



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.
GPO Box 1638 CANBERRA ACT 2601

Annual General Meeting 43

Friday 28 October 2016
12.30pm, Terrace Room
National Portrait Gallery, ACT

Agenda

1. Attendance

Ruby Auburn, Danica Auld, Ian Batterham, Louise Bradley, Kristyn Buller, Erica Burgess, Anne Carter, Helen Casey, Denyl Cloughley, Ian Cook, Sabine Cotte, Alex Ellem, Kathryn Ferguson, Helen Gill, Adam Godijn, Paula Dredge, Alex Ellem, Kathryn Ferguson, Ellie Gifford, Natalie Hewlett, Didee Knight, Maria Kubik, MaryJo Lelyveld, Heather Marshall, Lilian Monk, Kim Morris, Lisa Nolan, Jennifer O'Connell, Gillian Osmond, Hakim Abdul Rehim, Raymonda Rajkowski, Alysha Redston, Alana Treasure, Nicole Tse, Noel Turner, Eleanor Vallier, Robyn Victory, Matteo Volonté, Alison Wain, Madeline Wilcox, Celeste Wiy Young.

2. Apologies

Michelle Berry, Cobus van Breda, Bronwyn Cosgrove, Caroline O'Rorke, Kristin Phillips, Helen Privett, Zora Sanders, Kate Woollett.

3. Confirmation of minutes of previous meeting AGM 42

Moved: Sabine Cotte

Seconded: Kim Morris

4. President's report

Moved: Ian Batterham

Seconded: Sabine Cotte

5. Treasurer's report

AICCM Bulletin Invoice

Comment: Nicole Tse – There is an outstanding AICCM Bulletin bill. Could reduce profit by half.

Moved: Maria Kubik

Seconded: Nicole Tse

6. Secretary's report

Moved: Helen Privett

Seconded: Alison Wain



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7. Election of office bearers

Nominations were called for all positions as required by the constitution. Sufficient nominations were received to fill all positions. No extra nominations were received and therefore no election was held. The following were deemed to be elected:

President: MaryJo Lelyveld
Vice President: Jennifer O'Connell
Secretary: Nick Flood
Treasurer: Alexis Townsend
Ordinary Member Publications Officer: Cobus van Breda
Ordinary Member Professional Membership Officer: Natalie Hewlett
Ordinary Member SIG Co-ordinator: Helen Privett
Ordinary Member Membership Services Officer: Bronwyn Cosgrove

8. Other business

National Council Vacancies

At the end of this year (2017) there will be two vacancies on National Council – President and SIG Co-ordinator. Call for Volunteers.

Efficiency Dividend

Question - Hakim Abdul Rahim: What's the AICCM's thoughts on efficiency dividend?

MJL - As AICCM National Council President, meeting with Heads of Department in ACT of different institutions.

AICCM needs to make a considered response to government.

Need to look into what cuts are made and what does it mean? It could be possible to join allied groups.

If petitions go around, please send them to the AICCM. Please help us to respond.

Paula Dredge: Thank you to the AICCM for making a submission to the Parliamentary Enquiry into cutting of funding to the Arts.

MJL – Thank you to the NSW State Division for organising this. Long term outlook will be an area of sensitivity. Need to articulate our value, provide stories of people touched by our work would be added to the website.

State Capitation

Question: Natalie Hewlett, on behalf of WA State Division, – is state capitation going to be reinstated?

Answer: The hold on capitation was for three years (two years remaining). In the meantime, States can put a proposal to National Council for funding.

States have differing amounts of funds, so there is room for negotiation. Any opinions or concerns to be raised at Face to Face meeting.



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Membership Survey

A results report from the membership survey will be organised for the Face to Face in February. Results are showing areas of importance are the AICCM events, the status of the profession, professional membership, emerging graduates, and advocacy.

1.20pm Meeting closed

Australian Institute for the Conservation of Cultural Materials
GPO Box 1638
Canberra ACT 2601
ABN 60 209 816 117
aiccm.org.au

ANNUAL REPORT

FY 2015-2016

DISCOVER.CONNECT.PRESERVE.

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From the President

The 2015-2016 period has been a very productive one for the AICCM. This builds upon key projects of the last few years which focused on redevelopment of the AICCM website, developing our social media capacities and review and transfer of The Bulletin across to a key industry publisher Taylor and Francis. Having updated our communications platforms, crucial infrastructure for an organisation with no physical premises, the past financial year has been focused on developing the strategic aims of the organization as we look forward to the next 4 years.

In February 2016, National Council met at the Australian Museum in Sydney to develop its 2016 - 2020 Strategic Plan (available on the AICCM website). The Strategic Plan focuses on the 3 key priority areas of:

- A sustainable organization
- Relevance in an evolving industry
- Member services

These areas, explained in greater detail within the Strategic Plan, reflect critical issues facing the conservation profession. These include meeting the preservation demands of new media and digital forms of cultural material; responding to the multiple values ascribed to cultural material; navigating the intergenerational transfer of traditional preservation and conservation knowledge and skills; and ensuring we are responsive to economic, social and political developments at large. More specifically for the AICCM, it is about ensuring we remain a viable organization that meets the needs of its members, the broader heritage and GLAM sector and the rich legacy of Australia's cultural material.

In particular, I would like to draw attention to the sustainability of the AICCM. The 2015-2017 period saw an increase in membership fees. The majority of our members were understanding of the need for this move with a few also noting that the increase still provided great value. There were a number who did voice their concerns with questions along the lines of *'but what am I getting for my membership?'*. I am confident that the reports presented here by AICCM National Council members goes a long way in answering this question. I would also add to this that the AICCM is a largely membership funded organization. Unlike many other sector organisations, we are not dependent upon government or philanthropic funds to support the basic work we have achieved these last few years. We have the opportunity to build services and projects through additional funding streams but we can be confident in delivering a program of training, social media and publications in times of funding uncertainty.

