

INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED

ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting held at New College,
University of NSW at 8 pm on Thursday 31 August 1978.

Present: S. Walston (President), C. Pearson (Secretary),
D. Tilbrook (Treasurer), A. Bermingham, A. Bos,
J. Bruce, P. Brunton, D. Butcher, M. Cheah, I. Cook,
H. Downing, L. Finch, S. Flisher, W.A. Hamilton,
D. Hill, D. Horton-James, S. Humphries, S. King,
J. Lyall, K. McInnis, H. Mansell, G.S. Marsh,
M. Millar, R. Morrison, S. Mourot, N. North,
R. Pachucki, C. Payne, D. Rome, P. Townley,
M. Weightman, D. Wood

1. Opening

The President declared the meeting open.

2. Apologies

Apologies were received from:

J. Caldwell, R.W. Ellis, G. Pretty, D. Robinson

3. Confirmation of the Minutes of the previous Annual General Meeting

78/1 *That the Minutes of the AGM held on 8 September 1977 in Perth, having been published in the ICCM Bulletin be declared as a true and accurate record.*

C. Pearson/N. North
Carried

4. President's Report

The President, Miss Walston, stated that she would not be presenting a formal report as this would be covered in the Secretary's Report. She commented briefly on the activities of the ICCM over the past year, in particular the significant step forward in the establishment of the Materials Conservation Courses at the Canberra College of Advanced Education.

Miss Walston then thanked the Secretary, Treasurer, and also Council Members, in particular the Constitution Revision Standing Sub Committee of J. Caldwell, I. Cook and M. Upton for their assistance and hard work during the year.

5. Secretary's Report

The Secretary presented a formal report.

General

It appears only a short time since our last AGM which was held in Perth in 1977, and quite a lot has happened since then. The ICCM is progressing steadily and I believe is firmly established on the Australian scene.

Since the last AGM there have been two Council meetings and two conferences - the international 'Workshop on the Conservation of Rock Art' in Perth, September 1977 and the ICCM biennial conference on 'Current Technology in the Conservation of Library and Archive Collections' which has just concluded. Details of these will be given later in the meeting.

Membership

At the beginning of June 1978, the ICCM membership stood at 206 ordinary and 28 institutional members compared with 191 and 31 respectively in September 1977. Since June there have been 38 applications for ordinary membership and 2 for institutional membership. In addition we have reciprocal membership with the International Institute for Conservation in London and are seeking reciprocal membership with similar organisations.

To date, 132 ordinary, 19 institutional and one life membership fee have been received for 1978/79. Our first life member is Dr L. Finch.

Council Meetings

These were held on 19 November 1977 in the Australian War Memorial and on 10 June 1978 at the Canberra College of Advanced Education. At the first meeting there were 7 members present and at the second only 6 from a total of 16 (now 17) on the ICCM Council. This lack of attendance is due either to apathy, previous commitments or lack of finance to attend meetings. Members are urged not to stand for election to Council unless they are willing to attend meetings. The problem of funds to support members is under consideration by the ICCM Council.

Details of the November Council meeting were published in the December issue of the ICCM *Bulletin*. The June meeting will be published in a future issue of the *Bulletin*. (This *Bulletin*)

Special General Meeting

A special General Meeting was held at the Australian War Memorial on 18 November 1977 to consider the final draft of the Constitution. This was adopted without alteration and the ICCM has now become an incorporated body with its own Constitution.

Conferences

Details of the 'First Southern Hemisphere Conference on Maritime Archaeology', the 'Workshop on the Conservation of Rock

Art' and the 1978 ICCM Conference will be given later in the meeting.

These conferences were all successful and the situation as regards publication of the various proceedings is as follows:

1. 'Papers for the First Southern Hemisphere Conference on Maritime Archaeology'. Oceans Society of Australia, PO Box 4604, Spencer Street, Melbourne, Victoria, 3000, @ \$9.90 including postage.
2. 'Conservation of Rock Art'. This has passed the galley proof stages and is now with the printers.
3. 'Conservation in Australia'. Edited by S. Walston. This is available at \$15 to non-members and \$13 to members, including postage.
4. ICCM Conference 1978. It is intended that some of the papers will be published.

