



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

## **AICCM Annual General Meeting 44**

Friday 3 November 2017  
11:50am AEDT  
The Carrington Hotel, Katoomba, NSW

### **Minutes**

#### **1. Attendance**

Zora Sanders, MaryJo Lelyveld, Jennifer O'Connell, Nicholas Flood, Ian Batterham, Catherine Thompson, Agata Rostek-Robak, Skye Firth, Lexi Maller, Laura Gransbury, Lisa Mansfield, Sarah Bunn, Bronwyn Dunn, Nour Abdullatif, Danica Auld, Hakim Abdul Rakim, Marina Horrath, Elizabeth Reed, Di Knight, Wendi Powell, Eileen Procter, Laura Kennedy, Alison Wain, Jennifer Brian, Amy Jackson, Gosia Dudek, Frances Fitzpatrick, Julianne Bell, Sarah-Jane Rennie, Claire Heasman, Oliver Hull, Carole Best, Sandi Mitchell, Lex Townsend, Helen Gill, Katherine Rosenthal, Rehan Scharenguir, Nick Baylart, Asti Sherring, Celine de Courlan, Rebecca Dallwitz, Julie McCarthy, Doug Zihrul, James Elwing, Therese Harrison, Jasmine Stewart, Elizabeth Carter, Sarah Clayton, Eliza McKenna, Claire Champion, April Kim, Christina Kong, Lang Ngo, Kate Hughes, Robyn Sloggett, Beate Yule, Eliana Urrtia-Bernard, Danielle Measday, Frances Paterson, Lucy Willet, Michelle Berry, Wendy Reade, Carolyn McLennan, Jane Hinwood, Kay Söderland, Renita Ryan, Petronella Nel, Margaret Sawicki, Lucilla Ronai, Colin MacGregor, Charlotte Walker, Sherryn Vardy, Jeff Fox, Emma Rouse, Keyeele Lawler-Dormer, Eden Christian, Camielle Fitzmaurice, Alysha Reastan, Tess Evans, Barbara Reeve, Marcelle Scott, Sheldon Teare, Madeleine Snedden, Megan Dean-Jones, Rebecca Barnott-Clement, Eoin O Suilleabhain, Bronwyn Tulloh, Adam Godijn, Simon Ives, Matteo Volonte, Ciara Redmond, Ruby Pridmore Tolmer, Amanda Giuzas, Robin Hodgson, Alayne Alvis, Denyl Cloughley, Karina Palmer, Grzegorz Dabrowa, Barbara Dabrowa, Kasi Albert, Julian Bickersteth.

#### **2. Apologies**

Alice Cannon, Anne Carter, Kim Morris, Detlev Lueth, Celia Kramer.

#### **3. Confirmation of minutes of previous meeting AGM 43**

**MOTION:** That the minutes of AGM 43 be accepted.

**Moved:** Jennifer O'Connell

**Seconded:** MaryJo Lelyveld

#### **4. President's report (MaryJo Lelyveld)**

See Appendix A.

**Question:** Kay Söderland – How will the National Project work and how the National Council considered the impact on private conservators?

**Question:** Margaret Sawicki – Is it possible to provide a link to the LinkedIn website in your AICCM profile?

**MOTION:** That the President's report be accepted.

**Moved:** Kay Söderland

**Seconded:** Sheldon Teare

## 5. Treasurer's report (Robin Hodgson)

See Appendices B, C and D.

**Question:** Julian Bickersteth – Why we're owed \$108,000? Apart from members owing us money, who else owes us money?

**Question:** Detlev Lueth – Why was there a fourfold increase in telephone expenses?

**Response:** Robin Hodgson – More teleconferences and using mobile phones to call into teleconference.

**Question:** Detlev Lueth – What are the unsecured trade creditors and why has there been a threefold increase compared to last financial year?

**Response:** Robin Hodgson – Membership. (Refer to Julian Bickersteth's question.)

**MOTION:** That the Treasurer's report be accepted.

**Moved:** Colin MacGregor

**Seconded:** Adam Godijn

## 6. Secretary's report (Nicholas Flood)

See Appendix E.

