

Minutes of the Annual General Meeting (AGM 20)

Tuesday 30 November 1993, 3.45pm, Sheraton Hotel, Hobart, Tasmania.

i) **Members present:** M.Alexander, S.MacDonald, S.Valis, M.Baron, E.Archer, M.Cox, J.Baillie, P.Maxwell, J.Hughes, M.Scott, D.Midwinter, T.Hoyne, J.Bickersteth, C.Clark, J.Fraser, D.Rome, S.Frost, B.Reeve, T.Lavrencic, R.Hodgson, I.Cook, T.Mulford, K.Adkins, G.Petherbridge for Australian Archives, S.King.

T.McCullough also in attendance.

ii) **Apologies:** G.Drummond, K.Henderson, B.Ormsby, M.Jose, G.Scott, B.Johnson, M.Henderson, C.D'Amico.

1. Confirmation of the Minutes of AGM 19

Res 93/1

J.Baillie/I.Cook

2. President's Report

Presented by T. Lavrencic, AICCM President

This year has seen a lot of activity in the conservation field, raising the profile of conservation at the local, regional, state and national level. I would like to acknowledge the many individuals who have contributed to this profile raising, some of them members of AICCM, some not. I would emphasise that these people have raised the profile of conservation through their commitment to conservation. Whilst the profile of the AICCM is important, it can only develop if the profile of conservation is high.

As conservation is a means to an end, it is better promoted in relation to collections. To illustrate my point, I refer readers to a recent article in the *Daily Mirror Telegraph* (22 November 1993) on the National Gallery of Australia's forthcoming exhibition *Dressed to Kill*. My attention was caught by the photographs; my curiosity aroused, I read on to discover that textile conservation was prominently featured. On its own, conservation has a limited interest to the general community, it must be put in context.

Another activity which has resulted in involving new heads of labs has been Heads of Conservation meetings. The earlier meetings covered a variety of issues as much common ground was established; these have been refined into meetings which tackle just one major issue, like training.

The list of conservation related activities goes on, some with direct involvement of the AICCM, some totally independent of the AICCM: the establishment of the National Preservation Office at the National Library of Australia; seminars hosted by the ALIA (Australian Libraries and Information Association) Sub-committee; a seminar on film preservation hosted by Australian Archives; seminars on the Care of Aboriginal Collections and Fibre Identification hosted by the AICCM; involvement of a conservator in drafting *Precious Possessions, New Obligations: Policies for Museums in Australia and Aboriginal and Torres Strait Island People*; representation of the conservation community at the Heritage Commission's meeting on exporting Australian heritage expertise; drafting of Tasmanian and Victorian State conservation policies; the AICCM seminar on National Conservation Policy; representation at the *Distinctly Australian Touring Exhibition* meeting; and AICCM involvement in redrafting the *Interim Standard for Permanent Paper*.

While the proposed amalgamation with other museums association was not favoured by the AICCM membership, our affiliation has been instrumental in raising conservation issues at the national level. One noticeable benefit has been the involvement of members of the conservation profession in developing the National Conservation Program for the Heritage Collections Working Group (since renamed the Heritage Collections Committee). A major triumph for the profession is the endorsement of Ian Cook, Director of Artlab, as the South Australian representative on the Heritage Collections Committee.

As mentioned earlier, all of these activities are the results of individuals actively seeking to be involved in issues which directly affect them. I look forward to hearing of more conservators becoming involved in the arts and heritage industries, diversifying and facilitating conservation in less traditional roles.

In conclusion, it is vital for the recognition of the AICCM as the peak organisation for the profession, that senior conservators be actively involved in the AICCM, at both the state and national levels. It has been said that being involved on the AICCM National Council is the quickest way to learn about the politics of conservation. In my experience, it provides a unique opportunity to hone team building skills, as getting people from all areas of Australia, and different fields of conservation, who only meet four times a year, to work together effectively, is a skill not taught in any conservation school.

Res 93/2

J.Bickersteth/S.MacDonald

3. Secretary's Report

(Presented by M. Alexander in K.Henderson's absence).

Thanks to Marg Alexander for stepping in as secretary in July 1992 and continuing until I could assume responsibility in November 1992.

Council met 4 times, and the executive had an additional meeting. Meetings concentrated on the CAMA amalgamation issue, the AICCM corporate plan and financial issues.

Members

40 new members have joined the AICCM this year, however some members have resigned or lapsed, giving an overall increase in membership of 23. (Letters of resignation were received from 3 ordinary and 3 institutional members).(Membership summary overleaf).

Comparisons with 92/93

The only membership category which decreased in numbers was institutional members. This supports the perceived need to assess the current pricing structure, which the finance subcommittee is currently doing.

