trade Debtors	\$68,402.40	
Total Assets		<u>\$258,122.25</u>
Liabilities		
Trade Creditors	\$11,411.76	
GST Liabilities		
GST Collected	\$5,462.09	
GST Paid	-\$419.06	
Total GST Liabilities	<u>\$5,043.03</u>	
Total Liabilities		<u>\$16,454.79</u>
Net Assets		<u>\$241,667.46</u>
Equity		
Retained Earnings	\$250,978.73	
Current Earnings	-\$9,310.80	
Historical Balancing Account	-\$0.47	
Total Equity		<u>\$241,667.46</u>

AICCM ACT Division Annual General Meeting Minutes

June 4th, 2015

Australian War Memorial Annex, Callan Street, Mitchell
5.30pm

ITEM	DISCUSSION	ACTION
Attendance	Ian Batterham (IB) Nick Zihrul (NZ) Kate Eccles-Smith Jane Wild (JW) Freya Merrell (FM) Karen Wilcox (KW) Rachel Sawicki (RS) Kasi Albert (KA) <i>Proxy voting:</i> Hakim Rahim Meg Absolon Jocelyn Evans Lisa Addison	
Welcome	IB welcomed members and guests and checked to ensure quorum.	
Apologies	Hakim Rahim (HR), Anna Kalloudis (AK)	
Acceptance of minutes	Minutes of previous AGM accepted by IB and KA	
Election of office bearers	IB stood for president, elected unopposed KA stood for secretary, elected unopposed JW stood for treasurer, elected unopposed KE-S, NZ and KW elected as ordinary committee members, unopposed AK for Student representative role. Unanimously approved.	

<p>President's Report</p>	<p>Presented by IB</p> <p>Thanks to Kasi Albert (sec.), Nick Flood (treas.), Anna Kalloudis (student rep.), Hakim Rahim, Kate Eccles-Smith, Nick Zihrul, Danica Auld (cont. committee)</p> <p>Successful and numerous events from previous year:</p> <ul style="list-style-type: none"> - Talks at Designcraft, Workshop Bilk and Kensuke Todo exhibition - Open day at UC and UC student welcome event - Historic Mounts workshop - Heritage Week event (proposed to repeat again next year) - Sponsorship of student to ICOM-CC in Melbourne - Christmas party 	
<p>Annual Financial Statement</p>	<p>Presented by KA</p> <ul style="list-style-type: none"> - Greater outgoing than incoming revenue - Largest spend was for ICOM-CC student sponsorship 	
<p>Financial</p>	<p>Have effectively not had a treasurer for 6 months ago, when Nick Flood resigned the position.</p> <p>KA recently submitted form to bank to update signatories for account to be IB, KA and K E-S.</p> <p>KA also requested internet banking to be accessible through the personal</p>	<p>.</p>

	<p>Commonwealth Netbanking for IB, KA and K E-S. Account balances and transactions can be checked online. Online bank transfers can also now be done, however still requires input from two signatories to approve.</p> <p>Overdue on Incorporated Association audit for 2 years.</p> <p>Decision to start financials notebook in order to improve financial record keeping</p> <p>Question regarding PO Box that was previously held. What has happened to this?</p>	<p>KA and JW to ensure audits are undertaken</p> <p>KA to find out</p>
Other business	<p>Proposed events:</p> <p>Sponsorship of students for AICCM National Conference</p> <p>Talks relating to:</p> <ul style="list-style-type: none"> - AICCM National Conference - Plastics workshop <p>Suggested talk by UC students</p> <p>Another Palace movie event</p> <p>Artist talk</p> <p>Glassworks visit</p> <p>Printing Museum</p> <p>Suggestion that more specific cost differentiation between members and non-members for events</p>	<p>IB to pursue</p> <p>IB and K E-S to pursue</p> <p>K E-S</p> <p>KA</p> <p>IB</p>

Correspondence	None	
Meeting closed	6pm	

AICCM ACT Division

Balance sheet as at 03 June 2015

Balance carried forward	\$5799.05
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Income	\$1348.16
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Expenditure	\$2758.79
-------------	-----------

Closing balance as at 03 June 2015	\$4398.42
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Income and expenditure statement

RECEIPTS

Balance as at 23 April 2014	\$5799.05
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AICCM membership levy	+\$1348.16
-----------------------	------------

PAYMENTS

Bank charges	\$150
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ICOMM-CC student sponsorship	\$1000
------------------------------	--------

Other events (catering and materials)	\$1608.79
---------------------------------------	-----------

	-\$2758.79
--	------------

BALANCE AS AT 03 JUNE 2015	\$4398.42
-----------------------------------	------------------

Kasi Albert, Secretary (acting Treasurer), AICCM ACT Division



SA/NT DIVISION
AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.
 c/o ARTLAB 70 Kintore Ave, Adelaide, SA 5000

Minutes of SA/NT Division
Annual General Meeting
17th June 2015 – 4:00pm Consultation Room, Artlab Australia

In Attendance:

Kristin Phillips, Rosie Heysen, Mary-Anne Gooden, Justin Gare, Jo Dawe, Heather Brown (Proxy for Andrew Durham)

Agenda Items:

1. **Apologies:** Jodie Scott, Helen Haley, Megan Sypek, Andrew Durham, Filipa Quintela
2. **Minutes from previous meeting (13th May 2015):**
 Kristin Phillips moved that these minutes be accepted, seconded by Rosie Heysen.
3. **Presentation of President’s Report:**
 Kristin Phillips summarised SA/NT division activities over the past 12 months:
 - Dinah Eastop visit & talk: “Design, digitization, discovery: Enhancing collection quality” (22nd August 2014)
 - Chinwags:
 - Lotta Ekman: “Textile Conservation experiences in Finland & Turkey” (17th June 2015)
 - Andrew Durham: “Conservation and display at the Ambedkar Museum in Nagpur, India” (13th May 2015)
 - Attendance of Rosie Heysen at National Council face-to-face (22nd-23rd Feb 2015)
 - Attendance of Kristin Phillips at various Museums Australia Breakfasts and Talks
4. **Presentation of Treasurer’s Report:**
 Rosie presented the Statement of Financial Performance 2014/2015 (see below table)

DATE	ITEM(S)	PAID TO / RECEIVED FROM	CHEQUE NO	DEBIT	CREDIT	BALANCE
1-Jul-14	Balance brought forward as per 30.6.14					\$4,083.25
5-Aug-14	Chinwag Meeting catering	RH		\$17.00		\$4,066.25
21-Aug-14	Dinah Eastop Accommodation	Booking.com	200014	\$263.50		\$3,802.75
21-Aug-14	Dinah Eastop Flights	Webjet	200015	\$332.60		\$3,470.15
21-Aug-14	Dinah Eastop Event Food and Wine etc	Local Suppliers - Mercato	200016	\$84.00		\$3,386.15
4-Sep-14	Guest Lecturer Gift	Fabric of Life	200018	\$20.00		\$3,366.15
30-Sep-14	Bank interest	Westpac			\$3.16	\$3,369.31
23-Dec-14	Dinah Eastop Event Food and Wine etc	Local Suppliers	200017	\$39.25		\$3,330.06
24-Dec-14	Capitation Funds from National AICCM	AICCM National			\$212.52	\$3,542.58
31-Dec-14	Bank interest	Westpac			\$2.93	\$3,545.51
6-Jan-15	Capitation Funds from National AICCM	AICCM National			\$274.56	\$3,820.07
23-Feb-15	National Council Face-to-Face Nominee Accom	Booking.com	200019	\$221.27		\$3,598.80
31-Mar-15	Bank interest	Westpac			\$2.23	\$3,601.03

Current Bank balance as at 16th June 2015 is \$3,601.03



SA/NT DIVISION

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.
c/o ARTLAB 70 Kintore Ave, Adelaide, SA 5000

5. Standing down of existing committee:

Kristin Phillips thanked members (Rosie Heysen – Treasurer & Mary-Anne Gooden – Secretary) for their assistance over the past 12 months. The committee thanked Kristin Phillips for her efforts as President. Existing committee stood down.

6. Election of the Office Bearers and Committee Members for SA/NT Division:

Completed Nomination Forms for the roles of Office bearers & Committee Members were tabled by Mary-Anne Gooden.

Nominees as follows:

Office of President, State Representative on National Council & Public Officer:

Kristin Phillips

Office of Treasurer:

Rosie Heysen

Office of Secretary:

Mary-Anne Gooden

Ordinary members of the committee:

Heather Brown

Jo Dawe

Andrew Durham

Justin Gare

Filipa Quintela

Renita Ryan

Jodie Scott

There were only single nominations for each role. The new committee was voted in unanimously.

7. Introduction of New Committee:

As listed above.

Rosie Heysen has discovered that our division requires the role of '**Public Officer**'. It has been unanimously voted that this role will be incorporated with the roles of President & State Representative. Our Constitution will need to be updated to reflect this change.

8. Banking:

Following the re-election of Committee the process of opening a new online bank account with MECU can begin. The delay was caused by the necessity to produce certified copies of our Constitution, Minutes identifying authorised persons and a certificate of incorporation. Once the new bank online bank account has been opened all funds will be transferred and the current Westpac account will be closed. It is anticipated that this process will still take a period of time.



SA/NT DIVISION

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.
c/o ARTLAB 70 Kintore Ave, Adelaide, SA 5000

9. Future AICCM SA/NT Division Activities:

Kristin Phillips discussed ways to increase the membership numbers of SA/NT Division:

- Competition to encourage new members to join:
Kristin Phillips has suggested running a competition by offering free return flights and registration for one member to attend the upcoming AICCM National Conference in Hobart (Nov 2015).
The competition will only be open to current (2015/16) financial members.
To enter, members will be required to show proof of current membership (receipt of membership payment) and must be prepared to give a Chinwag about the conference on their return. (A Skype/YouTube chinwag may be organised to include NT members).
Kristin has asked Mirna Heruc, President of SA Museums Australia to draw the winner's name out of a hat.
- Chinwags:
 - Kristin Phillips to present on her attendance at the Attingham Summer School in the UK. Talk scheduled for Oct/Nov 2015.
 - Mary-Anne Gooden to present on her attendance at the North American Textile Conservation Conference in New York. Talk scheduled for Dec/Jan 2015.
- Potential Visits:
 - David Roche collection (once the house is open again after construction work is completed)
 - Justin Gare has generously offered to organise a tour of his parent's house in Hahndorf. This can be opened up to AICCM and Museum's Australia members. Date still to be scheduled – possible early 2016.
- Museum's Australia Networking breakfasts (3rd Friday of the month at East Tce Continental)

10. Other business:

- As noted above, we need to change our constitution to reflect that the role of Public Officer will be linked to the role of President & State Representative. Rosie is to organise this.
- Rosie Heysen will be interim President until Kristin returns in October 2015.
- Heather Brown suggested we consider widening the focus of our group to non-conservators (eg local history organisations, libraries etc). Kristin Phillips feels that at this time it is more appropriate that AICCM focuses our activities on Conservators as this is who the organisation is intended to benefit.
- Heather Brown suggested that we investigate the possibility of using Skype or YouTube to record Chinwag events so that members in the NT can be involved and contribute. All attendees agreed that this idea is worth pursuing. Considerations include: What is AICCM National Council view on broadcasting these events?, what equipment and expertise would be required? What would the financial cost be?

