

Australian Institute For The Conservation Of Cultural Material Inc.

Annual General Meeting 31

4.30 pm, Tuesday 28 September 2004

Canberra Museum and Gallery, ACT

Summary of Minutes

(Full version of minutes will be available at aiccm.org.au)

1. Attendance

Kay Söderlund, Cheryl Jackson, Janet Hughes, Liz Wild, Maria Kubik, Carey Garvie, Sharon Alcock, Amanda Pagliarino, Angeletta Leggio, Detlev Leuth, Helen Privett, James Crawford, Chesley Engram, Gillian Osmond, Julie O'Connor, Robyn Sloggett, Marcelle Scott, Colin MacGregor, Vinod Daniel, Stephanie Baily, John Colbey, Alana Lee, Alison McCrindle, Lisa Nolan, Kerry Hannan, Samantha Hamilton, Rhiannon Walker, Caitlin Granowski, Rowena Jameson, Linda Clark, Eric Archer (chair), Anne Carter, Kim Brunoro, Jenny Dickens (minutes)

2. Apologies

Michael Kelly, Eric Bray, Jude Fraser

3. Confirmation of minutes of previous meeting AGM 30

Moved Cheryl Jackson, Seconded Marcelle Scott

4. President's report – Eric Archer

The 2003/04 year has seen a strong focus on improving AICCM business processes and service delivery. This includes moving to a web-based Secretariat ('Secretariat Australia'); working towards establishment of AICCM as a tax-deductible organisation; production of National Council and Special Interest Group (SIG) Procedures Manuals; a major revision of the Constitution (outlined below in the secretary's report); and the establishment of a Professional Membership Committee of Council. In addition, Council has been actively involved in conservation education issues in Australia and the Asia-Pacific region.

In July, I attended a meeting sponsored by the Getty Conservation Institute and hosted by The University of Melbourne. The retreat forum focussed on the future needs and directions for conservation education in the Asia-Pacific region. A major issue identified was the need for a regional network or association to be established which serves to strengthen regional ties, canvas the big issues and provide a support mechanism for conservation in the region. A trial group called 'Conservation Asia-Pacific (PAC)' was suggested, and AICCM identified as an experienced and capable organisation that could initiate such a network.

The meeting was conducted in an atmosphere of cordiality, good humour and professionalism. I would like to record AICCM's gratitude to the Getty Conservation Institute and The University of Melbourne for providing this invaluable opportunity to meet with conservation educators in our region. The Australian Heritage Commission's (AHC) Cultural Heritage Reference Group for Iraq, which was set up to advise the Australian Government on a response strategy for cultural issues, presented its report to Government late last year. In view of the current security situation in Iraq, the AHC is maintaining a watching brief and regular contact with the Department of Foreign Affairs and Trade.

In closing, I would like to take the opportunity to thank the National Executive and Council of AICCM for a year of consistent hard work and dedication and to congratulate SIG coordinators on another year of outstanding achievements. The conservation profession relies on their leadership to set and maintain professional standards, and raise the profile of conservation within the museum industry and the broader community. I am sure that you will all agree when I thank Secretary Jenny Dickens, Vice-President Anne Carter and Treasurer Kim Brunoro for their extraordinary commitment and good-humoured cooperation over another busy AICCM year. Finally Kay Soderlund and Vinod Daniel are leaving Council after years of dedicated service and commitment to AICCM. On behalf of AICCM I would like to thank them both for their significant contribution to the conservation profession in Australia.

A motion was proposed to accept the President's report.

Moved: Helen Privett, Seconded: Vinod Daniel

5. Treasurer's report – Kim Brunoro

I am pleased to present the AICCM audited accounts for the year ending 30th June 2004 (attached). Overall the accounts show a minor loss of \$1,783, however the AICCM holds a total accumulated fund of \$130,924.

