

Australian Institute for the Conservation of Cultural Materials Inc.

Annual General Meeting 34

5.00pm, Friday 17 October 2007

Queensland State Library

Summary of Minutes

1. Attendance:

Alexandra Ellem, Amy Boyd, Helen Gill, Narelle Jarry, Diana Coop, Alice Cannon, Kristy McCullough, Kerry Hannah, Veronica Bullock, Nikki King-Smith, Sue Bassett, Penny Nolton, Peter Shaw, Fiona Kemp, Vicki Warden, Anne Cater, Shingo Ishikawa, Karina Acton, David Graves, Denyl Cloughley, Julie McCarthy, Sarah Gubby, Mar Gomez, Erica Burgess, Ian MacLeod, Vanessa Wiggin, Maria Kubik, Michael Marendy, Lydia Egunnike, Kim Morris, Kate Eccles-Smith, Kay Söderlund, Elizabeth Hadlow, Alison Wain, Colin MacGregor, Gillian Osmond, Mileret Munc, Amanda Pagliarino, Belinda Gourley, Liz Wild, Samantha Shellard, Robin Hodgson, Gajendra Rawat, Adam Godjin, Tasha MacFarlane, Selina Halim, Marion Parker, Katherine Rosenthal, Elizabeth McCartney, Catherine Nunn, Tamara Lavrencic, Davina Hacklin (minutes)

2. Apologies:

Rowena Jameson, Suzie Collis, Caroline O'Rorke, Margaret Birtley

3. Confirmation of minutes of previous AGM 33

Moved: Ian MacLeod, Seconded: Alexandra Ellem

4. President's report – Tamara Lavrencic

Achievements over the past 12 months

Strengthening business processes

- We've moved from outsourcing Secretariat services to employing Jenny Dickens for 6 months to review our priorities for Secretariat services, assist with restructuring, and provide support for specific projects, including the implementation of the new web software.
- The Procedures Manual is well underway and will be loaded onto the AICCM website.

Strengthening resource base

- We are entered on the Register of Cultural Organisations for tax deductible status.
- A Public Fund committee has been established comprised of Jan Lyall, Jane Lennon, Maria Kubik.
- A grant of \$10,000 was received from GVEHO.

Enhancing programs and services

- Our website functionality has been reviewed and redevelopment is underway. Contract signed with Energetica.

Engaging National audiences

- Raising the profile of conservators - Contribution to the conservation/preservation showcase on CCA web-site.
- Participation in National Symposium on Intangible Cultural Heritage in Canberra, December 2006.
- Participation in two meetings convened by Collections Council Australia: Digital Summit and Regional Hubs workshop.

Sustaining professional activity

- Professional membership survey completed and results presented to the AGM.
- Education Standing Committee continues to liaise with University of Melbourne to ensure that Continuing Professional Development program reflects AICCM members needs.
- National Newsletter continues to be produced.
- Membership Directory updated.

Moved: Alice Cannon, Seconded: Kim Morris

5. Treasurer's Report – Maria Kubik

I am pleased to present the AICCM audited accounts for the year ending 30th June 2007 (attached).

These accounts show a profit of \$13,053.00, with a total accumulated fund of \$220,817.00.

In comparison to previous financial years, this has been a quiet period, with no major conferences or expenses, and as such the finances have remained fairly stable. Apart from membership fees, the main income for the running of the national AICCM activities was the final instalment of \$10,000 received from the Department of Environment and Heritage (GVEHO) administrative grant scheme. As this was the last of three payments, the AICCM will again need to apply for the triennial grant in November 2007.

The month-by-month arrangement for secretariat services have kept fees to a minimum, however also restricted more ambitious projects and many tasks were transferred onto volunteer committee members. This of course is not sustainable. There was also less money spent on publications this year as the membership directory and Bulletin are still pending.

As has been raised at a number of previous AGMs, the AICCM struggles to maintain current activities based on the hard effort of volunteers. Several upcoming initiatives, such as outsourcing secretarial and accounting expertise, editing fees for the newsletter, and new web software, will require additional resources and upfront expenses. As such, it was decided at National Conference meeting CM126 to increase membership fees for ordinary members by \$35/year. Student and institutional memberships remain at current

fee levels. This will take effect from 1 January 2008 for all new and renewing memberships. Provided member numbers are maintained and the \$10,000 GVEHO grant is again obtained, a \$35 increase is deemed to be sufficient to meet running costs of the AICCM in 2007/08.

On the up side, the purchase of Quickbooks Premier 2007/08 now allows for better overview and control of AICCM's finances, with the result that auditing fees and time have decreased. The year ahead promises to be challenging and interesting, with the current National Conference in Brisbane providing a good start.