We have also been conscious of developing our sustainability as a volunteer organization. Every year hundreds of hours of volunteer time is invested in the organisation. From planning and hosting SIG and state events, editing and reviewing submissions for our various communications platforms, writing submissions to government and carrying out the administrative functions of an organisation. This is all achieved with a Secretariat (employed for 2 days per week), a casual Web Editor and Bookkeeper and the incredible support of our membership dispersed across all corners of Australia. I would like to give a huge thanks to those who offer their time to the AICCM to carry out this work. From SIG groups, State Divisions, Editorial teams and those who take the time to respond to calls for feedback or submit content. Without the valuable resources that is your passion and energy, the AICCM would cease to exist. I would also like to take this opportunity to thank both Anne Carter (outgoing Vice President) and Adam Godijn (outgoing Treasurer) for all their work on the Executive team these last two years. Anne has been a great support in providing thoughtful and

FROM THE PRESIDENT

thorough feedback and comment and advancing the activities of the AICCM through her work with various committees. Adam has been a judicious Treasurer that has helped the organisation build a sustainable financial base. I thank you both personally for giving up weekends and responding to late night e-mails whilst managing busy work schedules and full home lives!

With greater financial security and a more structured communications plan, the AICCM is looking to build our capacity in other areas over the coming year. Amongst a number of other operational and scoping projects, our key areas of focus will be:

- developing of an emerging conservators group to support recent graduates entering the workforce;
- extending our advocacy capabilities which require the ability to define and explain the social, cultural and economic value of the work that we do ; and
- strengthening the profile of our professional membership via the AICCM website.

As always, please feel free to contact either myself or any of the Executive team to comment on the above key projects or offer your assistance. I look forward to being able to share with you developments in these areas over the coming months.

MaryJo Lelyveld

President

FROM THE COUNCIL

From the Council

SECRETARY

In the 2015 / 2016 Financial Year, the AICCM National Council held six meetings via teleconference, and began 2016 with the annual Face to Face meeting. Thank you to NSW Division, particularly President Sheldon Teare, for hosting the meeting at the Australian Museum. The National Council held detailed discussions around the Strategic Plan, Business Plan and the budget. Finalising the Strategic Plan, particularly the Vision Statement and Aims, has created a focus for the next five years of the organisation. In order to address budget issues, National Council agreed to an increase in membership fees, and also looked into ideas to increase revenue in other areas.

There has been a decrease in membership this year. The decrease occurred in 'Australian Individual Member' and 'Overseas Individual Members'. The 'Organisation, Australia' category membership increased slightly. This category decreased last year due to the move of the AICCM Bulletin to Maney (now Taylor & Francis).

Professional Membership numbers have grown since 2014.

Membership status	2016	2015	2014
Current	548	571	546
Grace	0	0	136
Expired	444	390	215
Total	992	961	897

Current membership type:	2016	2015	2014
Australian Individual Member	348	364	329
Overseas individual member	10	13	13
Organisation, Australia	20	17	24
Organisation-Overseas	7	7	24

FROM THE COUNCIL

Concessional-Australia	33	37	23
Honorary	8	8	8
Complimentary	49 complimentary student memberships	49 complimentary student memberships	56 complimentary student memberships
Concessional-Overseas	1	0	3
Reciprocal	12	12	14
Student - Australia	38	42	31
Student- Overseas	3	3	2
Life Member - Australia	15	15	15
Life Member - Overseas	4	4	4
Voluntary-run Organisation - Australia	0	0	0

Professional Membership

Current membership type:	2016	2015	2014
Professional Member	108*	104	77

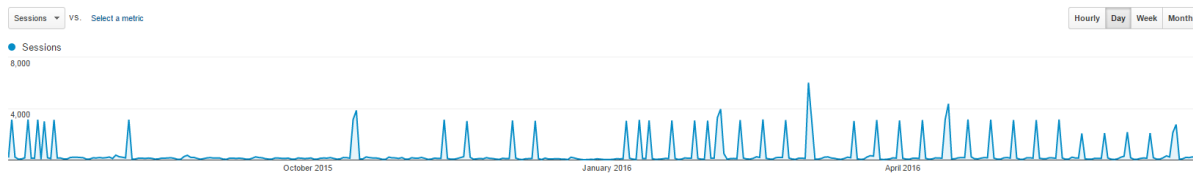
*The 2016 figure is subject to change. It is current as of October 2016, however the 2015 and 2014 figures were calculated in December of those years.

FROM THE COUNCIL

WEBSITE OFFICER

Website¹

In previous reports Carole Best discussed the issue of referral spam (which is a form of spam where bots direct fake traffic to a site), which has been affecting our website since at least early 2015. The effect is very obvious as soon as you take a look at the Google Analytics graph of visitor numbers (see below). Referral spam produces unnaturally uniform spikes in visitor numbers and distorts the actual number of visitors to a site. The distortions from referral spam have been decreasing in recent months, likely reflecting Google's attempts to develop fixes for the problem, but it is certainly still an concern for the AICCM site.



I conducted some research into the issue and was able to develop what I believe is a way to exclude most of the spam analytic results. Using the service provider data gleaned from Google analytics I was able to exclude users with suspect service providers. This gives a more realistic picture of our visitor numbers, but does result in a significant reduction in our overall site metrics, which may take a little adjusting to, but if far more accurate going forward. I am far from an expert in Google Analytics, and further investigation and professional advice would be welcomed as these numbers may still not be as accurate as they can be.

Website Activity	2015/16 Financial Year	2014/15 Financial Year	2013/14 Financial Year
Page views	323,914	212,217	60,730
Sessions	51,618	38,293	14,846
Users	29,950	23,535	8,326
New visitors	56.6%	61%	49.8%
Pages per session	6.28	5.54	4.09

To give a sense of how different the figures without referral are, the number of page views during the 2015/2016 financial year before the referral spam filter applied is 445,734 as opposed to 323,914 after the filter was applied, and the total user numbers are even more dramatically different, with 151,766 users before the filter is applied, and 29,950 after the filter. Although the smaller number of users may seem discouraging, it shows that in reality users are accessing many more pages per visit, and spending much longer on each page than the spam figure suggest, which is a positive result.

