

Australian Institute For The Conservation Of Cultural Material Inc.

Annual General Meeting 32
5.00 pm, Friday 21 October 2005
State Library
Summary of Minutes

1. Attendance:

Ian Batterham, Detlev Lueth, Alison Wain, Carolina Izzo, Angeletta Leggo, Helen Privett, Vanessa Roth, Alan Howell, Shelly Jamieson, Katy Glen, Jane Hinwood, Di Whittle, Kate Sheperdson, Veronica Bullock, Holly McGowan-Jackson, Alexandra Ellern, Libby Melzer, Alice Cannon, Kay Söderlund, Amanda Pagliarino, Robyn Sloggett, Marcelle Scott, Alayne Alvis, Andrew Durham, Deborah Lau, Jocelyn Evans, Sallyanne Gilchrist, Rowena Jameson, Kim Brunoro, Eric Archer, Jenny Dickens, Davina Bonner (minutes)

2. Apologies:

Catherine Lovelock, Anne Carter, Tamara Lavrencic, Karen Coote, Margaret Birtley, Sarah Slade, Deb Lau, Christine Ianna, Stephanie Bailey, Jodie Proud, Julie O'Connor, Sarah-Jane Rennie, Rose Peel, Catherine Earley

3. Confirmation of minutes of previous AGM 31

Moved: Ian Batterham, Seconded: Marcelle Scott

4. President's report – Eric Archer

As this is my final report as national president, I will take the opportunity to make a few observations concerning some of the key issues affecting both the organisation of AICCM, and the membership.

Whilst national and divisional councils continue to support the broader aims of AICCM, they are also confronting some daunting challenges relating to the sustainability of levels of business and services. In particular, I refer to:

- growing AICCM's financial base to supplement subscription income, and
- developing a secretariat that AICCM can afford, and that also delivers quality membership services.

SIGs for the most part, are operating efficiently and delivering a range of high-quality programs that are well attended and valued by the Australian conservation community.

Council has made substantial progress investigating options for strengthening AICCM's financial base. After considering several options, council opted to apply for membership of the Commonwealth Government Register of Cultural Organisations and tax deductible gifts. This potentially makes AICCM attractive to a range of donors who may be entitled to income tax deductions for their gifts. Council has almost completed an application to the Australian Taxation Office, and I urge the new council to finalise the application as a high priority. The new council will also need to invest time and resources into developing a fund raising program, and at the same time be vigilant in protecting the excellent reputation of AICCM.

The development of an efficient and affordable secretariat has also been a high priority for council, and a viable option appears almost to be working. I say almost, because council is currently streamlining AICCM's complex business processes in order to have a better administrative and financial 'fit' with its current service provider, Secretariat Australia. In the process of streamlining its business processes, an opportunity also exists for AICCM to consider some necessary economies which could include producing the newsletter in electronic format. A review of the purpose and performance of the bulletin is also essential. Further economies of scale and effort may also be gained through closer relationships and creative collaborations with other professional associations in the Collections Sector. These include Museums Australia, Australian Library and Information Association, Australian Society of Archivists, Australian Registrars Committee, and others. This collaboration could also be expanded to include our trans-Tasman neighbour, New Zealand, and further into our region. Presidents of the Australian associations met in 2003 to consider amongst other things, reciprocal membership fee discounts; reciprocal arrangements for annual conferences; lobbying and public policy; and professional development. This initiative resulted in a document sharing the future and working together, and I hope that the new council will revisit the recommendations contained therein. The recently established Collections Council of Australia has also been made aware of the sustainability challenges facing the professional associations in the Collections Sector. It is an indication of the Collections Council's commitment to conservation, that they will conduct a survey aimed at determining the conservation staff and skills requirements of collecting institutions over the next five years. The Collections Council is also working towards developing brand recognition of one collections sector, with four collecting domains - libraries, archives, galleries, and museums. I recommend that the new AICCM national council continues to work on the relationship between the allied professional associations and the Collections Council. I also recommend that the membership supports the Collections Council's position that we can overcome our domain differences "by acknowledging professional differences, whilst recognising common needs and shared interests".

In addition to addressing these sustainability issues, AICCM will also need to consider:

- implementing a revised professional membership category of AICCM, and
- continued engagement in education and training developments at the University of Melbourne and the Canberra Institute of technology.

Over the past three years, council has invested much time and energy in revising AICCM's professional membership requirements. This included an application to the Getty Foundation for funding to establish joint Australian and New Zealand professional accreditation, and extensive consultation with AICCM membership and other

professional associations. Whilst the Getty application was unsuccessful, I would urge the membership to support the implementation of a professional membership category as a high priority. Quoting from the 2005 Professional membership discussion issues paper, "there is no doubt that a professional membership category is necessary for AICCM members, especially in this day and age of short term contracts and consultancies. Recognition as a professional member of AICCM will acknowledge to peers, employers and clients that the member has a commitment to developing and maintaining currency".

