

Minutes of the Annual General Meeting (AGM 18)

Date: 22 October 1991 9am - 11am

Location: State Library Theatre, Adelaide, South Australia

Present: Tamara Lavrencic, Marg Alexander, Susu Nousala, Ian Cook, Julian Bickersteth, Graeme Scott, Christine Ianna, Michael Marendy, Michelle Berry, Stephanie McDonald, Vicki Humphrey, Keith Fernandez, Mary Jose, Deb Spoehr, John Stanton, Wanda McPherson, Wendy Dodd, Gina Drummond, Jennifer Anderson, Robyn Lowe, Anne Wright, Alison Wain, Maureen Halbrock, Ron Eadie, Smadar Gabrieli, Donna Midwinter, Karen Coote, Jeavons Baillie, David Horton-James, Karen Kammerman, Amber Rowe.

1. Opening of Meeting

The meeting was opened at 9.10am by the was opened at 9.10 am by the President, Marg Alexander.

2. Apologies

Ian McLeod, Debbie Breen

3. Confirmation of Minutes of AGM17

It was agreed that the minutes of the 17th AGM be accepted as an accurate record.

Ian Cook/Karen Coote

4. President's Report

Tabled by Marg Alexander

In the past year Council has concentrated its focus on consolidating the Secretariat, making all members accountable for budget planning and on maintaining the production of quality publications in the Bulletin, the Newsletter and a second information sheet on Thermal Fax Paper. Once again we received financial assistance from the Department of Arts, Sport, the Environment, Tourism and the Territories, to assist with this work and we gratefully acknowledge this grant-in-aid.

The Secretariat Officer, Algis Straukas has taken twelve months leave to go overseas and the position has been filled by Karen Kammermann. Karen is still coming to grips with the numerous duties involved in keeping our membership records in order and dealing with the sale of publications as well as servicing the needs of council and state divisions. We are grateful to her for taking over with little instruction and coping incredibly well.

Once again our thanks to Ian Cook for his continued support of AICCM, not only through his personal work as a council member but for providing the secretariat with a home and office support. The resources which Ian commits to maintaining the Secretariat at Artlab, are a sacrifice both in terms of the space he has given us and in direct costs such as the use of fax, phone, photocopier and so on. While the Secretariat Officer's salary is paid by the AICCM, Artlab has also absorbed all the hidden costs in actually making appointments to the position over time. So again thank you Ian.

The activities of the Council of Australian Museum Associations (CAMA) has had a significant effect on us. We are an affiliated member of CAMA and have two representatives on the CAMA Board.

CAMA has as its objectives the creation of a joint secretariat for all affiliated groups and eventually a single museum association. Some pressure has been brought to bear on us to make a commitment to this end.

Steps have already occurred in implementing the process with the Museums Association of Australia and the Art Museums Association of Australia putting money into a joint secretariat.

Both these groups have also committed funding to the production of a joint-quarterly newsletter. Without committing AICCM to anything else Council has agreed that with the offer of \$1500 from the NSW Division,

AICCM will contribute to the publication of 2 issues of the CAMA Newsletter in addition to maintaining our own 4 issues each year.

It is not difficult to see how six or so pages of conservation news in a national newsletter distributed to many thousands of affiliated members will increase awareness of conservation issues, expose our advertisers to a wider market and ourselves to a range of wider museum issues.

AICCM will have a representative on the editorial committee of the CAMA newsletter and we have already flagged the necessity for CAMA to clearly detail the proposals and implementation strategies for a joint secretariat and a single museums association so that all members of affiliated groups are fully informed and able to assess whether or not this is the way, they want their organisations to move.

The special interest groups and committees of council have been very active during the year - in particular the paintings group, the outdoor sites and monuments group, and stained glass - all of whom have run successful seminars for members and other interested people. The Heritage Collections Working Group of council has made significant contributions to facilitate the work of CAMA and the working party of the Cultural Ministers Council. This group produced a report on Conservation issues associated with a major national survey of museums conducted by Margaret Anderson of Monash University. The survey focused on identifying collections of national significance and their accessibility to the public.