¹ The period discussed for this report is the financial year of 2015-16, except for certain social media metrics as marked. Previous AGM reports have provided figures for the three months prior to the AGM, which should be noted in all comparisons.

FROM THE COUNCIL

Without the inflated referral spam numbers it is possible to see that growth in user numbers has been steady from 2014/15 to 2015/16, and users are viewing more pages per visit and individual users are visiting our site more often.

Most popular web pages

As the referral spam appears to spread its effect evenly across all pages of our website, the rankings of most visited site are likely to be reasonably accurate. It is encouraging to see the 'Find a Conservator' page ranking so high in 2015/16, showing how important it is for this page to be up to date and easy to use. To this end, a new list of service provider options has been developed, and we are working on the best way to implement them to ensure members remain appropriately listed. The 'national news' page made it into the top 10 for the first time, reflecting the move to the eNews (the newsletter content is hosted on this page), which is encouraging as we know users tend to visit several pages on our site once they are there. Also encouraging is the position of the 'what's on' page, where registrations for our symposiums and events are held. Hopefully this is reflected in the number of attendees at our terrific events this year!

Most visited pages	2015/16 financial year	2014/15 financial year	2013/14 financial year
1	Homepage	Homepage	About conservation
2	Find a conservator	About conservation	Members home
3	Log in page	Members home	Visual glossary
4	What's on	Log in page	Log in page
5	Collection Care	Resources	Resources
6	Visual glossary	Publications	Publications
7	Job listings	Visual glossary	Who we are
8	Things we conserve	Who we are	Job listings
9	About conservation	Job listings	What's on
10	National news	News	News

Social Media

The AICCM Facebook account has seen strong growth in the 2015/16 financial year, with posts reaching over 1600 people on average, with 2945 people liking our page as of the 30th June 2016 (and 3424 at time of writing). Two of the most popular posts in 2015/16 were a beautifully produced video demonstrating the lost-wax casting technique, which reached 8,390 people, and a news story about Moses Mkumpha, the only conservator in all of Malawi, which reached 9,095 people. In February National Council allocated a budget of \$200 for Facebook advertising, which has seen our boosted posts reach a much wider audience than was possible previously. Typically a post that links to an AICCM page (such as a post promoting one of our events) is penalised by Facebook's algorithm, and usually reaches only between 1-200 people. By paying a small amount to 'boost' posts that link to pages and events on our website we have increased the average reach of such posts from 1-200 to an average of 1241 in 2015/16 for a cost of \$11 per post. A total of \$185 has been spent in Facebook advertising thus far in 2016, and the results from the latter half of this year have

FROM THE COUNCIL

been even more successful, with the Frame Symposium post reaching 15,384 people (more on these results will be provided at the next AGM in 2017).

Twitter follower numbers have grown strongly, though Twitter is still a somewhat underused avenue for AICCM. Encouraging all symposiums to develop and promote a Twitter hashtag for their events would be a great way to get more AICCM events discussed on Twitter and I encourage all SIG events conveners to decide on a hashtag in the early planning stages, and use it in the lead up to the event, as well as during the event. Even simply posting a few pictures of speakers or attendees with the hashtag can significantly boot the profile of the event.

	2015/16	2014/15	2013/14
Twitter followers	424 (at Jun 2016)	265 (at Sep 2015)	53 (at Sep 2014)
Facebook page fans	2945	1962	1096
Average organic* post reach	1627	819	685
Average boosted** post reach	1124	N/A	N/A

**Organic post reach is the number of people who saw a post that wasn't 'boosted', i.e. no money was spent to promote the post.*

*** Boosted posts involve paying a small sum in Facebook advertising costs to have posts 'boosted' into the feeds of people in targeted demographics.*

FROM THE COUNCIL

AICCM BULLETIN UPDATE

Volume 37.1: Published June 2016

Editorial (Nicole Tse)

Connecting objects, communities and cultural knowledge (SOPHIE LEWINCAMP AND ROBYN SLOGGETT)

Reconstructing the archive: access, documentation, conservation (AINSLEE MEREDITH, ROBYN SLOGGETT AND JACQUELINE HEALY)

The development of conservation practices in China from the 1980s to the present (ZHANYUN ZHU AND TONIA ECKFELD)

Carlos V. Francisco's the Progress of Medicine in the Philippines: renegotiating decisions and collaborations in conservation (JEREMY R BARNS AND ANA M. T. LABRADOR)

Developing modified equipment and work practices to reduce the risk of work-related musculoskeletal disorders from conservation treatment (KRISTIN PHILLIPS, JO BILLS AND JUSTIN GARE)

Volume 37.2- in production

Editorial (Nicole Tse)

Seven papers accepted and in production with Taylor & Francis.

Due for publication December 2016.

Volume 38.1- closed for submission, papers in peer review due for publication in June 2017.

Volume 38.2- open for submission until June 2017 (earlier date of April 2017 under discussion with T&F and committee. Aim is to meet the earlier publication date of September instead of December 2017).

Calls for submission sent to the Paintings SIG, Textile SIG and Frames SIG. Enquiry sent to the Book & Paper SIG representatives.

Editorial Processes

Incoming Editorial Assistant Committee: Robyn Ho, Madeleine Roberts, Nur Shkemi, Victoria Thomas, Raymonda Rajkowski, Claire Grech, Rosie Cook (Graduate Grimwade Centre Students). Monthly meetings scheduled up to end October for the delivery of volume 37.2.

Current Editorial committee: Nicole Tse (Editor), Grimwade Centre for Cultural Materials Conservation, University of Melbourne, Ian Batterham, *National Archives of Australia, Australia*, Tharron Bloomfield, *Heritage and Art Consultant, New Zealand*, Caroline Kyi, *University of Melbourne, Australia*, Amanda Pagliarino, *Queensland Art Gallery, Australia*, Marcelle Scott, *Grimwade Centre for Conservation of Cultural Materials, The University of Melbourne, Australia*, Catherine Smith, *Clothing and Textile Sciences / Nga Pu taiao Pu eru University of Otago / Te Whare Wa nanga o Ota go*, Cobus Van Breda, *Tasmanian Museum and Art Gallery, Australia*, Alison Wain, *University of Canberra*

The complete Editorial Processes can be found in 'Producing the AICCM Bulletin' document.

