

**MINUTES OF THE 24TH ANNUAL GENERAL MEETING OF AICCM, held on Rottnest Island on Thursday 4 September 1997, at 3.35pm, at the Kingstown Barracks Environmental Education Centre. (Note that the time of the meeting was changed for the convenience of members present on Rottnest Island).**

Present: Paul Malone, Patricia Moncrieff, Benita Johnson, Heather Mansell, Colin MacGregor, Vicki Humphrey, Ronda Jamieson, Maggie Myers, Felicity Martin, Ulli Broeze-Hornemann, John Ashton, Cheryl Jackson, Ian Batterham, Julie O'Connor, Julia Donaldson, Belinda Andrews, Robyn Lowe, Colin Pearson, David Hallam, Ian MacLeod, George Bailey, Anne l'Ons, Kate Wojtowicz, Vinod Daniel, Mr Masuda, Andrew Thorn, Alison Wain, Johann Alcock, Samantha Shellard, Sally Kneebone, Sally Groom, Penny Edmonds, Michelle Berry, Jenny Dickens, Jeavons Baillie, Nikki King-Smith, Tristan Koch, Kristin Phillips, Anne L'eculier, Anne Cummins, Therese Mulford, Robyn Sloggett.

1. **Apologies:** Julian Bickersteth, Ian Cook, Karen Coote, Rosie Freemantle, Apologies and Proxies from: M Alexander, Mr D Keyes, Ms R Norton, and Mr K Akhurst.

2. **Confirmation of the Minutes of AGM 23**  
Moved: Jeavons Baillie: Seconded: Jenny Dickens

Resolution 1/97

3. **President's Report (Robyn Sloggett)**

National Council has been busy over the past year working on a number of strategies to position the AICCM in order to secure influence, and maximize the ability of the organisation to advocate effectively on behalf of the members. However much of the work needed to develop the AICCM is undertaken at State Branch level and by individuals, and on behalf of Council I would like to thank the State Presidents and their Committees for the work they have done in the past year. State Branches have been active in supporting Council in its aims, as detailed in the current Strategic Plan.

In particular I would like to thank the Western Australian Branch for the fantastic job they have done in organising this Conference, which I am sure we will all agree has been an overwhelming success. Beings gluttons for punishment the Western Australian Branch has also drafted a revised Code of Ethics, which I hope you have all had a chance to read and think about, and which we will discuss on Friday morning. (Patricia Moncrieff)

New South Wales Division is examining links and relationships between AICCM and other organisations and managed a very successful strategic planning conference in September last year. (Kay Soderlund).

South Australia has been working closely with Council developing the AICCM Strategic Plan, working on a five year plan, and providing updates on Council's performance in relation to the Strategic Plan. (Sarah-Jane Rennie)

Tasmania has taken on the job of re-assessing the By-Laws and has spent most of the year helping Marg Alexander upgrade the Constitution. You will be asked to vote on the results of their work in Agenda Item 9 following. (Linda Clark)

Queensland has been examining issues relating to mentoring, which is a particularly important issue for the profession at present (Lynda Black)

I also want to thank Pat Townley and her team for their work on the Bulletin. The preparation and publication of the Bulletin is an incredibly involved, and at times difficult and exhausting process, and I'd like to thank Pat for undertaking this work on behalf of AICCM.

I also want to thank Gina Drummond, who as you all know has made an invaluable contribution to the Institute through her work as Publications Officer, and as Newsletter Editor. It is the work of volunteer members who believe in the value of the Institute and are prepared to work hard to make their contribution to the profession, beyond their own careers, that are the most valuable resource we have and on behalf of Council, and I am sure on behalf of members, I would like to express our thanks and appreciation to them.

The strategies for strengthening the position of AICCM as one of the peak cultural bodies in this country have been developed on a number of fronts. Obviously the development of the National Conservation and Preservation Policy for Movable Cultural Heritage is of critical importance to conservators and those interested in conservation in this

country. Council has submitted two documents to HCC, the first in February 1997, providing input prior to the drafting of the National Strategy, and the second in July 1997, being a response to the Draft Strategic Plan.

I also wrote to Dawn Casey, Chair of the Heritage Collections Committee, requesting AICCM representation on three proposed new Working Parties; Conservation, Promotion and Marketing and Australian Museums on Line. Last week I received telephone notification that AICCM has a position on the Conservation Working Party, which has been the most sought after Working Party in terms of membership. This position should enable direct communication from AICCM members to HCC and vice versa, and provide a valuable forum to promote the aims of the AICCM.

