

MINUTES OF THE ANNUAL GENERAL MEETING (AGM 28) OF THE AICCM (INC)

Held on Monday, 12 November 2001 at 5.00p.m, (following the afternoon sessions of the ICBCP Congress) at the Australian Museum, Sydney, New South Wales.

Present: Marcelle Scott, Julian Bickersteth, Kay Soderlund, Kylie Roth, Eric Archer, Heather Mansell, Vicki Humphrey, Amber Xavier-Rowe, Maggie Myers, Vinod Daniel, Colin Pearson, Donna Hinton, Trish Leen, Tamara Laurencic, Colin MacGregor, Fiona Tennant, Sarah-Jane Rennie, Emily O'Reilly, Tegan Henderson, Catherine Thomson, Sue Valis, Christine Ianna, Alice Cannon, Annah Dunkrah, Kerry Hannan, Stephen Cousens, Caroline Kyi, Nicole Tse, Helen Privett, Barbara Dabrowa, Malgazota Sawicki.

1. **Apologies:** Jude Fraser, Anne Carter, Amanda Pagliarino, Catherine Akeroyd

2. **Confirmation of the Minutes of AGM 27**

Moved: Heather Mansfield **Seconded:** Vicki Humphrey

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

"It was the best of times, it was the worst of times."

The opening line of that great work of fiction has been in my mind since I started thinking about this report, and reflecting on the business of the Institute during the past year.

Just over 12 months ago, at our last AGM, I believed our professional standing both in Australia and internationally, was on a high. We had a newly drafted Code of Practice, elements of which I believe demonstrate a real maturing of our profession in Australia, recognising as they do the constraints of science, and the all important social and cultural aspects of our work. We had publicly stated our commitment to the process of reconciliation and had formally stated that we are sorry for the injustices inflicted upon Aboriginal people. The vigorous discussion at that AGM about the intent of several of the new elements introduced into the Code of Practice, combined with the enthusiastic and sincere response I received from the membership supporting the Reconciliation statement, I truly believe demonstrate how passionately we believe in, and the great importance we place on, our own best practice.

At that time, as we are doing today, we were hosting an important international conference. One that would bring attention to our part of the world and to the particular ways we apply ourselves to our work. At a preview function at the soon to open Melbourne Museum, the then CEO publicly acknowledged and applauded the critical contribution the staff of the Conservation Department made to the success of that project. Yet just a few months later that same CEO, with the support of the Board and on the recommendation of the senior managers, implemented a structure that abolished the Head of Conservation and several other positions within the department, and, perhaps of even greater concern, moved accountability for setting conservation policy direction and determining conservation priorities to a non-specialist middle management position. A situation that unfortunately, staff at some other large institutions around the country had already experienced or were soon to experience. The AICCM publicly stated its strong condemnation of these actions, sadly however our protest has had little effect.

During the last year the Institute finalised two significant reports, commissioned by the Heritage Collections Council, detailing Australia's conservation skills gaps and conservation research needs and strengths. The reports collectively aimed at quantifying the conservation needs of Australia's Distributed National Collections. These reports concurred with several other reports in identifying a need for a central structure or framework to implement national programs of support for cultural heritage similar to that in place to protect our natural heritage. We are still however to learn what, if any, structure will replace the now defunct Heritage Collections Council.

However, we will neither be silent nor inactive in the face of these difficult challenges. AICCM National Council will continue to lobby for such a structure and for the recognition of the high level specialised expertise required to make strategic conservation decisions and to implement and manage conservation programs.

Our State Branches and Special Interest Groups have continued to be the means by which our Institute flourishes. A number of SIGs have held major meetings during the year, and I am delighted that several are again meeting in association with ICBCP 5. Several State Branches have organised such interesting lecture programs that I wish I could have attended them all. I would like to take this opportunity to acknowledge the skills and commitment of the State Presidents, not only for their work within their Branch but for their tremendous contribution to National Council. I personally benefit from their insights and their professional views and I'm confident other members of the Executive share my admiration of the careful consideration they give to the numerous matters that concern our membership and that are raised at Council. It is not possible in this forum to report on the activities of all the State Branches, that is done admirably via our Newsletter, it will have to suffice to simply note that it is considerable, so may I congratulate the State Presidents and the Branches on their activities throughout the year.

I would also like to thank very much the members of the outgoing Council. Our long standing, Treasurer, Julian Bickersteth, is not seeking re-election this year. The Institute has much to thank Julian for. Under his guidance our accounts have withstood a number of rigorous tests. He has calmly and competently guided us through the complex waters of the introduction of the G.S.T., through several major contracts, through our biggest financial risk exposure - the IIC Congress, which not only required extra account keeping tasks, but presented a real risk to our assets should the budget not be carefully managed, and most recently a Tax Office audit. We've come through all these in an exemplary fashion. Well done Julian, and thanks so much for these and for all the other less noticeable, but no less important works you've done for our Institute.

