

Annual General Meeting 40

Thursday, 24th October 2013 12:30pm The Science Exchange, Adelaide

Minutes

- 1. Attendance
- 2. Apologies
- 3. Confirmation of minutes of previous meeting AGM 39
- 4. President's report
- 5. Treasurer's report
- 6. Secretary's report
- 7. Election of office bearers
- 8. Other business
- 9. Website Launch



1. Attendence

Tamara Lavrencic, Vicki Humphrey, Julian Bickersteth, Ana Filipa Quintela, Louise Bradley, Catherine Nunn, Ruth Thompson, Jennifer Walker, Shingo Ishikawa, Susie Robinson, Danielle Measday, Karina Palmer, Brooke Randall, Marcelle Scott, Beate Yule, Sarah Jane Rennie, Tegan Anthes, Doug Zihrul, Julie O'Connor, Sarah Staniforth (guest, non-member), Cathy Ter Bogt, Elizabeth Long, Susanne Wullen, Kristen Phillips, Mary-Anne Gooden, Selina Halim, Katherine Rosenthal, Helen Gill, Mary Jo Lelyveld, Charlotte Walker, Kate Hughes, Adam Godijn, Sheldon Teare, Megan Dean Jones, Colin Macgregor, Carole Best, Jodie Scott, JoAnn Peters, Anne Carter, Kate Eccles- Smith, Elizabeth McCartney, Diana Cowie, Heather Brown, Celine De Courlon, Barbara Reeve, Kim Morris, Andrew Durham, Alexa McNaught-Reynolds, Ian Batterham, Kasi Albert, Peter Mitchelson, Michelle Berry, Kay Soderlaund, Rachel Spano

2. Apologises

Robyn Sloggert, Robin Hodgson

3. Confirmation of minutes of previous meeting AGM 39

Minutes from AGM 39 were moved and seconded as accurate and true.

Moved: Kim Morris

Seconded: Heather Brown

4. Presidents Report

This is my last President's report and I feel confident that I am leaving it in good hands.

While we still need to find a firmer financial footing, the work of the association is going well.

The expanded working party model is drawing more members into working with national council, the states are all pretty active, and the SIGs are flourishing.

We are generally working smarter – as well as harder.

Marketing of AICCM is at an all time high – banners, leaflets, T-shirts, presence at trade shows etc

Of course, the website is a huge undertaking (thank you to Carole and Michelle), and is a critical part of our image. More of that later....

We have an active Facebook page – have you liked us yet? Twitter is a bit of a problem as someone has already claimed our logical hashtag...



And we are developing more and more information brochures and leaflets, particularly around disaster response and recovery themes. We are submitting responses to national heritage initiatives more regularly than ever before, and have taken steps towards training council in effective lobbying.

Three main ongoing projects...

ICOM-CC - This is mainly being carried by the Victorian branch of AICCM and we will hear/have heard more about this initiative from Marcelle.

HEART – slowly proceeding, getting our ducks in a row and each event (disaster) provides more information about how we need to proceed. HEART is seen as a flagship project for AICCM, but it does take a lot of time to progress it in a meaningful way.

AICCM Business Plan - With the identified need for a solid business plan, we were successful in working with Creative Partnerships Australia to find a business mentor/partner to work with us. Paddy Oliver, a lawyer and management consultant in Melbourne, has just started to work with us and we are hopeful we will have a draft plan before the end of the year.

While all our activities keep us, national council, very busy, it is clear that we need a higher level of income and greater financial security to continue to operate well. While grant programs continue to disappear, or limit eligibility categories, we need to be looking at other sources of income, and further means of reducing expenditure.

This, of course, leads to the inevitable – cost of membership. Why Australian conservators are reluctant to pay realistic membership fees has always been a mystery to me. To my knowledge, and this comes from many years on and off national council, we have never been able to cover the cost of administering the membership by the membership fees alone. Clearly this limits what we can do as an association, and therefore what we can offer our members, and how we can attract new members – and around we go again.