ICCM Bulletin

This has run into some difficulties due to lack of material for publication. It is up to members as much as the editor to make the *Bulletin* a success.

Divisions of the ICCM

The two Divisions in the ACT and in WA are now quite active. Reports will be given later in the meeting. It is hoped that other states will shortly follow suit.

Publications

The ICCM publication 'Disaster Planning and Emergency Treatments in Museums, Art Galleries, Libraries, Archives and Allied Institutions' is available at \$5 including postage.

The 'Proceedings of the National Seminar on the Conservation of Cultural Material', Perth 1973, has been reprinted. These are available at \$7 including postage.

Other ICCM publications were mentioned earlier.

UNESCO Regional Seminar on the Role of Museums in Preserving Indigenous Cultures

This Seminar will be held in Adelaide in September 1978. The aim of the seminar will be to examine the role of existing museums and galleries both metropolitan and local, and the relationship of these institutions with indigenous people. Attendance at the Seminar is by invitation and Miss Walston has been invited to present a paper 'The Preservation and Conservation of Aboriginal Property in Australian Museums'. The ICCM Council at the meeting in June 1978, nominated Mr W. Ambrose to represent the ICCM at the Seminar.

Seminar on the Conservation of Paintings, Canberra, Nov., 1977

The ICCM organised a one day seminar on the Conservation of Paintings at the Australian War Memorial in Canberra. The guest speaker was Mr S. Slabczynski, ex Chief Conservator at the Tate Gallery. Other speakers were A. Byrne, I. Cook and C. Pearson. It had been intended that the seminar would be of a specialised nature with only a few delegates, however, it rather got out of hand and there were 35 delegates in total with quite a few more being turned away.

Conclusions

In the capacity of at first President and now Secretary I have been deeply involved with ICCM activities since its inception in 1973. It has been a most valuable experience to be involved with the growth and development of an organisation directly related to ones career. I have made many valuable friends and I would like to thank in particular the following for their cooperation and assistance: Sue Walston, Allan Byrne, Ian Cook, David Tilbrooke, Wal Ambrose and many others. I feel that as the saying goes 'I have done my bit', particularly with my teaching commitments at the CCAE, and therefore I will not be standing for any of the officer positions of the ICCM.

78/2 *That the Secretary's Report be accepted*

L. Finch/W. Hamilton
Carried

6,7. Treasurer's and Auditor's Reports

Treasurer's Report

Due to the absence of the auditor the Treasurer presented the two reports:

The financial state of the Institute is improving with each year and at present shows a healthy income over expenditure of \$938 for the period under review.

The current statement of income and expenditure covers a relatively short period of this financial year, and a better view of the Institute's finances can be obtained from the Auditor's report which will follow.

As stated in the last Treasurer's Report a second current account has been opened to deal exclusively with publication expenditure, but the sum deposited has been increased from the proposed \$2000 to \$3000. This was felt necessary considering the high cost of publication and in addition, the eventual publication of the 1978 Conference Proceedings.

The Institute's uncommitted funds are at present \$6749.60 and with \$3000 available for publication, it would seem the ICCM Inc. is all set for a steady growth based on a firm financial footing.

Finally, I would like to mention the dedicated efforts of our *Bulletin* Editor, Wal Ambrose, whose work behind the scenes is rarely referred to, but soon collects the brickbats if an issue is not received by a member. I would like to thank Wal for his help in prepaying bills and bulk billing the accounts - this has helped considerably in book work and cheque transactions.

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Audit Report

I have examined the accounting books and records of The Institute for the Conservation of Cultural Material Inc. and in my opinion the attached Income and Expenditure Statement represents a true and fair view of the transactions of the Institute as recorded in the books and records for the Period 24 January 1977 to 10 July 1978.