The AICCM as a whole has had a busy financial year with numerous conferences and workshops held by our special interest groups. These events contribute to the majority of the total income and expenditure shown. The events have been fabulous successes and have contributed dramatically to the income of the AICCM, however they have also added to the increasing cost of admin and the running of the secretariat. One of the main differences in the national expenditure over the last year was the employment of an executive officer to assist with the progress of several major issues facing the AICCM and our members. Also, as in previous years, the Getty grant for the Photon workshops has had major effect on how the accounts are presented. This year the auditors advised that it would clarify our accounts if we made an adjustment to rectify an overstated retained earnings amount for the 2003 year, this has been carried out and presented in these accounts. The AICCM relies almost solely on the income from membership subscriptions, with a small annual grant from the Department of Environment and Heritage of \$9,450. It is becoming increasingly apparent that as an organisation we cannot support the extent of our activities on this income alone and there is an increasing need to find alternative sources of income. It has become apparent to me as treasurer over the last year that our activity cannot be sustained without additional funding or an increase in membership fees.

A motion was proposed to accept the Treasurer's report.

Moved: Detlev Leuth, Seconded: Kay Söderlund

6. Secretary's report – Jenny Dickens

This has been my third year as Secretary and it has certainly been an eventful and busy three years. During that time we have had three secretariat providers and worked hard to improve the administration of our organisation and services to our members.

a. New Secretariat

Despite considerable efforts, the operations of IMEA as AICCM's secretariat provider continued to be just satisfactory. Therefore AICCM National Council developed a new brief for secretariat services and two quotes were received: IMEA (Institute Materials Engineering Australasia) and Secretariat Australia (SA). SA has now been contracted by AICCM. SA's quote was considerably less expensive because they propose to manage our membership database using a comprehensive, automated membership management and communications system through web-based software. Importantly, SA is very willing to provide the same level of service to our members who do not have email.

b. New Web site

The change over to the new secretariat has been completed successfully. SA, ASI (web site developers and programmers) and Jenny are now working to get all our data onto the web site in the correct configuration. Members will be sent a letter of introduction to the web site containing their user name and password. There are likely to be minor initial glitches and members are asked to be patient and to tell SA or Jenny of any issues they encounter.

c. Application/Renewal form

A number of modifications have been made to the forms to reflect new policy and cost decisions.

d. Renewals

As of 24 September we had 448 financial members and 143 un-financial members. Our membership numbers are showing a gradual increase over the past few years.

- 2002/03 – 549 members
- 2003/04 - 605 members

e. Procedures manual

AICCM's National Council By-laws were revised and are being converted into a 'Procedures Manual' which will include full details of National Council, SIG and AICCM operations and policies.

f. Publications

The following publications have been produced in this financial year:

- AICCM Directory (thanks to Sarah-Jane Rennie and NSW Division)

- New AICCM brochure for members of the public (thanks to Liz Wild and Qld Division)
- 2003 Bulletin (thanks to Vinod Daniel)
- Newsletters (thanks to Jude Fraser)

g. AICCM Organisation chart.

An AICCM organisation chart has been developed and will be placed on the new web site.

h. Queries.

The National Secretary continues to receive approximately one 'non-membership' query/week. These range from questions about training, job or workshop adverts, other advertising, requests for money and information.

i. GVEHO grant

We received this grant in October 2003 and have not yet heard if it is to be available this financial year. It is likely that we will not hear until after the election.

j. Bookshop

Currently AICCM has a relationship with Archetype books where we distribute their books in Australia and they give our members discounts (5 – 40% depending on volume purchased and publisher). We intend to develop similar relationships with other relevant publishers. These books can be purchased from the new secretariat.

A motion was proposed to accept the Secretary's report.

Moved: Rowena Jameson, Seconded: Kay Söderlund

7. Changes to constitution – Jenny Dickens

AICCM National council has made changes to the constitution for ratification at this AGM. These are in the following areas:

- To change the name of the 'Accreditation Committee' to 'Professional Membership Committee'.
- To make the list of people who can become professional members less prescriptive.
- To update the various Acts and Regulations mentioned in the constitution, and to correct anomalies in terminology.
- To insert a clause to allow a State division to be wound up, as already exists for the National body and SIGs.
- To insert a clause allowing AICCM to set up a public fund, as part of National Council's on-going work to enable AICCM to become a tax deductible gift recipient.

When obtaining legal advice for the changes above, National Council received further advice. This advice stated that the terminology in our current constitution no longer complied with that required by the ACT Associations Incorporation Act 1991.