**MOTION:** That the Secretary's report be accepted.

**Moved:** Robin Hodgson

**Seconded:** Sheldon Teare

## 7. Proposal to change AICCM Constitution (Jennifer O'Connell)

There are four proposed changes to the constitution (A-D). They have been agreed upon by the National Council and we will formally present them to you now.

### A. Membership Qualifications

**Aim:** To recognise financial hardship across both full-time and part-time cohorts of students.

**MOTION:** Page 5, section 5 of the AICCM Constitution be

**Changed from:** (5) *Student members are ordinary members who are full-time students.*

**Changed to:** 5) *Student members are ordinary members who are full-time students or part-time students.*

**Moved:** Alison Wain

**Voted in favour:** All

**Voted against:** None

**Abstained:** None

**Motion was carried.**

### B. Professional Membership Committee

**Aim:** To clarify the maximum allowed term length of the Professional Membership Committee.

**MOTION:** Page 7, Section 14 of the AICCM Constitution be

**Changed from:** (d) *The committee shall hold office for a maximum period of five years, with one member eligible for re-election for a maximum of two consecutive terms.*

**Changed to:** (d) *The committee shall hold office for a maximum period of five years, with one member eligible for re-election for a maximum of two consecutive terms (ten years).*

**Question:** Kay Söderland – Why do we need to change this? Isn't it obvious?

**Response:** Jennifer O'Connell – There has been some confusion.

**Question:** Sarah-Jane Rennie – If only one member of the committee is allowed to be re-elected, how is that determined?

**Response:** Jennifer O'Connell – That would be determined at the time of re-election of that member.

**Comment:** Barbara Reeve – What I would propose is that from now, that one member be elected for five years, one for four, one for three, one for two. Then you have a rolling continuum.

**Point of order:** Marcelle Scott – When the motion be put that you ask for the floor to vote in favour, against or abstain and that that be recorded in the minutes.

**Moved:** Jennifer O'Connell

**Voted in favour:** 6

**Voted against:** 20

**Abstained:** Most

**Motion was not carried.**

**Proposed amendment from the floor:** Alison Wain – d) *Each committee member shall hold office for a maximum period of 10 years with an additional year for committee members to ensure continuity.*

**Motion was not moved.**

**ACTION:** National Council to address Professional Membership Committee changes to the AICCM Constitution at the 2018 AGM.

#### *C. Professional Membership*

**Aim:** To create an option for taking leave from earning points for Professional Membership.

**MOTION:** Page 7, Section 14 of the AICCM Constitution have

**Added:** *(h) Professional Members may apply for a minimum of 6 months and a maximum of 24 months leave from AICCM Professional Membership for parental leave, sick leave or compassionate leave (written documentation required). The leave time will be added to the Professional Membership period of 5 years prior to renewal. The member does not need to earn points during the period of leave. The member must maintain their AICCM membership throughout. Discretion regarding the time period to be shown in exceptional circumstances.*

**Question:** Agata Rostek-Robak – During the time that you are on leave are you still a Professional Member?

**Response:** Jennifer O'Connell – Yes.

**Question:** Kay Söderland – What if you were just not working for two years, but it was not for parental, sick or compassionate reasons and you maintained your membership?

**Response:** MaryJo Lelyveld – The Professional Membership requirements state that you have to accumulate points annually. You have to be shown every year to accumulate a certain number of points. We understood the pressures Professional Membership placed on individuals when they have extenuating circumstances.

**Moved:** Jennifer O'Connell

**Voted in favour:** Most

**Voted against:** None

**Abstained:** 1

**Motion was carried.**

#### *D. Disciplining of Members*

**Aim:** to create an option to issue a warning if a member is found to contravene rules of membership

**MOTION:** Page 9-10, Section 11 of the AICCM Constitution be  
**Changed from:**

(1) *Where the Council is of the opinion that a member:*

- (a) *has refused, or neglected to comply with a provision of these rules; or*
- (b) *has acted in a manner prejudicial to the interests of the Institute; including without limitation not complying with the code of ethics and code of practice, the Council may, by resolution:*
- (c) *expel the member from the Institute; or*
- (d) *suspend the member from such rights and privileges of membership of the Institute as the Council may determine for a specified period.*

**Changed to:**

(1) *Where the Council is of the opinion that a member:*

- (a) *has refused, or neglected to comply with a provision of these rules; or*
- (b) *has acted in a manner prejudicial to the interests of the Institute; including without limitation not complying with the code of ethics and code of practice, the Council may, by resolution:*
- (c) *expel the member from the Institute; or*
- (d) *suspend the member from such rights and privileges of membership of the Institute as the Council may determine for a specified period; or*
- (e) *issue a letter of warning.*

**Question:** Sarah Bunn – In terms of hierarchy, could (e) become (c)? So that the letter of warning is the first option.