N. Chadwick

Statement of Income and Expenditure for the Period 24.1.77-10.7.78

Opening Balances		Rock Art Conference	\$12,820.00
Cash at Bank	\$11,261.55	Postage - Bulletin	615.60
Cash in Hand	16.82	Ballot	38.45
Subscriptions		Subscription Reminders	30.00
Ordinary	2,714.12	Council Minutes	9.80
Institutional	1,020.00	Council Election Circulars	40.30
		Stamp Duty - Interstate cheques	15.04
Rock Art Conference	14,915.67	Fares - Council Meetings	445.50
Publication Sales		ACT & WA Branch Refunds	267.00
Bulletin	95.00	Conservation in Australia Proceedings	
Conservation in Aus.	445.00	Postage	161.79
Disaster Planning	30.00	Typesetting	635.00
Interest		Cover Design	50.00
WABS	871.85	Printing	3,432.56
BNSW Savings a/c	76.67	Binding	494.25
BNSW Current a/c	149.97	Labels	227.00
Constitution Fee		Constitution	
Overpayment	8.00	Stationery	31.81
WA Cheque Forms		Photocopying	150.10
Reimbursement	3.64	Solicitor's Fees	362.70
		Advertisement (C/Times)	15.20
		Postage	62.05
		Bulletin	
		Stationery	145.83
		Services	187.75
		Bank Charges	17.26
		ICCM 1978 Conference	
		Prepayment	91.00
		Petty Cash	120.90
		Cash at Bank	11,140.20
		Cash in Hand	1.20
	<u>\$31,608.29</u>		<u>\$31,608.29</u>

The Treasurer stated that if the Treasurer position on Council remained in Adelaide then it would be possible to use the services of an accountant at the South Australian Museum. There would be at the most a nominal charge for this service.

The Treasurer answered several minor queries on the reports which should be read in conjunction with the past Treasurers reports which have been published in the ICCM *Bulletin*.

78/3 *That the Treasurer's Report be accepted*

D. Wood/D. Hill
Carried

78/4 *That the Auditor's Report be accepted*

G. Marsh/N. North
Carried

8. Elections

The reason that an early closing date had been set for the receipt of nominations for Officers and Councillors of the ICCM was so that if necessary a postal ballot could be held. However, this was queried by Ms Bermingham and the matter was referred to the ICCM solicitor who determined that the constitution did not allow for a postal ballot and that nominations could be received until 10 days before the date set for the AGM.

A long discussion then followed as to the manner in which elections could be held and also on some of the limitations that the constitution placed on the activities of the ICCM, for example, the constitution could only be altered at a special general meeting.

It was therefore agreed that at present the constitution determined that the election could only be held at the AGM, however, members felt that there should be provision for a postal ballot if necessary.

Due to this and other anomalies in the constitution it was resolved

78/5 *That the ICCM constitution be reviewed with the aims of simplifying it, and that this be referred to the incoming ICCM Council*

W. Hamilton/N. North
Carried

The election then took place:

- a. President - there was no nomination received and at the meeting Dr N. North's nomination was accepted from the floor. This being the only nomination he was declared elected.
- b. Senior Vice President - Ms S. Walston
- c. Vice President - Mr I. Cook

- d. Vice President - The only nomination for this position was Dr N. North who had already been elected as President. Dr C. Pearson was elected from the meeting.
- e. Treasurer - The only nomination received was Mr N. Chadwick of the South Australian Museum. However, he had only recently applied for ICCM membership and this had still to receive Council approval. The nomination therefore was unacceptable. Mr D. Tilbrooke, the retiring treasurer, agreed to stand for a further year and was duly elected.
- f. Secretary - Dr A. Bos
- g. Publication Officer - Mr W. Ambrose
- h. Ordinary Members - There were 12 nominations for the 10 positions on Council. A secret ballot was held which resulted in the election of:
Ms U. Broeze, Mr D. Hill, Ms H. Mansell, Mr M. Millar, Mr R. Morrison, Mr M. Reed, Dr D. Robinson, Ms P. Townley, Mr M. Upton, Mr D. Wood

9. Appointment of Auditor

78/6 *That Mr S. Saffel of the SA Museum be appointed as Auditor*

A. Bermingham/L. Finch
Carried

10. Remuneration for servants of the ICCM

There were no remunerations given to servants of the ICCM.

11. Constitution and Incorporation

The ICCM is now an incorporated body with its own constitution.