While I am not announcing a fee increase, I would like to try and plough the field a little for the incoming council – AICCM members need to be more realistic about how much they pay for membership, along with their expectations of 'what they get' for their dollar. As far as I am concerned, if you are a professional conservator you should be a member of AICCM – that simple. You do get good value for membership, but it is also important to support the work of council in raising the profile of the profession and highlighting the value of what we do – particularly in these challenging times.



With that in mind, can I commend the team that I am handing over to.....

As my time as President came to an end, and particularly in these last couple of months, it has been difficult to bring the same level of focus to AICCM issues. The national council, particularly the executive, has stepped up and taken on most of the running. Can I particularly thank Mary Jo for all that she has done, and continues to do – that woman is a powerhouse, with such a clear way of seeing things, lateral thinking, marketing savvy – we couldn't have a better national president.

Thank you.

Kay introduced Mary Jo Lelyveld as the new incoming President as no one else has nominated for the position Mary Jo thanked Kay for her work

The Presidents report was moved and seconded.

Moved: Tamara Lavrencic Seconded: Vicki Humphrey

5. <u>Treasurers Report</u>

The finances of AICCM are now on an even keel as can be seen from the attached financial reports, apart from one thing! Due to the nature of our association and the complexity of the website, it is likely we will have to update the site every 4 years or so.

After 4 years, the account keeping is sorted and working in synchronization with the website we can now see our actual financial position that being one where we are sitting still, therefore due to the costs of the website upgrade we are in reality sliding slowly backward. If one looks at our audited financials, deducts the deposit of \$10,000 for the new website along with the additional charges for website maintenance required to get the site up after hacking and other misfortunes that have struck it, the operating profit is about zero rather than the current loss showing of around \$20,000.

So, we need to find an additional nominal \$25,000 per 4 years in current day terms to cover the expense of the website. With the planned development of the institutes operations this sum will be greater.



I wish to take this opportunity to thank our executive and council members, the divisional committees, our secretariat Michelle, book keeper Hilary and other fantastic members who give their time to organize workshops, seminars, and conferences, publish newsletters and the bulletin. Thank you.

Robin Hodgson September 2013

- Kay commented that since the account keeping has been sorted and working smoothly we can see our real financial position. This has enabled us to start working on forward budget planning and fundraising requirements.
- Julian Bickersteth enquired about expenses relating to the newsletter
 costs also asking about why this was not available electronically. Ian
 Batterham replied that it is available electronically but it is currently
 optional. Michelle Berry also commented that some Institutional
 members request hard copy publication for their institutional
 collections, therefore a hardcopy print run is still required. However the
 number of members requesting to receive electronic newsletter is
 growing.
- Someone asked about archival copies of past newsletters. Michelle Berry replied that there is a comprehensive archive of newsletters available via the website. As far as she knows all copies of past newsletters are available, electronically.

The Treasurers report was moved and seconded.

Moved: Julian Bickersteth Seconded: Ian Batterham



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED

Financial Statements For the year ended 30 June 2013

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AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED

Detailed Profit and Loss Statement For the year ended 30 June 2013

	2013	2012	
	S	\$	
Income			
Book/Publication sales	372	186	
Grant income	6,545	11,273	
Memberships subscriptions	69,485	86,155	
Advertising income	3,010	5,578	
Sponsorship income	1,677	17,366	
Donations	199	230	
Registration - Events	48,793	42,462	
Interest received	2,658	5,255	
Total income	132,740	168,505	
Expenses			
AGM & Council Meeting Expense	3,116	5,892	
Audit fees	4,190	3,973	
Bank Fees And Charges	1,512	1,838	
Bookkeeping Fees	6,669	6,324	
Capitation fees distributed	4,307	6,886	
Computer expenses	17		
Postage & Handling	3,067	5,074	
Event Venue Hire	3,468	6,896	
Event Catering	12,814	10,677	
Event Speaker	16,791	872	
Event expenses	14,070	19,487	
Insurance	3,861	3,682	
Interest - Australia	4	31	
Legal/ticence fees		3,688	
Newsletter Expenses	26,484	14,971	
Printing & stationery	1,685	375	
Secretarial expenses	30,420	27,480	
Student sponsorships		1,185	
Telephone	318	1,117	
Travel, accom & conference	1,464	1,450	
Website Expenses	21,886	9,212	
Total expenses	156,143	131,110	