Colour images in the hard copy are now charged and covered by the contributing authors. We may need to re-assess this as authors are not in a position to cover these costs for vol. 37.2.

FROM THE COUNCIL

Would like to open up discussion and calls for a Guest Edited volumes in future. We could also consider this for Special Interest Groups.

Taylor & Francis Australia

The AICCM Bulletin's Managing Editor is Alexandra Lazzari, and Editor, Hayley Tomlinson, from the Melbourne office, and production Editor, Edward Foster, UK office.

Under the current agreement the AICCM Bulletin published 2 volumes per year at a total of 160 pages. Any pages above this will incur additional costs.

T&F are open to additional Special Editions- much like what Studies in Conservation are doing with every publication outlet (eg. IIC Congress). This would be at an additional cost.

T&F are putting forward a case for the AICCM Bulletin to be indexed by SCOPUS to gain a SJR metric. Most allied conservation journals have a SJR (SIC, JAIC, Journal of Cultural Heritage etc) and is a measure of impact and circulation of knowledge.

Paper promotions:

Almetrics, social media, press releases for papers with content in the public arena.

Author promotions of papers: see T & F website on this:

<http://authorservices.taylorandfrancis.com/ensuring-your-research-makes-an-impact/>: 50 free author downloads and mindful use of Research gate, Academia etc.

Nicole Tse

Bulletin Editor

FROM THE COUNCIL

SIG AND EVENT COORDINATOR

The 2015/16 financial year has been a very busy one for events in the AICCM, with an offering on average once every two months or less. As an organisation run largely by volunteers, this really is an exceptional effort and I would like to thank everyone who has worked so hard to make these events possible.

In summary, the following events were held in the 2015/16 financial year:

- Conservation of Plastics with Yvonne Shashoua, with free public lecture (Melbourne and Brisbane)
- Conservation of Digital Prints, with free public lecture (Sydney)
- AICCM National Conference (Hobart)
- Conservation of Geological/Palaeontological Collections (Melbourne)
- Conservation of Functional Objects (Perth)
- Textile Special Interest Group Symposium and three accompanying workshops (Sydney)
- Reflectance Transformation Imaging (RTI) workshop and introductory sessions for RTI and Photogrammetry, with free public lecture (Melbourne)

We had over 490 people take up these training opportunities, with much positive feedback from AICCM members and non-members.

I'd like to take this opportunity to thank particular people and organisations who worked hard with AICCM to make these opportunities happen: Karina Palmer, Danielle Measday and Rosemary Goodall, Cathy ter Bogt, Caroline Murphy, Analiese Treacy, Vanessa Wiggan, AICCM Tasmanian Division, Julie O'Connor, Claire Tindall, Natalie Hewlett, Museum Victoria, Queensland Museum, Art Gallery of New South Wales, Whiteman Park, Museum of Art and Applied Sciences, Australian National Maritime Museum and the Grimwade Centre for Cultural Materials Conservation. Special thanks also for generous support from the Gordon Darling Foundation and the ADFAS Patricia Robertson fund.

I'd also like to remind members that 2016/17 will be my final year volunteering in the position of Event and SIG Coordinator. Any members who are interested in taking up this exciting role in the AICCM should nominate for election for 2017/18. I would be happy to provide support to any person taking up this role.

Helen Privett

SIG and Event Coordinator

FINANCIAL SUMMARY

Financial Summary

The 2016 audited financials were completed last month and I am pleased to announce an annual profit of \$65, 376 which after reconciliation of net cash provided by/used in operating activities to net profit reduces the net cash gain to \$33,292. This increased the AICCM's cash assets up to \$222, 812.

Income in 2016 was greatly increased \$290, 843 against 2015's \$153, 585. Event registration was the primary reason increasing to \$128, 444, however event expenses against this resulted in only a little profit. Membership subscription value was up at \$99, 522, but probably the biggest change was advertising income which had increased from \$3,382 to \$24, 439.

Excluding events and the associated costs the AICCM's expenses are steady. The state committees also generously gave up capitation this year reducing annual expenses by approximately \$8,500.

The financial state of the AICCM appears to be good. For the future we will need to continue to contain costs and expenses. In particular paying attention to events and ensuring containing to make a small profit of each event. Advertising is also another area of great potential to grow.

Adam Godijn

National Treasurer

FINANCIAL STATEMENTS

Financial Statements

Refer to attached document

INDEPENDENT AUDITOR'S REPORT

Independent Auditor's Report

Refer to attached document

STATE REPORTS

State Reports

2015 AICCM NSW Division Annual General Meeting

Date: Wednesday 31st September 2016

Time: 5.30pm

Location: Australian Maritime Museum

Exhibition:

- Ships Clocks and Stars exhibition by Dr James Hunter
- Recapitulation of the Churchill Fellowship Kate Hughes's

Presidents Report

20/10/2016

Meetings

AGM

The NSW AICCM Division held our AGM on 31st of August. The event was held in conjunction with a tour of "Ships Clocks and Stars" exhibition at the National Maritime Museum, Sydney. The exhibition tour was guided by Dr Hunter, a curator. After the AGM proceedings Kate Hughes presented on her recent Churchill Fellowship.

The AGM was well attended by over 30 members. All existing office holders were re-elected unopposed.

We had one committee member drop out, and two join.

President: Sheldon Teare (Australian Museum)

Secretary: Claire Heasman (International Conservation Services)

Treasurer: Karina Acton (International Conservation Services)

Public Officer: Colin Macgregor (Australian Museum)

STATE REPORTS

Committee members

Alayne Alvis

Julie O'Connor

Madeleine Snedden

Matteo Volonte

Megan Dean-Jones

Nick Flood

Oliver Hull

Sarah-Jane Rennie

Wendi Powell

National Conference 2017

Theme suggestion will be put to National Council. National Council to accept or reject proposal to hold Conference in Blue Mountains.

