

Australian Institute for the Conservation of Cultural Materials Inc.

Annual General Meeting 33
4.00pm, Friday 20 October 2006
Australian Museum, NSW
Summary of Minutes

1. Attendance:

Ian Macleod, Fiona Tennant, Sarah-Jane Rennie, Elizabeth Hadlow, Veronica Bullock, Eric Archer, Mary Jo Lelyveld, Jochen Letsch, June Anderson, Catherine Ackeroyd, Sarah Slade, Colin MacGregor, Susie Collis, Maria Kubik, Tasha Brown, Cecilia Harvey, Holly McGowan-Jackson, Catherine Earley, Malgorzata Sawicki, Marika Kocsis, Jude Fraser, Tracey Golds, Kay Söderlund, Kim Morris, Detlev Leuth, Helen Privett, Tamara Lavrencic, Jenny Dickens, Davina Bonner (minutes).

2. Apologies:

Bronwyn Cosgrove, Gillian Osmond, Amanda Pagliarino, Liz Wild, Babara Reeve, Julian Bickersteth, Alexandra Ellem, Alice Cannon, Robyn Sloggett, Marcelle Scott, Rowena Jameson, Margaret Birtley, Christine Ianna

3. Confirmation of minutes of previous AGM 32

Moved: Detlev Leuth, **Seconded:** Helen Privett

4. President's report – Tamara Lavrencic

Progress has been slow but steady this year. The key issues dominating the attention of National Council continue to be provision of membership services via an efficient and affordable secretariat, growing our financial base so that we can start to fund research, projects and scholarships, and restructuring "accreditation" to ensure that professional members keep their skills and knowledge current through a continuous professional development schedule.

As reported in the last Newsletter, the current secretariat service provider is no longer able to provide the services that we require, without a substantial increase in the annual fee. As the Secretary's report deals with this in more detail, I'll just note that in the short term we've opted to search for a replacement (outsourced) service provider, but that we'll be looking at other options such as sharing a secretariat (employing part-time staff) with an allied professional organisation.

Last year, council opted to apply for membership of the Commonwealth Government *Register of Cultural Organisations and tax deductible gifts* as a means of strengthening AICCM's financial base. We're now at the stage where we need to appoint a committee to administer the fund. Committee membership is defined, and must be approved, by DCITA. Eric Archer has agreed to facilitate the establishment of the public fund committee and develop a fund raising program.

In reviewing accreditation and professional membership, the committee looked at models from allied professional organisations, and is proposing that once accredited, professional membership will be renewed by providing evidence of participation in activities linked to the AICCM Constitution, Objectives and Purposes. This overcomes one of the key criticisms of the old system, where renewal was automatic. A paper is being circulated by National Council and will be circulated to the membership in the near future.

AICCM has signed an agreement with The Centre for Cultural Materials Conservation (CCMC) at the University of Melbourne, to manage the AICCM's Continuing Professional Development Program (CPDP). Under this agreement AICCM Special Interest Groups can request (via AICCM) specific course and activities, but AICCM SIG's reserve the right to deliver programs independent of the CPDP, but not the administration or delivery. The CCMC will bear all risks associated with the CPDP and will be liable for any profit or loss.

The Collections Council of Australia has been actively engaging with professional organisations related to the museum, library, archive and gallery sectors, and included AICCM in invitations to participate in a two-day Summit on Digital Collections, held in Adelaide and a one-day workshop on Regional Hubs in Canberra. Reports on these meetings have been posted on the Collections Council's web site, <http://www.collectionscouncil.com.au>, and feedback from all sectors is welcome. These meetings have provided a welcome opportunity to network with representatives from allied organisations such as Museums Australia, ALIA and ASA, and to discuss issues of mutual concern with representatives of most large collecting institutions.

Finally, my thanks to all the members of Council for their contributions to what has been a challenging year, with a new Treasurer and a change to Vice President mid-year. The current members of council are committed to the development and support of the conservation profession, and I've enjoyed working with such a supportive team.

A motion was proposed to accept the President's report.

