

Minutes of the 26th Annual General Meeting of AICCM, held on 24 September, 1999 at the North Head Quarantine Station, Manly, Sydney at 6.00 p.m.

Present: Robyn Sloggett, Marcelle Scott, Julian Bickersteth, Marg Alexander, Benita Johnson, Wendy Dodd, Stefanie Woodruff, Kent Jarman, Vinod Daniel, Kim Brunoro, Alayne Alvis, Katy Glen, Joy Tonkin, Catherine Nunn, Tasha Brown, Tony Colman, Anita Gustavson, Mark Henderson, Kylie Roth, Jenny Dickens, Donna Hinton, Helen Weidenhofer, Bernard Kertesz, Rose Peel, Kim Tough, Detlev Lueth, Ian Cook, Colin Pearson, Sarah Slade, Cath Akeroyd, Fiona Tennant, Bronwyn Cosgrove, Sue Frost, Christine Ianna, Jenny Hodgeman, G Leahy, Ann Cummins, Tracey Golds, Jude Fraser, Linda Clark, Sarah-Jane Rennie, Vanessa Roth, Julie Potts, Catherine Thomson, Rosemary McDonald, Heather Mansell.

1 **Apologies:** Arthur Akhurst, Eric Archer, Vicki Humphrey, Peter Maxwell, ICCROM, Gina Drummond, Carolyn Murphy, Gillian Osmond.
Apologies accepted. Res 1/99

2 **Confirmation of Minutes of AGM 25.**
Moved : J Bickersteth, Seconded: Kim Brunoro Res 2/99

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

It was with some sadness and not a small amount of relief that I announced that I would not be seeking re-election as President. When I took the position I stated that it would be for a three year term, any less is not, I think, sufficient time to see projects through, and any longer than three years leads to dehydration and shrivelling of creativity, not to mention total atrophy due to exhaustion.

Part of my regret in standing down is due to an immense sense of pride and privilege in being able to represent the profession (and those 'interested in conservation') in a range of forums. The conservation profession is a very close, supportive and active profession. While we are a relatively young profession, with most of the initial graduates from the University of Canberra still in mid-career, there is strong mentoring within the profession and I've noticed a keen eye being kept on recent graduates to see where the next generation of leaders is coming from. In particular it has been gratifying to be able to watch the next generation of leaders coming up through State Branches and to be able to work with them on Council. At the AGM held at Rottneest in 1997 membership voted to reduce the number of Council Members and to have State Presidents on Council to provide a direct link from Council to States. This has resulted in States taking an active role in driving Council initiatives including the development and upgrading of the Strategic Plan (South Australia), the Code of Practice (Victoria), the revision of the Code of Ethics (Western Australia) and the review of the By-Laws (Tasmania).

Over the next few months all states will be providing organisational structure and intellectual input to the development of the Code of Ethics and Code of Practice. My very deep thanks to the various State Presidents, who I have had the pleasure to work with over the past three years.

It has also been a privilege to sit on the Heritage Collections Council (HCC), Collections Management and Conservation Working Party (CM & CWP) and gratifying to see the links that have been developed between the CM & CWP and AICCM. A number of the links have been discussed today and I think there will be very real ongoing outcomes in the longer term for AICCM.

It has been an extraordinarily interesting period to be President. In that time we have seen the adoption by Government of the National Conservation and Preservation Policy for Australia's Movable Cultural Heritage, the development and adoption of the National Conservation Strategy, the development of new training courses at the University of Sydney and University of Western Sydney and I think a real broadening of the intellectual constructs that support and define conservation. The next three years will prove to be just as important. Next year AICCM hosts IIC 2000 Congress in Melbourne, which will be an unprecedented opportunity for us to interact, on our turf, with the International Conservation Community. In that time we will also be part of the reformulation of HCC and its current triennial program. The next President will of course herald in the new millennium (if we reference the Western calendar). For my part I presided over the celebrations for both the 20th Anniversary of the inception of the Canberra course, and the 21st Anniversary of the first meeting of AICCM; major milestones indeed.

It has been pleasing to note the continued increase in membership of AICCM. This is an acknowledgment of the importance of the role and function of the professional body and bodes well for the future health of the profession.

Council currently has an application in to the Department of Environment and Infrastructure for a full time Secretariat position. This will substantially alter the ability of the organisation to deliver on a number of fronts.