A series of sub committees will be formed to manage – Venue, Sponsorship, Paper submissions, etc.

Sheldon Teare,

Natural Sciences Conservator, Australian Museum

New South Wales Division AICCM President

Secretary's Report:

I'd like to congratulate all the committee members for their commitment to the NSW AICCM. For the majority of 2016 our committee has been planning the 2017 National Conference, which will be held in NSW. Unfortunately this means that we have had less time to organise more regular events for you all. However those we have organised were a great success, with high attendance, including:

- The 2015 Christmas Party at the Nicolson Museum, University Sydney

STATE REPORTS

- Face to Face on the 12th May which included, Recollections of the IIC International Training Centre for Conservation (IIC-ITCC) - 2015 Training Programme, Scientific Approaches to Preventive Conservation, 20-25 September 2015, The Gugong Institute of the Palace Museum, Beijing, China and recollections of the 2015AICCM National Conference in Hobart

Currently we are looking into planning some guided tours, talks and maybe even a BBQ early in the New Year so watch this space.

Of course our last event of the year is the annual Christmas Party, the details of which you will receive via email in the next few weeks or so.

For any of you interested in the committee, we generally hold 5+ meetings a year to discuss events, presentations, budgets etc.

We encourage contributions from our general members also so please feel free to contact and share your ideas with any of our committee members.

Once again a big thanks to all members, especially those who regularly attend and support our events. It's very much the case of the more the merrier.

Claire Heasman

New South Wales Division AICCM Secretary

STATE REPORTS

ACT DIVISION AGM

28/10/2016

ACT Division President's report

The committee is not short of members currently though, current members are:

Danica Auld (UC), Hakim Rahim (UC), Karen Wilcox (AWM), Nick Zihrul (NMA), Natalie Ison (NMA), Eileen Procter (AIATSI), Caroline Milne (NAA)

It has been a year of comings and goings. We recently lost our Secretary (Kasi Albert) and Treasurer (Jane Wild) as well as active member Kate Eccles-Smith. Thanks to Kasi and Jane for their sterling work at getting our procedures and paperwork in order! Thanks also go to Anna Kalloudis for stepping into the Secretary role on Kasi's departure and Natalie Ison for taking on the Treasurer role.

Our council meetings are held in the convivial atmosphere of Wilburs at Hackett around once per month.

In the 2015/2016 financial year we have had the following events:

- Our usual Xmas party, this year held at Gorman House with a Hollywood theme.
- A Heritage Week event at the Canberra Museum and Gallery comprising a Conservation Clinic type event jointly sponsored by the UC, AICCM and CMAG
- A film screening of the movie 'Women he's undressed' at Palace Cinema
- A tour and talk at violin maker/restorer workshop at Gorman House
- A visit to the Queanbeyan printing museum
- We have also instituted a regular conservator/student drinks get-together entitled CREED – at the Old Canberra Inn
- A visit to local printery Megalo
- A talk by Calligrapher Gemma Black.

We have also paid student fees for 2 students for each of the two SIG events in Canberra: Book and Paper and Paintings.

Ian Batterham

ACT President

20/10/2016

STATE REPORTS

AICCM QLD PRESIDENT'S REPORT 2016

It is with great sadness that I start my report with the recent death of Harry Haxton. Harry, who from the 1970's, has been involved with Queensland conservation, as a business owner and avid supporter of our profession. He passed away after a long illness in August 2016. He will long be remembered for his generosity and commitment.

We have had a busy year with the following events.

- 6th October 2015 Sam Shellard gave a conducted tour of the QAG exhibition The Photography and Australia. Sam has considerable knowledge in this area and it was most informative.
- 8th December 2015 AICCM Q member's met for lunch to celebrate Christmas and the New Year.
- 26th February 2016 Anne Carter and Caroline attended the annual face to face AICCM council meeting in Sydney.
- 15th March 2016 There was a member visit to Queensland Museum to look at their exhibition Medieval Power.
- 14th June 2016 Anne Carter gave a review of the APTCCARN conference she attended and gave a paper at in Taiwan. Anne was the 2015 recipient of the AICCM Q professional development grant.
- In August, September and October we are having a number of lunchtime talks from upcoming conference paper speakers as rehearsals for their papers. The subjects vary from:
 - **Amanda Pagliarino on the conservation of Cai Guo Qiang's installation *Heritage*,**
 - Kim Barratt and Caroline O'Rorke on a case study of twenty contemporary Indian scrolls in QAGOMA collection.
 - Sam Shellard on the QAGOMA acquisition of 1000 frog poems and 1000 Boss Drover works by Robert MacPherson.
 - Kim and Sam talking about QAGOMA contemporary photographs, their methods for storage and mounting and display.
 - Kim and Sam talking about the Paradox of light within Art Museums.

I would really like to thank all those members who have spoken throughout the year. It is always so informative and rewarding for us all. Thank you.

We held our AGM on 27th September 2016 and the following people have been voted onto the committee for 2016-17:

President: Caroline O'Rorke

Secretary: Jennifer Loubser

Treasurer Michael Marendy

Ordinary members: Rachel Spano, Louise Mc Cullagh, Maite Lobert, Christine Ianna.

Caroline O'Rorke

October 2016

STATE REPORTS

MINUTES OF SA/NT DIVISION ANNUAL GENERAL MEETING

10TH OCTOBER 2016, 4:00PM CONSULTATION ROOM, ARTLAB AUSTRALIA

In Attendance

Kristin Phillips (President), Rosie Heysen (Treasurer), Mary-Anne Gooden (Secretary) Jodie Scott, Filipa Quintella, Abby Maxwell-Bowen.

Chairperson

Kristin Phillips (President)

The Committee thanked Laura Masters for presenting on her recent attendance at the UK Open Palaces Program & Beamish open-air Museum (this was presented immediately prior to the AGM)

Agenda Items

1. Apologies

Andrew Durham, Justin Gare, Renita Ryan, Jo Dawe.