Moved: Ian Macleod, **Seconded:** Kay Söderlund

5. Treasurer's Report – Kim Brunoro (presented by Helen Privett)

I am pleased to present the AICCM audited accounts for the year ending 30th June 2006. Overall the accounts show a profit of \$54,688, with a total accumulated fund of \$210,264. This profit and increase in retained funds is mainly due to the success of the Storage and Display Workshops, the Objects SIG Plastic Symposium and Workshop, and the Paintings SIG Symposium and early Inpainting Workshop. Conferences and workshops held by our special interest groups and state divisions account for a substantial amount of the income and expenditure shown in the financial statements.

Apart from membership fees the main income for the running of the national AICCM activities is the \$10,000 received from the Department of Environment and Heritage (GVEHO) administrative grant scheme. There was less money spent on publications this year, for example the membership directory was not produced it is now produced every second year (however some advertising income has been accepted into these accounts remaining from the last edition). We have had a reduction in secretariat expenses, which was the aim of the transfer to the current secretariat service provider and the web based membership database. However this relationship has been found to be unsustainable and it appears that in the process of finding another secretariat provider we will have to look at various options including an increase in the cost. Although the AICCM has been fortunate to record a profit this year we continue to struggle to maintain our current activities, still largely reliant on the time of volunteers. There are several important issues that the AICCM would like to be able to address, for our membership, for which resources are required.

Earlier this year I announced my intention to resign as Treasurer although did not follow through with adequate handover and therefore I have still been considerably involved. I would like to thank Helen Privett for the assistance she has given over the last 6 months and the patience of others who have waited for information. At this time I am resigning, completely, and feel that a new treasurer will be able to give new energy to the role.

A motion was proposed to accept the Treasurer's report.

Moved: Tamara Lavrencic, **Seconded:** Colin MacGregor

6. Secretary's report – Jenny Dickens

This has been my fifth year as secretary and once again it has been a very busy one.

a. Secretariat

The service from Secretariat Australia continues to be just adequate but they do not undertake the full range of tasks needed to properly manage the organisation, and are not doing many of the tasks they originally agreed to do. This has placed a lot of work onto the Secretary and Treasurer as well as causing some financial loss. They have stated that we do not pay them for all the time they spend on our work and they cannot continue to provide services to us as a result. This is despite an extensive task review at their request which gave more tasks to all council members. This is the 3rd provider who has said that we do not pay enough for the amount of work we require. So it really would appear that AICCM's secretariat tasks in their current form and at the current price are unsustainable. Therefore National Council is once again undertaking the arduous task of finding another secretariat provider and will likely have to pay a great deal more. We are also examining technical support options and whether we need to change to new software.

b. Web site

The major bugs and issues with the website have been clarified, some software problems have been repaired and the website is generally working well. AICCM bought the software *e-administrator* off-the-shelf and as with all software, it is inevitable that some parts will not have the functionality we would like. However many areas do work well and members are encouraged to use it. A list of 20 more minor problems and 16 questions has been sent to the programmers. Jenny Dickens and Rowena Jameson have undertaken advanced training in the website software. This has been helpful in that they can undertake some of the administrative functions not done by the secretariat.

Alice Cannon, the publications officer, has developed the following:

- An online forum for members to exchange information
- Copyright procedures
- Disclaimers
- Digital versions of the newsletter on line
- Publication guidelines have been placed onto the website for easy access
 - o Guidelines for Authors
 - o Guidelines for Referees
 - o Style sheet
 - o SIG publication guidelines
- Advertising policy
- Karina Palmer the web editor has developed an online website users' manual and FAQs.

c. Events

It is now possible to put event announcements onto the website and for AICCM members and members of the public to register on line. Event organisers can design the form, view registrations, print lists of participants. Payment can be made in the same way as membership payments i.e. the participant prints out a tax invoice and sends it in to the secretariat with their cheque or credit card details.

d. Payment on line

This facility is available as an extra module of the *e-administrator* software. We have investigated this but decided not to pursue it at this time. We would have to pay for every transaction, each transaction would still have to be manually entered into the accounting software and there is lengthy and time-consuming validation procedures needed. Therefore we were not convinced that there would be any savings in moving to this system and have not done so. Council will re-examine this option in the future.