These financial statements are audited. They must be read in conjunction with the attached Audit Report and Notes which form part of these financial statements.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED

Detailed Profit and Loss Statement For the year ended 30 June 2013

	2013 \$	2012 S
Net Profit (Loss) from Ordinary Activities	(23,403)	37,394



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED

Detailed Balance Sheet As At 30 June 2013

	Note	2013 \$	2012 5
Services' Funds			
Retained earnings at the beginning		206,642	169,248
Net profit / (loss)		(23,403)	37,394
Total Services' Funds		183,239	206,642
Represented by:			
Current Assets			
Cash Assets			
Cash at bank - CBA		4,920	155,875
CBA Online Saver			209
PayPal Clearing account		9,654	6,170
CBA Eft account			1,838
Cash at Bank-MECU Trans Account		40,013	
Cash at Bank-MECU Term Deposit		70,000	
Cash at Bank-MECU Cyber Saver		20,689	
Cash at Bank-MECU Visa Access		942	
		146,218	164,093
Receivables			
Trade debtors		45,402	57,830
		45,402	57,830
Total Current Assets	5	191,620	221,922
Total Assets	5	191,620	221,922



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED

Detailed Balance Sheet As At 30 June 2013

	Note	2013 \$	2012 S
Current Liabilities			
Payables			
Unsecured:			
Trade creditors	5.	4,774	11,378
	-	4,774	11,378
Financial Liabilities			
Unsecured:			
AICCM Inc. public fund - CBA	32		245
			245
Current Tax Liabilities			
GST clearing		3,607	3,657
	8	3,607	3,657
Total Current Liabilities	5 8	8,381	15,280
Total Liabilities	8	8,381	15,280
Net Assets	35	183,239	206,642



Secretary's Report

AICCM website visits	Number/Percentage
Number of visits in the last 12 months	50,678 (2012 - 43,842)
Percentage change in the last 12 months	Increased 13.48 %
Average time of website visit	2.26 minutes
Number of pages visited	3.60
New Visitors	54.9%
Returning Visitors	45.1

Origin of website visit	Visits	Percentage
Search engines	36,070	71.17%
Direct access	8215	16.2%
Referring sites	6393	12.61%

Google is still the top search engine used to access the AICCM website (68.77% of entries occur directly from Google). Here are the top non-search engine referring sites:

- Facebook
- · iccrom.org
- dpcd.vic.gov.au
- qagoma.qld.gov.au
- cool.conservation-us.org Conservation Online

The AICCM website has been visited by users in 171 countries in the last 12 months. The largest group of visitors is still from Australia. The top 10 are:

Top 10 country of website visitor	Number of visits
origin	
Australia	32,778
United States of America	3089
United Kingdom	2912
India	1226
New Zealand	770
Canada	678
Poland	625
Italy	586
(not set)	530
Spain	524
Germany	378

The top keywords for finding the AICCM website through a search engine are:

- (not provided) (11,449)
- AICCM (5762)
- Conservation Supplies (1,308)
- Waterlogged Ivory (547)



The three most popular pages on our website are the home page, the jobs page and searching for conservators in private practice page.

Membership

Membership statistics for 2012/13 are:

Membership status	
Current	934
Grace	0
Expired	269
Total	934

The breakdown of our 2012/2013 current members is:

Current membership type:	
Australian Individual Member	339
Overseas individual member	18
Organisation, Australia	27
Organisation- Overseas	24
Concessional- Australia	25
Honorary	8
Complimentary	47 complimentary student memberships
Concessional- Overseas	1
Reciprocal	14
Student - Australia	51
Student- Overseas	1
Life Member - Australia	15
Life Member - Overseas	4
Voluntary-run Organisation - Australia	0
Professional Member	67

- Barbara Reeve asked if institutional membership has a log-in to the website.
 Michelle Berry responded that could be arranged if an email address was provided.
- Kate Eccles—Smith asked if a letter could be sent to institutions asking for support for individual membership fees for AICCM. Kay replied that this would be unfair as many conservators, especially those in private practice, have had to pay for their own AICCM membership. The membership fee is not expensive in comparison to other professional bodies and is tax deductable. Kay commented that it was sad that colleagues still feel that AICCM membership is costly and not important.