**Comment:** Petronella Nel – It's a matter of whether you can have the hierarchy of process. Not that you just pick one option. Where it is you first do one process, then the next.

**Response:** Jenny O'Connell – There is a process if there is a complaint, you go to the member and give them an option to go back and respond. This is just if they are found to contravene the rules of membership, these are the final options.

**Comment:** Alison Wain – It should be (a), (b), (i), (ii), (iii). (a) and (b) is where something has happened and (i), (ii) and (iii) are actions to be taken.

**Response:** MaryJo Lelyveld – We can vote on this now and address the concerns in the following AGM. The paragraphing problems are in the current constitution and have been for several years.

**Point of Order:** Marcelle Scott – Motions need to go to the floor and be voted on without amendment. If they are unsuccessful, they can be amended and voted on again.

**Moved:** Jennifer O'Connell

**Voted in favour:** Most

**Voted against:** None

**Abstained:** 3

**Motion was carried.**

**ACTION:** National Council to address Disciplining of Members paragraphing changes in AICCM Constitution at 2018 AGM.

## **8. Election of office bearers (Ian Batterham)**

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:** Jennifer O'Connell

**Vice President:** Alice Cannon

**Secretary:** Nicholas Flood

**Treasurer:** Detlev Lueth

**Ordinary Member Publications Officer:** Cobus van Breda

**Ordinary Member Professional Membership Officer:** Natalie Hewlett

**Ordinary Member SIG Co-ordinator:** Di Knight

**Ordinary Member Membership Services Officer:** Katie Wood

## 9. Other business

### *2-day summit*

**MOTION:** That the AICCM National Council host a 2-day summit between employers, students, training institutions and the profession and other professional bodies to discuss the future of conservation skills, knowledge and employment. In support of this a wiki page be established to collect relevant content.

**Questions:** Alison Wain – Can we do it in either Canberra or Melbourne? We need to convince Universities that we have an active industry and that courses should continue to run.

**Comment:** Margaret Sawicki – I think that to put it into action we need to really think about a venue and a time and establishing a committee.

**Moved:** Kay Söderland

**Voted in favour:** Most

**Voted against:** None

**Abstained:** 1

**ACTION:** National Council begin discussions regarding a 2-day summit between employers, students, training institutions and the profession and other professional bodies to discuss the future of conservation skills, knowledge and employment.

### *Profession Membership points for mentoring*

**MOTION:** That the AICCM National Council investigate the inclusion of points towards Professional Membership from Mentoring programs.

**Question:** Margaret Sawicki – How will this be evaluated? We are all involved in the practical training of the students and we are not necessarily associated with any formal organisation. So how will this be evaluated?

**Question:** Robin Hodgson – Isn't this already covered in the broad overarching, involvement in AICCM activities category in the Professional Membership points system?

**Response:** MaryJo Lelyveld – We are just investigating it at this stage.

**Comment:** Petronella Nel – It is important to recognise unofficial mentoring.

**Moved:** MaryJo Lelyveld

**Voted in favour:** All

**Voted against:** None

**Abstained:** None

**ACTION:** National Council investigate the inclusion of points towards Professional Membership from Mentoring programs.

Meeting closed at 1pm.

## **Appendix A**

### **AGM 44 President's Report**

The AICCM is a not-for-profit organisation that is focused on supporting its members to work with communities, collectors and professional peers to discover, connect with and preserve the stories and knowledge embodied by our cultural material. Our members do this through discussion, analysis, interpretation, restoration and conservation. The AICCM is a key provider of specialist on-going professional development and information dissemination for conservators in Australia. It regularly partners on industry and public events to share expertise and disseminate research and innovation in the field via the website, enews, Facebook page and The Bulletin. The resources both financial and human to deliver this program is considerable and yet the submissions in this Annual Report are a testament to the work that can be achieved when an engaged membership work collaboratively.