e. Membership database clean-up project

Anne Carter, Rowena Jameson, Sarah-Jane Rennie and Jenny Dickens undertook an extensive data clean-up project in early 2006. The aim of this was to tidy up incorrect and inconsistent data and ensure that members were included in the correct committees. Every member's record was examined. The member data is now far more accurate and creation of the next membership directory should be much easier.

f. Member numbers

See attached document. AICCM has 603 members as at 13 October 2006. Of these 397 are financial and 211 are un-financial members. Member numbers have remained steady at around 600 members for the past 5 years. However there is an increase in un-financial members. AICCM members are urged to renew promptly so that AICCM can continue to carry out its functions.

g. List of AICCM Members in Private Practice

All members who answer "Yes" in the field "I wish to be included in the list of AICCM Members in private practice" are listed. It was generated in October 2005 and January, April and July this year. The next one is due in early November. The list is generated manually as the database export is not in a format that is easy to convert to a directory. This makes it quite time consuming. As a result it will only be updated every quarter. In response to various issues, several changes have been introduced:

- The name of the list was changed from "Conservators in Private Practice" to "AICCM Members in Private Practice" so as to reflect the presence on non-conservators on the list.
- Conservators and non-conservators (e.g. conservation framers) are listed separately
- The profession of the member (from the "Occupation" field in the database) has been added.
- A new format has been created.
- Links will be created in the next version of the list which will allow users to jump to different states. Internal links i.e. to other parts of the main website e.g. to "Guidelines for Commissioning Conservation Treatment" have already been created.

A list of Frequently Asked Questions about inclusion on the list has been put onto the website: "AICCM members in private practice list – FAQs". This is only visible to members.

h. CAN

AICCM is now a CAN (Collections Australia Network) partner. This means that we have our own web page on the CAN site with a link to our site. Announcements of conferences can be added to our page and may be placed on the CAN front page.

i. Member reports

The secretary has sent out member lists to State presidents and SIG conveners on an irregular basis i.e. when she has time.

j. Secretary's role

After 5 very eventful and busy years this will be my last secretary's report at an AICCM AGM. While it has been a lot of work, I have been inspired and encouraged to continue by working with such an enthusiastic, supportive and dedicated group of people. Best wishes to the incoming

secretary and National Council and I hope for a successful and sustainable future for AICCM.

A motion was proposed to accept the Secretary's report

Moved: Detlev Leuth, **Seconded:** Kay Söderlund

7. Election of office bearers

The election of office bearers was conducted by Helen Privitt (standing in for the Public Officer). The 2005/2006 National Council stood down. Nominations had been called for all positions on National Council 42 days before the AGM as required by the constitution. Sufficient nominations were received to fill all positions. No extra nominations were received and therefore no elections were needed. The following will therefore be deemed elected:

President:	Tamara Lavrencic
Vice President:	Detlev Leuth
Secretary:	Davina Bonner
Treasurer:	Maria Kubik
Publications Officer:	Alice Cannon
Professional Membership Officer:	Christine Ianna
SIG Co-ordinator:	Prue McKay
Membership Services Officer:	Jenny Dickens

The new 2006/2007 National Council then resumed and Tamara Lavrencic chaired the remainder of the meeting.

8. Other business

Davina Bonner moved a vote of thanks to the outgoing Council and in particular to Jenny Dickens for work as Secretary, Kim Brunoro for her work as Treasurer and Anne Carter for her work as Vice President.

Moved: Davina Bonner by affirmation, **Seconded:** Detlev Leuth

Jude Fraser moved a vote of congratulations to Marcelle Scott who was recognized as a Conservation Educator and received the Dean of Arts Award for teaching excellence.

Moved: Jude Fraser by affirmation, **Seconded:** Davina Bonner

AICCM Awards

Tamara Lavrencic presented awards for Conservator of the Year and Student of the Year.