11. Close of business:

4:20 pm

Next Meeting:

TBA

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2015

Current as at 16 June 2015

CREDITS

Capitation Funds from National AICCM 2014	\$212.52
Capitation Funds from National AICCM 2015	\$274.56
Bank interest	<u>\$8.32</u>
TOTAL CREDITS	<u>\$495.40</u>

DEBITS

Chinwag Meetings expenses	\$17.00
Dinah Eastop Accommodation	\$263.50
Dinah Eastop Flights	\$332.60
Dinah Eastop Event Food and Wine etc	\$123.25
Fabric of Life - Guest Lecturer Gift	\$20.00
National Council Face-to-Face Nominee Accom	<u>\$221.27</u>
TOTAL DEBITS	<u>\$977.62</u>

Surplus/(deficit) over expenditure	<u>\$482.22</u>
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STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2015

CURRENT ASSETS

Cash at bank	\$3,601.03
Investments	<u>\$0.00</u>
TOTAL CURRENT ASSETS	<u>\$3,601.03</u>

CURRENT LIABILITIES

Liabilities	\$0.00
TOTAL LIABILITIES	<u>\$0.00</u>

NET ASSETS

ACCUMULATED FUNDS

Opening balance	\$4,083.25
Surplus (deficit) for year	<u>\$482.22</u>
TOTAL ACCUMULATED FUNDS	<u>\$3,601.03</u>

Minutes of the Tasmanian Division of the AICCM – AGM 4th December 2015

Present: Amy Bartlett, Stephanie McDonald, Nikki King-Smith, Erica Burgess, Margaret Smith

1. Apologies: Lotte Kronberg, Cobus van Breda, Keith Adkins, Michelle Berry (Antarctica!), Mar Gomez, Linda Clark
2. Minutes of the previous Tas Division AGM – confirmed by Amy Bartlett; seconded by Erica Burgess
3. President's report – see attached
4. Treasurer's report – Des Britza audited the account books – attached is the report
The capitation fees will be stopped for the next few years to fund the web position.
\$59 to Corporate Affairs will be an ongoing expense for us. Unlike us, other states have money in their accounts from fund-raising.
Des is still happy to continue to Audit the accounts for us – this will save us time
Nikki will organise a thank-you to Des and re-claim the cost from our account
5. Secretary's report - attached
6. Nominations:
President – Amy was nominated for the position as President and as there were no other nominations, she was duly elected
Secretary – Stephanie was nominated for the position as Secretary and as there were no other nominations, she was duly elected
Treasurer – Nikki was nominated for the position as Treasurer and as there were no other nominations, she was duly elected
Public Officer – Erica was nominated for the position as Public Officer and as there were no other nominations, she was duly elected
7. No other business
8. Next meeting planned for the first three weeks of March – exact date to be confirmed.
Amy will check when Mar Gomez will be returning to Spain.

Meeting closed at 2.35pm

**Australian Institute for the Conservation of Cultural Material
Tasmanian Division Inc.**

President's Report 2015

Tasmanian Division Members and Committee

There are currently thirteen financial members of AICCM in Tasmania. They are situated all over the state with the majority being located in Hobart and Launceston.

President: Amy Bartlett (Queen Victoria Museum and Art Gallery)
Secretary: Stephanie McDonald (Tasmanian Archive and Heritage Office)
Treasurer: Nikki King Smith (Tasmanian Museum and Art Gallery)

The Public Officer position was appointed to David Thurrowgood (Queen Victoria Museum and Art Gallery) at the 2014 Annual General Meeting; however he is no longer a financial member of AICCM.

Meetings

The Tasmanian Division has met twice this year, in addition to informal meetings that have been held to prepare for the National Conference. A meeting was held at the Queen Victoria Museum and Art Gallery in Launceston on 25th August. A general meeting was held prior to a walk through and talk in the Growth Change Influence: The University Art Schools in Tasmania exhibition. Lunch was then enjoyed at a local restaurant - Star Bar. Members also met on 9th October at Cultura in Hobart before a meeting was held at the Tasmanian Archive and Heritage Office Conservation Lab.

2015 National Conference

The 2015 National Conference was held at the **Baha'i Centre** in Hobart from 4th to 6th November. The theme for the conference was "Illuminating the new: contemporary practice and issues in materials conservation" which was chosen to reflect UNESCO's Year of Light.

Presentations, lightning talks and posters were divided into the following topics throughout the conference:

- Digital technologies, contemporary and new media.
- Ethics and theory, preventive conservation and community conservation projects.
- Speciality sessions (Objects, Paper and Paintings).

In addition to this, three tours were organised for the afternoon of Thursday 5th November at Shene Estate, Mawson's Hut Replica Museum and a Kunanyi/Mt Wellington walk.

Two evening events were arranged to welcome conference delegates and to let our hair down. A Welcome Reception was held at the Tasmanian Museum and Art Gallery on the first night of the conference. This included a talk by TMAG Director Janet Carding and a tour of gallery spaces by TMAG Conservators. The formal Awards Night and Cocktail Party were held Hadley's Orient Hotel on the Thursday night.