On the education and training front, the University of Melbourne Masters degree program is now well underway, with the first graduates coming onto the market in 2006. The University of Canberra program is defunct, with the last graduates completing their final subjects in 2005. The Canberra Institute of Technology is developing the syllabus for a two-year Advanced Diploma of Conservation Studies proposed for 2007. An opportunity exists here, for national council to play an important role in developing a relationship between the two programs, as well as brokering the professional and industrial issues that will arise, should the CIT program succeed in getting up.

In closing, I thank the team I have worked so closely with over the past three years, for their enthusiasm, hard work and dedication. AICCM continues to be a vibrant and energetic organisation, thanks to the magnificent and purely voluntary efforts of the national and divisional councils, and the SIG convenors. Thank you also to the membership whose invaluable support ensures the growth and development of our great profession.

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

Moved: Alison Wain, **Seconded:** Ian Batterham

5. Treasurer's Report – Kim Brunoro

I am pleased to present the AICCM audited accounts for the year ending 30th June 2005 (attached). Overall the accounts show a profit of \$22,898, with a total accumulated fund of \$155,575. This profit is due to the success of the Photon 4 workshop and the Textiles SIG Symposium.

Once again the AICCM as a whole has had a busy financial year with numerous very successful conferences and workshops held by our special interest groups. These events account for the majority income and expenditure shown in the financial statements. The AICCM was successful this year in receiving a slight increase from the Department of Environment and Heritage (GVEHO) grant scheme, now \$10,000, and also in securing the same amount over the next 2 years. There was less money spent on publications in the year due to the last bulletin costs coming from the previous year's funds and the next coming into the next years accounts. We had some extra costs associated with the transfer to a new secretariat early in the year however since then we have seen a general streamlining of secretarial costs and procedures. There is still considerable progress to be made in how we best utilise the secretariat with possibilities of either cost increases or cuts in service currently facing us. It will be a critical issue in the upcoming months to take closer account of our operations and alter the way we run the organisation as it can not proceed as it has been. The use of the

website to streamline administrative tasks is still in its infancy and this will be a focus in the immediate future to ensure operations are carried out more cost effectively. The changes to the website may initially involve some outlay but it seems vital to ensure we become more sustainable as an organisation. It is hoped that the use of the website will also extend to publications as there are dramatic cost savings and benefits to members from this possibility.

Although this year we have shown an overall profit, thanks mainly to the success of the SIGs, I believe that the AICCM cannot stay viable without an increase in income or a dramatic alteration in the way we operate including a shift in the expectations of the membership.

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

Moved: Alice Cannon, **Seconded:** Angeletta Leggio

6. Secretary's report – Jenny Dickens

This has been my fourth year as secretary and once again it has been a very busy one. I have taken 5 months maternity leave (April to August) and I would like to acknowledge the work of Anne Carter, Liz Wild and Rowena Jameson as well as the rest of National Council in taking on my work during my absence.

a. Secretariat

The changeover to Secretariat Australia (SA) has resulted in an overall increase in the professionalism and efficiency of our service providers as well as greatly reduced costs. SA has shown great commitment to providing this service. It appears from member feedback that members are happy with the performance of the secretariat and the website (except for glitches noted below). While many of our operations are web based the secretariat continues to send notices by post to members without email. No secretariat report has been received in time for this meeting. However, recently SA has indicated that AICCM's operations are too complex and time consuming. They have advised that we need to simplify our operations and take on more tasks ourselves if they are to continue to be our service providers. This is not the first time that a provider has told us this. Therefore it is urgent that we simplify and clarify our operations and responsibilities in order to survive as an organisation. The main purpose of yesterday's National Council meeting was review our operations and develop new and realistic goals and structures. A draft administrative restructure document has been produced and will continue to be refined with the new National Council, State Presidents and SIG convenors. It should result in a clearer allocation of tasks and responsibilities.

b. Secretary's role

The tasks of this role are now shared by two other people. This makes the position far more manageable and sustainable.

- Rowena Jameson (AICCM National Assistant secretary) -
 - o National council co-ordination,
 - o Dates and timelines
 - o Correspondence
 - o Constitutional matters
 - o Agendas
- Liz Wild and Davina Bonner (QLD presidents and Minutes Secretary)
 - o Prepare Minutes

o Minutes circulated to council members and onto website

c. Web site

While the website is generally proving to be very useful, a number of areas are still not working properly. These issues were identified in April and still have not been fixed.

Many new IT systems have these sorts of glitches and we will continue to work with SA and the programmers (ASI) to resolve them.