Conservator of the Year 2006 is Kim Morris. Kim is currently Director of Art and Archival Pty Ltd. Over the past 20 years or so, Kim has made a significant contribution to the profession, helping to raise the standard of Conservation and Preservation Education and Training for conservators, conservation students and other cultural professionals. He has developed, supported, promoted and instructed in Preventive Conservation, Disaster Training

No other business was raised so the meeting was declared closed at 6.00pm.

**AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIALS
INCORPORATED .**

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2006



INDEPENDENT AUDIT REPORT TO THE MEMBERS OF

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIALS INCORPORATED

Scope

The financial report and committee's responsibility

The financial report comprises the income and expenditure statement, balance sheet, statement of financial performance, and accompanying notes to the financial statement for Australian Institute for the Conservation of Cultural Materials Incorporated, for the year ended 30 June 2006.

The committee of the association is responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the Associations Incorporation Act 1991 of the Australian Capital Territory and are appropriate to meet the needs of the members. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting requirements under the Associations Incorporation Act 1991 of the Australian Capital Territory. We disclaim any assumption for responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the association. Our audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the association's financial position, and of their performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate to the needs of the members.

We formed our audit opinion on the basis of these procedures, which included:

examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and

assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Principal: James Murchison B.Comm, FCA
Associate Directors: Philippa Sheaffe B.Ec, CA, Sharee Webster B.Comm, CA
MURCHISONS SERVICES PTY LIMITED ABN 82 003 302 449
1ERRY ST, NORTH SYDNEY NSW 2060. PO BOX 1506, NORTH SYDNEY NSW 2059. TEL: (02)9959 5599. FAX: (02)9959 5577
www.murchisons.com

Liability limited by a scheme approved under the Professional Standards Legislation

**Audit Opinion**

In our opinion, the financial report of Australian Institute for the Conservation of Cultural Materials Incorporated presents a true and fair view in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of Australian Institute for the Conservation of Cultural Materials Incorporated as at 30 June 2006 and the results of its operations for the financial year then ended.



James R Murchison
Chartered Accountant
13 October 2006

North Sydney

Principal: James Murchison B.Comm, FCA
Associate Directors: Philippa Sheaffe B.Ec, CA, Sharee Webster B.Comm, CA
MURCHISONS SERVICES PTY LIMITED ABN 82 003 302 449
LEVEL 2, BERRY ST, NORTH SYDNEY NSW 2060. PO BOX 1506, NORTH SYDNEY NSW 2059. TEL: (02)9959 5599. FAX: (02)9959 5577
www.murchisons.com

Liability limited by a scheme approved under the Professional Standards Legislation

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIALS INCORPORATED

**BALANCE SHEET
AS AT 30 JUNE 2006**

	Note	2006 \$	2005 \$
CURRENT ASSETS			
Cash at bank		101,117	43,059
Cash on term deposit - WBC		117,326	111,508
Receivables	2	9,449	22,509
Other	3	<u>7,225</u>	<u>7,928</u>
TOTAL CURRENT ASSETS		<u>235,117</u>	<u>185,004</u>
TOTAL ASSETS		<u>235,117</u>	<u>185,004</u>
CURRENT LIABILITIES			
Trade creditors	4		1,028
Other payables	4	12,606	9,227
Bank Overdraft			10
Registrations Received in Advance	5		17,091
Other current liabilities	5	<u>14,747</u>	<u>2,072</u>
TOTAL LIABILITIES		<u>27,353</u>	<u>29,428</u>
NET ASSETS		<u>207,764</u>	<u>155,576</u>
MEMBERS' FUNDS			
Retained profits		<u>207,764</u>	<u>155,576</u>
TOTAL MEMBERS' FUNDS	6	<u>207,764</u>	<u>155,576</u>

The accompanying notes form part of these financial statements.