The 2016-2017 has seen the AICCM build on the 3 key priority areas identified in the 2016-2020 Strategic Plan:

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

These three goals have helped to prioritise the activities of National Council over the last 12 months.

#### ***A sustainable organisation***

Following an increase in membership fees in 2016 and a conscious effort to increase income from advertising and event sponsorship, the AICCM now finds itself in a much more secure financial position. I thank all those who have taken on this responsibility.

In October 2016, the AICCM established an Emerging Conservators Network to provide a supportive space that conservation students and recent graduates can connect with each other and engage with wider profession through AICCM activities. Following a call out for applications for the position, Fran Patterson was appointed to the role of Emerging Conservator SIG Convenor. The establishment of this program will be core to an on-going program of intergenerational knowledge and skills sharing and community outreach as we hope to develop mentorship and work placement opportunities over the coming years.

#### ***Members services***

In order to better understand the needs and wants of our members, in September 2016, we undertook a membership questionnaire. We hope that this will become a regularly activity for us to better plan for activities, confident that we have member support.

Another key project of this year has been to strengthen the profile of our Professional Members through the development of a Professional Membership tile on the AICCM website. Earlier this year, the rotating PM tile went live and now features PM profiles and photos. The inclusion of the latter was a conscious effort to personalise a profession that many have described as 'hidden'. The feedback for this has been positive on all fronts.

#### ***Relevance in an evolving industry***

The AICCM is proud to support the projects and activities of its members to the heritage community and public and the website and social media platform have evolved to be great tools for achieving this. The importance of a dynamic web presence cannot be underestimated as a means of sharing our knowledge and experiences with colleagues and an interested public.

A number of State Divisions have been involved with informal and formal advocacy programs. State Divisions such as WA and SA-NT Divisions, share their local chapter networking activities with their counterparts in Museums Australia and NSW Division submitted a response to the Parliament of New South Wales' Inquiry into Museums and Galleries on behalf of the AICCM.

The National Project will be another opportunity that members, as representatives of the AICCM, will be invited to help build a clearer understanding of the impact of conservation at the local level. This project seeks to collect information about conservation needs in under-served communities, increase community engagement and offer support for materials conservation projects.

### ***Future Directions***

In addition to The National Project, there are several program that are on the AICCM radar for coming few years. The AICCM would like to reinforce the work around sustainability, within the context of both collection management and community engagement. Preservation is only viable if it works within the long-term resourcing of the local context be that financial, environmental or cultural. As noted in the March President's Report, the AICCM Sustainable Collections Committee will now oversee the Environmental Guidelines Committee, Disaster Preparedness and Response and Mould Remediation Group and work closely with the Preventive SIG to deliver more on-line content for members and industry.

In its effort to ensure relevance within an evolving preservation, the AICCM is looking to establish other projects including an Indigenous Heritage Conservation SIG or committee and Ethics Committee. The former would be tasked with representing the AICCM in collaborations, activities, training and advocacy concerned with the preservation of Indigenous cultural materials, whilst the latter will lead a consultation process for a review of the AICCM Code of Ethics and Code of Practice. These are in the formative stage but please contact the Executive Committee if this is something which with, you wish to be involved.

### ***With thanks...***

As this is my last report as President, I would like to take this opportunity to offer my heartfelt thanks to all those members who have given their time to support AICCM activities over not only the last twelve months but for the duration of my time in the role. I have benefitted from invaluable wisdom, insights and inspiration from many colleagues. These include those with a long history of AICCM involvement and professional experience, who have offered context and focus to our work, as well as those with less AICCM experience but a wealth of energy and ideas. Collectively, their inout has helped us forge a much stronger vision for the AICCM.

I particularly wish to acknowledge the support of my fellow Executive Officers, Jenny O'Connell, Nick Flood, Anne Carter and Adam Godijn for their collaboration. Thanks too, to Helen Privett, Cobus vanBreda, Nicole Tse, Zora Sanders and the e-newsletter Publications Team, led by Ian Batterham, who, through their on-going commitment, ensure that our AICCM activities and communications have been active, engaging and financially viable. And lastly, the backbone of the AICCM, our Secretariat Michelle Berry, who sees through the more routine operational aspects of AICCM work. Thank you for keeping the whole project ticking over with such aplomb.