2. **Acceptance of minutes** from previous meeting (23rd May 2016). Kristin Phillips moved that the minutes be accepted, Mary-Anne Gooden seconded.

3. **Matters arising from last meeting**

There were no matters arising from the last meeting.

4. **Presentation of Division Report (including Treasurer's Report – see insert below)**

Report was tabled and accepted.

Kristin Phillips summarised SA/NT division activities over the past 12 months:

Chinwags:

- Oct 2015 Jo Dawe presented “ An Overview of the Conservation of Plastics Workshop”;
- November 2015 Ian McLeod presented “Mystery of Australian Shipwrecks: Patterns of Decay on Artefacts”;
- May 2016 Jodie Scott presented “ Identification and Preservation of Digital Prints”;
- October 2016 Laura Masters presented on her attendance at the Open Palaces Program & the Beamish Open-air museum.

Workshop: May 2016 TinType photography

Attendance of Kristin Philips at National Council face-to-face (Feb 2016)

Treasurers Report presented by Rosie Heysen

STATE REPORTS

A new online bank account opened 12th April 2016 at Bank Australia with all previous funds transferred from Westpac and this account closed.

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2016	
CREDITS	
Bank interest	\$2.02
TOTAL CREDITS	\$2.02
DEBITS	
AICCCM Div Competition Reimbursement	\$1,416.49
Rounding-down	\$0.02
TOTAL DEBITS	\$1,416.51
Surplus/(deficit) over expenditure	\$1,414.49
STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2016	
CURRENT ASSETS	
Cash at bank	\$2,187.74
Investments	\$0.00
TOTAL CURRENT ASSETS	\$2,187.74
CURRENT LIABILITIES	
Liabilities	\$0.00
TOTAL LIABILITIES	\$0.00
NET ASSETS	
ACCUMULATED FUNDS	
Opening balance	\$3,602.23
Surplus (deficit) for year	\$1,414.49
TOTAL ACCUMULATED FUNDS	\$2,187.74

AICCM (SA/NT Div) Financial Statement 2015-2016

DATE	ITEM(S)	PAID TO / RECEIVED FROM	CHEQUE NO	DEBIT	CREDIT	BALANCE
	Balance Bought Forward 1 July 2016					\$3,602.23
30.09.2015	Bank Interest	Westpac			\$0.90	\$3,603.13
7.10.2015	AICCM SA/NT Div Competition Reimbursement	Lisa Nolan	200020	\$1,416.49		\$2,186.34
	Registration Invoice 5299 (\$450)					
	Flights BN2QO83O					
31.12.2015	Bank Interest	Westpac			\$0.54	\$2,187.18
31.03.2015	Bank Interest	Westpac			\$0.54	\$2,187.72
02.04.2015	WESTPAC ACCOUNT CLOSED	Rounding Down(?)		\$0.02		
12.04.2016	BANK AUSTRALIAN ACCOUNT OPENED					\$2,187.70
30.06.2016	Bank Interest	Bank Australia			\$0.04	\$2,187.74

STATE REPORTS

5. Standing down of existing committee:

Kristin Phillips thanked members (Rosie Heysen – Treasurer & Mary-Anne Gooden – Secretary) for their assistance over the past 12 months. The committee thanked Kristin Phillips for her efforts as President. Existing committee stood down.

6. Election of the Office Bearers and Committee Members for the SA Division 2016/17

Completed Nomination Forms for the roles of Office bearers & Committee Members were tabled by Mary-Anne Gooden.

Nominees as follows:

Office of President, State Representative on National Council & Public Officer:

Kristin Phillips

Office of Treasurer:

Rosie Heysen

Office of Secretary:

Mary-Anne Gooden

Ordinary members of the committee:

Jo Dawe

Justin Gare

Filipa Quintela

Abby Maxwell Bowen

Lisa Nolan

Renita Ryan

Jodie Scott

There were only single nominations for each role. The new committee was voted in unanimously.

7. Introduction of New Committee

As listed above

8. Future AICCM SA/NT activities

Continue to extend invitations to our events to Museums Australia Members.

- October 24th 2016 Kristin Phillips will be presenting an encore of her very successful talk “The State of that Bed” based on her experience of the Attingham Summer School.

STATE REPORTS

- Jodie Scott to present on her recent workshop attendance at the Rijksmuseum, Amsterdam.
- Justin Gare to present a research project recently undertaken on an historic Teddy Bear.
- Tour of Roche Collection (Kristin to speak with Senior curator Robert Reason to arrange this)

9. Close of Business

4:25pm

Next Meeting:

TBA

STATE REPORTS

AICCM WA DIVISION AGM 19TH SEPTEMBER 2016

PRESIDENT'S REPORT

Kate Woollett was elected WA Division President at the AGM in March 2016 and continues in that role. This AGM has come around quickly so thank you to all of our members who have come along to attend this AGM for 2016. National Council have requested that the state divisions all hold their AGMs before the National AGM to be held 28th October 2016 in Canberra as part of the Paintings Symposium.

AICCM (WA) Events March 2016 -

The AICCM (WA) has hosted or participated in five events since March 2016.

- On Friday 6th May a lively dinner was held at the Brisbane Hotel to celebrate the retirement and 35 years of service to the WA Museum and AICCM member Ulli Broeze. It was a great evening out and it gave us an opportunity to wish Ulli well with her adventures into the future. A small gift was presented to Ulli on behalf of the AICCM (WA) membership in honour of her contributions over the years.
- Friday 20th May a tour of A History of World in 100 Objects from the British Museum was held at the WA Museum. The tour was presented by Head of the WA Museum Anthropology and Archaeology Department Dr Moya Smith, and Conservators Carmella Corvaia and Gwyneth Pohl. The evening was very well attended by both AICCM members and non AICCM members and provided a platform to demonstrate what conservators do and worked to raise the profile of the AICCM.
- A small gathering met at the Soldiers Chapel, St George's Cathedral on Tuesday 28th June to remember Professor Colin Pearson, AO, MBE, FTSE, Ph D. The Dean of Perth, the very reverend Richard Pengelley graciously acceded to our request for a quiet space in which to gather. The cathedral was chosen as a neutral space and in memory of the fact that Colin's son sang in the cathedral choir. Thank you to Ian MacLeod for organizing this event.
- On 26 July 2016 several AICCM members attended a presentation by Professor Simon Lewis from Curtin University, talking about *Contacts that leave traces: investigations into the contamination of paper surfaces from handling*. The invitation to the AICCM came from Gerard Foley ASA WA Branch Convenor, The Australian Society of Archivists.
- A small gathering met on the 22th August 2016 at the SLWA to meet and greet new and recent Conservation graduates that were in Perth at the time. The event was very casual and provided the opportunity to hear about their training, work experience and to introduce them to the network on Conservators working in WA. The evening concluded with a small number of members gathering at a local bar. Thanks to the Conservators at the SLWA for hosting the event.