A number of Special Interest Groups also used the conference as an opportunity to catch up. The Book Paper Group with Photon, Conservation Framing, Conservation Science, Electron, Exhibitions' Objects, Paintings and Preventive Conservation all met to discuss relevant matters.

Acknowledgements

I would like to recognise the members of the Tasmanian and Victorian Divisions and those from National Council that have assisted with the preparations of the 2015 conference. We have received a lot of positive feedback with some stating that it was the best conference AICCM has held in years. Attendees were happy with the topics covered and enjoyed the concurrent session format. There were many mentions about the venue and people liked attending the conference offsite from a cultural institution as 'it felt like a retreat'. Sincere thanks to everyone as the conference has truly been a team effort!

Amy Bartlett

Submitted at the AICCM Tasmanian Division

Annual General Meeting 4th December 2015

Treasures Report – Nikki King Smith - For the Financial Year Ending 2014 – 2015

Little financial activity for the financial year spanning 2014 – 2015. The Audit has again been completed by Mr Des Britza, once again completed on a voluntary basis. A token of our appreciation has been forwarded, for very kind assistance in this.

Members Funds	\$1723.28
Cash on Hand	<u>\$37.80</u>
Total	\$1761.08

Members will be forwarded a copy of the report, on request.

The Annual return, along with payment of \$59.20, will be lodged with the Department of Justice, Consumer Affairs & Fair Trading following the completion of paperwork at this meeting.

Nikki King Smith
Submitted at the AICCM Tasmanian Division
Annual General Meeting 4th December 2015

Auditor's report presented

Secretary's report – Stephanie McDonald 2015

Since the last AGM, the Tasmanian Division of the AICCM has met three times and hosted the national conference!

We held our 2014 Christmas lunch at the Man O Ross hotel on the 1st December. It was well attended with about 4 people travelling down from Launceston and 5 travelling up from Hobart.

We continued throughout the year working towards the National Conference using Basecamp to discuss the organisation. However it wasn't until August 25th when we met again in Launceston focusing mostly on the conference. The meeting was followed by a guided tour by Curator Damien Quilliam through the exhibition of the 125th anniversary of UTas art schools at the QVMAG. (Queen Victoria Museum and Art Gallery).

On the 9th October we met at the Conservation lab at the Tas Archive and Heritage Office to discuss further planning of the national conference.

November the 4th to 6th was the National Conference and the culmination of all our hard work. I found the conference to be informative, interesting, exciting and refreshing! The excellent planning by everyone involved meant that any of the minor hiccoughs were resolved very quickly. I would like to thank Michelle and Amy in particular for all their hard work on the conference. But the whole event wouldn't have happened without a fabulous team effort from Erica, Cobus, Nikki, Lotte, Margaret as well. The wonderful Victorian Division members, especially Helen Privett did a huge amount on Budget planning and other things with Susie Collis co-ordinated student involvement and assistance.

I would also like to thank Amy, and Nikki for their support as the Tas. Division committee.

Stephanie McDonald

Submitted at the AICCM Tasmanian Division

Annual General Meeting 4th December, 2015

11 New World Avenue
Trevorbyn TAS 7538

Phone: (011) 4311 4177
Mobile: 0487 144 301

desb@desgood.net.au

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL
MATERIALS
(TASMANIAN DIVISION)
AUDIT REPORT - 2015

SCOPE

The check has been conducted to provide reasonable assurance as to whether the accounts are free from material misstatement. The procedures included the examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements.

OPINION

As an accounting procedure it is not practicable to extend my examination of income beyond the amounts received as shown by the books and records of the Institute.

Notwithstanding the above I am satisfied that the financial statements show a true and fair view of the AMCCM affairs at the 30 June 2015.

It is also my opinion that the Institute has kept proper records to support the books of account.



Des Beitz FRPA

AUDITOR
19 November 2015

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF
CULTURAL MATERIALS
(TASMANIAN DIVISION)**

Statement of Financial Position
for the year ended 30 June 2015

	2014		2013
MEASURED FUNDS:			
Opening Balance		1,301,599	
Ordinance Fund Cash	\$1,300	<u>74,000</u>	1,375,599
Surplus (deficit) for year	22,460		<u>385,028</u>
			<u><u>1,761,028</u></u>
CURRENT ASSETS:			
Cash at hand	1,201,869		1,723,228
Cash on hand (money order)	74,000		<u>37,895</u>
			<u><u>1,761,028</u></u>

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF
CULTURAL MATERIALS
(TASMANIAN DIVISION)

Profit & Loss Statement
for the year ended 30 June 2016.

2015	2014
	2013
	2012
0.00	370.04
508.50	110.45
108.50	400.49
0.00	0.00
0.00	0.00
17.75	28.00
9.55	0.00
56.48	59.20
0.00	8.29
85.78	95.49
22.86	365.09

receipts

Memberships Fees
Interest/Chickensh Received

TOTAL RECEIPTS

EXPENDITURE

Audit Fees
Stationery
Gifts & Presentations
Postage
Filing Fees Business Affairs Office
Meeting Expenses

social expenditure

surplus (deficit) not used

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF
CULTURAL MATERIALS
(TASMANIAN DIVISION)

BANK RECONCILIATION STATEMENT
ASB 60799 AC 727971 INSTITUTE FINANCIAL

BALANCE AS PER CASH BOOK		
Balance Brought		1,301.89
Receipts 2014		108.50
Expenditure 2014		
Frog Cash Advance	50.00	<u>108.00</u>
		<u>1,301.99</u>
BALANCE AS PER BANK STATEMENT		
Balance as per Statement 30/06/2014		1,301.99
Less Unpresented Cheques		
		0.00
Plus Deposits not Brought		0.00
		<u>1,301.99</u>

Australian Institute for the Conservation of Cultural Materials
Tasmanian Division Inc.