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIALS INCORPORATED

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2006**

	2006 \$	2005 \$
INCOME		
Interest	8,599	6,662
Book/Publication Sales	350	539
Grant - GVEHO	10,000	10,000
Grant - Getty Grant Program	2,072	67,708
Registration - events	93,285	84,280
Membership subscriptions	71,104	59,281
Advertising income	5,097	8,127
Reimbursed expenses	446	6,655
Other revenue	<u>182</u>	<u>40</u>
TOTAL INCOME	191,135	243,292
LESS EXPENSES		
Accounting & audit fees	9,877	5,649
Advertising /PR		655
Awards/Prizes	500	1,250
Bank charges	1,507	1,704
Branch subscriptions	3,633	3,338
Computer expenses	1,095	5,625
Consultancy fees	795	
Events expenses - Venue	91	2,242
Events/Meeting Exps. - Catering	10,842	11,208
Events - Audiovision		1,801
Events - Speaker	21,517	74,949
Depreciation		530
Doubtful debts	2,900	2,280
Foreign exchange loss		1,974
Other expenses		1,319
Insurance	2,792	3,350
Legal/Licence Fees	226	256
Loss on disposal/revaluation of non current assets		1,013
Photocopying		1,180
Postage/Freight	6,770	6,241
Printing	13,503	9,255
Publications	10,212	2,719
Rent/Parking/Hire	1,201	1,528
Secretarial Expenses	27,167	39,117
Secretarial Expenses - Special Projects	200	750
Stationery	272	1,575
Telephone/Fax		290
Teleconference	2,936	2,934
Travelling and accommodation	16,240	34,957
Workshop expenses	<u>4,671</u>	<u>735</u>
TOTAL EXPENSES	<u>138,947</u>	<u>220,424</u>
OPERATING PROFIT/(LOSS)	<u>52,188</u>	<u>22,868</u>

The accompanying notes form part of these financial statements.

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIALS INCORPORATED**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2006****NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act of the Australian Capital Territory. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act of the Australian Capital Territory and other mandatory professional reporting requirements.

	Framework for the Preparation and Presentation of Financial Statements
AASB 101:	Presentation of Financial Statements
AASB 1031	Materiality

No other applicable Accounting Standards, Urgent Issues Group Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The report is also prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

(a) Income Tax

No provision for income tax has been raised as the association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(b) Revenue

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Other revenue is recognised when the right to receive the revenue has been established except for membership subscriptions which are brought to account on a receipt basis.

All revenue is stated net of the amount of goods and services tax (GST).

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIALS INCORPORATED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2006**

	Note	2006 \$	2005 \$
NOTE 2: TRADE AND OTHER RECEIVABLES			
CURRENT			
Trade receivables		11,195	14,789
Less provision for impairment		<u>(2,900)</u>	<u>(2,280)</u>
		8,295	12,509
Other debtor - interest receivable term deposit		1,154	
Other debtors - GVEHO			<u>10,000</u>
		<u>1,154</u>	<u>10,000</u>
		<u>9,449</u>	<u>22,509</u>
NOTE 3: OTHER ASSETS			
CURRENT			
Prepaid expenses - Secretariat Services		6,667	3,333
Prepaid expenses - Inpainting Workshop			2,102
Prepaid expenses - Plastics Workshop			2,493
Prepaid expenses - Insurance		<u>558</u>	
		<u>7,225</u>	<u>7,928</u>
NOTE 4: TRADE AND OTHER PAYABLES			
CURRENT			
Unsecured liabilities			
Trade creditors			1,028
GST payable		5,486	3,900
Accrued audit & accounting fees		4,620	3,500
State Library of NSW - publications 2004 Symposium		7,075	
City of Geelong		2,750	
Accrued travel expenses		1,302	
Accrued workshop expenses		2,500	
Accrued printing, postage & teleconferencing		<u>3,620</u>	<u>1,827</u>
		<u>27,353</u>	<u>10,255</u>
NOTE 5: OTHER LIABILITIES			
CURRENT			
Grants received in advance - Getty Grant			2,072
Registrations in Advance - Plastic Workshop			8,591
Registrations in Advance - Inpainting Workshop			<u>8,500</u>
			<u>19,163</u>
NOTE 6: MEMBERS' FUNDS			
Total members' funds at the beginning of the financial year		155,576	132,708
Total changes in members' funds recognised in the income statement		<u>52,188</u>	<u>22,868</u>
Total members' funds at the reporting date		<u>207,764</u>	<u>155,576</u>

Some moments from the AGM



Some moments from the AGM (cont')

