

Minutes of Annual General Meeting AGM23 of the Australian Institute for the Conservation of Cultural Material Inc. (AICCM) held at the Powerhouse Museum, Sydney, at 6pm on Tuesday 29 October 1996.

Present:

Marcelle Scott, Therese Mulford, Tamara Lavrencic, Ian MacLeod, Patricia Moncrieff, Elizabeth Hadlow, Fiona Tennant, Catriona Angus, Catherine Akeroyd, Sally Groom, Bronwyn Cosgrove, Samantha Shellard, Vanessa Roth, Sarah-Jane Rennie, Kristin Phillips, Louise Bird, Helen McPherson, Jeavons Baillie, Ian Cook, Cheryl Jackson, Dara Rome, Detlev Lueth, Rosie Freemantle, Sue Gatenby, Sue Valis, Anne Cummins, Sue Bassett, Michael Staples, Julian Bickersteth, Robyn Sloggett, Margaret Alexander, Jenny Dickens, Natalie Scoullar, Kim Brunoro, Rosemary McDonald, Barbara H C Reeve, Vicki Humphrey, Wendy Dodd, Sue Ride-Gaardboe, Kay Soderlund, Phillip Venn, Doug Zihrul, Jane Hamilton, Lynda Black, Jill Gurney, James Elwing, Pamela Najar, Peter Shaw, Sue Frost, Julia Sharp, Stewart Laidler, Robyn Lowe, Belinda Andrews

1. Apologies

Gina Drummond

2. Confirmation of Minutes of AGM 22

Res 96/1

Moved: Tamara Lavrencic

Seconded: Sarah-Jane Rennie

Agreed on a show of hands by members present.

3. President's Report -

presented by Robyn Sloggett -President

Res 96/2

Much of Council's focus over the past twelve months has been directed towards positioning AICCM for an active and key position during the development of the National Conservation Strategy.

In April 1995 the National Conservation Policy was accepted and endorsed by the Cultural Minister's Council and in October the Policy was launched at the Queen Victoria Museum and Art Gallery, Launceston by the Local Minister Ms Sylvia Bass. I attended the launch and spoke on behalf of AICCM, and attended a session of the Conservation Working Party.

As part of the strategy for locating AICCM securely during the development of the National Conservation Strategy, I attended several meetings of the Future Directions Committee which was formed to examine the future of the Heritage Collections Committee. As part of this positioning strategy I also wrote to Senator Alston, congratulating him on his appointment to minister for Communication and the Arts, and to AICCM State Presidents asking them to do the same with their State Ministers.

In October this year I visited Annabelle Stephenson who has recently been appointed to head the Heritage Collections Secretariat, to talk about the National Strategy Forum and the role of AICCM in promoting the Forum and its aims.

Council has also spent some time examining our own Strategic Plan which was developed to draft form in February 1995. This was circulated in the Newsletter and is currently being updated by the SA Division. I have also written to State Presidents asking them to circulate the Strategic Plan among members for comment back to SA.

One of the important functions of Council is to enable AICCM to undertake its advocacy function for its members. For this to happen there needs to be close communication between Council and the members. One of the difficulties in this has been the distance of Council from members and the wide time frames between Council meetings. This year I have tried to create a more direct link from Council to members through closer liaison at President to President level, that is National president to State Presidents. As a result several State Branches are working on a number of tasks which were identified by Council. These are:

Strategic Plan	South Australia
Code of Ethics	Western Australia
Code of Practice	Victoria
AICCM By-laws	Tasmania

The IIC Conference has been confirmed for Melbourne in the Year 2000. This is the fiftieth anniversary of IIC, and an event of world wide importance. Council has spent some time considering the structure for the management of the IIC Conference and in the September Newsletter expressions of interest were sought from members interested in being part of committee structures for the Conference. At present the AICCM Treasurer is the liaison with the IIC and there is a local Victorian Committee chaired by Jeavons Baillie. A budget is being prepared and committee structures will be put in place when and as appropriate. The Melbourne Town Hall has been booked as the venue.

Special Interest Groups continue to be extremely successful and convenors have been asked to provide Aims and Objectives to Council, and a number of groups were preparing these during this Conference. Special Interest Groups now exist for Antarctic Heritage, Book and Paper, Conservation Science (Research), Objects, Paintings, Textiles, Sculpture, Monuments and Outdoor Cultural Material, and Wet Organics. Photographic Conservation (PHOTON) and Gilded Object Conservation groups are currently being established.

The publication of the Bulletin continues to be an issue and at the last Council meeting it was decided to provide funds to pay someone to co-ordinate the publication. In the past this has always been a voluntary role and it was felt that in view of the pressures on institutions and the difficulty for private conservators to provide much additional free time, it was more sensible to pay for production.

The funded Secretariat continues to provide major benefit for AICCM. The function of the Secretariat is currently being reviewed to ensure that its original functions are still relevant. Any input from members as to the role and function of the Secretariat would be appreciated.

During the year two members resigned from Council, due to work commitments and job changes. These are Tamara Lavrencic and Graeme Scott, both of whom have made outstanding contributions to AICCM Council over a sustained period of time. Their contribution has been fantastic. Tamara as President and Council Member and Graeme as Convenor of the Professional Development Sub-committee. On behalf of Council I would like to thank them both for their sustained contribution.

The next twelve months will continue to provide challenges for the relatively small professional body that is the AICCM. However the development of the National policy, and work which is being done through the National Conservation Strategy Forum provide real paths for us to develop as a higher profile, more politically active organisation, which will in turn enable the AICCM to provide more readily for the needs of its members.

Finally I'd like to encourage the active involvement of every member in the work and decisions of the AICCM National Council. Without close contact with members, Council will not be in a position to best serve its membership. The responsibility for the development of a strong professional body rests with the individual. Please make sure your membership counts.

Accepted: Moved Jeavons Baillie
Seconded Ian MacLeod

Agreed on a show of hands by members present.

4 Secretary's Report - presented by Margaret Alexander - Secretary

Res 96/3

As you have previously heard, during the Conference, we have 447 financial members. The recently introduced credit card payment facility has made payment of subscriptions much easier for international members and has been well used by Australian members.

I have strong hopes that our membership will increase as we have received around fifty inquiries on the new information Brochure tear-off-slip for further information and application forms. Many of these approaches have come from people in Thailand, India and the Philippines as a result of our contact through the South East Asia Directory, a data base being compiled through an AusHeritage grant. If you want to know more about AusHeritage and its programs talk to Ian Cook or Robyn Sloggett.

The Secretariat is now being run between Gina Drummond's home and the Australian War Memorial. For those who don't know Gina had a 9 lb 1 oz baby girl called Cecilia, who is very cute.

Council has met four times and the Executive has met three times during the year. Matters of priority for Council have been to ensure a 1996 small Conference on the East coast, to distribute a Membership Directory, review and up-date the Strategic Plan, up-date the By-Laws based on changes to the Constitution over the past several years, to look at an incentive package for professional Members and to agree to host the IIC Conference in Melbourne in 2000. We are seeking expressions of interest from members to assist Julian Bickersteth with planning for the event. The Melbourne Town Hall has been booked and student vacation time has been taken into account.

All of these matters are up-to-date or in their final stages and information will be sent to members in the near future.

Following discussion at last year's AGM in which members expressed dissatisfaction with the title "associate" for Professional Members. The Accreditation Committee recommended to Council that this category of membership be called "Professional Member".

This will mean a change to the Constitution and a Special General Meeting will be called early next year to agree to this and other changes to the Constitution. These other changes will deal with:

- the number of members on National Council - numbers need to be reduced to streamline activities.
- changes will be required to establish AICCM as an Association to which donations will be tax deductible for donors.

Returning to Professional Accreditation, the Committee has suggested a benefit package which will comprise

- a badge - available only to accredited members.
- discounted registration fees for Professional members to conferences, seminars and workshops etc
- additionally we are in the process of contacting a number of institutions and suppliers etc to seek discounts for Professional Members.

Any other suggestions will be welcomed and should be sent to the Secretary, GPO Box, Canberra ACT 2601. If members feel that Guidelines for Professional Accreditation are not stringent enough I would be happy to receive your comments and suggestions so that they can be passed on to the Accreditation Committee. It would be helpful if responses could be treated as urgent so that any changes can be incorporated into the Constitution, if necessary.

Accepted: Moved Ian MacLeod
Seconded: Sarah-Jane Rennie

Agreed on a show of hands by members present.

5. Treasurer's Report and Presentation of Financial Statement by Julian Bickersteth - Treasurer

Res 96/4

I present the audited accounts for the Institute for the financial year ending 30 June 1996. They show a surplus for the year of \$20,169 and accumulated funds at the end of the year of \$60,294.

The Institute had budgeted for a surplus of \$3,650, the principal difference in the end-of-year result being:

- a) Funds paid in advance and not yet expended for SMOCM and the AusHeritage Project at the University of Melbourne.
- b) Increased bank interest as a result of holding these monies
- c) Only one edition of the Bulletin being forthcoming during the year against the two editions budgeted.

In summary, however, I can report that the Institute is in a sound financial position.

Accepted: Moved Barbara Reeve
Seconded: Cheryl Jackson

Agreed on a show of hands by members present.

6. Conservator of the Year Award 1996

The President announced that there had been four nominations for Conservator of the Year (Dr Jan Lyall, Ms Donna Midwinter, Ms Margaret Alexander and Mr Ian Cook) and the selection panel of Dr Colin Pearson, Mr David Keys (Art Stretchers, Melbourne) and Dr Ian MacLeod had selected Mr Ian Cook for his outstanding contribution to AICCM and the conservation profession not only in 1995/96 but over many years.

Ian Cook accepted the award of a framed certificate and \$500 and made a speech of thanks.

Dr MacLeod then spoke from the floor about the selection process.

7. Election of Office Bearers for 1996/1997.

Res 96/5

Nominations were received from the following members for the positions available.

President	Robyn Sloggett
Vice President	Therese Mulford
Secretary	Margaret Alexander
Treasurer	Julian Bickersteth
Publications Officer	Gina Drummond

There being no further nominations for each position, these members were deemed elected.

Cheryl Jackson agreed to remain as Public Officer for the purpose of complying with incorporation Requirements. This position is not a Council Member.

Ordinary Members:

There were seven nominations received for six positions, but the Executive recommended that all members nominated be elected to National Council because of the large volume of work to be undertaken. Members present agreed and the following members were elected to Council:

Marcelle Scott
Jeavons Baillie
Rosie Freemantle
Benita Johnson
Sarah Powell
Ian MacLeod
Vicki Humphrey

Moved: Dara Rome **Seconded:** Jill Gurney
Agreed on a show of hands by members present.

8. Appointment of Auditor for 1996/97

Res 96/6

Moved: Julian Bickersteth that James Murchison Associates be re-appointed.

Seconded: Ian MacLeod
Agreed on a show of hands by members present.

9. Corporate Plan

Robyn Sloggett reported that a review was still in progress - a final draft will be circulated to members as soon as possible.

10. Other business

The President thanked the 1996 Conference Committee for all their efforts to make the Conference the success it was.

Kay Soderlund, Sue Frost, Bronwyn Cosgrove and Megan Jordon Jones were presented with champagne.

WA Conference in 1997 - September 1-5

Patricia Moncrieff spoke about the 1997 Conference on Rottnest Island and tabled a proposed preliminary brochure. It was suggested that someone on the NSW Planning Committee should be co-opted to the WA Committee even if only via e-mail and telephone.

11. Date and Venue of Next Meeting

The meeting closed at 6.45. Details of the next AGM will be advised as part of the 1997 WA Conference program.

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

I, James Ronald Murchison of 44 Hampden Road, Artarmon NSW 2064, hereby certify that I have examined the books and financial records of The Australian Institute for the Conservation of Cultural Material Incorporated.

In my opinion the financial statements present fairly the financial position of the organisation and the result of its operations for the year ended 30th June, 1996 in Accordance with the Australian Auditing Standards.

J.R.Murchison, 25 October 1996
Murchison Services Pty Ltd

**Balance Sheet
As at 30th June 1996**

	1996 (\$)	1995 (\$)
Current Assets		
Prepaid Expenses (1)	1 235	
Cash	73 381	67 625
Total Current Assets	<u>74 616</u>	<u>67 625</u>
Total Assets	<u>74 616</u>	<u>67 625</u>
Current Liabilities		
Creditors & Accruals (2)	14 322	27 500
Total Current Liabilities	<u>14 322</u>	<u>27 500</u>
Total Liabilities	<u>14 322</u>	<u>27 500</u>
Net Assets	<u>60 294</u>	<u>\$40 124</u>
Accumulated Funds		
Retained Surplus At Beginning of Year	40 125	33 516
Surplus/(Loss) Current Year	<u>20 169</u>	<u>6 609</u>
Total Funds	<u>60 294</u>	<u>\$40 125</u>
(1) Breakdown of Prepaid Expenses		
Conference expenses accrued	1 235	
(2) Breakdown of Creditors & Accruals		
Audit fees accrued	1 000	1 000
SMOCM accrual	13 322	22 500
Grant accrual	<u>-</u>	<u>4 000</u>
	<u>14 322</u>	<u>27 500</u>

**Income and Expenditure Statement
For the Year Ended 30th June 1996**

	1996 (\$)	1995 (\$)
Income		
Advertising	700	1 600
Conference	-	3 619
Subscriptions	40 491	34 684
Donations	664	1 081
Grant received - DCA	6 650	9 000
Summer School	-	10 500
Professional Administration	108	281
Paintings Group	-	11 045
Interest Received	3 585	1 055
SMOCM	20 571	23 130
Textiles SIG	15	134
Publications	<u>124</u>	<u>251</u>
	72 908	96 380
Expenditure		
Accounting & Audit Fees	1 049	1 095
Bank Charges	209	217
Conference/Workshops	-	2 806
Grant Payable	-	4 000
Equipment Purchases <\$300	-	296
Paintings Group	-	9 331
Postage, Printing & Stationery	3 203	4 884
Prizes	600	100
Publications - Newsletter	6 839	5 832
Publications - Bulletin	8 288	5 623
Secretariat	13 000	11 000
SMOCM	10 576	22 900
State Capitalation Fees	4336	3 929
Summer School Expenses	-	13 673
Textile Special Interest Group	-	143
Travel Fund	1 301	1 394
Travelling expenses	3 338	2 548
	<u>52 739</u>	<u>89 771</u>
Surplus/(Loss) for the Year	<u>20 169</u>	<u>6 609</u>