Kate Woollett

AICCM (WA) President

2016

STATE REPORTS

Australian Institute for the Conservation of Cultural Material

National Annual General Meeting

Tasmanian Division President's Report 2016

Tasmanian Division Members and Committee 2016

There are currently thirteen financial members of AICCM in Tasmania. They are situated all over the state with the majority being located in Hobart and Launceston.

President:	Amy Bartlett (Queen Victoria Museum and Art Gallery)
Secretary:	Stephanie McDonald (Tasmanian Archive and Heritage Office)
Treasurer:	Nikki King Smith (Tasmanian Museum and Art Gallery)
Public Officer:	Erica Burgess (Tasmanian Museum and Art Gallery)

Tasmanian Division Meetings

2016 has been a much quieter year following 2015 when the Tasmanian Division hosted the 2015 AICCM National Conference and National Annual General Meeting in Hobart.

The majority of the division met in May in Hobart for a meeting which was held over lunch at Jackman and McRoss. Matters covered included updating the state's Disaster Recovery Experts List. Following this, some members attended a tour of the Tasmanian Herbarium where we discussed the collection and housing procedures at length. The visit was both beneficial for AICCM Conservators and staff at the Herbarium.

Tasmania's Annual General Meeting was held at the Queen Victoria Museum and Art Gallery in Launceston in October.

The following members have been elected for the 2016-2017 committee:

President:	Amy Bartlett (Queen Victoria Museum and Art Gallery)
Secretary:	Stephanie McDonald (Tasmanian Archive and Heritage Office)
Treasurer:	Erica Burgess (Tasmanian Museum and Art Gallery)
Public Officer:	Nikki King Smith (Tasmanian Museum and Art Gallery)

In addition to the meeting, members attended a talk by Katrina Ross (QVMAG Friends Administration Officer and Project Officer Sydney Cove) about the Sydney Cove collection, recent conservation research into yeast found in the shipwrecked beer and the digitisation project.

STATE REPORTS

A Christmas function will be held later in the year in early December.

National News

Information regarding the Tasmanian Division was updated on the AICCM website during the year. The National Council also required all states to update their electronic record keeping. All of the financial records and minutes from Tasmania's Annual General Meetings since 2011 have been stored. A copy of the Tasmanian Division's Constitution has also been located and will be stored after being revised.

Acknowledgements

I would like to recognise all of the members of the Tasmanian Division for remaining active within such a small group, particularly Stephanie McDonald and Nikki King Smith for their support on the committee.

Amy Bartlett, Tasmanian President

APPENDIX ONE



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (INC) VICTORIAN DIVISION

Annual General Meeting
Victorian Division

September 28, 2016.
President's Report

The Victorian division commenced the year with an all-committee planning meeting in early February. At this meeting the committee discussed the purpose and aims of the committee for the coming year, and although the scope of this was possibly a little ambitious considering what we have been able to do and to deliver, the plan was documented and my hope is that it might be revisited by the new committee soon after this AGM. There is always a tension between what we want to do and deliver to our members versus how we position ourselves to the rest of our community. My thoughts on this are that we should try, or at least plan to do both, but that it must be attempted in a way that is achievable and sustainable for a small committee with few resources - the fewest of which seems to be time!

I would like to recognise the work of the AICCM National Council in this report – without the leadership and work of MaryJo, Adam, Jenny and Michelle, and Helen among others, AICCM would not be delivering professional training opportunities or responding to issues of national significance (such as the federal government's research strategy, and arts and cultural policy).

At this AGM I will step away from an office-bearing role on the Victorian Division committee. I believe that I may have sat on the Victorian AICCM committee for the past 8 years, and sat as committee chair for the past 2 (or 3) years. Or maybe it is 4 – I really did not keep count. The committee will be enlivened by a new and reshuffled set of office-bearers, and I wish them well and will give them my support. I'll be lucky to have my nomination accepted as an ordinary member – my hope is that there will be so many nominations this year that mine won't need to be accepted.

Finally I would like to acknowledge the work of our Victorian members, especially your current and incoming committee members and also our conservation colleagues at SLV, NGV and the GCCMC who have supported AICCM Vic division events and activities over the past year. Thank you all.

Susanna Collis
28 September 2016

APPENDIX TWO



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (VICTORIAN BRANCH) INC.

Victorian Division Secretary's Report 2015- 2016
Reported by Charlotte Walker at AGM, 28th September 2016

2015-16 AICCM Victorian Division Committee

President: Susanna Collis
Secretary: Charlotte Walker
Treasurer: Elizabeth McCartney
Ordinary Member: Albertine Hamilton
Ordinary Member: Alex Ellem
Ordinary Member: Marika Kocsis
Ordinary Member: Lauren Keating
Ordinary Member: Helen Gill
Ordinary Member: Sarah Brown
Student Representative (SC@M President): Irene Finkelde/ Katherine Huntsman

Membership

The Victoria Division of AICCM currently has 164 members, which is a slight decrease on the previous figure of 167 members at the time of the 2015 AGM.

End of Year Function – 2015

The end of year function was held on Thursday the 3rd of December in the Edinburgh Gardens. It was a picnic in the park, incorporating the inaugural conservation Christmas cooking competition. About 25 members were in attendance.