When members come together to unite around a common vision and invest their time and efforts around a focused cause, we achieve great outcomes. The history of the AICCM is a testament to this. The current context in which we find ourselves, presents a number of challenges for the profession: skill and knowledge transfer, understanding new and emerging material types and technologies, reductions to government support of arts funding, and equity to preservation services and active engagement with alternate knowledge bases. I am confident that the incoming National Council, with the support of an active and engaged membership will ensure we are well equipped to address these.

MaryJo Lelyveld  
National President

**Appendix B**  
**AGM 44 Treasurer's Report**

Upon stepping in to replace Adam Godijn, I am very glad to see the current financial situation of AICCM. My thanks go to Adam and the whole executive for their work securing the stability of AICCM.

I am able to report that the 3 year suspension of the payment of capitation fees to the state divisions will be finished and I extend my thanks to all state divisions for the understanding in this matter.

At the end of the 2016-17 financial year I am able to report AICCM had \$280,010.39 on hand, \$108,061.96 owed to us by our debtors. (Currently we have around \$40,000 of unpaid memberships alone, these will shortly be written off and these members moved to be past members).

At the same time, we owed just under \$20,000

All of these figures left us with a closing equity of \$368,959.06

How was this achieved, good management, a fairly stable membership rate/number of members, but mostly a very active year of events, workshops and conferences. There by, delivering these core membership services as also stabilise our foundations. We have as a result of this activity gained the profile that has enabled us to generate a growing level of advertising and sponsorship support.

I am very pleased to be able to present this report, while not being able to personally take any credit for this result, that is the privilege of the executive, secretariat, SIG's and wider membership who have been active, seeing the multitude of events happened.

Robin Hodgson  
National Treasurer



**Appendix C**  
**2016-17 Financial Statements**

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

Financial Statements  
For the year ended 30 June 2017

GRAEME F DELANY PTY LTD  
SUITE 27 1ST FLOOR 545 McDONALDS ROAD  
SOUTH MORANG 3752

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

**Detailed Profit and Loss Statement**

**For the year ended 30 June 2017**

|  | <b>2017</b>          | <b>2016</b>          |
|--|----------------------|----------------------|
|  | \$                   | \$                   |
| <hr/>                                      |                      |                      |
| <b>Income</b>                              |                      |                      |
| Book/Publication sales                     | -                    | 53                   |
| Memberships subscriptions                  | 113,845              | 99,522               |
| Advertising income                         | 10,625               | 24,439               |
| Donations                                  | 8,000                | 8,160                |
| Copyright income                           | 3,560                | 2,113                |
| Registration - events                      | 107,144              | 128,444              |
| Interest received                          | 5,322                | 5,384                |
| Other income                               | 23,791               | 22,728               |
| Total income                               | <u>272,287</u>       | <u>290,843</u>       |
| <b>Expenses</b>                            |                      |                      |
| AGM & council meeting expense              | 2,860                | 4,140                |
| Audit fees                                 | 3,736                | 3,664                |
| Bank fees and charges                      | 5,078                | 3,272                |
| Bookkeeping fees                           | 5,968                | 7,233                |
| Postage & handling                         | 1,150                | 1,589                |
| Event venue hire                           | 36,225               | 17,152               |
| Event catering                             | 33,215               | 28,881               |
| Event expenses                             | 33,822               | 75,595               |
| Grant Disbursements                        | 5,000                | -                    |
| Insurance                                  | 3,439                | 4,246                |
| Legal/licence fees                         | -                    | 721                  |
| Newsletter expenses                        | 19,655               | 20,163               |
| Printing & stationery                      | 710                  | 1,720                |
| Secretarial expenses                       | 36,424               | 32,226               |
| Student sponsorships                       | 328                  | 1,200                |
| Sundry expenses                            | 192                  | -                    |
| Telephone                                  | 4,936                | 1,083                |
| Website expenses                           | 17,494               | 22,582               |
| Total expenses                             | <u>210,232</u>       | <u>225,467</u>       |
| <b>Net Profit from Ordinary Activities</b> | <u><b>62,055</b></u> | <u><b>65,376</b></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 2017

