

1994 AICCM ANNUAL GENERAL MEETING (AGM 21)

Held on Tuesday 4 October 1994, 5.00 pm at the National Library of New Zealand, Wellington, New Zealand.

i) Members present: C.van Breda, F.Tennant, E.Hadlow, N.King Smith, T.Mulford, S.McDonald, B.Johnson, T.Wales, B.Ormsby, T.Golds, D.Midwinter, M.Roubos Bennett, A.Howell, M.Sawicki, M.Lester, S.Groom, M.Cox, L.Black, C.Loretto, G.Bailey, U.Broeze-Hoernemann, L.Clark, J.Hughes, W.Dodd, M.Marendy, C.Mollica, T.Clarke, D.Woodyard, K.Morris, J.Bickersteth, M.Alexander, T.Lavrencic.

ii) Apologies: G.Drummond, K.Henderson, R.Tait, R.Hodgson, Dr C.Pearson, I.Cook, J.Fraser, C.Angus.

Thirty three members and one non-member were in attendance.

1. Confirmation of Minutes of AGM 20

R1/94 S.McDonald/M.Alexander

2. President's Report

Presented by T.Lavrencic, AICCM Honorary President

With each year the profile for materials conservation grows, due in no small part to the input of AICCM members. Several years ago, in a corporate planning session, AICCM members identified this as one of our main objectives. Strategies were unclear at the time, but it seems now as if the commitment has carried us through in any case, as if the simple act of articulating our collective goal somehow created the space for it to occur.

I cite the following as examples where AICCM has played a strong role in the past year. Arts Training Australia - Museum Competency Standards: Conservators concern over the first document issued for comment by ATA and their willingness to comment, resulted in ATA welcoming input from AICCM. The second draft reflected this involvement of the conservation profession so strongly that three other professional museum groups complained, demanding similar representation. AICCM lead in its determination to be involved.

Heritage Collections Committee - National Conservation Program. The proposed program included a National Conservation Policy, information and skills awareness programs and a National internship conservation strategy. The policy has recently been circulated to peak bodies for comment. AICCM members will have received a copy with the September issue of the newsletter.

Standards Australia: AICCM has been represented on the committee for Permanent Paper for many years. In the past year there has been considerable re-working of the Interim Standard.

Museums Australia (Inc) As an affiliate member of Museums Australia, AICCM has continued to be represented on the Board, although without voting rights. The development of a Conservation Special Interest Group, the support for the National Conservation Policy, the National Conservation Program and the involvement of AICCM representatives on museum's Australia Organising Committee for the 1993 and 1995 Conference all bear witness to the high profile of conservation within the Museum sector.

In the area of professional support, this year has seen external recognition of the professional accreditation system. In Tasmania and Western Australia professional accreditation has enabled AICCM members to win employment disputes.

In professional development, two fibre identification workshops were run last year and two pigment analysis workshops are scheduled for November this year. Special Interest Groups like SMOCM and the Paintings Group continue to provide opportunities for people to meet and exchange information. SMOCM hosted a Conference in Adelaide in March this year - Public Art, Visions for the Future. This resulted in a mission statement which addresses core strategies for AICCM and SMOCM.

In particular I acknowledge the work of Gina Drummond (Editor AICCM National Newsletter) and Therese Mulford (Publications Officer and Editor, Bulletin) for the quality of the AICCM's two main publications, and the many contributions from members which make these publications worth reading.

I also acknowledge the Finance, Sub-committee and the State Branches. Their enthusiasm to be involved, and dedication to this profession is inspiring.

This year will be another challenging one for AICCM. It is an exciting time, with new players contributing to raising the profile of conservation - AICCM no longer has to be all things to all people. It is time for AICCM to reassess its role in relation to these others and to set up mechanisms to communicate and collaborate with them so that we can jointly make a powerful impact and use our resources most effectively.

R2/94

J.Baillie/J. Bickersteth

3. Secretary's Report

Presented by T.Lavrencic in Kathy Henderson's absence.

Council met four times in the 1993/94 financial year. Meetings covered a range of issues, including the Heritage Collections Working Group, and the AICCM/NZPCG Conference.