Off the Record Sessions

I would like to thank to those who presented talks and also thank you to those members who attended. The Committee also recognizes the support of the State Library of Victoria and the Grimwade Centre for Cultural Materials Conservation, who have generously offered venues. The presentations held over the past year were:

- Panel discussion at the 2015 AGM on Careers in Conservation.
- 25th May Presentation and tour by Anna Welch at the State Library of Victoria, coinciding with the 700-year anniversary of Dante Alighieri's *Divine Comedy*.

Behind the scenes

At the time of last year's AGM the committee was reviewing our obligations to Consumer Affairs Victoria, to adapt to changes in legislation governing Incorporated Associations. The main changes made to align with the new rules were to discontinue the auditing of our accounts, and to merge the previous 'Public Officer' position with the Secretary position. So far this has been working well, and our reporting to Consumer Affairs has been greatly streamlined by these changes.

I would like to thank all of the committee members for their work over the past year, and give my best wishes to those who are stepping down, particularly to Susie Collis, who has led the committee for the past 6 years.

CONTACT INFORMATION

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AMY BARTLETT TAS DIVISION PRESIDENT	SUSIE COLLIS VIC DIVISION PRESIDENT	KATE WOOLLETT WA DIVISION PRESIDENT	HILLARY MILSOME BOOKEEPER
			

Company Information

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**AUSTRALIAN INSTITUTE FOR
THE CONSERVATION OF
CULTURAL MATERIAL
INCORPORATED**

Financial Statements
For the year ended 30 June 2016

GRAEME F DELANY PTY LTD
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SOUTH MORANG 3752

Phone: 03 94376633 Fax: 03 94378171

Email: gdelany@connexus.net.au

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED

Detailed Profit and Loss Statement

For the year ended 30 June 2016

	2016	2015
	\$	\$
Income		
Book/Publication sales	53	1,179
Memberships subscriptions	99,522	87,019
Advertising income	24,439	3,382
Donations	8,160	10,180
Copyright income	2,113	3,652
Registration - events	128,444	39,514
Interest received	5,384	5,482
Other income	22,728	3,177
Total income	<u>290,843</u>	<u>153,585</u>
Expenses		
AGM & council meeting expense	4,140	5,308
Audit fees	3,664	3,630
Bank fees and charges	3,272	2,161
Bookkeeping fees	7,233	6,057
Capitation fees distributed	-	8,581
Computer expenses	-	34
Copyright Fees	-	585
Postage & handling	1,589	2,718
Event venue hire	17,152	2,508
Event catering	28,881	4,968
Event expenses	75,595	12,261
Insurance	4,246	4,246
Legal/licence fees	721	73
Newsletter expenses	20,163	49,382
Printing & stationery	1,720	1,041
Secretarial expenses	32,226	33,144
Student sponsorships	1,200	-
Subscriptions	-	250
Telephone	1,083	1,131
Website expenses	22,582	24,957
Total expenses	<u>225,467</u>	<u>163,035</u>
Net Profit from Ordinary Activities	<u>65,376</u>	<u>(9,450)</u>

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

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED**

Detailed Balance Sheet as at 30 June 2016

	Note	2016	2015
		\$	\$
<hr/>			
Service's Funds			
Retained earnings at the beginning		241,538	250,988
Net profit / (loss)		65,376	(9,450)
Total Service's Funds		<u><u>306,914</u></u>	<u><u>241,538</u></u>
 Represented by:			
Current Assets			
Cash Assets			
PayPal clearing account		26,480	18,285
Cash at bank-MECU transaction account		43,789	64,017
Cash at bank-MECU term deposit		70,000	70,000
Cash at bank-MECU cyber saver		68,888	35,980
Cash at bank-MECU visa access		3,158	1,038
Cash at bank-MECU Public Funding		10,497	200
		<u>222,812</u>	<u>189,520</u>
 Receivables			
Trade debtors		94,820	68,302
		<u>94,820</u>	<u>68,302</u>
 Other			
Security Deposit		2,000	200
		<u>2,000</u>	<u>200</u>
Total Current Assets		<u><u>319,632</u></u>	<u><u>258,022</u></u>
 Total Assets		 <u><u>319,632</u></u>	 <u><u>258,022</u></u>

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

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED**

Detailed Balance Sheet as at 30 June 2016

	Note	2016 \$	2015 \$
Current Liabilities			
Payables			
Unsecured:			
Trade creditors		2,809	11,472
		-	-
		<u>2,809</u>	<u>11,472</u>
Current Tax Liabilities			
GST clearing		9,909	5,012
		9,909	5,012
		<u>9,909</u>	<u>5,012</u>
Total Current Liabilities		<u>12,718</u>	<u>16,484</u>
Total Liabilities		<u>12,718</u>	<u>16,484</u>
Net Assets		<u><u>306,914</u></u>	<u><u>241,538</u></u>

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

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED

Compilation Report to AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED

We have compiled the accompanying special purpose financial statements of , which comprise the balance sheet as at 30 June 2016, the profit and loss statement for the year then ended, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is to provide information relating to the performance and financial position of the business that satisfies the information needs of the owner.

The Responsibility of the Owner

The owner is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the significant accounting policies adopted as set out in Note 1 to the financial statements are appropriate to meet their needs and for the purpose that the financial statements were prepared.

Our Responsibility

On the basis of information provided by the owner, we have compiled the accompanying special purpose financial statements in accordance with the financial reporting framework described in Note 1 to the financial statements and APES 315 Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the financial reporting framework described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the owner AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INCORPORATED (and their bank) who is responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the special purpose financial statements.

GRAEME F DELANY PTY LTD
SUITE 27 1ST FLOOR 545 McDONALDS
ROAD
SOUTH MORANG

9 September, 2016

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED**
Proprietor Declaration

The proprietor has determined that the entity is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

The proprietor declares that:

1. The financial statements and notes present fairly the entity's financial position as at 30 June 2016 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements;
2. In the proprietor's opinion there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable.

Dated: