



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.  
PO Box 239 MOONAH TAS 7009

**AICCM Annual General Meeting 45**

Thursday 20 September 2018

6pm AEDT

Kathleen Syme Library and Community Centre, 251 Faraday St, CARLTON VIC

**Minutes**

**1. Attendance**

Zora Sanders, MaryJo Lelyveld, Jennifer O'Connell, Nicholas Flood, Helen Gill, Detlev Lueth, Charlotte Walker, Michelle Berry, Ainslee Meredith, Jess McElhinney, Julianne Bell, Eliza O'Donnell, Louise Bradly, Nola Orr, Bronwyn Tulloh, Dan Schwartz, Rehan Scharenguir, Nick Baylart, Lisa Mansfield, Ian MacLeod, Alice Cannon, Mar Cruz, Sabine Cotte, Cancy Chu, Didee Knight.

**2. Apologies**

Jude Fraser, Anne Carter, Margaret Birtley, Amy Bartlett, Nicole Tse, Katie Wood, Bronwyn Cosgrove.

**3. Confirmation of minutes of previous meeting AGM 44**

**MOTION:** That the minutes of AGM 44 be accepted.

**Moved:** Michelle Berry

**Seconded:** MaryJo Lelyveld

**4. President's Report (Jennifer O'Connell)**

See Appendix A.

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

**Moved:** Alice Cannon

**Seconded:** Sabine Cotte

**5. Treasurer's report (Detlev Lueth)**

See Appendices B, C and D.

**Question:** MaryJo Lelyveld – Is there a way to capture in-kind support and time spent by volunteers in the financial report? Is it something that the Treasurer should do or someone else?

**Response:** Detlev Lueth – We could come up with a formula, we know how many meetings we have and how long they take. We could survey National Council members about the time they spend. But, we need to ask why are we collecting this information? Yes, it could be part of the Treasurer's role.

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

**Moved:** Ian MacLeod

**Seconded:** Alice Cannon

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

See Appendix E.

**Question:** Mar Cruz – Are there any statistics about how many students become full fee-paying members?

**Response:** Michelle Berry – It's difficult to track.

**Response:** Ian MacLeod – University of Melbourne should be keeping track of how many students find employment.

**Comment:** Detlev Lueth – There are three new institutional members as at September 2018

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

**Moved:** MaryJo Lelyveld

**Seconded:** Detlev Lueth

#### **7. Election of office bearers (Charlotte Walker for Ian Batterham)**

Nominations were called for all positions as required by the constitution. Sufficient nominations were received to fill all positions (see Appendix D). 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** – Sandi Mitchell
- **Ordinary Member SIG Co-ordinator** – Didee Knight
- **Ordinary Member Membership Services Officer** – Katie Wood

#### **8. Other business**

**Comment:** MaryJo Lelyveld – International organisations (e.g. IIC) are looking to partner with groups like AICCM.

**Question:** Charlotte Walker – Can the AGM Minutes be shared sooner after the AGM takes place?

**Response:** Jennifer O'Connell – Yes, draft minutes can be sent out to members earlier.

Meeting closed at 6.59 pm.

## **Appendix A**

### **AGM 45 President's Report**

#### ***National Council***

The National Council has been busy working behind the scenes since the AGM in November 2017. With many new faces on National Council, and people in new roles, it has been a year of learning, reassessing processes and ensuring due diligence across the organisation. Alice Cannon has returned to AICCM National Council in the role of Vice-President and has done work on reinvigorating the Committees, including putting out a call for Chair, Education and Training Committee. Nick Flood has continued in the role of Secretary and streamlining processes such as creating templates for National Council reports. Nick has also been engaged in the finances with Detlev Lueth, who has returned to National Council in the role of Treasurer. Detlev is working with our bookkeeper Hilary Milsome, on budget planning, ensuring the cash flow is sufficient to cover organisational costs, and in establishing an efficient cost approval process. We welcomed Didee Knight, SIG and Event Co-ordinator, and Katie Wood, Membership Services Officer, both new to National Council. Didee has been working on the event manual and budget template and preparing for the array of events coming up over the next 18 months. Katie worked with Michelle Berry on membership renewals and advertising and selection of the 2018 AICCM award winners. These will be announced at the 10th Book, Paper and Photographic Materials Symposium in November 2018. Cobus van Breda continues to oversee the E-News, Bulletin and advertising in the role of Publications Officer. The E-News editorial role was successfully passed onto Rose Maurice after Ian Batterham stepped down. The quality of articles and news submitted by members is excellent and we encourage members to use this forum to engage critically in issues particularly prior to major conferences where background discussion would better inform discussions at the events.