Secretariat

The secretariat arrangement is working well - due in part to Gina and I working in the same place. The database of members is mostly complete with some problematic memberships to disentangle. On top of the expected workload this year Gina devised and analysed the membership survey and posted two postal ballots (CAMA and vice president). However, more than one day a week is needed to cover the current workload. Reassessment of service desired by the AICCM from the secretariat is needed. With few additional duties the secretariat could certainly be extended to two days a week.

Res 93/3

D.Rome/R.Hodgson

4. Treasurer's Report and presentation of financial statement

I present the audited accounts for the financial year ending June 30, 1993.

They show a surplus of \$21,272.00 against a budgeted shortfall of \$13,400.00 with \$35,864.00 in the bank against \$14,592.00 at the end of 91/92. The principal reasons for this surplus are:

- Due to early postage of membership renewals a proportion of the 1993/94 membership subscriptions have been received and included in this year's figures.
- Unbudgeted donations of \$5,630.00 were received.
- Interest received and income from advertisements was higher than expected.
- The timing of payments for Bulletin Vol 18 No's 3 & 4, which had been budgeted for this year, has slipped into the 93/94 financial year.

In summary however, I can report that the Institute is in a sound financial position. The most important financial achievement of the year was the consolidation of the Institute's federal transactions into one account in Sydney and the computerisation of the reporting procedures. This is largely thanks to the knowledge and work of Trevor Smith (accountant). The result is that, combine with the efficient operation of the secretariat in Canberra, day to day knowledge of the financial state of the Institute has never been better.

The financial implications of the forthcoming CAMA amalgamation/affiliation are still unclear, but they will have a direct impact on our bottom line both through the grants we can expect to receive and the capitation and Museum National fees we currently pay to CAMA. The cost of running the secretariat is also currently being evaluated, and will be assessed by National Council by the end of the year.

The budget for 93/94 shows a shortfall of \$2,200.00 on income of \$52,800.00, largely brought about by up-front fees due for the 1994 joint New Zealand Conference, which will be recouped in the following financial year.

Questions arising from financial statement:

Unexpected donations. A significant donation from APPM had been made in 1991/1992, but was not banked until 1992/1993.

A query was made re the reservation clause made by the auditor. This is a standard clause included on most audited statements indicating that the financial statements are drawn up based on the information supplied.

Res 93/4

M.Alexander/T.Mulford

Membership Details from Secretary's Report

Membership Type	ACT	NSW	QLD	SA	TAS	VIC	WA	Overseas	Total
Professional	5	10	2	3	0	1	1	1	23
Ordinary	50	86	35	20	13	62	28	42	336
Student/Pensioner	31	7	3	2	0	6	1	2	52
Institutional	9	10	8	6	1	9	4	39	86
Honorary	1	1	1	1	1	0	1	1	7
Life	0	1	0	0	0	2	0	2	5
Reciprocal	1	2	0	0	0	3	1	14	19
Total	98	117	49	32	15	82	35	101	529

	ACT	NSW	QLD	SA	TAS	VIC	WA	Overseas	
92/93	90	109	50	32	14	75	34	97	506
93/94	98	117	49	32	15	82	35	101	529

	Professional	Ordinary	Student/Pensioner	Institutional	Honorary	Life	Reciprocal
92/93	23	318	44	89	7	5	19
93/94	23	336	52	86	7	5	19

(Note: the numbers given for 1992 do not add up to the total because of inadequacies in the database information).

5. Results of CAMA Amalgamation Ballot

Resolution:

That the AICCM amalgamate with the other CAMA affiliates, adopting the terms, objects and rules of the new association, Museums Australia.

266 returned ballot papers. 33 in favour of the resolution, 233 against.

The resolution that the AICCM amalgamate with the other CAMA affiliates, adopting the terms, objects and rules of the new association, Museums Australia, has been rejected by an overwhelming majority of the membership.

93/5

R.Hodgson/M.Baron

There was some discussion and comment on the amalgamation issue that the AICCM had handled the issue well allowing members to have a democratic vote.

6. Constitutional Changes

5. MEMBERSHIP OF INSTITUTE:

In order to streamline the membership application process, National Council has proposed that the current nomination procedural sub-rules be altered as follows:

Delete: (2), (3), (4), (5), (6) & (7)

(2) Any person who is nominated and approved for ordinary membership as provided in this Constitution is eligible to become an ordinary member of the Institute upon payment of the annual subscription prescribed in, or fixed under, this Constitution (see rule 29).

(3) A person who is not a member of the Institute shall not be admitted to ordinary membership -

- (a) unless nominated as provided in sub-rule (4) of this rule; and
- (b) his or her admission as a member is approved by the Council.