Thank you Marg Alexander and Gina Drummond for taking minutes at National Council meetings which I could not attend.

Members

51 new members have joined the AICCM this year (compared with 40 last year), however some members have resigned or lapsed, giving an overall reduction in membership of 21. Some of this decrease was caused by removing long term lapsed members from the membership data base. Some overseas members resigned commenting that it was too difficult to organise payment; the Secretariat is currently investigating other methods of payment to the AICCM. The addition of a box to tick on the membership renewal form to indicate non renewal has reduced the amount of work involved in chasing "lapsed" members.

Secretariat

Membership processing continues to be streamlined but the Secretariat still has more work than can be accomplished in one day a week.

Many thanks to the National Museum which has supported the AICCM by supplying office space for the Secretariat for the last few years, but now need the space due to the addition to their ranks of some design staff. They will continue to support us with access to their photocopying facilities. Currently various options for the role of the Secretariat are being explored by the National Council.

R3/94

T.Mulford/D.Midwinter.

4. Treasurer's Report and presentation of financial statement.

Delivered by Julian Bickersteth, AICCM Honorary Treasurer

I present the audited accounts for the financial year ending 30th June 1994.

They show a loss of \$1,749 against a budgeted shortfall of \$2,200 with \$33,516 in the bank against \$35,265 at the end of 1992/1993. The principal reasons for this shortfall are:

- Due to early postage of membership renewals a proportion of the 1993/1994 membership subscriptions were received and included in last year's figures.
- Travel expenses for the Council executive were almost twice as much as budgeted, due to the location of Council meetings.
- Interest received and income from advertisements was lower than expected.

In summary, however, I can report that the Institute remains in a sound financial position. The budget for 1994/1995 shows a profit of \$684 on income of \$64,000.

R4/94

F.Tennant/U.Broeze-Hoernemann

5. Constitution and By Laws - proposed changes

Moved by Tamara Lavrencic and seconded by George Bailey that:
Item 29. Annual Subscription should be changed from

(5) The annual subscription of a member is due and payable on or before the first day of the financial year of the Institute. Any member who fails to pay such subscription by the end of the **sixth** month after the commencement of the financial year shall be deemed to be no longer a member of the Institute..... to change 'sixth' to 'third' so the section reads;..... fails to pay such subscription by the end of the **third** month after the.....

R5/94 Motion carried by members present

Moved by Tamara Lavrencic and seconded by Benita Johnson that the By-Laws be changed from:

4. Payment of membership fees.

4.2 The annual subscription is due and payable on or before the 1st July of each year. Any members who fail to pay the subscription by the end of **December** shall be deemed to be no longer a financial member of the Institute.

to..... Change 'December' to 'September' so the section reads:

fails to pay the subscription by the end of **September** shall be deemed

R6/94 Motion carried by members present

Moved by Tamara Lavrencic and seconded by Tracey Gold that section 4.2.2 be changed from:

Members who have not paid the annual subscription by **November** will be sent a reminder notice by the Secretary, also informing them that if they do not pay by the end of December their membership will lapse.....

to 4.2.2 Members who have not paid the annual subscription by **1 September** will be sent a reminder notice by the Secretary, also informing them that if they do not pay by the end of **September** they will cease to be a member of the Institute.

R7/94 Motion carried by members present

Moved by Tamara Lavrencic and seconded by Joanne Alcock that the following section be deleted.

4.2.3 At the beginning of January the Secretary will send a notice to all financial members informing them that they have ceased to be a financial member of the Institute. If all arrears of subscription have not been paid within fourteen days, the person will cease to be a member of the Institute

R8/94 Motion carried by members present

6. Election of Office Bearers

Nominations were received from the floor for three ordinary members of Council. They were: (1) Benita Johnson, nominated by Julian Bickersteth and seconded by Tamara Lavrencic; (2) Jeavons Baillie, nominated by Tamara Lavrencic seconded Margaret Alexander and (3) David Hallam, nominated by Tamara Lavrencic and seconded by Stephanie MacDonald. There were no nominations for Publications Officer but Stuart Laidler has indicated an interest. Tamara to follow up.

All other positions were elected automatically as only one nomination for each position was received.

President:	Tamara Lavrencic
Vice President:	Marcelle Scott
Secretary:	Margaret Alexander
Treasurer:	Julian Bickersteth
Ordinary Member:	Graeme Scott
Ordinary Member:	Susu Nousala
Ordinary Member:	Mary Jose
Ordinary Member:	Sarah Powell

R9/94

As retiring Publications Officer Therese Mulford thanked all her helpers with publication of the Bulletin, in particular Stephanie McDonald, Sandra Hodgson, Jude Fraser and Kaye Dimmack.

R10/94 Carried by members present.

7. Appointment of Auditor for 1994/95.

Moved Julian Bickersteth and seconded by Margaret Alexander that the firm of James Murchison be re-appointed as auditors for 1994/95.

R11/94 Carried by members present

8. Other Business

No other agenda items were received by the Secretary .

The meeting closed at 5.45 pm.

Date and place of next AGM to be advised.

Membership Type	ACT	NSW	Qld	SA	Tas	Vic	WA	Overseas	Total
Associate	6	10	2	3	1	1	1	1	25
Ordinary	55	79	32	17	7	61	23	38	312
Student/Pensioner	21	11	2	2	0	6	2	2	46
Institutional	9	8	9	6	2	10	4	44	94
Honorary	1	1	1	1	1	0	1	1	7
Life	0	1	0	0	0	2	0	2	5
Reciprocal	1	2	0	0	0	2	0	13	18
Total	93	112	46	29	11	82	31	102	508

Numbers current at 30 June 1994

Comparisons with 93/94

	ACT	NSW	Qld	SA	Tas	Vic	WA	Overseas	Total
93/94	98	117	49	32	15	82	35	101	529
94/95	93	112	46	29	11	82	31	102	508

Membership Type	Associate	Ordinary	Student/Pensioner	Institutional	Honorary	Life	Reciprocal
93/94	23	336	52	86	7	5	19
94/95	25	312	46	94	7	5	18

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

I have audited the accompanying accounts.

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

Subject to the above reservation, in my 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, 1994 and of the result for the year ended on that date.

J.R.Murchison, 29 September, 1994
Murchison Services Pty Ltd

**Balance Sheet
As at 30th June 1994**

	1993 (\$)	1994 (\$)
Current Assets		
Cash		34,116
Total Current Assets		34,116
Total Assets		34,116
Current Liabilities		
Creditors & Borrowings	600	
Total Current Liabilities	600	
Total Liabilities		
Net Assets	<u>\$35,265</u>	<u>\$33,516</u>
Accumulated Funds		
Retained Surplus At Beginning of Year	13,993	35,265
Surplus/(Loss) Current Year	21,272	(1,749)
Total Funds	<u>\$35,265</u>	<u>\$33,516</u>

**Income and Expenditure Statement
For the Year Ended 30th June 1994**

	1993 (\$)	1994 (\$)
Income		
Advertising	950	1430
Conference	5,691	0
Subscriptions	42,361	31,400
Donations	5,630	2,088
Grant received - DAAS	5,000	5,000
Workshops	0	341
Summer School	0	12,301
Professional Administration	0	394
Paintings Group	0	750
Interest Received	1,302	988
Publications	530	632
	<u>61,464</u>	<u>55,324</u>
Expenditure		
Accounting & Audit Fees	600	650
Bank Charges	563	238
CAMA Newsletter	3,000	3,000
Conference/Workshops	290	1,738
Donations	460	0
Postage, Printing & Stationery	2,427	3,346
Prizes	200	100
Publications - Newsletter	5,808	5,891
Publications - Bulletin	8,148	15,292
Secretarial assistance	13,645	10,500
Subscriptions & Registrations	2,982	3,778
Summer School Expenses	0	8,913
Sundry Expenses	346	0
Travel Fund	0	751
Travelling expenses	1,723	2,876
	<u>40,192</u>	<u>57,073</u>
	<u>\$21,272</u>	<u>(\$1,749)</u>
Surplus/(Loss) for the Year		