I would like to say a big thank you to Natalie Hewlett, Professional Membership Officer, who has done an excellent job along with David Stein on the Professional Membership Committee. Both have worked hard ensuring renewals and applications have been approved and numbers are increasing over time which is wonderful. We thank them for their time and input in the Professional Membership area.

#### ***AICCM Contractors***

Thank you to Michelle Berry, Secretariat, Zora Sanders, Web Editor and Hilary Milsome, Bookkeeper who all do an excellent work for the AICCM. Michelle, Zora and Hilary do put in a big effort for the organisation, often going out of their way to fast track enquiries and assist the organisation where they can. Please refer to the Web Editor report for updates on social media and the website.

#### ***National Conference***

The 2017 National Conference in the Blue Mountains was a major success. Thank you to Sheldon Teare and the NSW State Division for all their work in creating a programme meeting a range of topics and diverse interests, and creating an environment where issues raised in the formal presentations were further discussed and debated during breaks and social activities, and no doubt beyond the 3 day event.

Nicole Tse, Bulletin Editor, has put together a range of special editions for the AICCM Bulletin. Presentations from the 2017 National Conference have been developed into papers for the AICCM Bulletin Volume 39.1 which will be a dedicated volume in honour of Professor Colin Pearson to examine his many diverse interests covering conservation policy, education, metals conservation, environmental guidelines and conservation in the Asia Pacific region.

We look forward to the next National Conference to be hosted by AICCM Vic Division in November 2019.

#### ***Skills Summit***

At AGM 44 a motion was passed to have a 2-days skills 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.

An event proposal was put to National Council for a 2-day skills summit, but it was rejected on the basis that it was not financially viable. We are looking at addressing the issues in the Motion at the National Conference because there will already be the intended audience, and it is a financially viable solution. It has been proposed that the Education and Training Committee take some leadership on this issue as it does sit in that area of expertise.

### ***NSW Heritage Grant***

The Sustainable Conservation: Pilot Program, which provides work experience opportunities for students and emerging conservators, is funded through a NSW Government Community Heritage - Peak Body grant to AICCM, and developed in partnership with Bathurst Regional Council, the AICCM Emerging Conservators SIG, and the University of Melbourne's Grimwade Centre.

Marcelle Scott, the staff, students and recent graduates from the Grimwade Centre have done an excellent job on the project, which has included behind the scenes collection preservation projects and two large scale public events in Bathurst. Further information is available through project updates on the AICCM website and through the E-news.

The project has inspired the AICCM National Council to develop a procedure around AICCM auspicing of grants to provide a framework and encourage similar funding structures of projects in the future.

### ***Advocacy***

There have been excellent articles from membership on advocacy published in the E-news in the last year, including its importance and steps forward in achieving goals in this area. This was put to the test with AICCM Executive starting the new year providing a letter of support for the retention of financial assistance for students undertaking the Masters programme at the University of Melbourne in the face of government cuts to funding.

This letter of support was able to be produced because of previous work undertaken by the Education and Standing Committee and the Professional Membership Committee. The guidelines on conservator and conservation technician roles and the steps to becoming Professional Member were able to be used to support the argument that a higher education degree is necessary to gaining employment in conservation in Australia (and therefore meets government requirements for financial aid). Thank you also to AICCM members who wrote letters of support at the request of the University.

Inevitably government submissions and responses to funding cuts need to be made quickly. Having clear documentation and examples of previous support is key to building sound arguments in support of the profession. Therefore, I wholeheartedly support MaryJo Lelyveld's call for a Manifesto and the actions outlined in her article "On Advocacy – a Rejoinder" from the December E-News. Collating data for the AICCM Wiki is one area in which we can all begin to assist. Having a clearly defined understanding of the value of conservation and the data to support this will provide a strong foundation for future calls to advocate for the profession.

In May 2018, AICCM National Council made a submission to the Joint Standing Committee on the National Capital and External Territories inquiry into Canberra's national institutions. A copy is available on the AICCM website: <https://aiccm.org.au/submissions-and-statements>.

### ***Partnerships***

The Australian Decorative and Fine Arts Society (ADFAS) is AICCM's major partner with funding for awards and a history of funding for a number of years. AICCM National Council would like to thank ADFAS for their continued support through the Patricia Robertson Fund for conservation (PRF). We would also like to thank Julian Bickersteth, President of ADFAS, for his support of the relationship between ADFAS and AICCM. The PRF is currently funding two Student Conservator of the Year awards, and the Mid-Career Scholarship. Please refer to the Membership Services Report to read about the recipients of these awards.

AICCM has been a member of Blue Shield Australia for a number of years. An AICCM representative is invited to BSA meetings, and either Detlev Lueth or Alex Alem will attend on our behalf and report back to National Council. Detlev and Alex attended a Blue Shield symposium and have come up with a number of ways to develop a further partnership there. One way we could start to build up information on the website is through the WIKI with a disaster response forum. It is also coming up to the 70 year anniversary of the Declaration of Human Rights and it would be timely to promote the convention and the following cultural heritage conventions through the WIKI.