In the meantime the AICCM is well provided for by the excellent services provided by Sue Mayrhofer at the Institute of Engineers. Prior to that time Gina Drummond maintained secretarial support for the organisation. My thanks to both of them.

My thanks also to Members of Council during my term as President. The contribution of Council Members to the management of AICCM is massive. As a volunteer organisation the AICCM would not survive without

dedicated input from Members. Council have a particular role which requires a substantial level of input so I'd like to thank all Council members for their excellent work, but in particular my special thanks to Julian Bickersteth who has maintained the office of Treasurer, and to Marg Alexander who has maintained the role of Honorary National Secretary, during my term and both for some time prior to that.

As I said at the start it has been a privilege to serve as AICCM President. I hope I've been able to deliver a range of outcomes that will support the development and direction of the AICCM. I know I've certainly gained an immense amount of knowledge about the profession and about myself as a result. I would recommend the experience to anyone. It provides an opportunity for some very serious professional development - often at breathtaking speeds.

The AICCM is truly a peak professional body. It achieved this through the united effort and focused dedication of a lot of people over a long time.

Thank you all for being members of it. Grab the opportunities your membership provides, and all the best for the future.

Report accepted: Moved: Ian Cook, Seconded: Helen Weidenhofer

Res 3/99

4 **Secretary's Report (Margaret Alexander)**

Current membership of AICCM is 540 - close to a record - comprised of 318 Ordinary, 39 Professional, 84 Institutional, 54 Student, 10 Pensioner, 7 Life, 19 Reciprocal and 9 Honorary Members.

It is pleasing to see the numbers building up again and especially that so many students are joining and bringing fresh points of view and energy to their State Divisions and to National Council, to help our organisation grow stronger.

Members will have been pleased to hear from Vinod Daniel that three volumes of the Bulletin are close to publication and distribution. We have lost a few overseas memberships because of non-delivery but mainly organisations have been very patient - unfortunately the three monthly automatic computer generated letters regarding missing issues means a lot of apologetic replies from us. Thanks especially to Vinod and to Cath Akeroyd and Vicki Humphrey, for catching up so much of the back log.

We are dependent on volunteer support to produce these publications and it means a considerable sacrifice of time and energy by those involved. The process is quite complex and almost always the work is taken on by members who already have heavy professional workloads. The Newsletter continues to be delivered on time and we thank Alice Cannon for a great job.

Sue Mayrhofer, the Secretariat Officer, produced a new Membership Directory in April and we will try to get another one out in early 2000 to bring this publication back to its original time frame. Sue has been adding updates via the Newsletter, making the Directory an even more useful resource.

I would like to include in this report special thanks to Sue. She took over the Secretariat duties in particularly difficult circumstances (when the previous officer allocated to our Association at the Institute of Engineers resigned at a days notice) and Sue has done an amazing job of creating order from chaos. She has recently undertaken computer training on Access software so that we can transfer the membership data base from Q&A to a year 2000 compliant program. The Access software will be provided by the Institute of Engineers free of charge. Our accounts are set up on MYOB and this is also Y2K compliant and all the computer hardware is compliant.

The Conservator of the Year Award is in its fifth year and we have received six very interesting and worthy nominations for 1999. Council established the award in 1994 to celebrate the 21st Anniversary of AICCM and it is our continuing goal that it be a prestigious event to recognise contributions made to the conservation profession by member 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 significant standards for all of us.

My thanks to Robyn for her inspired leadership as President and to all the Council Members for the assistance they have given me over the year.

Report accepted: Moved: Jenny Dickens, Seconded: Colin Pearson

Res 4/99

Colin Pearson raised the question of why there were only 39 Professional Members and discussion followed with no resolution but some members felt that there appeared to be few tangible benefits, while others expressed extreme professional pride in attaining recognition of their skills as practicing conservators.

5 **Treasurer's Report (Julian Bickersteth) and Presentation of the Financial Statement**

I have the pleasure in presenting the audited accounts for the Institute for the year ended 30th June 1999.

I can report that the institute continues to be in a sound financial position, recording a surplus for the year of \$9,586 with total retained funds of \$89,320.

In presenting accounts, I draw to your attention the following points:

- a) Substantial accruals, totalling \$17,350 have been made against future expenses for the Bulletin, the IIC Congress in Melbourne in October 2000 and the Skills Gap Audit. Invoices received after 30th June for

secretariat fees and audit fees have also been accrued.

- b) Grants totalling \$14,988 were received during the year being \$3,000 from DOCITA for the skills audit and \$11,988 from Environment Australia for the Publications Program and IIC Congress costs.
- c) Travel costs were substantially lower for the year than previously (\$2,523 against budget of \$8,912), due to National Council's use of teleconferencing facilities.

Please feel free to raise any issues you may have in relation to the accounts.

Julian tabled the audited financial statement for 1998/1999.

Auditor's Statement: 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, 1999 and are in accordance with the applicable Australian Accounting Standards.

(Signed) JR Murchison

Date: 22nd September 1999

THE AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED

BALANCE SHEET AS AT 30TH JUNE 1999

	1999 (\$)	1998 (\$)
CURRENT ASSETS		
TRADE DEBTORS	1,340	440
CASH	117,863	77,105
TOTAL CURRENT ASSETS	<u>119,203</u>	<u>77,545</u>
NON - CURRENT ASSETS		
OFFICE EQUIPMENT	3,349	3,349
LESS ACCUMULATED APPRECIATION	882	60
	<u>2,467</u>	<u>3,289</u>
TOTAL NON-CURRENT ASSETS	<u>2,467</u>	<u>3,289</u>
TOTAL ASSETS	<u>121,670</u>	<u>80,834</u>
CURRENT LIABILITIES		
CREDITORS & ACCRUALS (1)	17,350	1,100
DEFERRED INCOME	15,000	1,100
TOTAL CURRENT LIABILITIES	<u>32,350</u>	<u>1,100</u>
TOTAL LIABILITIES	<u>32,350</u>	<u>1,100</u>
NET ASSETS	<u>89,320</u>	<u>79,734</u>

ACCUMULATED FUNDS

RETAINED SURPLUS BEGINNING OF YEAR	79,734	73,763
SURPLUS/(LOSS) CURRENT YEAR	9,586	4,950
PRIOR PERIOD ADJUSTMENT	-	1,021
TOTAL FUNDS	\$89,320	\$79,734

NOTES TO BALANCE SHEET
AS AT 30TH JUNE 1999

1999	1998
(\$)	(\$)

(1) BREAKDOWN OF CREDITORS & ACCRUALS

Bulletin expenses	6,900	-
Environment (IIC) Expenses	4,000	-
Secretariat Fees	2,500	-
Skills Audit Expenses	2,000	-
Audit Fees	1,950	1,100
	17,350	1,100

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30TH JUNE 1999

1999	1998
(\$)	(\$)

INCOME

ADVERTISING	3,285	2,055
CONFERENCE	411	3,040
SUBSCRIPTIONS	42,325	43,755
MEMBERSHIP LABELS	157	-
DONATIONS	-	14
GRANT RECEIVED - DCA	3,000	6,000
GRANT RECEIVED - DEPT ENVIRONMENT	11,988	-
PROFESSIONAL ADMINISTRATION	60	127
INTEREST RECEIVED	3,561	3,328
SMOCM	40	16,640
TEXTILES SPEC INT GRP	-	15
PUBLICATIONS	456	13
FREIGHT COLLECTED	527	40
PRIOR YEAR ADVANCE REPAID	3,000	-
MISCELLANEOUS	193	-
	9,003	75,027

EXPENDITURE

ACCOUNTING AND AUDIT FEES	2,601	1,987
BANK CHARGES	793	525
CONFERENCE WORKSHOP	1,689	3,000
DEPRECIATION EXPENSE	822	60
ENVIRONMENT IIC	4,000	-
POSTAGE, PRINTING AND STATIONERY	4,550	3,491
PRIZES	600	600
PUBLICATIONS - NEWSLETTER	4,215	6,069
PUBLICATIONS - BULLETIN	7,908	9,356
PUBLICATIONS - CODES	177	-
MEMBERSHIP DIRECTORY	-	1,330
SECRETARIAT	16,700	12,750
SMOCM	3,470	16,732
SKILLS AUDIT	2,709	-
STATE CAPITATION FEES	5,232	44
SUBSCRIPTIONS	100	-
TELEPHONE AND FAX	1,316	-
TRAVEL FUND	1,171	2,831
TRAVELLING EXPENSES	1,352	6,081
LEVIES	-	-
MISCELLANEOUS	12	450
	59,417	70,077
SURPLUS/(LOSS) FOR THE YEAR	9,586	4,950

Accepted: Moved: J Bickersteth, Seconded: Jacqueline MacNaughton

Res 5/99

Members raised questions about: the difference between capitation fees and levies (Julian explained that these were one and the same and the anomaly would be removed from future statements); Effectiveness of teleconferencing (Julian reported that teleconferencing meant that more Council members could be included in discussions when they weren't required to travel and the cost benefits were significant); IIC budget (this is kept completely separate from the AICCM accounts).

6 Conservator of the Year Award

Nominees were Michael Marendy, Kerry McInnes (two nominations), Paul Malone, Gina Drummond and Malgorzata Sawicki. The Selection Panel was Mr Ian Cook (Chair) Director, ARTLAB Australia, Ms Benita Johnson, Conservation of Cultural Materials, Course Convenor UCAN, and Mr Eugene Herbert, ex Head of School, Landscape Architecture UCAN.

The winner for 1999, was announced and presented the Award at the Conference Dinner, and was Ms Malgorzata Sawicki.

Marcelle Scott moved to express congratulations to all the members who had been nominated. Members present agreed.

Res 6/99

7 Election of Office bearers for 99/00

The committee vacated and Mr Ian Cook conducted the election process.

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

		Nominator	Seconder
President	Marcelle Scott	Jude Fraser	Nicole Tse
Vice President	Kay Soderlund	Robyn Sloggett	Donna Hinton

Secretary	Margaret Alexander	Nominator	Seconder
Treasurer	Julian Bickersteth	Benita Johnson	Robyn Sloggett
Publications Officer		Cath Akeroyd	Fiona Tennant
Ordinary Member	Jenny Dickens	Marg Alexander	Michelle Berry
Ordinary Member	Vinod Daniel	Colin MacGregor	Sue Valis
Ordinary Member	Robyn Sloggett	Carrie Thomas	Nicole Tse

No member stepped forward to fill the position of Publications Officer so Council will discuss how to fill the position at its first meeting.

Accepted by membership by acclamation.

Res 7/99

Marcelle Scott as new President made a statement about her aims for AICCM under her Presidency and moved a motion of thanks to the outgoing Council, especially to Robyn Sloggett for her outstanding contribution to AICCM over the past three years in her role as President. Julian endorsed these comments adding that Robyn has lifted the profile of AICCM through her work with HCC committees and her contribution has been of the highest calibre.

Members present agreed by acclamation.

8 Appointment of the Auditor for 1999/00

Julian Bickersteth moved that Murchison Services, Mr James Murchison, be reappointed as Auditors for 1999/2000.

Accepted: Moved: J Bickersteth, Seconded: Dr Colin Pearson

Res 8/99

9 Code of Ethics and Code of Practice

It was noted that a draft printed booklet had been posted out to all members.

10 Conservation Skills Gap Audit-

It was reported that the States are engaged in holding focus groups but not all responses were in yet. Jenny Hodgeman will do the final report and is working on a draft document at present for Council and ultimately for HCC, who commissioned the Audit. The time frame is quite tight now.

11 Research Activity Audit and Needs Assessment

Jobs have been advertised and one formal response for Project Co-ordinator has been received.

12 Any other business

No other business was advised to the Secretary within the required 28 days prior to this meeting so the official business of the meeting closed at 7.00 pm.

Any discussion:

Ian Cook reported that he had attended a meeting, in Melbourne, of Australian professionals working in conservation in Asia. Margaret Birtley tabled a motion at that meeting "That the ICOM National Committee urges the Australian Government and the United Nations Peace Keeping Forces to be aware of the importance of safeguarding cultural property in East Timor during the present crisis; and urges the Australian Government to support programs of cultural rebuilding as an essential component of its future aid programs to East Timor and the Region", which was accepted by ICOM Australia National Committee. Ian proposed that the membership of AICCM consider a communique in support of the motion to be sent to the Department of Foreign Affairs and Trade, the Minister for the Arts and the Minister for Defence.

It was agreed that National Council would consider the ICOM communique and decide on the appropriate action. Moved: Ian Cook; Seconded: Robyn Sloggett