|                                       | Note | 2017                  | 2016                  |
|---------------------------------------|------|-----------------------|-----------------------|
|                                       |      | \$                    | \$                    |
| <b>Service's Funds</b>                |      |                       |                       |
| Retained earnings at the beginning    |      | 306,914               | 241,538               |
| Net profit                            |      | 62,055                | 65,376                |
| <b>Total Service's Funds</b>          |      | <u><u>368,969</u></u> | <u><u>306,914</u></u> |
| <b>Represented by:</b>                |      |                       |                       |
| <br>                                  |      |                       |                       |
| <b>Current Assets</b>                 |      |                       |                       |
| <b>Cash Assets</b>                    |      |                       |                       |
| PayPal clearing account               |      | 30,683                | 26,480                |
| Cash at bank-MECU transaction account |      | 56,005                | 43,789                |
| Cash at bank-MECU term deposit        |      | 70,000                | 70,000                |
| Cash at bank-MECU cyber saver         |      | 111,499               | 68,888                |
| Cash at bank-MECU visa access         |      | 1,144                 | 3,158                 |
| Cash at bank-MECU Public Funding      |      | 10,679                | 10,497                |
|                                       |      | <u>280,010</u>        | <u>222,812</u>        |
| <b>Receivables</b>                    |      |                       |                       |
| Trade debtors                         |      | 108,062               | 94,820                |
|                                       |      | <u>108,062</u>        | <u>94,820</u>         |
| <b>Other</b>                          |      |                       |                       |
| Security Deposit                      |      | -                     | 2,000                 |
|                                       |      | <u>-</u>              | <u>2,000</u>          |
| <b>Total Current Assets</b>           |      | <u><u>388,072</u></u> | <u><u>319,632</u></u> |
| <b>Total Assets</b>                   |      | <u><u>388,072</u></u> | <u><u>319,632</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 2017

|                                  | Note | 2017                  | 2016                  |
|----------------------------------|------|-----------------------|-----------------------|
|                                  |      | \$                    | \$                    |
| <hr/>                            |      |                       |                       |
| <b>Current Liabilities</b>       |      |                       |                       |
| <b>Payables</b>                  |      |                       |                       |
| Unsecured:                       |      |                       |                       |
| Trade creditors                  |      | 10,292                | 2,809                 |
|                                  |      | <u>10,292</u>         | <u>2,809</u>          |
| <b>Current Tax Liabilities</b>   |      |                       |                       |
| GST clearing                     |      | 8,811                 | 9,909                 |
|                                  |      | <u>8,812</u>          | <u>9,909</u>          |
| <b>Total Current Liabilities</b> |      | <u><b>19,103</b></u>  | <u><b>12,718</b></u>  |
| <b>Total Liabilities</b>         |      | <u><b>19,103</b></u>  | <u><b>12,718</b></u>  |
| <b>Net Assets</b>                |      | <u><b>368,969</b></u> | <u><b>306,914</b></u> |

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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.

**Appendix D**  
**2016-17 Auditor's Report**

GRAEME F DELANY PTY LTD  
CERTIFIED PRACTICING ACCOUNTANT  
(A.B.N. 42 007 268 073)

Liability limited by a scheme approved under Professional Standards Legislation

Registered Office 3 Scone Close Eltham North 3095

Governing Director - G F Delany  
Director - K M Delany

Office – 1st Floor, Suite 27  
545 McDonalds Road  
South Morang Vic 3752  
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Fax 03 94378171  
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**Independent audit report**

To the members of Australian Institute for the Conservation of Cultural Material Incorporated  
We have audited the accompanying financial report, being a special purpose financial report, of Australian Institute for the Conservation of Cultural Material Incorporated which comprises the Detailed Balance Sheet as at 30<sup>th</sup> June 2017, the Detailed Profit and Loss Account for the year then ended and Statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information

***Committee of management responsibility for the financial report***

The members of the Committee of management are responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the relevant Incorporated Associations Acts and the needs of the members. The Committee of management's responsibility also includes such internal control as the members of the Committee of management determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

***Auditor's responsibility***

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Committee of management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Independence***

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

***Electronic publication of the audited financial report***

It is our understanding that Australian Institute for the Conservation of Cultural Material Incorporated intends to electronically present the audited financial report and auditor's report on its internet website. Responsibility for the electronic presentation of the financial report on the website is that of those charged with governance of Australian Institute for the Conservation of Cultural Material Incorporated.