I thank each Council member, the Committee and special interest group co-ordinators for their personal dedication to further the aims and objectives of AICCM and for their support over time.

Ian Cook/Julian Bickersteth
carried

5. Secretary's Report

Tabled by Tamara Lavrencic

Currently the membership stands at 573 (299 financial).

Associate members	19
Ordinary members	381
Institutional members	111
Honorary life members	9
Life members	5
Student members	48

New members, that is, members who joined in 1990/91 for the first time, number 80.

11 formal resignations were received: 9 were ordinary members and 2 were institutional.

Our Secretariat has seen a change of faces, with Algis Straukas taking leave of absence for 12 months. Karen Kammerman replaces Algis, working two days per week.

Council met 7 times, concentrating on issues which included the work of the Heritage Collections Working Group and CAMA, options for the AICCM Secretariat, publications, the Corporate Plan and Finances.

There are now 10 Special Interest Groups. They include:

- Painting Conservation
- Conservation Science
- Travelling Exhibitions
- Private Conservation
- PHOTON
- Objects
- Wet Organics
- Stained Glass
- Sculptures, Monuments and Outdoor Cultural Material

Textiles (resurrected)

The Regional Conservation Group is no longer in existence.

Publications now have two information sheets out, **Guidelines for commissioning conservation treatment and Thermal fax paper**. A third information sheet on timecapsules is in progress (will be printed in 2-3 weeks).

After 3 years of being produced in Queensland, the National Newsletter has moved to Canberra, under the editorship of Gina Drummond and Cheryl Jackson. Their first issue shows a number of improvements which augers well for the future. The quality of the information in our publications has reached a standard where we receive international recognition.

Considerable discussion has been had on the topic of raising public awareness on conservation issues. I would suggest that we target Australian periodicals like *Simply Living*, *Time Australia*, and *Choice*, publications which already attract a wider audience, rather than remodelling our own profession-oriented ones. We would need to write articles of more general interest, but there are a number of topical issues like paper permanence, recycled paper, and site preservation which may interest these publications. The general public is interested in how to store and display their own memorabilia, particularly their photographs. These are useful topics for introducing preservation issues.

Karen Coote/Donna Midwinter

6. Treasurer's Report Tabled by Susu Nousala

Financially 1990/91 has been a very difficult but important year for change. Having taken up the position as Treasurer, it soon became obvious that the financial system was under a great deal of strain, and had totally outgrown itself. A much tighter control on income and expenditure was needed and this was partly achieved by closing the Newsletter and Bulletin accounts so that all monies would pass through the main general operating account. This would allow the Treasurer access to the financial status at any one time, without phonecalls and faxes. However, the Secretariate account was left intact as a budget set at \$16 000 for the 1990/91 financial year. This was easily handled in four separate amounts throughout the year.

Although income exceeded expenditure, financial problems have occurred in the form of poor cash flow and large publication costs. This has meant large transfers of money from the investment account to the operating cheque account to cover these expenditures.

Unfortunately, due to these financial constraints Council found it necessary to waive payments of State levies which in turn has caused financial hardship within State branches. However this will be rectified this year.

A great deal of time has gone into solving these financial problems and a new system has now been designed and is currently in operation. There are now formal written instructions which will make the position and task of Treasurer easier to transfer.

The new financial system will assist with the issues and tasks of fund raising. It has also become apparent that this financial position of the Institution should not rely entirely upon one individual and in future we should aim at a financial committee (which has been suggested at previous council meetings) and this is certainly the case with fundraising. It may become increasingly difficult for an individual to carry out all the duties of Treasurer as the Institution grows. The changes I have already mentioned have taken the full 12 months to achieve; this being the case, I have unfortunately not been in touch very much with the State Treasurers during the year. However, I would like to take this opportunity to encourage members to contact me if

they have any problems or questions, as feed back is not only welcome but necessary.

I know 1990/91 has not been a very good year with only a surplus of \$4224.00 but I know the changes will help towards keeping more accurate and effective control of accounts.

Thank you for your support.

Questions put to the Treasurer were as follows:

1. Why are the Secretariat costs shown as \$4000 or so less than they really are?

Reply: The costs were carried over into the 1991/92 financial year.

2. When will State levies be paid?

Reply: They will be calculated tomorrow, using the database to check numbers of various categories in each State.

3. Is there a formula for calculating the State levies?

Reply: Pro-rata based on 20% per financial member

4. Will last year's State levies be paid?

Reply: No.

7. Auditor's Report

The Treasurer, Susu Nousala, distributed copies of the financial statements from the report prepared by Cothwill Pty Ltd Accountants. Had been amended to show DASETT grant.

Mary Jose/Deb Spoehr
carried

8. Appointment of Auditor for 1991/92

Cothwill Pty Ltd of Kew East, Victoria were proposed by Marg Alexander

Karen Coote/Mary Jose
carried

9. Constitutional Revision

It was proposed that item 9 (page 5) of the Constitution be amended to allow for people who had been actively involved in international conservation organisations to apply for the Associate category without being an AICCM member for 2 years.

Proposed amendment read:

"(9) Associate members of the Institute shall be those ordinary members who have attained professional status in the conservation of cultural materials, and who satisfy the following requirements:

(a) are ordinary members of not less than two years standing unless waived by the Membership Review Panel because of special circumstances such as an outstanding contribution to conservation in another country or region."

9(a) becomes 9(b)

9(b) becomes 9(c)

9(c) becomes 9(d)

Questions were raised as to whether "significance" may have been more appropriate than "outstanding" or perhaps "appropriate professional contribution". Also, the appropriateness of including an example in the Constitution was questioned.

Donna Midwinter moved to accept the proposed amendment. Seconded by Karen Coote. Voting. All in favour, none against.

10. Reports from Local Divisions

ACT - none received

NSW - presented by Donna Midwinter

Julian Bickersteth/Graeme Scott

QLD - presented by Tamara Lavrencic

Susu Nousala/Stephanie McDonald

SA - presented by Mary Jose

Keith Frenandez/Deb Spoehr

TAS presented by Stephanie McDonald

Julia Bickersteth/Karen Coote

VIC presented by Alison Wain

Susu Nousala/Donna Midwinter

WA read by Tamara Lavrencic for Ian McLeod

Smadar Gabrieli/Jeavons Baillie

11. Election of Incoming Council

The following positions were filled with uncontested nominations:

President	Tamara Lavrencic
Treasurer	Susu Nousala
Ordinary member	Ian Cook
Ordinary member	Ian McLeod

The following were then nominated and accepted by those present:

Position	Nominee	Nominator
Vice President	Karen Coote	Marg Alexander
Secretary	Jennifer Anderson	Marg Alexander
Publications Officer	Julian Bickersteth	(volunteered)
Ordinary Member	Marg Alexander	Tamara Lavrencic
Ordinary Member	Mary Jose	Keith Fernandez
Ordinary Member	Graeme Scott	Karen Coote
Ordinary Member	Alison Wain	Jeavons Baillie
Ordinary Member	Robyn Lowe	Donna Midwinter

12. Appointment of Public Officer

Gina Drummond of the Australian War Memorial, ACT was appointed as Public Officer.

13. Other Business

13.1 Professional Accreditation

Marg Alexander reported that there are now 19 Associate members.

13.2 Corporate Plan

Ian Cook outlined the aims for the Corporate Plan Session to be held this afternoon (22 October) at Artlab, from 1-4pm.

13.3 Draft Proposal for Revising the Roles of the National Council of AICCM and the Branches

Jeavons Baillie introduced this proposal which aims to redress the balance of projects undertaken by National Council, and by State Divisions.

It was suggested that the role of National Council should be setting guidelines and reviewing progress of strategies and actions.

13.4 Draft Proposal for the Use of Electronic Mail

Alison Wain spoke to this proposal, which examines a range of options for conducting National Council meetings.

Comments from the floor suggested other options more appropriate than the CIN system, with which a number of people had experienced problems.

The point was raised that the quality of decisions that come out of the meeting process often relies on the face-to-face interaction of the people, not just the verbal or written.

Motion: Council explore electronic means of communication and other means such as discount fares as a supplement to physical meetings

Alison Wain/Marg Alexander
Agreed

Motion: The AGM recommends that Council consider both motions i.e. the **Draft Proposal for Revising the Roles of the National Council of AICCM and the Branches** and the **Draft Proposal for the Use of Electronic Mail**

Jeavons Baillie/Marg Alexander
Agreed

13.5 TAFE Course for Para-Professional Training for Support Personnel in Conservation

A letter from David Horton-James requesting written support from the National Council of AICCM was read.

Motion: The AGM recommends that Council write a letter supporting the development of the TAFE course in principle.

Karen Coote/Susu Nousala
All voted in favour

13.6 Executive Officer of Secretariat

Sue Silverberg, the Executive Officer of CAMA introduced herself. Sue can be contacted at 159 Brunswick Street, Fitzroy, Victoria 3065. Telephone: (03) 419 7092; Fax (03) 419 6842.

Sue mentioned that an Editorial Committee has been formed to discuss what will go into the CAMA Newsletter.

13.7 Ian Cook offered a vote of thanks for the outgoing council, and in particular to Marg Alexander, who had "held the fort" during a difficult 2 year period.

14. Date and Venue of Next AGM

To be determined. Will co-incide with Cairns Conference 1992.

15. Close of Meeting

The meeting was officially closed by the incoming President, Tamara Lavrencic at 10.55am.

Tamara Lavrencic
Outgoing Secretary

The Australian Institute for the
Conservation of Cultural Material Incorporated

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30TH JUNE, 1991

1990	1991
(\$)	(\$)
Income	
21,162	24,598
272	6,835
43	-
-	1,344
500	-
388	610
2,500	4,500
<u>1,371</u>	<u>1,081</u>
26,186	38,968
26,186	38,968
Expenditure	
996	600
92	-
100	206
400	550
964	1,165
10,083	5,970
140	155
-	500
3,250	3,516
4,503	12,421
<u>3,342</u>	<u>9,661</u>
23,870	34,744
\$ 2,316	\$ 4,224
=====	=====

The Australian Institute for the
Conservation of Cultural Material Incorporated

BALANCE SHEET
AS AT THE 30TH JUNE, 1991

1990	1991
(\$)	(\$)
14,562	21,469
<u>2,933</u>	-
17,495	21,469
17,495	21,469
Current Assets	
Cash	21,469
Receivables	-
Total Current Assets	21,469
Total Assets	
17,495	21,469
Current Liabilities	
Creditors and Borrowings	600
Total Current Liabilities	600
850	600
<u>850</u>	<u>600</u>
16,645	20,869
=====	=====
Net Assets	
14,329	16,645
<u>2,316</u>	<u>4,224</u>
\$16,645	\$20,869
=====	=====
Accumulated Funds	
Retained Surplus at Start	16,645
Surplus this year	4,224
Total Funds	20,869
=====	=====

Auditor's Report to the Members of the Australian Institute for the Conservation of Cultural Materials Incorporated

We have audited the accompanying accounts.

As an audit procedure it was not practicable to extend our examination of the receipts and payments beyond the accounting for amounts received as shown by the books and records of the Institute.

Subject to the above reservation, in our opinion the accompanying accounts are properly drawn up so as to give a true and fair view of the state of affairs of the Institute as at 30th June, 1991 and of the results for the year ended on that date.

Cothwill & Co.
Evan W. Williams, Partner
August 14, 1991