List of Executive Committee Members 2014 - 2015

President

Arny Bartlett
26 Wehrman Street
Launceston TAS 7250
Phone: 0448581500

Treasurer

NALI King Smith
49 Mowbray Street
West Hobart TAS 7000
Phone: 0431968335

Secretary

Stephanie McDonald
C/- 31 Murray Street
Hobart TAS 7000
Phone 01 6385 5386

Public Officer

Michael Smith
419 Pirrama Road
Englehawk Meek TAS 7182
Phone: 01 6251 2319

*AS - 15th
19th floor*



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (VICTORIAN BRANCH) INC.

ANNUAL GENERAL MEETING Minutes

5.30pm for 6:30pm, Tuesday 13th October 2015
The Grimwade Centre for Cultural Materials Conservation
The University of Melbourne, 806-814 Swanston St, Carlton VIC 3053

Meeting commenced at 6:40pm, 26 members in attendance.

1. Apologies from Debra Parry, Bronwyn Dunn, Detlev Lueth, Jennifer O'Connell, Robyn Sloggett, Nicole Tse, Petronella Nell, Marcelle Scott, and Karen Vidler.

2. Review of minutes from 2014 AGM

Charlotte Walker noted a correction under Section 3, Executive reports. Minutes state Jennifer O'Connell is 'stepping down as Treasurer'. This should be amended to 'stepping down as Secretary'. Accepted by Sophie Lewincamp and seconded by Irene Finkelde.

3. Executive Reports

- a) President's report by Susanna Collis. Susie also introduced the current committee members and ongoing SC@M representative Irene Finkelde – **Appendix One**
- b) Secretary's report by Charlotte Walker – **Appendix Two**
- c) Treasurer's report including financial statement by Elizabeth McCartney – **Appendix Three**

4. Other Business

Change of Consumer Affairs Victoria association rules and auditing requirements presented by Treasurer – **Appendix Four**

A brief discussion was held amongst members, centred on the AICCM National Council's proposal to put a moratorium on capitation payments for the next three years, and the procedures currently in place for transparency of use of AICCM funds. Sophie Lewincamp suggested that a column could be added to the end of year financial statement, noting the names of the committee members who approve each payment. This was met with general agreement and supported by Treasurer Elizabeth McCartney. This will now be added as a standard procedure. There was a general feeling from the membership that auditing is now unnecessary. Susie Collis put forward the motion that 'In line with the Regulations of the *Associations Incorporation Reform Act 2012*, the AICCM (Victorian Branch) Inc. will cease to have its annual financial statements audited.' The motion was seconded by Jude Fraser, and all members present voted in favour of the motion.

5. Election of Office Bearers for 2015- 2016

Nominations were received for all positions, and all members were elected unopposed.

- President: Susanna Collis
- Secretary: Charlotte Walker
- Treasurer: Elizabeth McCartney
- Ordinary member: Lauren Keating
- Ordinary member: Helen Gill
- Ordinary member: Alex Ellem
- Ordinary member: Albertine Hamilton
- Ordinary member: Marika Kocsis
- Ordinary member: Sarah Brown

6. Close of Meeting 7:05pm

APPENDIX ONE



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (INC) VICTORIAN DIVISION

Annual General Meeting Victorian Division October 12, 2015

Division President's Report

At this AGM we will officially welcome a new student representative member and we will farewell two committee members and, I hope we will welcome new members to the committee.

The committee thanks outgoing ordinary members Sherryn Vardy and Sabine Cotte for their dedication of time to the committee over the past 3-4 years. Sherryn has been a strong advocate for regional members and for representing conservation in the non-metropolitan regions of the State, and Sabine has consistently provided sensible and professional advice to the committee in representing the interests of private conservators and higher degree research in conservation. Over the years that Sabine has been involved in the division, she has also organised numerous international speakers to present to the Victorian members, and we would like to thank her for her efforts in doing so.

In terms of committee and division activity, the past year has been called the "post-ICOM-CC triennial conference" year by the Victorian division. It is true to say that in past years the committee has been more active than it has been over the past 12 months. However, the division did manage to hold two well-attended events prior to the AGM event.

The other important work of the committee over the past 12 months, which you won't necessarily have known about, is the work around the updating of our committee rules and governance vis-à-vis our obligations to Consumer Affairs Victoria. Charlotte Walker has gone to great lengths to unearth archival data about our committee rules and to update our governance structure with respect to the updated rules for associations such as the AICCM Victorian division. As members you should feel very confident in the way that the business of your committee and division is being managed and Charlotte Walker and Elizabeth McCartney deserve to be recognised for their efforts here, in service to us, the members.

Finally I would like to acknowledge the work of the rest of your Victorian committee members (Helen Gill, Lauren Keating, Sherryn Vardy, Sabine Cotte, Alex Ellem) as well as our conservation industry colleagues who have supported AICCM Vic division events and activities over the past year.

Susanna Collis
Chair, Victorian Division of the AICCM
12 October 2015

APPENDIX TWO



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (VICTORIAN BRANCH) INC.

Victorian Division Secretary's Report 2014- 2015
Reported by Charlotte Walker at AGM, 13th October 2015

2014-15 AICCM Victorian Division Committee

Chair: Susanna Collis
Secretary: Charlotte Walker
Treasurer: Elizabeth McCartney
Ordinary Member: Sabine Cotte
Ordinary Member: Alex Ellem
Ordinary Member: Sherryn Vardy
Ordinary Member: Lauren Keating
Ordinary Member: Helen Gill
Student Representative: Amy Walsh/ Irene Finkelde

Membership

The Victoria Division of AICCM currently has 167, which is a decrease on the previous figure of 197 members.