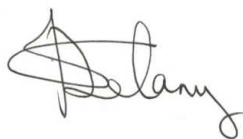
The security and controls over information on the website should be addressed by Australian Institute for the Conservation of Cultural Material Incorporated to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial report on Australian Institute for the Conservation of Cultural Material Incorporated website is beyond the scope of the audit of the financial report.

***Opinion***

In our opinion, the financial report presents fairly, in all material respects, the financial position of Australian Institute for the Conservation of Cultural Material Incorporated as at 30<sup>TH</sup> June 2017 and of its financial performance and its cash flows for the year then ended on that date and complies with Australian Accounting Standards to the extent described in Note 1.

***Basis of accounting***

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling Committee of Management reporting responsibilities. As a result, the financial report may not be suitable for another purpose.



GRAEME F DELANY PTY LTD  
Certified Practising Accountant

27TH SEPTEMBER 2017

**Appendix E**  
**AGM 44 Secretary's Report**

In the 2016-2017 Financial Year, the AICCM National Council held six meetings. Five were held by teleconference and the annual Face-to-Face meeting was held in the beginning of 2017. The National Council is indebted to the generosity of Melbourne Museum for allowing us to use their facilities. Special thanks go to Helen Privett and Elizabeth McCartney for hosting us. The two-day meeting included detailed discussions around the Strategic Plan, Business Plan and the result from the 2016 Membership Survey.

**Membership**

There has been a decrease in membership in the year 2016-17 (down 18 on 2015-16). The decrease has come primarily from the Australian Individual Member category (down 30 on the previous year). However, there has been an increase in Complementary Student Membership (up 16) and Life Member – Australia (up 2).

| <b>Membership status</b> | <b>2016-17</b> | <b>2015-16</b> | <b>2014-15</b> | <b>2013-14</b> |
|--------------------------|----------------|----------------|----------------|----------------|
| Current                  | 530            | 548            | 571            | 546            |
| Grace                    | 0              | 0              | 0              | 136            |
| Expired                  | 526            | 444            | 390            | 215            |
| Total                    | 1056           | 992            | 961            | 897            |

| <b>Current membership type:</b>        | <b>2016-17</b> | <b>2015-16</b> | <b>2014-15</b> | <b>2013-14</b> |
|--|----------------|----------------|----------------|----------------|
| Australian Individual Member           | 318            | 348            | 364            | 329            |
| Overseas individual member             | 11             | 10             | 13             | 13             |
| Organisation, Australia                | 18             | 20             | 17             | 24             |
| Organisation- Overseas                 | 7              | 7              | 7              | 24             |
| Concessional- Australia                | 30             | 33             | 37             | 23             |
| Honorary                               | 8              | 8              | 8              | 8              |
| Complimentary student membership       | 65             | 49             | 49             | 56             |
| Concessional- Overseas                 | 0              | 1              | 0              | 3              |
| Reciprocal                             | 12             | 12             | 12             | 14             |
| Student - Australia                    | 36             | 38             | 42             | 31             |
| Student- Overseas                      | 3              | 3              | 3              | 2              |
| Life Member - Australia                | 17             | 15             | 15             | 15             |
| Life Member - Overseas                 | 4              | 4              | 4              | 4              |
| Voluntary-run Organisation - Australia | 1              | 0              | 0              | 0              |

**Professional Membership**

Professional Membership numbers have plateaued (down one since last financial year).

| <b>Current membership type:</b> | <b>2016-17</b> | <b>2015-16</b> | <b>2014-15</b> | <b>2013-14</b> |
|---------------------------------|----------------|----------------|----------------|----------------|
| Professional Member             | 107*           | 108**          | 104***         | 77***          |

\*The 2017 figure is subject to change. It is current as of October 2016.

\*\*Figures for 2016 were calculated in October of that year.

\*\*\*Figures for 2015 and 2014 were calculated in December of those years.

Nicholas Flood  
National Secretary