(4) A nomination for ordinary membership of the Institute -

- (a) shall be made in writing and signed by the applicant; and
- (b) shall be lodged with the Secretary of the Institute.

(5) As soon as it practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Council.

(6) Upon an admission being approved by the Council, the secretary shall notify the nominee in writing, that approval for ordinary membership of the Institute has been given and, upon receipt of the sum payable by or on behalf of the nominee as the first year's subscription, shall enter the nominee's name in a register of ordinary members to be kept by the Secretary, whereupon the nominee becomes a member of the Institute.

**Auditors Report to the Members of the Australian Institute
for the Conservation of Cultural Material Incorporated**

I have audited the accompanying accounts.

As an audit procedure it was not practicable to extend my examination of the receipts and payments beyond accounting for amounts received as shown by the books and records of the Institute.

Subject to the above reservation, in my opinion the accompanying accounts are properly drawn up so as to give a true and fair view of the state of affairs of the Institute as at 30th June, 1993 and of the result for the year ended on that date.

J. R. Murchison, 19 November, 1993
Murchison Services Pty Ltd

**Balance Sheet
As at 30th June 1993**

1992 (\$)		1993 (\$)
	Current Assets	
14,593	Cash	35,865
14,593	Total Current Assets	35,865
14,593	Total Assets	35,865
	Current Liabilities	
600	Creditors & Borrowings	600
600	Total Current Liabilities	600
600	Total Liabilities	600
13,993	Net Assets	\$35,265
	Accumulated Funds	
20,868	Retained Surplus At Beginning of Year	13,993
(6,875)	Surplus/(Loss) Current Year	21,272
<u>\$13,993</u>	Total Funds	<u>\$35,265</u>

**Income and Expenditure Statement
For the Year Ended 30th June 1993**

1992 (\$)		1993 (\$)
	Income	
0	Advertising	950
4,850	Conference	5,691
31,186	Subscriptions	42,361
7,834	Donations	5,630
3,500	Grant received - DASET	5,000
937	Interest Received	1,302
1,154	Publications	530
<u>49,461</u>		<u>61,464</u>
	Expenditure	
600	Accounting & Audit Fees	600
252	Bank Charges	563
0	CAMA Newsletter	3,000
5,836	Conference/Workshops	290
0	Donations	460
3,466	Postage, Printing & Stationery	2,427
0	Prizes	200
7,064	Publications - Newsletter	5,808
15,725	Publications - Bulletin	8,148
16,503	Secretarial assistance	13,645
2,909	Subscriptions & Registrations	2,982
284	Sundry Expenses	346
3,697	Travelling expenses	1,723
<u>56,336</u>		<u>40,192</u>
<u>(\$6,875)</u>	Surplus/(Loss) for the Year	<u>\$21,272</u>

- (7) If an application for ordinary membership is rejected by the Council, the Secretary shall notify the nominee. Council is not obliged to supply reasons for refusing the application.

Change to:

- 2) Any person who shall have shown an interest in the objects for which the AICCM is organised shall be eligible for election as an ordinary member.

(A query was made as to whether the word 'objects' or 'objectives' should be used. 'Objects' is the technical terminology supplied in the Incorporated Associations Model Rules).

- 3) Every application for membership as an ordinary member shall be made in writing on a membership application form to be supplied by and returned to the National Secretary. Election to membership as an ordinary member shall be approved upon receipt of the completed membership application form and upon payment of the annual membership fee prescribed in, or fixed under this Constitution (see rule 29).

As several sub-rules have been removed, this affects the numbering sequence of the sub-rules that follow:

- Sub-rule (8) becomes Sub-rule (4)
- Sub-rule (9) becomes Sub-rule (5)
- Sub-rule (11) becomes Sub-rule (7)
- Sub-rule (12) becomes Sub-rule (8)
- Sub-rule (13) becomes Sub-rule (9)

To be consistent with the changes in Sub-rule (2) - (7), the following changes need to be made:

- (9) Institutional members shall be those associations, bodies and organisations, whether incorporated or unincorporated, which have been nominated and approved for membership in accordance with the provisions of sub-rules 5(2) to 5(7) of this constitution.

Change to:

- (9) Institutional members shall be those associations, bodies and organisations, whether incorporated or unincorporated, which have shown an interest in the objects for which the AICCM is organised. Election to membership as an institutional member shall be approved upon receipt of the membership application form and upon payment of the annual membership fee for institutional members.

Sub-rule (14) becomes (10)

Recently a query was received by National Council as to the cost of associate life membership. The National Council and the Chair of the Accreditation Committee, felt that associate members should not be able to hold that status by payment in one lump sum.