This made it necessary to undertake a more extensive re-writing of our constitution. The Act requires that either the Model Rules in the Associations Incorporation Regulations 1991 be used by incorporated associations; or that our rules meet certain minimum requirements. Our lawyers advised that we were safest in using the model rules wherever possible. Therefore many parts of the constitution have been changed to comply with the Model Rules. In most cases the intent of the original wording has been retained, and the terminology from the model rules has been used instead. The new draft constitution was circulated to all members on 23 September for ratification at this AGM.

Some issues raised at the National council meeting CM112 the day before were reported:

f. *Moveable cultural heritage 3 (1). Anne Carter.* Was it necessary to refer only to moveable cultural heritage? This had been included to assist in the application for tax deductibility and as any cultural item can be moved in theory it was felt that this was not a major issue.

g. *Public Fund 3(2)(n). Jenny Dickens.* The use of the term 'Public Fund' and inclusion of the provisions for this was recommended to enable AICCM to accept tax deductible donations.

h. *Professional Membership, 5(5) Eric Archer.* This had been changed because the information was no longer relevant given changes in training. New criteria would be set by the Professional Membership committee, rather than being embedded in the constitution. This would build in greater flexibility to respond to future changes in the profession. Professional membership is a separate issue from accreditation which has been put to one side for the moment, given the size and cost of any accreditation process.

Kay Söderlund. Consultation with members about the criteria was discussed. It is important that the membership be aware of the proposed changes and agree to these and the process being instituted to establish

a professional membership committee with responsibility for drawing up the criteria. This was particularly important given members had expressed concerns that the criteria had, in the past, not been strong enough.

i. *Discipline, 11 and 12. Anne Carter.* Provisions for confidentiality in the matters of appeal and discipline were critical, given that professional membership was effectively a decision of peers. Rowena Jameson explained these processes had to go through the Council. National Council would establish an ad hoc sub-committee to deal with disciplinary matters in confidence. The way in which this would function would be set out in procedures manual. The sub-committee did not need to be mentioned specifically in the constitution.

The new constitution would determine what the AICCM would do, not how it would carry out these functions. This would be set down in the procedures manual, which were more easily amended should the need arise.

At the AGM the following was discussed:

Chair of the Professional Membership Committee, 5 (14) (b). Robyn Sloggett asked whether the chair of the professional membership committee should always be the ordinary member on National Council who is designated as the Professional Membership/Accreditation officer. Jenny Dickens noted that it is considered important that there is National Council representation on the professional membership committee. This may not always be possible as the person occupying that role may not always be a professional member of AICCM. In addition this role has been created to fulfil an existing need and may not always exist. Therefore article 5 (14) (b) reads 'The chair of the committee will be an elected member of Council.'

A motion was proposed to accept the changes to the constitution with the following changes:

- 2 (e) The word 'ACT' will be included in the reference to the Associations Act.
- 5 (6) The sentence 'These criteria will be accessible on the Institute's web site or otherwise published from time to time, and will be endorsed by the members before adoption as per articles 32 and 33' will be added.

8. Professional Membership and Accreditation update – Janet Hughes

An update was presented at the AICCM Annual Meeting, and a brief update at the AGM.

9. Election of office bearers

The 2003/2004 National Council then stood down. Rowena Jameson, Public Officer took the chair. Nominations had been called for all positions on National Council 42 days before the AGM as required by the constitution. Sufficient nominations were received to fill all positions. No extra nominations were received and therefore no elections were needed. The following will therefore be deemed elected:

President:	Eric Archer
Vice President:	Anne Carter
Treasurer:	Kim Brunoro
Secretary:	Jenny Dickens
Membership Services Officer:	Stephanie Bailly
Publications Officer:	Alice Cannon
Professional Membership Officer:	Janet Hughes
SIG Co-ordinator:	Bronwyn Cosgrove

The new 2004/2005 National Council then resumed and Eric Archer continued to chair the meeting.

10. Appointment of auditors

A motion was proposed to re-appoint Murchison's as AICCM's auditors.

Moved: Marcelle Scott. Seconded: Maria Kubik

11. Other business

Marcelle Scott moved a vote of thanks to outgoing Council for their dedication and extraordinary achievement over the last financial year, in conjunction with their paid work. She wished to express the appreciation of the members.

Moved: Marcelle Scott by affirmation. Seconded: Cheryl Jackson
Eric Archer thanked everyone for their participation and support for the work of National Council. A motion was proposed to thank the ACT division for organising the successful annual meeting and AGM.