The Secretary's report was moved and seconded.

Moved: Vicki Humphrey

Seconded: Sarah Jane Rennie



Election of Office bearers

Nominations have been received from:

- **President** Mary Jo Lelyveld
- Vice President Anne Carter
- Secretary Rachel Spano Treasurer Adam Godjin
- OM Publications Officer Cobus van Breda
- OM Professional Membership Officer Cushla Hill
- OM Membership Services Officer Celia Cramer
- OM SIG Coordinator Helen Privett

These positions were uncontested so nominations were accepted and the positions filled.

Other Business

Kim raised his concerns with regards to the changes to the University of Canberra heritage management and conservation courses. AICCM needs to be more proactive in its involvement with its advisory committee. Also that it was decided that the education standing committee would be re-established to focus on this communication with the universities.

Action: AICCM Education Standing Committee to be reformed, review terms of reference and work already carried out regarding "What is a Conservator?', qualifications, training, expected skill levels etc.

A representative from this committee to met with course convenors and find out more information about what's offered to students and expected training outcomes.

Kay thanked the membership for their support during her time as President and handed over to Mary Jo Lelyveld.

Meeting closed 1:15pm



AICCM Awards 2013

Conservator of the Year

Framer: Sophie Brown Conservation Framing, Sydney

Kristen Philiips

Kristin is currently co-ordinating AICCM's biennial National Conference in Adelaide in October "Contexts for Conservation" and has been instrumental in the Textiles SIG's organising of conferences and workshops over the years.

Within an extremely busy and demanding work program of collections care and exhibition preparation, Kristin has been responsible for three very high profile textile conservation projects during the last three years, namely the conservation of two garments of Indian and international importance form the Indira Gandhi Memorial Museum in New Delhi – the sari Indira Gandhi was wearing when she was assassinated in 1984 and the kota which her son Rajiv was wearing when he too was assassinated in 1987 – and the Eureka Flag, now in the Museum of Australian Democracy, Eureka in Ballarat, Victoria.

AICCM Hall of Fame

Framer: Framing Matters, Canberra

Marcelle Scott

Marcelle has been a long-term member of the AICCM and is a Professional Member. She has taken on senior roles within the organisation, in particular as National President and more recently as Editor of the Bulletin (Vol 29-33).

Marcelle has had a long career involving working at the Australian Museum, Museum of Victoria as well as working for Museums NSW. At Museums NSW she worked with regional museums sometimes in remote areas where she would be the only contact that museum volunteers had with the conservation profession. That type of work requires independence and improvisation with limited resources beyond the experience of most city based conservators.

Marcelle Scott has made a significant contribution to the advancement of conservation as a profession in Australia, and has contributed to raising the academic standing of conservation as a discipline internationally. In this respect, we wish to highlight Marcelle's pivotal contribution to the development of the conservation training programs at The University of Melbourne.



AICCM Hall of Fame

Framer: Framing Matters, Canberra

Tamara Lavrencic

Tamara has been an outstanding and reliable supporter of AICCM for over 20 years She has contributed an enormous amount of her time to serving the organisation and has twice served terms as the National President as well as in other positions on the Queensland and National Committees.

Her engagement and commitment to AICCM has been vital at crucial times such as during the formation of the Museums Australia and the debate as the whether AICCM should become part of that larger organisation.

Service to the Conservation Profession

Sophie Lewincamp

Framer: Framing Matters Accepted by: Marcelle Scott

Through her role as a lecturer in Paper Conservation at the Centre for Cultural Materials, Sophie Lewincamp has worked to promote the conservation profession to the wider community and mentored students and recent graduates in all specialisations of the University Of Melbourne conservation course. Since February 2012, Sophie has been coordinating all aspects of the RSL LifeCare War Museum project which has provided opportunities for nearly fifty UoM students and graduates in the cataloguing and conservation of the War Museum collection at the RSL LifeCare complex in Narrabeen, NSW. LifeCare Narrabeen is one of the largest retirement accommodation and aged care facilities in Australia with over 5000 residents. The Museum collection has been developed through donations from past and present residents, covering the period from WWI to present day conflicts and peace-keeping missions.