12. Affiliation of the ICCM with similar organisations

The ICCM holds reciprocal membership with IIC, which is essentially an exchange of publications. The ICCM Council is seeking reciprocal membership with similar organisations.

An invitation has been received to become an Associate Member of the International Conservation Centre in Rome (ICCROM) at a cost of \$US100. The secretary read out the advantages of membership, however, the feeling of the meeting was that the ICCM should not apply to become an Associate Member of ICCROM.

13. Reports of the Divisions of the ICCM

The report of the WA Division of the ICCM was read by Dr North on behalf of the secretary, Ms U. Broeze.

On 1st March 1978 a Committee Meeting was held to set a programme for the period of 1978.

The first public meeting was held in April of this year in the form of a film evening, showing the following three films:

1. Philae in the Saving
2. Six Heavy Fish and a Ton of Sinkers
3. Time Capsule at Three Fathoms

The next two meetings were held in May and June in the form of workshops; i.e.

1. Basic Furniture Restoration
by Clive Rutty, a private furniture restorer
2. Conservation of Photographs
by David Gilroy, member of staff of the Department of Material Conservation and Restoration, WA Museum

No meeting took place in July.

The WA Division's next meeting will take place on August 24, 1978. The speaker is David Butcher, staff member of the WA Art Gallery who will talk about paper conservation and restoration carried out in the Conservation Department of the WA Art Gallery.

Other meetings planned for the future are a lecture on building restoration combined with case studies around Fremantle, and a workshop on restoration of oil paintings.

It will also be attempted to invite suitable visiting lecturers for guest lectures, e.g. a student on his first year experience of the newly founded conservation course in Canberra.

In addition, a newsletter is circulated after each meeting with an abstract of that meeting and the announcement of the following meeting.

Meetings are generally attended by approximately 20-30 people.

78/7 *That the WA Division Report be accepted*

D. Butcher/D. Tilbrooke
Carried

The report of the ACT Division was presented by the secretary Ms H. Mansell.

Meetings

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|----------------|---|
| 12 July 1977 | Annual General Meeting |
| 15 August 1977 | Tape/slide sequence and practical demonstration/workshop on the proper hinging and mounting of paper objects.
Conservation Laboratory, National Library of Australia |

21 September 1977	Combined meeting with Museums Association - 'Who stops the rot?'. Dr John Dunstone, Principal Lecturer in Chemistry, CCAE
10 October 1977	A fortune in pictures. Film from the National Library's Collection
21 November 1977	The Pictorial Collection, National Library of Australia. Ms Margaret Murphy, Keeper, Pictorial Collection, NLA
16 December 1977	Christmas Party
14 March 1978	Facilities and developments in Conservation at the Australian Archives. Mr Paul Mullins, Australian Archives
13 April 1978	Combined meeting with Archivists Society - film and talk about manufacturer of handmade paper. Mr Simon Barcham Green, Director, Barcham Green and Co., Hayle Mill, Kent, England
10 May 1978	Conservation and restoration of textiles. Miss Josephine Carter, Textile Restoration Laboratory, Canberra
14 June 1978	Conservation problems of the small museum - St John's School House. Ms Glennda Marsh, Conservation Laboratory, National Library of Australia

Although the meetings' program has been fairly varied,
attendances have been rather low, ranging from 9-19 members.

Handsheet on Conservation

Distribution of the pamphlet *Exhibition and storage recommendations for the small museum* is now complete and the response has been most rewarding. We have received a number of requests for extra copies of the pamphlet along with some enquiries regarding conservation generally.

78/8 *That the ACT Division Report be accepted*

M. Millar/D. Rome
Carried

14. Conference Reports

(a)(b) The report on the First Southern Hemisphere Conference on Maritime Archaeology and the Workshop on the Conservation of Rock Art appeared in the December issue of the ICCM *Bulletin*.

The Papers from the First Southern Hemisphere Conference on Maritime Archaeology are available from Ocean's Society of Australia, PO Box 4604, GPO, Spencer Street, Melbourne, Victoria 3001 for \$9.90 including postage.

The papers presented to the Workshop on the Conservation of Rock Art are in the process of being published.