- (10) Life members shall be those ordinary members who have paid to the Institute the sum equivalent to twenty (20) times the annual ordinary membership subscription, or such other sum as may be determined by the Council from time to time. Life members who apply for and are accepted as associate members will pay an additional annual amount representing the difference between the subscription for an ordinary and an associate member or lump sum representing twenty times that difference.

Remove underlined part of Sub-rule (10). Replace with:

Members may not hold associate membership for life. If a life member is approved as an associate member, the difference in the sum between the associate membership fee and the ordinary membership fee must be paid annually.

Sub-rule (15) becomes (11)

For similar reasons as above, National Council also proposes that honorary life member status should not extend to also include honorary life associate status.

- (11) Honorary life members shall be those persons who in the opinion of the Council have performed outstanding service for the Institute and/or the cause of conservation of cultural material. Honorary life members are exempt from paying the annual membership subscription. Honorary life members who apply for and are accepted as associate members are exempt from paying ordinary membership subscriptions.

Change Sub-rule (11) to:

- (11) Honorary life members shall be those persons who in the opinion of the Council have performed outstanding service for the Institute and/or the cause of conservation of cultural material. Honorary life members are exempt from paying the annual ordinary membership subscription. Honorary life members who apply for and are accepted as associate members must pay the sum of difference between the ordinary membership fee and the associate membership fee annually.

- Sub-rule (16) becomes (12)
- Sub-rule (17) becomes (14)
- Sub-rule (18) becomes (15)
- Sub-rule (19) becomes (16)
- Sub-rule (20) becomes (17)
- Sub-rule (21) becomes (18)

36. WINDING-UP OF THE INSTITUTE:

The National Council is currently seeking inclusion on the Register of Cultural Organisations which would allow the AICCM to offer donors the incentive of a tax deduction. We are required to include a statement to the effect that AICCM funds should it be wound up, would be transferred to a similar organisation included on the Register of Cultural Organisations.

If upon the winding up of the Institute there shall remain after satisfaction of all its debts and liabilities any assets whatsoever, the same shall not be paid to or distributed amongst the members of the Institute but shall be given or transferred to any organisation having objects the same as or similar to the objects of the Institute.

Change to:

If upon the winding up of the Institute there shall remain after satisfaction of all its debts and liabilities any assets whatsoever, the same shall not be paid to or distributed amongst the members of the Institute but shall be given or transferred to any organisation having objects the same or similar to the objects of the Institute, and whose rules prohibit the distribution of its income and property amongst its members, such organisations to be eligible for tax deductibility of donations under Section 78 (1)(a) of the *Income Tax Assessment Act 1936*.

All changes accepted by acclamation with one abstention.

Res 93/6

K.Coote/S.King

7. Election of Office Bearers for 1993/94

Nominations received in time, sufficient to fill positions and deemed to be elected:

Position	Nominee
President	T.Lavrencic
Secretary	K.Henderson
Treasurer	J.Bickersteth
Publications Officer	T.Mulford
Ordinary	M.Alexander
Ordinary	G.Scott
Ordinary	S.Powell
Ordinary	I.Cook
Ordinary	E.Archer
Ordinary	S.Nousala

(Another nomination was also received for ordinary membership of National Council from I.MacLeod. This nominee is already filling a position on the Council as the state representative for WA).

Three nominations were received for the position of Vice-President:

Maggie Baron, Marcelle Scott and Mary Jose.

A postal ballot for the position of Vice-President was conducted resulting in the election of Marcelle Scott to the position.

State Representatives:

(The state representatives are elected by their respective divisions)

NSW	S.Laidler
VIC	R.Hodgson
QLD	T.Lavrencic
TAS	S.MacDonald
SA	M.Jose
WA	I.MacLeod
ACT	B.Ormsby

Res 93/7

S.Nousala/B.Reeve

8. Appointment of Auditor for 1993/94

Murchison Services was appointed as the auditor for 1993/1994.

Res 92/8

S.MacDonald/S.King

9. Other Business

Karen Coote raised the matter of affiliation with CAMA/Museums Australia. The new organisation did not want to lose AICCM involvement. Special Interest Groups will be created with Museums Australia. Conservators had been invited in principle to form a special interest group.

The Conservation Special Interest Group may then be invited to be one of the Special Interest groups represented in the new Museums Australia Board.

AICCM representatives may also attend board meetings as an affiliate but will have no voting rights and will only have the right to speak with the approval of the Chair. (The mechanism by which affiliation is operate is still to be worked out). Conservators are urged to join the new association.

Date and time of next Annual General Meeting to be advised.

Meeting declared closed at 4.50pm.