End of Year Function – 2014

The end of year function was held on Thursday the 27th of November at Campari House on Hardware Lane, with around 35 members in attendance.

Off the Record Sessions

The Committee would like to extend its thanks to those who presented talks and our appreciation to those members who attended. The Committee also recognizes the support of the National Gallery of Victoria and the University of Melbourne, particularly the Grimwade Centre for Cultural Materials Conservation, who have generously offered venues for the events. The presentations held over the past year were:

- 20th April 2015 - Lecture by Zhanyun Zhu, a visiting research fellow from China, shared highlights from his recently completed research in silk fibre deterioration.
- 9th July 2015 – Presentation by textile conservator Kate Douglas, and tour of 'Exquisite Threads: English Embroidery 1600s-1900s' at the National Gallery of Victoria.

Behind the scenes

The committee has been reviewing our obligations to Consumer Affairs Victoria, to adapt to changes in legislation governing Incorporated Associations. The major changes to the legislation are that: any association members can request and be granted access to view copies of committee meeting minutes and Rules; Public Officer has been replaced with a Secretary; and our financial statements are no longer required to be audited. The new law allows for the Secretary (formerly Public Officer) to hold any other office within the association, and the committee has opted to merge this position with the current Secretary role. I would like to thank our previous Public Officer, Jude Fraser, for her patience while we have moved over to the new system.

The committee has also undertaken a review of venue hire fees across the Melbourne CBD, with a view to having more options for venues to hold future events. As usual, we have also been discussing the best ways to spend our money, and options for events. Any ideas or feedback from members are most welcome.

I would like to thank all of the committee members for their work over the past year, and give my best wishes to those who are stepping down.

APPENDIX THREE



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (INC) VICTORIAN DIVISION

Victorian Division Treasurer's Report 2014-2015 Reported by Elizabeth McCartney 13th October 2015

The account balance on July 1, 2014 was \$2686.46 and on June 30, 2015 it was \$4352.93. This was an increase in funds of \$1666.47 for the 2014-2015 financial year.

Vic Division received an income of \$2353.12 this year, which was made up of capitation payments for 2013-2014 (\$1066.12) and 2014-2015 (\$1287.00).

Total expenditure for the year was \$686.65. This included administrative costs such as bank fees (\$18.10) and accountant's fees for two year's audits (2012-2013 and 2013-2014; \$240 in total). The majority of our costs were related to events – OTR catering (\$92.42), catering for the Christmas party (\$192.00) and 2014 AGM (\$94.13), and speakers' gifts (\$20.00) and the Christmas party door prize (\$30.00).

Outstanding costs that were incurred this year but will be processed in the next financial year are the cost of lodging the last two statements with Consumer Affairs Victoria (\$108.80) and a fee associated with the request for a copy of the AICCM Vic Division Records from Consumer Affairs Victoria (\$39.70). The request for a copy of our records was associated with a change in rules for incorporated organisations in Victoria.

The accounts are audited by James Vamvoukis at Reflex Corporation Pty Ltd. The auditor's report for the 2013-2014 financial year stated that:

1. The more stringent reporting of expenditure and signing off is adequate for audit purposes.
2. The documentation was presented in a manner that which clearly identifies the transactions and the purposes for the expenditure

The financial statement for the 2014-2015 financial year has been completed, and the accounts have been sent to Reflex Corporation to be audited.

We are currently spending within our budget and within our income, even when including the administrative costs that have not yet been processed. This puts Vic Division in a strong financial position for the coming year and affords us the opportunity to think strategically about ways in which we might make use of our funds to best benefit the Victorian membership.

Elizabeth McCartney
Treasurer
AICCM Victorian Division

DATE	ITEM(S)	PAID TO / RECEIVED FROM	CHEQUE and/or RECEIPT NO.	DEBIT	CREDIT	BALANCE
						\$ 2,686.46
1-Jul-14	Account Fee	Commonwealth Bank Australia		2.00		
1-Aug-14	Account Fee	Commonwealth Bank Australia		2.00		
27-Aug-14	AGM Catering (Aug 2014)	Susie Collis	331	94.13		
1-Sep-14	Account Fee	Commonwealth Bank Australia		2.00		
1-Sep-14	Transaction Fee	Commonwealth Bank Australia		0.70		
1-Oct-14	Account Fee	Commonwealth Bank Australia		2.00		
3-Oct-14	Account Auditing Fees Reimbursement (2012-2013)	Elizabeth McCartney	330	120.00		
1-Nov-14	Account Fee	Commonwealth Bank Australia		2.00		
1-Nov-14	Transaction Fee	Commonwealth Bank Australia		1.10		
1-Dec-14	Account Fee	Commonwealth Bank Australia		2.00		
24-Dec-14	Capitation Funds (2013-2014)	AICCM			1,066.12	
1-Jan-15	Account Fee	Commonwealth Bank Australia		2.00		
1-Jan-15	Transaction Fee	Commonwealth Bank Australia		0.20		
6-Jan-15	Capitation Funds (2014-2015)	AICCM			1,287.00	
12-Jan-15	Christmas Party Door Prize (Readings Voucher) (Dec 2014)	Elizabeth McCartney	334	30.00		
12-Jan-15	Christmas Party catering (Dec 2014)	Elizabeth McCartney	335	192.00		
1-Feb-15	Account Fee	Commonwealth Bank Australia		0.50		
1-Feb-15	Transaction Fee	Commonwealth Bank Australia		1.60		
26-May-15	Account Auditing Fee (2013-2014)	Reflex Corporation	N052655895309	120.00		
26-May-15	April OTR Catering (Wine)	Elizabeth McCartney	N052655899143	53.13		
27-May-15	April OTR Catering (Food, \$39.29) and Speaker's Gift (\$20)	Susie Collis	N052757577294	59.29		
	BALANCE AS AT 30.6.15 BANK STATEMENT			\$ 686.65	\$ 2,353.12	\$ 4,352.93