- Automatic membership renewal and payment reminders are not being sent out, despite a number of requests to SA and ASI.
- Events can be created but on-line registration for events for members and the public does not work and there are confusing messages.
- Statistics and Renewals reports cannot be generated.
- The chat group has still not been set up.
- For users with dial up access, the website can be slow, and some parts are not visible.
- Administrators and authors need further training.

A website committee with Karina Palmer as chair, has been set up to prepare, update and maintain the data on the website. This committee is part of the publications committee headed by Alice Cannon the Publications Officer.

d. Application/Renewal form

It is now possible to modify most areas of the on-line application form very easily. New SIGs have been added. A new field that allows members in private practice to include their websites has also been added. Members can choose to belong to a different division to the state in their postal address. This should be helpful to those who live in one state but are closer to another eg members who live in NSW near Canberra. Other suggestions for changes to the membership form are welcome. It is now the responsibility of members to maintain their data accurately.

e. Data clean-up

Some of the data was transferred incorrectly from our old database. There are also a number of inaccuracies. With the help of the State Presidents, Divisions and emails have now been corrected. This process will be continued next year.

f. Member numbers

The new system has now been implemented. Membership renewals are due 12 months after the last payment to the old secretariat. If people pay later, the effective date is still 12 months after the date of the last payment. This is an improvement in that people no longer get months of free membership if they renew late.

The system is in two parts.

- Members renew on line
- Payment is sent in manually

The automatic renewal reminder and payment reminder systems are not functioning. However the secretariat has sent out email and hard copy reminders and many members appear to have renewed. Life and honorary members will now be sent an annual reminder asking them to update their details but noting that they do not need to pay. Currently, only people who are current members and those who have expired since 1 July 05 are being sent AICCM information.

The new system allows us to be more precise in determining member numbers and we can now see the

different categories of un-financial members allowing us to target recruitment campaigns.

AICCM Member numbers as at 20 October 2005

Renewed and paid (21Oct05 – 20Oct06):	327
Renewed not paid:	40
Life:	20
TOTAL MEMBERS:	387

Not renewed (Expired 01Sep05 – 20Oct05):	39
Not renewed (Expired 01Jul05 – 31Aug05):	120
Not renewed (Expired 01Jul04 – 30Jun05):	26
Not renewed (Expired before 30Jun04):	127
TOTAL NOT RENEWED	312
GRAND TOTAL (Financial & un-financial):	699

- 2004/05 - 448 financial and 143 un-financial members - 591

- 2003/04 - 605 members (financial and un-financial included)

- 2002/03 – 549 members (financial and un-financial included)

g. Constitution changes

A Special General Meeting was held on Wednesday 30 March 2005 to move to alter the constitution to allow AICCM to set up a public fund and apply to the Register of Cultural Organisations. The motion was successful.

h. Queries.

The Secretariat 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. More of these queries are now being handled by Rowena Jameson the admin Secretary.

A motion was proposed to accept the Secretary's report

Moved: Kay Söderlund, **Seconded:** Sallyanne Gilchrist

7. Election of office bearers

The 2004/2005 National Council then stood down. 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:	Tamara Lavrencic
Vice President:	Anne Carter
Secretary:	Jenny Dickens
Treasurer:	Kim Brunoro
Publications Officer:	Alice Cannon
Professional Membership Officer:	Christine Ianna
SIG Co-ordinator:	Prue McKay
Membership Services Officer:	Detlev Leuth

The new 2005/2006 National Council then resumed and Jenny Dickens chaired the remainder of the meeting.

8. Other business

Jenny Dickens moved a vote of thanks to the outgoing Council and in particular to Eric Archer for his hard work, innovation and dedication shown during his time as President.

Moved: Jenny Dickens by affirmation, **Seconded:** Davina Bonner

No other business was raised so the meeting was declared closed at 6.00pm.