The project also involves the team working closely with the residents who are very committed to the Museum and interested in working with and learning from the students. The establishment of the connections between the different generations (students and residents) has been an unexpected key outcome of the on-going project. The students and graduates have benefitted greatly from this unique learning experience. Sophie is continuing to manage this project on top of her teaching commitments and the redevelopment of the Museum is progressing well.



Outstanding Conservation Volunteer

Framer: Louise Bradley Conservation Framing

Olive Bull, QVMAG, Launceston

Accepted by: Charlotte Walker

Olive has made an outstanding contribution to the preservation of Tasmania's cultural heritage through her work repackaging the QVMAG's collections. She has dedicated one afternoon a week for approximately eight years to assist the conservation team and continues to show her commitment to volunteering at OVMAG.

Olive is always enthusiastic about completing the tasks that are assigned to her. She demonstrates a proactive approach to conservation and takes on additional tasks in order to further her experience. She is always professional within the workplace and is a great asset to the conservation team.

ANMM Volunteers

Accepted by: Jonathan London (check this one just in one of the volunteers can make it)

Geoff Tonkin

Geoff has been a regular volunteer in the Conservation section of the ANMM since 1996. It is estimated that he has contributed over 5,000 hours of service to conservation during that period. Geoff brought to this project his skills and experience as a hobby bookbinder. His specialisation has been in the construction of cloth covered clamshell cases for oversized volumes from the NMC and rare book collection in the museum's Vaughn Evans Library. Geoff has always been keen to learn about conservation methods and materials and has applied this new knowledge to his bookbinding work. Through his continued commitment to the archival rehousing project, Geoff has developed an understanding of the standards and ethics of the conservation profession and has become a valued member of the conservation team.

Victor Chiang

Victor has been a regular volunteer in the Conservation section of the ANMM since 1991. It is estimated that he has contributed over 6,000 hours of service during that period. Victor has worked on a wide range of projects during this time. These have included assisting with the conservation of the 18 foot skiff Britannia and the preparation for display of objects such as the Sirius anchor prior to the opening of the museum in 1992. Victor has a clear understanding of the professional ethics and standards of the conservator and has expanded this knowledge by volunteering at other organisations, such as The Australian Museum, the Sydney University Museums and Taronga Zoo. Victor reads conservation literature, questions and cross checks his work to achieve a high standard in all tasks assigned to him. He is a valued member of the ANMM conservation team.



Jack McBurney

Jack has been a regular volunteer in the Conservation section of the ANMM since 1991. It is estimated that he has contributed over 6,000 hours of service during that period. Jack's love of learning and his dedication to achieving perfection has made him an excellent student of conservation and a valuable volunteer. The quality of each box and folder as well as his careful handling of the collection demonstrates his understanding of conservation standards and ethics. His meticulous attention to detail and methodical approach means he is a good teacher. He is often called upon to train new volunteers and interns in the art of archival box making.

Outstanding Promotion of Conservators and Conservation (Institution)

National Museum of Australia

Framer: Sophie Brown Conservation Framing, Sydney

Accepted by: Vicki Humphrey

The National Museum Australia has consistently recognised and valued the work of conservators by presenting exhibitions and public programs that showcase the important role of its conservation section. In the past year this has included: a special temporary exhibition, *Museum Workshop: The Art, Science and Craft of the Conservator* (25 October 2012 to 28 January 2013), designed to bring the conservation lab into the exhibition space so that visitors may engage first-hand with conservators and their work; and a public program series, *Door to Store: Caring for your Collection*, through which conservators have demonstrated and discussed how museum objects are cared for and provided advise on caring for collections in the home.

The exhibition *Museum Workshop: The Art, Science and Craft of the Conservator* was the first major exhibition in Australia to focus solely on and demonstrate the work that conservators do within a museum context. This exhibition provided public exposure to the field of conservation and fostered appreciation of the work of conservators.

Outstanding Research in the Field of Materials Conservation

20th Century in Paint Research Project

Framer: Sophie Brown Conservation Framing, Sydney

This three year project (2009 – 2012) developed a collaborative team of researchers to investigate painting media used in Australia and South East Asia in the 20thC. Its immense collaborative output has informed new standards for research in modern paint media. The research outputs have been hugely beneficial to paintings conservation in Australia and have allowed three senior paintings conservators, in particular, to be skilled up in many areas of analysis and understanding paint technology and use.



Outstanding Service to the AICCM

Carole Best

Framer: Sophie Brown Conservation Framing, Sydney

Carole has been AICCM website editor (voluntary position) for over a year. Carole accepted the role at short notice when the previous editor was unable to continue. She enthusiastically embraced the responsibility and immediately set about invigorating the website with news and events, greatly increasing AICCM's appeal to the membership. Working closely with Michelle Berry (Secretariat) Carole has played a pivotal role in upgrading the website ensuring that AICCM is best placed to address the ongoing changes in the internet. She has also raised AICCM profile on social media, developing a real presence on Facebook for the organisation.

Carole's appreciation and understanding of the conservation profession and considerable skills as a website designer and artist have been pivotal in producing the current AICCM website, which is not only of great service to the conservation profession but is increasingly the very first point of contact for anyone with an interest in conservation. Carole has enthusiastically contributed countless hours of voluntary work, enlisting the aid of friends and other professionals, and has always displayed great professionalism with a healthy dose of good humour making her a pleasure to work with. "I keep forgetting she is a volunteer"

Media Support and Coverage of Conservation

Ian Warden. Canberra Times

Framer: Art Conservation Framers, Melbourne

Accepted by: TBA

lan Warden is always willing to provide colourful and engaging coverage of a conservation-related story. For example in his piece **Queen tested in trial by fire** he reported on a fire simulation exercise held in August 2012. In reporting he took time to interview all those involved and was willing to stand around in the cold for two hours until we could enter the fire-ravaged container. The resulting story was great publicity for conservation. He is covered many conservation stories in recent years – and always in a positive light.

Virginia Hollister (commendation)

One off but fantastic job

Virginia Hollister is the vice president of the Rylstone District Historical Society. While not a journalist, Virginia with the assistance of the local historical society has worked tirelessly over a three year period to promote a significant local mural and raise money for the conservation.



Student of the Year

Kristyn Bullen, University of Canberra

Framer: framing matters, Canberra

Accepted by: TBA

Kristyn graduated at the end of last year with mainly high distinctions. She worked very had juggling a job with the public service and studying. She undertook work experience in many of the national heritage institutions in Canberra and always took advantage of any opportunities offered. Along with her study and public service work she has been the treasurer or the ACT AICCM, looking after our funds. Treasurer is always a difficult task which nobody else ever seems to want to do.

Kristyn is very self-effacing and reticent about her skills and high level of talent and has great potential to go far in the profession. I am sure she will be mortified to be nominated but would use the funds wisely to develop her work.

Fiona Hernandez, Melbourne University

Framer: Art Conservation Framers, Melbourne

Presented at Melbourne

CCMC Student of year: Fiona Fernandez for her contribution and commitment to the conservation profession and high academic achievement in CCMC's Masters by Coursework. As a CCMC student, Fiona has been proactive on many levels. She represented the CCMC student cohort at the 2013 annual meeting of the Association of North American Graduate Programs in Conservation on April 25-27 at UCLA/Getty Program, Los Angeles. During her presentation Fiona advocated for the active inclusion of US graduate students in the upcoming ICOM CC 2014 Melbourne program. Fiona is a member of the local ICOM CC 2014 Organising Committee and she is engaged in developing a student programming for the program. Fiona is also a committee member of SCAM (Student Conservators at Melbourne) and was part of the team to set up the website and student blog. Finally for her Minor Thesis, Fiona is investigating the documentation of Melbourne street art and the conservation issues related to graffiti art. Fiona's work asks questions about intangible significance, the relationship between graffiti artists and institutions, and the ways in which such art can be legitimised and conserved within institutional frameworks.