**AICCM VICTORIAN DIVISION AGM 2015
OTHER BUSINESS**

**CHANGE IN INCORPORATED ASSOCIATION LAWS AND AUDITING REQUIREMENTS
BACKGROUND INFORMATION**

The Victorian Division committee are asking the membership to consider the question of whether or not the Victorian Division should continue to have their accounts audited each year.

Why are we asking this question?

- Having the accounts audited costs us \$120 per year.
- Since 2012 the laws for Tier 1 incorporated associations in Victoria (i.e. incorporated associations with a total revenue of less than \$250,000) do not require us to have our accounts audited.

What happens in other states?

- As the different state divisions operate under different incorporated association laws, not all state divisions audit their accounts.
- National Council does not require us to have our accounts audited and are happy for us to decide whether or not it is necessary.

Why have we been auditing our accounts each year?

- Before 2012, Vic Division, as an incorporated association, was required by law to have its accounts audited.
- Since 2012 we have been auditing our accounts as a way of ensuring accountability in our financial dealings and to help provide transparency in financial matters to our membership.
- In recent years the only audit comments we have had from the accountant were requests to improve some of our processes. The accountant requested:
 - more stringent recording of expenditure and sign-off
 - for these audit recommendations and the remedial actions taken in response to be reported to the membership at the AGM
- As all recommendations have been acted on to the satisfaction of the accountant, no new recommendations were received in last year's audit.

If not through auditing, what other processes are in place to ensure accountability and transparency in Vic Division's financial dealings?

- Any expenditure is first discussed and authorised within the committee or between the office bearers. This is recorded in meeting minutes or email conversations.

- Before reimbursement is made a General Claim Form must be filled out.
 - A General Claim Form must detail the expenditure and provide proof of purchase.
 - The General Claim form is signed off by both the claimant and the President (or Treasurer if the President is making the claim).
 - The General Claim form contains a section where the claimant and the Treasurer (or President if the Treasurer is the claimant) sign off on the fact that the reimbursement has been paid to the claimant.
 - The Treasurer records the relevant cheque and/or electronic transaction receipt numbers on the General Claim Form.
 - Any records of discussions authorising the expenditure are also attached to the General Claim Form.
- The Treasurer keeps the general claim forms as part of Vic Division's Financial Records. By law these records must be kept for 7 years after the transactions covered by the records are complete.
- The Treasurer records all expenditure and income in the Financial Statement for each year.
- The Treasurer reports on Vic Division's finances in the Treasurer's Report presented at each AGM. This report includes a copy of the Financial Statement.

What other factors might affect this decision?

- National Council has recently proposed a moratorium on capitation funding for three years to assist AICCM to balance its books. During this period State Divisions would still be able to apply to National Council for funds if they have identified programs that require capitation funding.
- Vic Division does have money in the bank (\$4352.93) and has spent less than \$1000 per year for the last four years.
- As such, Vic Division could continue as we have been without the capitation funding by relying on our savings instead.
- In this situation, however, saving \$120 per year by not auditing the books could be useful.

What do you think?

- Continue auditing:
 - Vic Division is in a financial situation where we can sustain spending \$120 per year to get the books audited, especially if our activities continue unchanged.
 - The value of providing transparency and accountability through auditing is worth this expenditure.
- Stop auditing:
 - Vic Division's operating budget is so small that spending \$120 on something unnecessary is unwarranted.
 - Our improved procedures and the AGM reporting requirements provide enough checks and balances to mitigate against financial mismanagement.

Vic Division Committee Position

- For the reasons described above, the Vic Division Committee feels that it is no longer necessary to have the Vic Division accounts audited.
- The committee is bringing this position to the membership to be voted on.

**AICCM Queensland Division
AICCM (Qld) Annual General Meeting
2014-2015
Tuesday 27th October at 3:00pm, SLQ Café, South Brisbane
MINUTES**

1. Attendance

Anne Carter (AC), Michael Marendy (MM), Gajendra Rawat (GR), Cathy ter Bogt (CB), Samantha Shellard (SS), Rachel Spano(RS), Caroline O' Rorke (COR), Christine Ianna, Jenny Blakely (JB), Swee Cheng Wong (SCW), Jennifer Walker (JW), Christine Ianna (CI), Maziar Kazemi (MK).

2. Apologies

Lydian Eugennike, Liz Wild, Kim Barrington, Catherine, (Anne Carter apologised mid-way through meeting).

3. Proxy Votes

No proxy vote received

4. Nomination

All Nomination taken from the floor

5. Confirmation of minutes of previous AGM

Acceptance of the minutes from 2013-14: Accepted by CB and Seconded by JB.

6. President's report

Caroline O'Rorke was elected Queensland division President at last year's AGM, and continues in that role.