(c) The convenor of the 1978 ICCM Conference reported on the conference which had just concluded. The main theme of the four day conference was Current Technology in the Conservation of Library and Archive Collections. A total of 20 papers were presented and in addition there was a panel discussion on cleaning and bleaching techniques. A half day was devoted to a series of workshops on (a) the Principles of Deacidification, (b) Microclimate, fungi, insect control and storage materials and storage preparation, (c) Handling flood damaged materials. Approximately 100 delegates attended the conference. Some of the papers presented to this section of the conference will be published.

A one day Open Session and Trade Exhibition were held at the end of the conference. The Open Session included papers on ethnographic conservation, dyeing, textile restoration, consolidation of archaeological material and a report on the conservation work being carried out in China. These papers will be published in the ICCM *Bulletin*. Dr L. Finch congratulated the conference organisers on the excellence of the conference.

15. Membership Application

The secretary read out the report of the Constitution Revision Standing Sub-Committee on the need for reasons for refusing membership and the provision for appeal against such a decision. (This is detailed in the minutes of the ICCM June 1978 Council meeting which will be published in the September issue of the ICCM *Bulletin*).

Members discussed the point as to whether reasons should be given for refusing membership and it was considered that this could possibly lead to such problems as a liability suit.

78/9 *That no reasons should be given by Council for the refusal of an application for membership of the ICCM*

H. Downing/D. Hill
Carried

This resolution does conflict with clause 32 of the constitution concerning expulsion of members. This is to be investigated according to resolution 78/5.

Members agreed that the right of appeal against a decision by the ICCM Council was adequately covered in clause 12, sub clause 2-5 of the constitution.

16. Biennial General Meeting

The Constitution Revision Standing Sub Committee in a report to the ICCM Council recommended that the Annual General Meeting of the ICCM should be changed to a Biennial General

Meeting. This recommendation was supported by the ICCM Council.

The recommendation however was not supported at the 1977 AGM held in Perth and following a discussion in the meeting it was resolved.

78/10 *That the current practice of holding the Annual General Meeting on an annual basis be retained*

A. Bermingham/L. Finch
Carried

17. Venues for the next AGM and Conference

78/11 *That the venue for the next AGM and Conference be referred to the incoming Council*

C. Pearson/N. North
Carried

18. Quorum for ICCM Council Meetings

The secretary reported that clause 26, sub clause 4 of the Constitution states:

'Any five members of the Council constitutes of quorum (provided that at least three States/Territories are represented) for the transaction of the business of a meeting of the Council'.

This however is anomalous with clause 23 dealing with the Constitution of the Council, and clause 24 dealing with Election of Members of Council. In neither of these clauses is mention made of the need for State/Territory representation.

This item was deferred to item 19.1 in the agenda.

19. Other business

19.1 Special General Meeting

In order to resolve anomalies in the constitution a Special General Meeting is required.

78/12 *That a Special General Meeting be organised by Council to review and revise the ICCM Constitution*

C. Pearson/P. King
Carried

19.2 Support for the ICCM

Dr L. Finch received a reply to the affirmative when he asked whether ICCM members should actively try and obtain new members, advertise the aims of the ICCM and to sell ICCM publications.

19.3 Recording of Conservation History

Mr I. Cook recommended that a program should be initiated to record in the verbal and written form, the history of conservation in Australia. This would not only include retired conservators but also directors of galleries, museums and libraries etc.

78/13 *That the ICCM Council investigate the recording of the history of conservation in Australia*

I. Cook/G. Marsh
Carried

19.4 Conservation Data Storage and Retrieval

Ms G. Marsh reported that the Art Gallery Information Retrieval Committee was nearing the completion of recommendations on the storage and retrieval of information on art gallery collections and that this would be an opportune time to include a section on conservation.

78/14 *That the ICCM contact the Art Gallery Catalogue and Information Retrieval Systems Committee and investigate the possibility of incorporating conservation examination and treatment information into any computer cataloguing system they may plan for use in Australian art galleries*

G. Marsh/C. Payne
Carried

20. Close of Meeting

There being no further business the President closed the meeting at 11 pm.

President