Grace Barrand, Heritage Project Co-ordinator at the International Specialised Skills (ISS) Institute invited AICCM to participate in their Heritage Project and Elizabeth McCartney, Vic Division President, has been representing AICCM at the meetings.

### ***State Divisions***

As always, the AICCM State Divisions provide the most direct contact between AICCM and its members and each of the State Divisions have had interesting and diverse events throughout the year. I was fortunate enough to have moved to Hobart in time to join the Tasmania Division visit to a Collection of Medical Artefacts (COMA) housed at the University of Tasmania's residential college, Jane Franklin Hall. Stephanie McDonald, Tas Division Secretary, was then asked to provide a letter of support from the AICCM for an application for funding for the rehousing of some of the objects in the museum. So this was a great example of an event and advocacy intertwined.

State Division members also create wonderful resources for the AICCM. Thank you to members of Victoria Division who have put a lot of work into designing business cards for AICCM representatives to use. For further news on what is happening in local areas, please see the State Division reports.

### ***The year ahead***

AICCM National Council, Special Interest Groups and State Divisions have a wonderful year ahead planned for members particularly with SIG events and upcoming issues of the AICCM Bulletin. I encourage members to be involved where possible with their State Divisions, providing updates to the E-news, or even just engaging with the AICCM through social media. Thank you for being a member!

Jennifer O'Connell  
AICCM National President

## **Appendix B**

### **AGM 45 Treasurer's Report**

During the 2017/18 financial year only one event was organised when previous years there were would have been at least two events. We rely on these events to help to supplement our income which the membership fees alone are insufficient to cover the costs to operate AICCM. Consequently, nine out the twelve months our expenses exceed our income and in the last few weeks we needed to use our reserves to pay our bills. However, although this was at least for me nerve wrecking it was good to learn that most other membership organisations suffer the same as most of their income is only in one part of the year.

Fortunately, the National Conference last November made a profit just over 15K and helped greatly with spreading our income. We also made significant saving in our banking and telephone expenses.

Even though the budget was tight from an income perspective we went ahead with the agreement to start to distribute capitation fees to state branches.

Interestingly although last financial year we only organised one event there were still many transactions throughout the year and these included:

- Raising 895 invoices
- Raising 238 credits
- Recording 681 customer/member payments (both bank and PayPal)
- Preparing 127 electronic transfer supplier payments
- Reconciling accounts once per month for each account (transaction account, saver account, debit card, public fund, super clearing, electronic funds clearing, PayPal clearing - totalling 84 reconciliations)
- Preparing and lodging 4 BAS returns.

The good news is we finished the year slightly better than I predicted. But next year our expenses are likely to increase due to increases in our insurance premiums, audit fees and due to the need to replace our out of date MYOB software. Furthermore, there will also be a need for us to renew our consultant agreements/contracts who have kindly not increased their fees for the last three years.

Finally, I like to thank all members of the executive who guided and assisted me with tracking our expenses and putting in place sound record keeping regarding our expenditure decisions. But none of this was possible without the professional and invaluable service by our secretariat Michelle Berry and our bookkeeper Hilary Milson who always made themselves available and ensured my task as treasurer was so much easier and somehow even enjoyable.

Detlev Lueth  
AICCM National Treasurer

**Appendix C**  
**2017-18 Financial Statements**

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

Financial Statements  
For the year ended 30 June 2018

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 2018

	2018 \$	2017 \$
<b>Income</b>		
Grant income	60,250	-
Memberships subscriptions	93,437	113,845
Advertising income	13,025	10,625
Donations	-	8,000
Copyright income	3,856	3,560
Registration - events	39,545	107,144
Interest received	6,203	5,322
Other income	3,955	23,791
Total income	<u>220,271</u>	<u>272,287</u>
<b>Expenses</b>		
AGM & council meeting expense	4,820	2,860
Audit fees	3,836	3,736
Bank fees and charges	2,848	5,079
Bookkeeping fees	5,722	5,968
Capitation fees distributed	5,252	-
Postage & handling	1,059	1,150
Event venue hire	30,382	36,225
Event catering	7,014	33,215
Event expenses	9,330	33,822
Grant Disbursements	17,752	5,000
Insurance	3,439	3,439
Newsletter expenses	17,648	19,655
Printing & stationery	978	710
Secretarial expenses	35,431	36,424
Student sponsorships	900	328
Subscriptions	1,812	-
Sundry expenses	1,179	192
Telephone	322	4,936
Website expenses	20,519	17,494
Total expenses	<u>170,243</u>	<u>210,232</u>
Net Profit from Ordinary Activities	<u><b>50,028</b></u>	<u><b>62,055</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 2018