AICCM Q member events

- Tuesday 2nd December 2014, Lunchtime Talk: Liz Wild re-presented her talk and elaborated on her experiences at the IIC Conference in Hong Kong. This talk was presented as a requirement for receiving the 2014 AICCM Q Professional Development Grant.
- Tuesday 27th January 2015, New Year's celebration and talk: Michael Marendy invited AICCM members for a Tour & Talk about his conservation work with the exhibit "Undressed: 350 Years of Underwear in Fashion": Some members continued for New Year's drinks at ERA café South Brisbane
- Tuesday 12th May 2015 Lunchtime Q&A: Gillian Osmond, in discussion with Caroline O'Rorke, of her time spent working on her PhD

- Friday 19th June 2015, Cathy ter Bogt, Queensland Museum, invited the AICCM group over to meet 2 interns from Uni Melb and have a look at their accomplishments.
- Tuesday 18 August 2015, Lunchtime Exhibition Walk-Through with Lucilla Ronai. Conservation concerns and triumphs were discussed from the time of preparation to installation and the display period of the ANZAC Centenary exhibition at the State Library of Queensland.

Conservation workshops

Queensland Museum hosted a plastic identification workshop in July with Yvonne Shashoua, as the presenter. Yvonne is senior researcher at the National Museum of Denmark.

AICCM Q Council activities

AICCM Q professional development grant

31 August 2015, the 2015 round of AICCM Professional development grant applications closed. The standard of applications was high. A sub-committee of the QLD Division met to decide on the grant recipient. This round of \$450 was awarded to Anne Carter from QAGOMA to assist her in presenting a paper at APTCCARN Conference in Taiwan. Anne is a founding member of APTCCARN, and is Vice President on the AICCM national council. She currently works at QAGOMA as a paintings conservator. Her attendance at the conference will prove to be our eyes and ears in terms of up to date research for collections kept in humid and sub-tropical climates, a fact close to home for us all in Queensland.

Caroline O'Rorke submitted a report expressing the importance of continuing to offer AICCM Professional development grant opportunities to be given to Queensland members in the future. We anticipate another round of PD grants to go ahead in 2016.

Caroline thanked Jen and Michael for all their help and the on the job training. And also a special thank you also to Gajendra, Cathy, and Ann for their help also.

National Council involvement

I have been representing Qld division on the National Council. Queensland has been well represented with Jenny O'Connell serving as secretary and Anne Carter as vice president.

The main focus for QLD division has been on

There have been many changes and interesting discussions at the National Council level. The most important effecting general members is the changes to the newsletter and bulletin as described in a recent email.

Accepted President's report by MM and seconded by GR

7. Treasurer's report

MM reported that the total balance at the end of 30th June 2015 was \$ 2897.50. in comparison to last year's total of \$ 2543.74.

Total income for this financial year was \$845.68 and total expenditure was \$498.25

MM moved that the financial report being a true & accurate record of financial expenditure.

Accepted Treasurer's report by MM and seconded by CI

8. Secretary's report

Jennifer would like to thank the Queensland division, especially Caroline, Michael and Gajendra for their work and guidance this year, and would also like to thank Michelle Berry, AICCM Secretariat for all her help along the way.

Accepted Secretary's report by JB and seconded by CO

9. Election of office bearers

Nominations taken from the floor

President	Caroline O'Rorke	nominated by SS	seconded by CI
Treasurer	Michael Marendy	nominated by CO	seconded by CI
Secretary	Jennifer Walker	nominated by JB	seconded by MM
General Member	Rachel Spano	nominated by MM	seconded by JW
General Member	Cathy ter Bogt	nominated by MM	seconded by JW
General Member	Christine Ianna	nominated by CB	seconded by CO
General Member	Gajendra Rawat	nominated by SS	seconded by RS

10. Filling out of Annual Return of Association

Completed

11. Other Business

Gajendra suggested holding an XRF workshop / demo by Bruker / Simon Bailey when he is in Brisbane December 2015. The idea was well received and should go ahead when dates are settled.

Date of next meeting ?

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION
OF CULTURAL MATERIAL (QLD DIV.) INC.**

Income and Expenditure Statement for the Financial Year ended 30 June 2015

Balance/Fwd	01.07.14	2,543.74
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INCOME

AICCM (Nat. Div.)		845.68
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Bank Interest		6.33
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Total Income		<u>3,395.75</u>
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EXPENDITURE

Office of Fair Trading		48.25
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AICCM (Qld Div.) Scholarship		450.00
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Total Expenditure		<u>498.25</u>
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Ledger Balance as at 30.06.15		<u>2,897.50</u>
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Bank Statement as at 30.06.15		<u>2,897.50</u>
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Michael Marendy
Hon. Treasurer
29/09/2015

AICCM (WA) Division Report National Council Meeting

The WA Division recently held the AGM (WA) on the 11th March 2016 at the Kailis Boardroom at the WA Maritime Museum in Fremantle. It was rather late but worth waiting for and we had a healthy turnout of 15 members. We combined the event to include a talk and presentation by Stephanie Baily, who had attended the ICCROM workshop, the International Course on Conservation of Japanese Paper that was held in Japan in 2015. The next AGM is planned for November 2016 so we will then be up to date.

The talk was followed by our AGM in which all offices were filled. We managed to attract two recent graduates onto the committee from the University of Melbourne Conservation program, Hannah Hoffman and Heng-yi Lee who are now ordinary members. We are very pleased to have some young blood on the committee and look forward to their involvement.

The new committee is as follows:

President: Kate Woollett

Vice President: Nathalie Hewlett

Secretary: Bindy Wilson

Treasurer: Stephanie Baily

Ordinary members:

David Graves

Heng – Yi Lee

Hannah Hoffman

Cristina Albillos

Vanessa Wiggan

Kate Woollett

President AICCM (WA)