AICCM
GPO Box 1638
Canberra ACT 2601

Profit & Loss Statement
For the Year Ended 30 June 2005

Notes	2005	2004
	\$	\$
Income		
Advertising	8,127	2,455
Book/Publication Sales	539	473
Donations	-	100
Grant - Getty Grant Program	67,708	70,722
Grant - GVEHO	10,000	9,450
Interest Received	6,662	5,486
Membership Subscriptions	59,281	68,306
Registration - Events	84,280	71,554
Reimbursed Expenses	6,694	1,225
Sponsorship	-	7,500
Total Income	<u>243,291</u>	<u>237,271</u>
Expenses		
Accounting & Audit Fees	5,649	2,485
Advertising/PR	655	75
Awards/Prizes	1,250	1,000
Bad Debts	-	260
Computer/Internet/Website	5,625	2,273
Consulting fees	-	2,500
Disposal of Fixed Assets	1,013	-
Employment Exps.	-	15,467
Events expenses-Venue	2,242	4,475
Events/Meeting Exps.- Catering	11,208	22,511
Events-Audiovision	1,801	748
Events Exps - Speaker	74,949	45,771
Events-Profit Paid	-	1,014
Bank Charges	1,704	2,230
Depreciation	530	648
Branch Subscriptions	3,338	5,920
Insurance	3,350	2,639
Legal/Licence Fees	256	353
Foreign Exchange Loss	1,974	-
Printing	9,255	3,947
Photocopying	1,180	1,679
Postage/Freight	6,241	10,004
Provision for Doubtful Debts	2,280	-
Publications	2,718	27,935
Rent/Parking/Hire	1,528	1,016
Recovered Admin. Expenses	-	1,225
Secretarial Expenses	39,117	30,000
Secretarial Expenses-special projects	750	4,878
Stationery	1,575	1,610
Telephone/Fax	290	1,481
Teleconference	2,934	2,892
Travel/Accommodation	34,957	42,018
Workshop Expenses	735	-
Other Expenses	1,319	-
Total Expenses	<u>220,423</u>	<u>239,054</u>
Net Profit / (Loss)	<u>\$22,868</u>	<u>\$(1,783)</u>

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

AICCM GPO Box 1638 Canberra ACT 2601			
Balance Sheet As at 30 June 2005			
	Notes	2005 \$	2004 \$
Assets			
Current Assets			
Cheque Account - CBA		40,986	52,436
AICCM Inc. Public Fund - CBA		(10)	-
CBA - \$US Account		2,072	59,518
Term Deposit-WBC		111,508	105,953
Trade Debtors		14,789	9,122
Less: Provision for Doubtful Debts		(2,280)	-
Other Debtors - GVEHO		10,000	-
Prepayments	2	7,928	21,195
Total Current Assets		<u>184,993</u>	<u>248,224</u>
Fixed Assets			
Office Equipment at Cost		-	3,349
Less Office Equipment Accum Depreciation		-	(2,766)
Computer Equipment Original Cost		-	2,087
Less Computer Equipment Accum Depreciation		-	(1,127)
Total Fixed Assets		<u>-</u>	<u>1,543</u>
Total Assets		<u>184,993</u>	<u>249,767</u>
Liabilities			
Current Liabilities			
Trade Creditors		1,028	4,618
Accrued Expenses	3	5,327	19,159
Registrations Received in Advance	4	17,091	20,350
Subscriptions Received in Advance	5	-	3,100
GST Liabilities		3,900	1,836
Getty Grant		2,072	69,780
Total Current Liabilities		<u>29,418</u>	<u>118,843</u>
Total Liabilities		<u>29,418</u>	<u>118,843</u>
Net Assets		<u>\$ 155,575</u>	<u>\$ 130,924</u>
Accumulated Funds			
Retained Earnings		132,707	132,707
Current Year Earnings - Profit/(Loss)		22,868	(1,783)
Total Accumulated Funds		<u>\$ 155,575</u>	<u>\$ 130,924</u>
The above Balance Sheet should be read in conjunction with the accompanying notes			

AICCM
GPO Box 1638
Canberra ACT 2601
Notes to the Financial Statements
For the Year Ended 30 June 2005

Note 1: Accounting Policies

This is a special purpose report that has been prepared for the sole purpose of complying with AICCM's constitution to prepare and distribute financial statements to the members and must not be used for any other purpose. The executive committee have determined that the accounting policies adopted are appropriate to meet the needs of the members.

The financial statements have been prepared in accordance with the historical cost convention and the accounting policies adopted are consistent with those of the previous year.

Note 2: Prepayments

	2005 \$	2004 \$
Secretariat Services	3,333	-
Inpainting Workshop	2,102	-
Plastics Workshop	2,493	-
Photon Workshop	-	13,381
Tape Workshop	-	7,814
	<u>\$ 7,928</u>	<u>\$ 21,195</u>

Note 3: Analysis of Accrued Expenses

	2005 \$	2004 \$
2004 Bulletin Costs	-	14,645
Audit Fees	3,500	3,500
Printing & Postage	1,827	-
ACT workshop profit - to be refunded	-	1,014
	<u>\$ 5,327</u>	<u>\$ 19,159</u>

Note 4: Registrations Received in Advance

	2005 \$	2004 \$
Plastic Workshop	8,591	-
Inpainting Workshop	8,500	-
Tape Workshop	-	4,365
Photon Workshop	-	15,985
	<u>\$ 17,091</u>	<u>\$ 20,350</u>

Note 5: Membership Subscriptions Received in Advance

	2005 \$	2004 \$
Membership NSW	-	400
Membership QLD	-	550
Membership Overseas	-	2,150
	<u>\$ -</u>	<u>\$ 3,100</u>