Our Secretary, Kylie Roth, is not seeking re-election, and while her term has not been a long one, Kylie really had to hit the ground running, and I think stayed that way for pretty much all the year. The Privacy Act which will come into effect in December, brought with it an extra task for the Secretary, requiring all members to receive and sign a statement authorising the publishing of some of their personal details, if they wish to be included in the Private Conservators listing on the web site. Thank you Kylie for organising that and for all the other contributions you've made while in the Secretary's position.

Our previous President, Robyn Sloggett has not sought re-election to an Ordinary Member position. Robyn is planning on concentrating her efforts at a more local level this year. I thank her for all her support during the year.

This year, after working unstintingly for the past 3 years, and producing four Newsletters per year of the highest quality, our Editor, Alice Cannon is handing over the all-powerful reigns of the Newsletter "Editorialship". I did express my thanks to Alice in the September Newsletter, but I would like to have it formally noted at this meeting. It's been a marvellous contribution. Thank you Alice.

Finally I consider it a very great privilege to be renominated for the position of President. It is especially meaningful to me this year. I thank you for your support and I look forward to a great year ahead.

4. Secretary's Report - Kylie Roth

Currently membership stands at 598, including overseas and reciprocal members.

A new publications committee was set up this year to oversee the production of the AICCM Newsletter, the Bulletin and the website. The committee comprises of Margaret Alexander and the editors of the Newsletter and the Bulletin.

Sue Mayrhofer resigned from her position as Secretariat Officer and Joe O'Connor has taken over these duties.

I am standing down as Secretary and would like to thank the AICCM members and members of National Council for the assistance they have given me over the last year.

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 June 2001. I can report that the Institute continues to be in a sound financial position, recording a surplus for the year of \$13,271, with total retained funds of \$107,989.

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

- a) The turnover of the Institute was substantially higher than in previous years, due to the flow through of the IIC Congress revenue and expenses. The Congress resulted in a small loss to the Institute of c \$2,800.
- b) Accounting and audit fees are higher, due to the need to have the IIC Congress accounts separately audited
- c) Travelling expenses continue to remain low, and telephone costs are commensurately higher due to the use of teleconferencing for council and executive meetings.

As I retire at the end of this AGM after 9 years as Treasurer, I take the liberty of reflecting on the state of the Institute's finances over this period.

Most noticeable is the increase in activity. In 1992 the Institute turned over \$49,461 and had retained funds of \$13,993, compared to \$191,515 and funds of \$107,989 in 2001. This increase is due to two principal reasons, namely the taking on of projects by the Institute, and the running of more frequent conferences and symposiums, many of these by Special Interest Groups.

At a functional level, we have moved to computerised accounts, we have successfully weathered the introduction of the GST, survived an audit by the Tax Office, and managed to post a surplus every year. Whilst this has not been our sole aim (though as Treasurer it is always comforting), it has meant that we have been able to fund and actively promote projects for the betterment of the profession.

More broadly, the highlights of being part of the National Council over this time have included working with a succession of inspirational presidents, which has led to a noticeable maturing of the Institute, and through it, I believe, the profession. Professional membership has been introduced, Special Interest Groups have become a substantial force in their own right, and our web-site has been built, we have won and undertaken major projects for the Heritage Collections Council, and we have hosted a most successful international conference, with another underway.

It has been a privilege to have served the Institute in this way, and I look forward to continuing to play my part as we move forwards.

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 the result of its operations for the year ended 30th June, 2001 and are in accordance with the applicable Australian Accounting Standards.

Signed (James Murchison)

J R MURCHISON

Date: 9th November 2001

**The Australian Institute for the Conservation of Cultural
Material Incorporated
Income and Expenditure Statement
For the year ended 30th June, 2001**

	2001	2000
	(\$)	(\$)
INCOME		
Advertising	100	2,800
AICCM Conference	-	23,595
Book And Paper Symposium	100	27,975
IIC Congress Revenue	123,144	-
Subscriptions	42,032	42,367
Preventative Conservation	2,625	-
Membership Labels	292	42
Grant Received - DCA	-	30,005
GVEHO Grant-Environ Australia	9,450	10,500
Grant Received - HCC	2,545	-
Professional Administration	11	20
Paintings	750	2,067
Interest Received	6,816	4,141
Workshops	200	360
WA Bark Paintings Workshop	1,382	-
Publications	84	13
Freight Collected	1,984	428
	191,515	144,313
EXPENDITURE		
Accounting And Audit Fees	3,281	2,737
Bank Charges	1,964	1,382
Code Of Practice	-	1,560
AICCM Conferences	1,162	18,892
Book And Paper Symposium	-	17,759
Depreciation Expense	463	617
Discounts Given	-	220
IIC Conference Expenses	120,204	5,736
Insurance	480	-
Postage, Printing And Stationery	5,929	6,906
Prizes	100	700
Publications - Newsletter	5,717	8,304
Publications - Bulletin	6,451	12,175
Research Audit	-	18,585
Secretariat	15,000	15,000
SMOCM	1,032	3,924
Skills Audit	1,494	883
Special Interest Groups	1,718	48
State Capitation Fees	4,670	4,769
IIC Student Grant	-	5,000
Subscription Refunds	157	-
Telephone & Fax	2,122	719
Travelfund	3,303	1,953
Travelling Expenses	1,837	3,646
WA Bark Painting Expenses	220	-
Web Design	-	6,900
Miscellaneous	940	500
	178,244	138,915
Surplus/(Loss) For The Year	13,271	5,398

**The Australian Institute for the Conservation of Cultural
Material Incorporated
Balance Sheet
As at 30th June 2001**

	2001	2000
	(\$)	(\$)
CURRENT ASSETS		
Cash	116,278	90,188
Trade Debtors	670	26,323
GST Receivable	333	-
Total Current Assets	117,281	116,511
NON-CURRENT ASSETS		
Office Equipment	3,349	3,349
Less Accumulated Depreciation	1,962	1,499
	1,387	1,850
Total Non-Current Assets	1,387	1,850
Total Assets:	118,668	118,361
CURRENT LIABILITIES		
Creditors And Accruals (1)	10,679	7,081
GST Payable	-	1,080
Deferred Income (2)	-	15,482
Total Current Liabilities	10,679	23,643
Total Liabilities:	10,679	23,643
NET ASSETS:	107,989	94,718
ACCUMULATED FUNDS		
Retained Surplus Beginning Of Year	94,718	89,320
Surplus/(Loss) Current Year	13,271	5,398
TOTAL FUNDS:	107,989	94,718

**The Australian Institute for the Conservation of Cultural
Material Incorporated
Notes to Balance Sheet
As at 30th June 2001**

	2001	2000
	(\$)	(\$)
(1) BREAKDOWN OF CREDITORS AND ACCRUALS		
GST Paid	946	-
Bulletin Expenses	417	1,131
Newsletter Expenses	694	-
Telephone	766	-
Stationary	1,246	-
Audit Fees	2,860	2,200
	10,679	7,081
(2) BREAKDOWN OF DEFERRED INCOME		
IIC Congress Registrations received in advance *	-	15,482
	-	<u>15,482</u>

* Relates to Registration Monies received during 1999/2000 concerning the IIC Congress to be held 10 - 14 October, 2000.

Moved acceptance: Vinod Daniel
Seconded: Vicki Humphrey

6 Appointment of the Auditor for 2001/2002

Julian Bickersteth moved that the auditors Murchison Services be appointed for 2001/2002. **Seconded:** Helen Privett
Res. 5/2000

7 Election of Office Bearers for 2001/2002

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

		Nominated by:	Seconded by:
President	Marcelle Scott	Ian MacLeod	Jude Fraser
Vice President	Kay Söderlund	Marcelle Scott	C. Akeroyd
Secretary	Jenny Dickens	Marcelle Scott	
Treasurer	Robin Hodgson		
Publications Officer	Margaret Alexander	Mark Henderson	Detlev Leuth
Ordinary Member	Vinod Daniel	Sue Valis	Colin Macgregor
Ordinary Member	Eric Archer	Ellie McFadyen	Detlev Leuth
Ordinary Member	Robin Tait	Judith Andrewartha	Ellie McFadyen

8 Conservator of the Year Award

Marcelle Scott read a letter from the Award Panel that consisted of Mr Ian Cook (Chair), Ian McLeod and Barbara Burton. Jude Fraser was awarded Conservator of the Year and Marcelle Scott accepted the award on her behalf.

11 Any other business

Marcelle Scott asked for comments on how AICCM funds could be used to further the profession.

Heather Mansell suggested setting up AICCM internships.

Eric Archer suggested surveying the membership for ideas.

Vicki Humphrey suggested using funds for promotion of publications and for training young conservators in things such as public speaking and management.

Colin Pearson suggested the funds could be used to assist neighbouring countries in the Pacific run their training in the region.

Sarah-Jane Rennie suggested the funds could be used to provide support for conservators undergoing specialised training not available here or to help authors finish articles for the Bulletin.

Kay Soderlund suggested that more paid positions be available on AICCM council or that funds could be used to provide training and resources for conservators.

The meeting closed at 5.25p.m.