Council also provided a submission to the Senate Enquiry into Heritage Access, which is particularly addressing user pays issues, and members input has been valuable in developing this document. As a result the AICCM has been asked to attend the Senate Enquiry as witness and speak to the issues. If any member has any points to raise in this context I would be delighted to hear from them.

Council has also managed the development of an Asian Pacific directory, developed with a grant from AusHeritage, and aimed at identifying key individuals in the region who are interested in conservation work and conservation issues, and who may like to become members of AICCM. Over 450 individuals have been sent information about the AICCM and to date we have 60 replies indicating an interest in joining AICCM. There are still a significant number of individuals to approach, but the AICCM can supply names of interested individuals by country to members who would like, or need to contact conservation professionals in the region.

The publication of the AICCM Directory has been a major achievement, and our thanks to Gina Drummond for undertaking this task and obtaining over \$1800 worth of advertising to support the publication of the Directory.

The development of the IIC Conference in Melbourne in 2000 is also a major task for the Institute. Council is currently developing a document on critical pathways and timelines for this event. The Melbourne Town Hall has been booked from 10 - 14 October, 2000. Discussions have been held with a number of potential sponsors but we have been advised that it is too early for formal approaches. Despite two notifications in the AICCM Newsletter requesting expressions of interest from members who may like to be involved in the development of this event Council has only received four names to date. If you are interested in being involved in preparations for IIC in 2000, could you please let Marg Alexander know, preferably in writing as soon as possible.

In order to secure a solid financial base without increasing membership fees, Council has been examining the creation of trust fund accounts and sponsorship issues. Jeavons Baillie and I visited the Australian Foundation for Culture and Humanities, and discussed issues of sponsorship and partnerships and we will be meeting with Bruce Arnold again in October to look at strategic development in this area.

Council has also undertaken a review of existing AICCM procedures, codes and guidelines. Tasmania has been working with Marg Alexander on the Constitution and once the necessary changes have been made to the Constitution they will commence working on the By-Laws. Western Australia has completed work on the Draft Code of Ethics, and Victoria on the Draft Code of Practice, and these two documents will provide a strong base for future professional development, professional cohesion and professional representation. The Code of Ethics has been revised to take account of issues relating to private conservation practice, the varying client base with which conservators deal, and acknowledgment of indigenous cultural values. The Code of Practice is being developed in view of members concerns with current moves to Compulsory Competitive Tendering, and tendering processes generally. The Code of Practice will assist in developing a strong professional base with identifiable pathways to accountability, and provide a secure mechanism for AICCM to advocate on behalf of members.

Issues of mentoring were raised at the last AICCM Conference. The Queensland Branch sent a senior conservator to a mentoring workshop and the AICCM paid for a recent graduate to attend also. Queensland is preparing a paper on mentoring for Council to identify options to proceed with either formal or informal mentoring procedures.

Council has also undertaken a review of committees of Council and the role of Special Interest Groups. SIG's have been asked to provide a statement of aims and objectives, and Council has developed

procedures to co-ordinate the financial activities of Special Interest Groups.

There are two areas where I would like to concentrate some effort in 1997-98. These are sourcing funds to support the work of AICCM, and increasing communication horizontally between State Branches, and vertically between Council and Members. To this end Council is proposing a number of changes to the Constitution aimed at increasing the communication within the organisation, and enabling Council to support its member base, and use funds available to Council, more effectively.

The priorities for AICCM National Council over the next twelve months are as follows:

- Formalise the secretariat position and ensure policy procedures are in place.
- Maintain the Conservator of the Year Award
- Maintain the Conservation Student of the Year Award
- Produce four editions of the National Newsletter
- Produce the AICCM Bulletin
- Conduct National Council Meetings
- Produce a disposal schedule and archives policy
- Pursue funding options
- Work with State Divisions to implement components of the National Strategy
- Develop a centralised data base on conservation training
- Monitor training in conservation components in national courses
- Respond to the National Conservation and Preservation Strategy
- Respond to identified conservation issues as they arise

If you feel that as a member you would like to be more involved with Council I would be delighted to hear from you. Although Council can provide leadership and some direction for AICCM we are a member based organisation, and the work of Council is only as good as the support, advice and directions Council receives from its members. Thank you.

Accepted: Moved: Ulli Boreze-Hornemann; Seconded: Ian MacLeod  
Resolution 2/97

#### 4. Secretary's Report (Marg Alexander - read by Therese Mulford)

My apologies for not being here to present this report, and thanks to Therese Mulford for standing in for me.

The present National Council has met three times during the year and the Executive has met twice. The lower than usual number of meetings came about as a result of the last AGM being held in October 1996. Council concentrated on finalising a number of projects particularly of reviewing the Constitution to reflect, among other changes, the wishes of members that the title "Associate" for the Professional category of membership, be altered to Professional Member. You will be required to vote on these changes at this meeting. As a follow on to these changes a Tasmanian Division committee of Linda Clark and Stephanie McDonald are re-writing the By-Laws, in compliance with the Rules of Incorporation. They are finding considerable repetition of clauses directly from the Constitution and are questioning the purpose of various sections. Linda has sought legal advice and has been advised to avoid 'doubling up' of information as far as possible. The major problems are that the Constitution has been revised a number of times over the years, while the By-Laws have not been progressively updated since around the mid-1980's, making interpretation quite difficult and time-consuming.

We have received a large number of new membership applications in recent months, and welcome these new members and hope that they will join existing members in providing new ideas and energy to help our organisation grow.

Members will be pleased to know that the Bulletin is at the printers now and we are looking forward to its distribution in the next four weeks. The Bulletin is very important to our membership, particularly our overseas members whose major benefit in joining is the Bulletin. Our particular thanks to Pat Townley and her team for securing papers and working with the printer in difficult circumstances. The AICCM is dependent on volunteer support to produce publications and we are grateful for their support.

Vinod Daniel has taken on the task of producing the following two volumes with expected distribution of the next issue around December 1997.

The long awaited Membership Directory was distributed earlier this year and thanks to Gina Drummond effort's will be able to be updated bi-annually. It is a very handy tool for finding people and addresses etc. and useful as a resource for people seeking names of conservators in private practice, in their location.

The Conservator of the Year Award is in its third year and we received six very interesting and worthy nominations for 1997. This will be discussed at greater length at agenda item six of the AGM. Council established the Award to celebrate the 21st Anniversary of AICCM in 1994 and it is our goal that it be a prestigious event to recognise contributions made to the conservation profession by conservators from all fields of activity. It is up to you as members to make the nominations and honour the colleagues whom you feel are creating the significant mile posts for all of us.

Accepted: Moved: Therese Mulford; Seconded: Heather Mansell  
Resolution 3/97

#### 5. Treasurer's Report and Presentation of Financial Statement (Julian Bickersteth - read by Robyn Sloggett)

I present the draft audited accounts for the institute for the financial year ending 30 June 1997. Due to various circumstances the auditors have not had sufficient time to complete the auditing of cheques at Westpac, which is now required. The accounts show a surplus for the year of \$13,469 and accumulated funds at the end of the year of \$73,763.

The Institute has budgeted for a surplus of \$9,150, the principal budgetary differences in the end-of-year result being:

- a) No Bulletin being produced during the year.
- b) A substantial increase in travel expenses. This resulted from some costs not being taken up the previous year, and a decision by Council to provide more active support to encourage all Council members to attend Council meetings. In addition the Executive has been meeting regularly.

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

I would like to propose that Murchison Services of Artarmon NSW be re-appointed as Auditors of the Institute's accounts for the financial year 1997/98.

Finally I must apologise for not presenting these accounts in person.  
Signed, Julian Bickersteth, Hon. Treasurer.

Questions from the floor from Dr Pearson were:

- Has SMOCM money been spent?
- If not spent where is it?

*Treasurer to provide an explanation of where it is in the balance. Is surplus \$13,469 if this includes unspent moneys*

Accepted:(subject to clarification of assets and liabilities )  
Moved: Ian MacLeod; Seconded: Patricia Moncrieff

Resolution 4/97

#### 6. Conservator of the Year Award

Nominations were: Donna Midwinter, Jan Lyall, Karen Coote, Kerry McInnis and Michael Mareudy. The selection panel was Dr Ian MacLeod, Mr Ian Cook and Mr David Keys of Artstretchers, Melbourne.

Ms Karen Coote has been selected as the recipient of the award for 1997. Dr Ian MacLeod, Chair of the Selection Panel, spoke about Karen's background history and the reasons for her selection which included:

- commitment
- research - Aboriginal and Torres Strait Islander culture, and consolidation of Lapita pottery
- work with Aboriginal and Torres Strait Islander peoples mentoring
- active in promoting the Heritage Collections Committee and the Heritage Collection Committee's Conservation Working Party
- her long history of involvement with AICCM
- her continued work as a hands on conservator.

## 7. Election of Office Bearers for 97/98

The following people have nominated and there being no requirement for a ballot they have been deemed elected.

President	Robyn Sloggett
Vice President	Therese Mulford
Treasurer	Julian Bickersteth
Secretary	Margaret Alexander
Publications Officer	Vicki Humphrey
Ordinary member	Marcelle Scott
Ordinary member	Jennifer Dickens

Accepted: Moved: Benita Johnson; Seconded: Colin MacGregor  
Resolution 5/97

A further nomination for Ordinary Member was received from the floor and Heather Mansell was elected by those present.

Moved: Benita Johnson; Seconded Colin MacGregor  
Resolution 6/97

It was agreed by members present that Council may second members for special projects as a need was identified.

Cheryl Jackson has agreed to continue as Public Officer.

Accepted: Moved: Benita Johnson; Seconded: Colin MacGregor  
Resolution 7/97

## 8. Appointment of the Auditor for 97/98

Accepted: Moved Julian Bickersteth that Murchison Services of Artamon, NSW be appointed for 97/98 Seconded: Felicity Martin  
Agreed by members present.

Resolution 8/97

## 9. Changes to the Constitution

Changes agreed to as is, **except for Changes to Composition of Council**

### Rule 2 INTERPRETATION

Do not change para three to read 'Ordinary Councillor' means a member of Council to whom paragraph (b) of sub rule (1) of rule 23 relates.

### Rule 23 CONSTITUTION OF COUNCIL

Do not delete sub rule (1c), but change (c) to up to three other members; and do not change sub rule (1 d) or (d).

Changes to Constitution agreed to by members present.

### A) Correction of typing errors:

#### Rule 8 BANKING AND FINANCE

Sub rule (1) line two.. change ..thereof issue official receipt to be issued, to ..thereof cause official receipt to be issued.

#### Rule 10 AUDIT OF ACCOUNTS

Sub rule (2) line two.. change.. shall report there on.. to ..shall report thereon..

#### Rule 24 ELECTION OF MEMBERS OF COUNCIL

Sub rule (2 a) line one.. change.. signed to two members.. to.. signed by two members...

#### Rule 26 MEETINGS OF COUNCIL

Sub rule (1 b) line one ..delete.. 26..

#### Rule 28 COMMITTEES AND SPECIAL INTEREST GROUPS

Sub rule (6 a) line five.. change.. issued shall report there on.. to.. issued shall report thereon..

### B) Change to Name of Associate Members

At the last AGM members agreed to a change of name for professionally accredited members from Associate Member to Professional Member - this change needs to be reflected in every occurrence of Associate Member throughout the Constitution:

#### Rule 5 MEMBERSHIP OF INSTITUTE

Sub rule (1) line two .. change.. associate members,.. to.. professional members...

Sub rule (5) line one .. change.. Associate members.. to.. Professional members

Sub rule (6) line two .. change.. applicants for associate membership.. to.. applicants for professional membership..

Sub rule (6 a) .. change.. This committee will consist of three associate members.. to.. This committee will consist of three professional members.

Sub rule (6 c) line two .. change.. associate membership ..to.. professional membership.

Sub rule (6 d) line one .. change .. associate member ..to ..professional member..

Sub rule (6 e) line one.. change.. associate membership ..to.. professional membership..

Sub rule (6 e) line four.. change.. associate members.. to.. professional members..

Sub rule (7) line one .. change.. Associate members ..to ..Professional members...

sub rule (8) line one..change.. associate member.. to ..professional member.. and change..AICCM ..to.. PMAICCM.. and .. change (Associate of.. to.. Professional Member of....

Sub rule (10) lines four and five.. change.. associate .. to.. professional..

Sub rule (11) lines four and five.. change.. associate ..to.. professional..

Sub rule (12) line one .. change associate.. to.. professional..

### Rule 29 ANNUAL SUBSCRIPTION

Sub rule (1) line one.. change.. (ordinary, associate and institutional members).. to ..(ordinary, professional and institutional members)..

Sub rule (3) line one.. change ..Student members will pay.. to.. Student members and pensioner members will pay...

Sub rule (4) line one .. change.. Associate members.. to.. Professional members..

Sub rule (6) line five.. change .. a former associate member.. to.. a former professional member..

Sub rule (7) line two ..change.. apply to each student, ordinary, associate...to... apply to each student, pensioner, ordinary, professional

### C) Changes relating to review of Code of Ethics and Guidance for Conservation Practice and introduction of a Code of Practice

#### Rule 5 MEMBERSHIP OF THE INSTITUTE

Sub rule (5) last paragraph, lines one and two.. change.. AICCM 'Code of Ethics and Guidance for Conservation Practice' ..to.. AICCM 'Code of Ethics' and AICCM 'Code of Practice'.

Sub rule (5) last paragraph, last line.. change (see also sub rule (11) of this rule and also rule 32).. to.. (see also sub rule (7) of this rule and also rule 32).

Sub rule (7) lines one and two.. change.. AICCM 'Code of Ethics and Guidance for Conservation Practice'.. to.. AICCM 'Code of Ethics' and AICCM 'Code of Practice'

### D) Clarification that persons nominating for or being nominated for positions on the Council of AICCM, must be financial members of the Institute.

#### Rule 22 OFFICERS OF THE INSTITUTE

Sub rule (2) line two.. change.. the election of persons to any of the offices mentioned.. to.. the election of members to any of the offices mentioned..

#### Rule 24 ELECTION OF MEMBERS OF COUNCIL

Sub rule (1) line one.. insert the words 'of members' after..call for nominations..

Sub rule (4) line two.. change.. the persons nominated.. to.. the members nominated..

### E) Changes to composition of Council

#### Rule 23 CONSTITUTION OF THE COUNCIL

Sub rule (1 c) delete (c) up to seven other members; and replace with (c) up to three other members,

### Addition to membership category

#### Rule 5 MEMBERSHIP OF INSTITUTE

Sub rule (1) line two.. change.. student members, a professional category.. to.. student members, pensioner members, a professional category...

### Committees and Special Interest Groups

#### Rule 28 COMMITTEES AND SPECIAL INTEREST GROUPS

Before sub rule (1) insert COMMITTEES

Before sub rule (7) insert SPECIAL INTEREST GROUPS

Sub rule (1) line three.. delete (see rule 5, sub-rule (10)).

Sub rule (9) line two.. change.. the group.. to.. the group, and reporting to National Council of AICCM.

Add sub rule (11) ...The Treasurer of Council, shall cause true accounts to be kept of receipts, expenditure, etc in accordance with Rule 7, Sub rules (1 - 3) and Rule 8, Sub rules (1 - 6)

Add sub rule (12) ...Applications for the procurement of government and other grants to the funds of Special Interest Groups shall be submitted to the Treasurer of Council for approval and co-ordination.

#### Eligibility for Tax Deductible Donations

Rule 36 WINDING-UP OF THE INSTITUTE, line six.. change.. deductibility of donations under subsection 78(1) (a) of the *Income Tax Assessment Act 1936*... to .. deductibility of donations under subsection 78 (4) or (5) of the *Income Tax Assessment Act 1936* and listed on the Register of Cultural Organisations maintained under the Act.

Accepted: Moved:David Hallam; Seconded: Jenny Dickens.  
Carried by members present.

Resolution 9/97

Some discussion ensued regarding the 'Pensioner' category of membership; Council positions, cost of meetings, proportional representation and liaison between State representatives and members.

#### 10. Any other business

No other business having been advised to the Secretary by the required 28 days prior to the meeting the meeting officially closed at 5 pm. Discussion then continued.

##### 10.1 25th Anniversary of AICCM and of the University of Canberra's Conservation Course.

Dr Pearson spoke of the above anniversaries. It was agreed that Silver Anniversary celebrations will be held in Canberra in 1998. Consideration is being given to having the focus on Conservation and Information Technology. Timing and planning are being determined by Dr Colin Pearson and Robyn Sloggett. Contact either of them if you have any suggestions. It was suggested that the AGM be held at this time when a large number of members will be present.

##### 10.2 Changes in Museum Australia's Constitution for Affiliated Organisation.

Jenny Dickens reported - members to proxy vote for changes to constitution.

##### 10.3 Conservation Training Courses:

Vicki Humphrey requested that lists of courses which offer conservation components be sent to her along with a contact name.

##### 10.4 ICOM Conference 1998 Sub-committee

Samantha Shellard is Convenor of this committee and requests members to contact her with any suggestions.

#### Summary of Membership to 30 June 1996

	ACT	NSW	QLD	SA	TAS	VIC	WA	Overseas	Total
Associate	5	9	2	3	2	5	1	3	29
Honorary; Associate	2	1	0	1	0	0	1	5	5
Honorary	-	-	1	-	1	-	-	1	3
Institutional	9	8	9	4	2	9	4	48	79
Life	-	1	-	-	-	2	-	2	5
Ordinary	53	69	26	15	7	56	21	26	273
Pensioner/Student	28	9	3	4	1	6	2	-	53
Reciprocal	1	2	-	-	-	2	-	13	18
<b>Total:</b>	<b>98</b>	<b>99</b>	<b>41</b>	<b>27</b>	<b>13</b>	<b>80</b>	<b>29</b>	<b>93</b>	<b>480</b>