	Note	2018 \$	2017 \$
<hr/>			
<b>Service's Funds</b>			
Retained earnings at the beginning		368,969	306,914
Net profit / (loss)		50,028	62,055
Less:			
<b>Total Service's Funds</b>		<u><u>418,997</u></u>	<u><u>368,969</u></u>
 <b>Represented by:</b>			
 <b>Current Assets</b>			
<b>Cash Assets</b>			
PayPal clearing account		24,995	30,683
Cash at bank-MECU transaction account		110,586	56,005
Cash at bank-MECU term deposit		70,000	70,000
Cash at bank-MECU cyber saver		113,352	111,499
Cash at bank-MECU visa access		268	1,144
Cash at bank-MECU Public Funding		10,868	10,680
		<u>330,069</u>	<u>280,010</u>
 <b>Receivables</b>			
Trade debtors		107,582	108,062
		<u>107,582</u>	<u>108,062</u>
 <b>Other</b>			
Security Deposit		4,275	-
		<u>4,275</u>	<u>-</u>
<b>Total Current Assets</b>		<u><u>441,926</u></u>	<u><u>388,072</u></u>
 <b>Total Assets</b>		 <u><u>441,926</u></u>	 <u><u>388,072</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 2018

	Note	2018 \$	2017 \$
<hr/>			
<b>Current Liabilities</b>			
<b>Payables</b>			
Unsecured:			
Trade creditors		14,164	10,292
		<u>14,164</u>	<u>10,292</u>
<b>Current Tax Liabilities</b>			
GST clearing		8,765	8,812
		<u>8,766</u>	<u>8,812</u>
<b>Total Current Liabilities</b>		<u><b>22,930</b></u>	<u><b>19,103</b></u>
<b>Total Liabilities</b>		<u><b>22,930</b></u>	<u><b>19,103</b></u>
<b>Net Assets</b>		<u><b>418,997</b></u>	<u><b>368,969</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**  
**2017-18 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

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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 2018, 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

21<sup>st</sup> September 2018

## Appendix E

### AGM 45 Secretary's Report

#### **Meetings**

The National Council met seven times over the 2017-18 financial year, satisfying the mandatory three meetings required by the AICCM Constitution. Meetings were held every second month and with an additional meeting in September 2017 to allow the group to finalise proposed constitutional changes in preparation for the 2016-17 AGM in November 2017.

The annual 2-day Face-to-Face meeting was held in March 2018 at the Australian National Maritime Museum (ANMM), Sydney. Highlights of the meeting include fruitful discussion about the relationship between National Council and State/Territory Divisions and an update from Dr Marcelle Scott on the NSW Heritage Grant Sustainable conservation: pilot program for regional NSW and emerging conservators, AICCM and Bathurst Regional Council. Special thanks to the ANMM's Agata Rostek-Robak (Manager Conservation), conservators and the Bailey (the Museum's dog) for their generosity in hosting us.

Seven Executive meetings were held over the financial year. At these informal meetings, President, Vice President, Treasurer, Secretary and Secretariat discussed matters in a more detailed manner than a large Council meeting can allow.

#### **Membership**

Membership numbers have grown in 2017-18, with Total Current membership jumping by 19 (3.6%) when compared to 2016-17. The increase came primarily from the Australian Individual member category (up 13). Current membership numbers according to membership type are seen in Table 1. Professional Membership numbers have remained steady since 2015-16, see Table 2.

Table 1. *Current membership numbers by membership type and financial year*

<b>Current membership type</b>	<b>2017-18*</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>
Australian Individual	331	318	348	364
Overseas Individual	12	11	10	13
Australian Organisation	18	18	20	17
Overseas Organisation	7	7	7	7
Australian Concession	33	30	33	37
Honorary	7	8	8	8
Complimentary Student	65	65	49	49
Overseas Concession	1	0	1	0
Reciprocal	12	12	12	12
Australian Student	38	36	38	42
Overseas Student	3	3	3	3
Australian Life Member	17	17	15	15
Overseas Life Member	4	4	4	4
Australian Voluntary-run Organisation	1	1	0	0
<b>Total Current</b>	<b>549</b>	<b>530</b>	<b>548</b>	<b>571</b>

Table 2. *Current professional membership numbers financial year*

	2017-18*	2016-17	2015-16	2014-15
Professional Member	108	107	108	104

\*Note. Membership figures from 2017-18 should be compared cautiously with previous financial years. 2017-18 statistics were collected in December 2017, while the earlier figures were collected in June of those years.

Nicholas Flood  
AICCM National Secretary