Moved: Detlev Leuth. Seconded: Liz Wild

No other business was raised so the meeting was declared closed at 5.58pm.

AICCM
GPO Box 1638
Canberra ACT 2601

Profit & Loss Statement
For the Year Ended 30 June 2004

	Notes	This Year \$	Last Year \$
Income			
Advertising		2,455	4,625
Book/Publication Sales		473	1,960
Donations		100	-
Grant-Getty Grant Program	2	70,722	149,225
Grant - GVEHO 87		9,450	9,450
Interest Received		5,486	5,768
Membership Subscriptions		68,306	50,470
Registration - Events		71,556	57,749
Registration - Accom.		-	11,019
Recovered Admin. Expenses		1,225	-
Sponsorship		7,500	-
Sundry Income		-	1,173
Total Income		237,271	291,438
Expenses			
Accounting & Audit Fees		2,485	6,931
Advertising/PR		75	4,635
Annual Report		-	24
Awards/Prizes		1,000	64
Bad Debts		260	-
Computer/Internet/Website		2,273	3,285
Consulting fees		2,500	10,376
Employment Exps.		15,467	-
Events expenses-Venue		4,475	2,432
Events/Meeting Exps.- Catering		22,511	10,621
Events-Audiovision		748	-
Events Exps - Speaker		45,771	59,909
Events-Profit Paid		1,014	-
Bank Charges		2,230	2,045
Depreciation		648	936
Branch Subscriptions		5,920	7,267
Insurance		2,639	930
Legal/Licence Fees		353	-
Foreign Exchange Loss(gain)		-	29,214
Printing		3,947	8,569
Photocopying		1,679	4,396
Postage/Freight		10,004	9,043
Publications		27,935	11,388
Rent/Parking/Hire		1,016	908
Recovered Admin. Expenses		1,225	-
Secretarial Expenses		30,000	28,856
Secretarial Exps-speacial Proj		4,878	3,146
Stationery		1,611	1,566
Subscriptions		-	125
Telephone/Fax		1,481	2,116
Teleconference		2,892	1,276
Travel/Accom.		42,018	62,728
Workshop Exps		-	727
Total Expenses		239,054	273,511
Net Profit / (Loss)		\$ (1,783)	\$ 17,927

The above Profit & Loss Statement should be read in conjunction with the accompanying notes.

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Balance Sheet
As at June 2004

	Notes	This Year	Last Year
		\$	\$
Assets			
Current Assets			
Cheque Account-CBA		52,436	70,436
Cheque Account-WBC		-	2,034
CBA - \$US Account		59,518	113,777
Term Deposit-WBC		105,953	101,554
Trade Debtors		9,122	2,291
Sundry Debtors		-	381
Prepayments		21,195	27,524
Total Current Assets		<u>248,224</u>	<u>317,997</u>
Fixed Assets			
Office Equipment at Cost		3,349	3,349
Office Equipment Accum Dep'n		(2,766)	(2,570)
Computer Equipment Original Co		2,087	2,087
Computer Equipment Accum Dep'n		(1,127)	(675)
Total Fixed Assets		<u>1,543</u>	<u>2,191</u>
Total Assets		<u>249,767</u>	<u>320,188</u>
Liabilities			
Current Liabilities			
Trade Creditors	3	4,618	13,533
Accrued Expenses	4	19,159	5,500
Registrations rev. in advance		20,350	16,498
Subscription Received in Adv.		3,100	2,230
GST Liabilities			
GST Collected		7,949	17,501
GST Paid		(6,114)	(8,283)
Total GST Liabilities		1,836	9,217
Getty Grant-2004/2005		69,780	115,502
Total Current Liabilities		<u>118,843</u>	<u>162,481</u>
Total Liabilities		<u>118,843</u>	<u>162,481</u>
Net Assets		<u>\$ 130,924</u>	<u>\$ 157,707</u>
Accumulated Funds			
Retained Earnings		157,707	139,780
Adj - Prior year error - Getty Grant	2	(25,000)	-
Current Year Earnings - Profit/(Loss)		(1,783)	17,927
Total Accumulated Funds		<u>\$ 130,924</u>	<u>\$ 157,707</u>

The above Balance Sheet should be read in conjunction with the accompanying notes