

# MINUTES OF THE ANNUAL GENERAL MEETING (AGM 27) OF THE AICCM (INC)

Held on Thursday 12 October, 2000 at approximately 12.30 p.m., (following morning sessions at the IIC Congress) at the Melbourne Town Hall, Melbourne, Victoria.

**Present:** Marcelle Scott, Kay Söderlund, Julian Bickersteth, Margaret Alexander, Felicity Martin, Alice Cannon, Tasha Brown, Karina Acton, Tom Dixon, Maggie Myers, Jenny Dickens, Elizabeth Hadlow, Jude Fraser, Robyn Sloggett, Anna Higgs, Agata Rostek, Tegan Henderson, Heather Mansell, Cath Thomson, Colin Pearson, Janet Hughes, Glenda S Marsh-Letts, Benita Johnson, Michelle Berry, Catherine Lillico-Thompson, Paula Dredge, Tony Colman, Malgorzata Sawicki, Barbara Dabrowa, Jeavons Baillie, Susie Bioletti, Kim Brunoro, Detlev Lueth, Erica Burgess, Katie Webb, Joanna Barr, Nicole Tse, Holly Jones, Robert Clendon, George Bailey, Penny Byrne, Louise Bird, Christine Ianna, Amanda Pagliarino, Tamara Lavrencic, Ian MacLeod, James Crawford, Donna Hinton, Adam Godijn, Denyl Cloughley, Maria Kubic, Sophie Brain, Catherine Nunn, Suzanna Shaw, Davina Hacklin, Miriam Wormleaton, Melanie Vella, Stephanie Baily, Rosaleen Hill, Kent Jarman, Ingrid Ford, Helen Privett, Kylie Roth, Sarah-Jane Rennie, Fiona Tennant.

1. **Apologies:** Anne Carter, Sabine Pierard, Daphne Lera, Carrie Thomas, Ian Cook, Helen Weidenhofer, Sarah Feijen, Eric Archer.

2. **Confirmation of the Minutes of AGM 26**

**Moved:** Robyn Sloggett; **Seconded:** Sarah-Jane Rennie  
**Res. 1/2000**

3. **President's Report - Marcelle Scott**

It has been a tremendously active year for your National Council. We have revised and updated the strategic plan, and put in place a framework to commence implementing the key strategies. These will of course take time, as we must acknowledge that we draw on the resources of a busy volunteer team. However, in providing us with the opportunity to reconsider and clearly articulate our key priorities, the strategic planning process has helped us to deliver a number of important outcomes while being able to continue to take care of the day to day business of our Institute.

Through our representation on the Collection Management and Conservation Working Party of the HCC we have successfully expanded the profile of the AICCM at a federal government policy making level. I believe this will have a long term positive benefit for the preservation of Australia's Distributed National Collection. We have, as you know, also been developing two key documents on behalf of the Collection Management and Conservation Working Party of the HCC. The Skills Gap Audit has recently been warmly received and ratified by the Working Party. My sincere thanks go to all who contributed to this document, but the efforts of Robyn Sloggett and Jenny Hodgeman deserve special mention, as they worked tirelessly in their own time to bring a large amount of research and background information together into a very substantial and useful document.

The Research Audit is (still) in final draft stage. It has benefited from your input at several stages, and will soon be available via Australian Museums On Line (<http://www.amol.org.au> [www.amol.org.au](http://www.amol.org.au)) for more broad input from the museum community.

The production of such documents however only marks the beginning of their usefulness. AICCM now has the opportunity to build on the process of their development, to assess how they can be used to further our aims, and to implement realistic and practical strategies that will strengthen our knowledge base and improve our ability to deliver to the needs of our members as well as the needs of the materials we conserve. That remains a task for your incoming Council, and I urge you to get involved and lend your support, and of course your constructive criticism, all along the way.

This AGM offers us the opportunity to ratify another very important document that has been in development for some time, our new Code of Practice. Thanks to all who have assisted in its development to this stage, and thanks especially to Jenny Dickens and Jude Fraser for their commitment to that cause. Such a document demonstrates the continued growth and maturity of our profession, which when considered in tandem with other national policies, and our own accreditation process, leaves me in no doubt that we can lay claim to the title Profession, while not discounting some of the points raised in the paper delivered earlier at the Congress.

Which brings me to the IIC Congress. The hosting of an international Congress is both a test of, and a testament to, a national association's professional reputation and abilities. AICCM has delivered the goods on both counts. I am especially proud that we took the opportunity, before an international audience, to state our commitment to the Reconciliation process and to express our sorrow to Aboriginal and Torres Strait Islander peoples for the suffering they continue to endure. I hope we will follow up this statement with action later in this meeting by endorsing the proposed new guideline in our Code of Practice.

I would like to express my gratitude to the Organising Committee of the Victorian Division, for the wonderful job they have done to deliver the IIC Congress, which has required considerable commitment over many months. Most especially I would like to acknowledge the effort Jude Fraser has put in. Jude was the one who took care of the details, who thought of everything and who pulled it all together when it counted. Jude did that with continued good humour and gentleness, while maintaining solid control of the process throughout. My thanks and congratulations to Jude.

My thanks also go to all in National Council for their commitment and support throughout the year. It has been wonderful working with you. A most special thanks goes to our outgoing Honorary Secretary, Marg Alexander. Marg

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has served the Institute in that office for as long as most of us can remember (Tony Werner excepted). We've previously honoured Marg's contribution to the profession and the Institute with Honorary Life Membership. Today we do so with a vote of thanks.

I thank you all for the privilege of serving as your President during this past exciting year.

**Moved acceptance:** Julian Bickersteth; **Seconded:** Heather Mansell

**Res. 2/2000**

#### 4. Secretary's Report - Margaret Alexander

Currently membership stands at 552, including 64 student members. This is a pleasing increase on last year's figure of 540. Our organisation can only be strengthened through the contribution of new members with energy, vision and the will to participate.

Our publications are up-to-date with the 2000 issue of the Bulletin still on schedule for distribution in December. Thank you again to Alice Cannon for continuing to produce great Newsletters and to Vinod for overcoming the Bulletin backlog. Please send us your papers for inclusion in the Newsletter and for possible inclusion in the Bulletin as a refereed paper. The Research audit has identified a large number of research projects being undertaken so send us your reports to share with our members through publication.

Sue Mayrhofer, the Secretariat Officer continues to manage our membership matters with efficiency and organisation. We have had an amazing response to membership renewals in the past three months and have found that together with IIC registrations, which have had to take priority, the work load has far exceeded the two days a week that Sue works for AICCM. It is expected that a new Membership Directory will be published in the next few months now that Sue can focus on other things. None of the problems envisaged with the year 2000 bug eventuated, due we hope to excellent preparation. Once again I would like to thank Sue for her unstinting help to me whenever I have a question or request to do with membership matters.

The Conservator of the Year award is in its 6<sup>th</sup> year and it was very disappointing not to have received any nominations this year. Council established the award in 1994 to celebrate the 21<sup>st</sup> anniversary of AICCM and it is important that it be a prestigious event to recognise contributions made to the conservation profession by member conservators from all fields of activity including research. It is up to you as members to make the nominations and honour the colleagues whom you feel are creating significant standards for us all.

I am standing down as Secretary after what seems like forever and I particularly want to thank Marcelle, for her leadership, Julian for his unfailing response to all my demands, and the Council for their support during the year. I also wanted to congratulate Robyn Sloggett on the Skills Gap Audit report which was so well received by the HCC Collections and Conservation Working Party, describing it as a "Seminal Document".

**Moved acceptance:** Marcelle Scott; **Seconded:** Ian MacLeod

**Res. 3/2000**

#### 5. Treasurer's Report and presentation of the Financial Statement - Julian Bickersteth.

I have pleasure in presenting the audited accounts for the Institute for the year ended 30<sup>th</sup> June 2000.

I can report that the Institute continues to be in a sound financial position, recording a surplus for the year of \$5,398 with total retained funds of \$94,718. This result is particularly pleasing, given that the year saw the publication of the Bulletin brought back on track (with the resultant costs), as well as significant one-off expenditure committed to supporting University of Canberra student attendance at the IIC Congress (\$5000) and designing the AICCM web-site (\$6,900). If economic activity can be used as a measure of the success of the Institute, then the fact that the turnover of the organisation was over double that of 98/99 financial year (\$144,313 against \$69,003) reflects well on the continuing growth of our professional body.

The increased turnover was due in part to two conferences (the National Conference in Sydney and the Book and Paper Symposium in Canberra), and two major projects being undertaken (The Skills Gap and Research Audit).

The issue of GST for the Institute is still not fully resolved. AICCM has registered for the GST, but the status of divisional registration is currently being looked at by our auditors, Murchisons.

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

The impact of the IIC Congress registrations income has not been brought to account other than as deferred income, since the Congress will not take place until October 2000.

Grants totalling \$40,505 were received during the year being \$30,005 from DOCITA for the Skills Gap and Research audits and \$10,500 from Environment Australia for General Administration costs.

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

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

I, James Ronald Murchison of 44 Hampden Rd, 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 30<sup>th</sup> June, 2000 and are in accordance with the applicable Australian Accounting Standards.

Signed (James Murchison)

J R MURCHISON

Date: 11 September 2000.

The Australian Institute for the Conservation of Cultural Material Incorporated Income and Expenditure Statement For the year ended 30 <sup>th</sup> June, 2000		
	2000	1999
<b>INCOME</b>	<b>(\$)</b>	<b>(\$)</b>
Advertising	2,800	3,285
AICCM Conference	23,595	411
Book And Paper Symposium	27,975	-
Subscriptions	42,367	42,325
Membership Labels	42	157
Grant Received - DCA	30,005	3,000
Grant Received - Dept Of Environment	10,500	11,988
Professional Administration	20	60
Paintings Group	2,067	-
Interest Received	4,141	3,561
SMOCM	-	40
Workshops	360	-
Publications	13	456
Freight Collected	428	527
Prior Year Advance Repaid	-	3,000
Miscellaneous	-	193
	<b>144,313</b>	<b>69,003</b>
<b>EXPENDITURE</b>		
Accounting And Audit Fees	2,737	2,601
Bank Charges	1,382	793
Code Of Practice	1,560	-
AICCM Conference	18,892	1,689
Book And Paper Symposium	17,759	-
Depreciation Expense	617	822
Discounts Given	220	-
Environment IIC	5,736	4,000
Postage, Printing And Stationery	6,906	4,550
Prizes	700	600
Publications - Newsletter	8,304	4,215
Publications - Bulletin	12,175	7,908
Publications - Codes	-	177
Research Audit	18,585	-
Secretariat	15,000	16,700
SMOCM	3,924	3,470
Skills Gap Audit	883	2,709
Special Interest Groups	48	-
State Capitation Fees	4,769	5,232
IIC Student Grant	5,000	-
Subscriptions	-	-
Telephone & Fax	719	1,316
Travelling Expenses	3,646	1,352
Web Design	6,900	-
Miscellaneous	500	12
	<b>138,915</b>	<b>59,417</b>
<b>Surplus/(Loss) For The Year</b>	<b>5,398</b>	<b>9,586</b>

The Australian Institute for the Conservation of Cultural Material Incorporated Balance Sheet As at 30 <sup>th</sup> June 2000		
	2000	1999
<b>CURRENT ASSETS</b>	<b>(\$)</b>	<b>(\$)</b>
Trade Debtors	26,323	1,340
Cash	90,188	117,863
Total Current Assets	116,511	119,203
<b>NON-CURRENT ASSETS</b>		
Office Equipment	3,349	3,349
Less Accumulated Depreciation	1,499	882
	1,850	2,467
Total Non-Current Assets	1,850	2,467
<b>Total Assets:</b>	<b>118,361</b>	<b>21,670</b>
<b>CURRENT LIABILITIES</b>		
Creditors And Accruals (1)	7,081	17,350
GST Collected	1,080	-
Deferred Income (2)	15,482	15,000
Total Current Liabilities	23,643	32,350
<b>Total Liabilities:</b>	<b>23,643</b>	<b>32,350</b>
<b>NET ASSETS:</b>	<b>94,718</b>	<b>89,320</b>
<b>ACCUMULATED FUNDS</b>		
Retained Surplus Beginning Of Year	89,320	79,734
Surplus/(Loss) Current Year	5,398	9,586
<b>TOTAL FUNDS:</b>	<b>94,718</b>	<b>89,320</b>

The Australian Institute for the Conservation of Cultural Material Incorporated Notes to Balance Sheet As at 30 <sup>th</sup> June 2000		
	2000	1999
<b>(1) BREAKDOWN OF CREDITORS AND ACCRUALS</b>	<b>(\$)</b>	<b>(\$)</b>
Bulletin Expenses	1,131	6,900
Environment IIC Expenses	-	4,000
Secretariat Fees	3,750	2,500
Skills Audit Expenses	-	2,000
Audit Fees	2,200	1,950
	7,081	17,350
<b>(2) BREAKDOWN OF DEFERRED INCOME</b>		
Grant - Department of Communications, IT & the Arts	-	15,000
IIC Congress Registrations received in advance *	15,482	-
	15,482	15,000
* Relates to Registration Monies received during 1999/2000 concerning the IIC Congress to be held 10 - 14 October, 2000.		

Moved acceptance: Benita Johnson; Seconded: Vinod Daniel  
Res. 4/2000

## 6 Appointment of the Auditor for 2000/2001

Julian Bickersteth moved that the auditors Murchison Services be appointed for 2000/2001. **Seconded:** Fiona Tennant and accepted by a show of hands.

**Res. 5/2000**

## 7 Election of Office Bearers for 2000/2001

The following members having been duly nominated with one nomination per position, and there being no requirement for a ballot they are deemed elected.

		<b>Nominated by:</b>	<b>Seconded by:</b>
<b>President</b>	Marcelle Scott	Kay Söderlund	J Bickersteth
<b>Vice President</b>	Kay Söderlund	Marcelle Scott	J Bickersteth
<b>Secretary</b>	Kylie Roth	Jenny Dickens	Tasha Brown
<b>Treasurer</b>	Julian Bickersteth	Marg Alexander	F Tennant
<b>Publications Officer</b>	Marg Alexander	J Bickersteth	Eric Archer
<b>Ordinary Member</b>	Robyn Slogget	Jude Fraser	Nicole Tse
<b>Ordinary Member</b>	Vinod Daniel	C MacGregor	C Pearson
<b>Ordinary Member</b>	Jenny Dickens	Karina Acton	Tasha Brown

Accepted by members present

**Res. 6/2000**

Upon resuming her place the President, Marcelle Scott commented (as in 99/00) on her hope that positions on National Council would be sought after and contested in the future.

## 8 Acceptance of amendments to the Constitution

Proposed changes to the AICCM Constitution (in relation to Code of Practice requirements as advised by Arts Law Australia):

### Original wording

*(7) Professional Members shall agree to abide by, and be signatories to, the AICCM 'Code of Ethics' and AICCM 'Code of Practice'.*

### New Wording

*(7) All AICCM Members shall agree to abide by, and be signatories to, the AICCM 'Code of Ethics' and AICCM 'Code of Practice'.*

Colin Pearson led discussion regarding the issue of ignorance of people (who are members but not conservators) not knowing that they are doing something wrong. Jenny Dickens noted that in the Code of Ethics point 4, AICCM members should "recognise their skills and limitations..." In addition, when people apply or renew their membership they will agree to abide by the Codes of Ethics and Practice. Therefore it would be difficult for AICCM members to be unaware of the provisions of the Code and do the wrong thing out of ignorance.

**Moved:** Marcelle Scott; **Seconded:** Jenny Dickens

**Passed by majority vote. There was one abstention from voting, and there were no votes against the motion.**

**Res. 7/2000**

## 9 Acceptance of the Code of Ethics, Code of Practice

Proposed amendments to the Codes were presented to the members for ratification.

### New Guideline - Natural Environment

*The AICCM Member shall recognise the potential for conservation activities to cause environmental damage. Accordingly, without endangering the welfare of cultural property, she/he should endeavour to undertake conservation treatments, or use materials, which have the lowest potential to pollute; unnecessarily waste resources; or otherwise damage the natural environment.*

**There was no comment from members present and this new guideline was accepted by acclaim.**

**Res. 8/2000**

### **Changes to existing guidelines - 4. Approach**

#### Existing guideline

*The AICCM Member should devote an equal amount of care to cultural material regardless of the financial value, rarity or significance of the cultural material.*

#### Proposed Amendment

*It is recognised that the significance of cultural material may have a bearing on conservation decision. Accordingly, without breaching the provisions of the AICCM Code of Ethics or Code of practice, the AICCM Member shall ensure that cultural material in her/his care receives levels of conservation appropriate to its significance and available resources.*

Tom Dixon spoke in support of the amendment - citing the need to demonstrate that we are applying resources to the best extent, where value lies, whether monetary or significance. Ian MacLeod also spoke for the amendment. Glenda Marsh-Letts said that she is not against the amendment but questions who would determine cultural

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significance. Jenny Dickens replied that she would certainly want to see the conservator involved in this decision process. Conservators should be proactive but we cannot apply our Code to non-AICCM members to force them to include us in significance decisions. Robyn Sloggett noted that as it stands it is generic not prescriptive. Glenda expressed satisfaction with this answer. Marcelle agreed to take the issue on board for the new National Council.

Moved that the existing guideline be replaced with the suggested amendment.

**Moved:** Marcelle Scott; **Seconded:** Sarah-Jane Rennie

**Agreed by the majority of members present with Elizabeth Hadlow abstaining.**

**Res. 9/2000**

#### **Changes to existing guidelines - 5. Cultural Issues**

##### **Existing Guideline**

*The AICCM Member should respect the cultural and spiritual significance of cultural material and should where possible consult with all relevant stake-holders before making treatment or other decisions relating to such cultural material.*

##### **Proposed amendment**

*The AICCM Member should be informed and respectful of the cultural and spiritual significance of cultural material and should, where possible, consult with all relevant stakeholders before making treatment or other decisions relating to such cultural material.*

*The AICCM Member should recognise the unique status of Aboriginal and Torres Strait Islander peoples as first peoples, and as key stakeholders in the conservation of their cultural heritage material. When undertaking conservation of Aboriginal and Torres Strait Islander cultural property, the AICCM Member should recognise that the objects and the information relevant to them are of equal importance, and that conservation practice must adapt to cultural requirements, particularly in respect of secret/sacred items.*

Discussion ensued with Colin Pearson asking whether Aboriginal and Torres Strait Islander people now require to be called 'first people'. Members also discussed the issue of consultation with all cultural stakeholders and whether this was feasible and/or would raise legal issues if we didn't consult. Jenny Dickens replied that Moral and Copyright legislation deals with this issue. Detlev Lueth asked whether the Aboriginal and Torres Strait Islander community had been involved in this amendment. Jenny stated that Penny Edmonds had drafted the amendment and she would check that the Aboriginal and Torres Strait Islander committee at Museum Victoria had been consulted.

Colin Pearson asked that the Council consult on the question of 'First People' and to make a change if required. Marcelle agreed to bring the matter to the incoming Council, for clarification through appropriate bodies.

On this understanding members voted by a majority to accept the amendments with four abstentions.

**Moved:** Jenny Dickens; **Seconded:** Julian Bickersteth

**Res. 10/2000**

Marcelle Scott moved that the AICCM Code of Ethics, Code of Practice be ratified and now accepted as a formal document of the Institute.

**Moved:** Marcelle Scott; **Seconded:** Margaret Alexander

**Agreed by members present with no abstentions and no votes against.**

**Res. 11/2000**

#### **10 Conservator of the Year Award**

The Award Panel of Mr Ian Cook (Chair), Ms Benita Johnson and Mr Eugene Herbert (ex Head of the School of Environmental Design, University of Canberra), noted that it was disappointing that there were no new nominations for 2000 and agreed not to recommend a nomination for the Award this year. National Council had accepted this recommendation.

#### **11 Any other business**

No other business was advised to the Secretary. The meeting closed at 1.20 p.m.

Following the meeting Jenny Dickens provided an up-date on the present situation of the Museums Australia Conservation Special Interest Group. She advised that she is looking at options and would be interested to hear opinions from members of that group.

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#### **Additional notes from Penny Edmonds re. the cultural issues section of the Code of Practice discussed at the AGM**

1. Someone asked if indigenous representatives had been consulted in the formulation of the text.  
Answer: The formulation of the text was drawn from the spirit of the ratified museums policy *Previous Possessions, New Obligations (Museums Australia, 1994)* Key phrases that pertain directly to conservation, which are principles in this policy, were used in the wording.
2. Colin Pearson asked if the term "first peoples" was still appropriate. He seemed to think that the term was being phased out and that another term such as "first nations" or something similar was being introduced. So in the end the whole Code of Practice was ratified at the AGM with the provision that the correct term be used instead of "first peoples".  
Answer: Gaye Sculthorpe, Program Director of the Indigenous Studies Program at Museum Victoria, an Aboriginal person and Council member of AIATSIS, was consulted regarding the term "first peoples". Gaye felt that this was appropriate. "First nation peoples" is a term widely used in America and it was felt that this was not necessarily appropriate