Moved: Ian MacLeod, Seconded: Robin Hodgson

6. Secretary's report – No report

7. Election of office bearers

The 2006/2007 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 except that of Secretary. No extra nominations were received and therefore no elections were held. The following will therefore be deemed elected:

| | |
|----------------------------------|------------------|
| President: | Tamara Lavrencic |
| Vice President: | Kay Söderlund |
| Secretary: | Vacant |
| Treasurer: | Maria Kubik |
| Publications Officer: | Marika Kosci |
| Professional Membership Officer: | Christine Ianna |
| SIG Co-ordinator: | Rowena Jameson |

Membership Services Officer: Fiona Tennant
Ordinary Member: Ian MacLeod

The new 2007/2008 National Council then resumed and Tamara Lavrencic chaired the remainder of the meeting.

8. Professional Membership

Christine Ianna outlined the recommendations of the Professional Membership Committee. The Survey Report and Professional Membership Recommendations (see Appendix 1) will be loaded shortly onto the AICCM website under the Membership page for members to read. Current advice is also being sought from Arts Law on the proposed Professional membership category.

9. Other business

Tamara Lavrencic moved a vote of thanks to the outgoing Council and welcomed the incoming council.

Moved: Tamara Lavrencic by affirmation, Seconded Davina Hacklin

Alice Cannon moved a vote of thanks to Hans for his professional management of the AV elements of the conference

Moved: Alice Cannon by affirmation, Seconded Davina Hacklin

Tamara moved a vote of thanks to Conference organizing committee.

Moved: Tamara Lavrencic by affirmation, Seconded Davina Hacklin

No other business was raised so the meeting was declared closed at 5.30pm.

Appendix 1

Recommendations Summary

Submitted by Christine Ianna for the Professional Membership Committee

Resources:

Key resources used to compile these Recommendations include:

1. responses received to the on-line survey conducted by AICCM September 2007 and
2. results of the AIC 2006 Certification Needs Assessment Survey results available at <http://aic.stanford.edu/certification/>

Meaning of Terms

For the purposes of this report and associated discussions Professional membership in the AICCM context refers to both a measure of :

1. one's competence as a conservator or conservation manager and
2. commitment to the profession of conservation including its ethics and practices.

Recommendation 1:

That Professional membership category of AICCM be reinstated.

Recommendation 2:

That the Professional Membership Committee process be reinstated and members of inaugural MKII committee be drawn from interested Mark I Professional members.

Recommendation 3

That the Professional Membership Committee be included as a sub committee of the Education Standing Committee

Recommendation 4

That the Professional Membership Committee when convened determines cost of Application process based on cost recovery basis and makes recommendation to National Council via Education Standing Committee

| ACTIONS: | Proposed TIME FRAME: |
|---|-----------------------------|
| Survey Report onto AICCM website | November 07 |
| Professional Membership Recommendations onto AICCM website | November 07 |
| Advice be sought from Arts Law on proposed Professional membership category | December 07 |
| An expression of interest be sought from MK I Professional Members | December 07 |
| If insufficient MK 1 Professional members available then EOI called for from membership | February 08 |
| 3 members elected to the Professional Membership Committee preferably representing formally trained, non formally trained, private/commercial, institutional etc | March 08 |
| Ed Standing Committee scope amended to include Professional Membership Committee | December 07 |
| Professional Membership committee determines cost of Application process based on cost recovery basis and makes recommendation to National Council via Education Standing Committee | May 08 |
| Draft Application process amended and distributed (see attachment 1) | May 08 |

APPLICATION PROCESS- ELIGIBILITY to APPLY FOR PROFESSIONAL MEMBERSHIP

Recommendation 5

That an Application for Professional Membership of AICCM may be made by Ordinary Members of AICCM who have attained professional status in the conservation of cultural materials or management of conservation programs. To be eligible for Professional Membership, applicants are required to have a minimum of six years relevant professional service/ employment and/or education/ training in the materials conservation field. This service may be within commercial &/or non-commercial, private and/or government facilities and may be evidenced through:

- Graduation from a materials conservation specific training program (3 years duration) with additional training/work experience (minimum of 3 years) in the materials conservation field
- Graduation from a materials conservation specific training program (2 years duration) with additional training/work experience (minimum of 4 years) in the materials conservation field OR
- Evidence of professional work in the field of materials conservation for a period of at least six years.

SATISFACTORY EVIDENCE FOR PROFESSIONAL MEMBERSHIP

Recommendation 6

That in considering applications for Professional Membership, the following activities/supporting information be considered by the Professional Membership sub-committee in assessing an individual's application for Professional Membership:

- The nature and extent of conservation specific training/education programs undertaken
- The nature and suitability of internship or in-service training and alternative training methods
- Evidence of application of and adherence to AICCM Code of Ethics and Code of Practice.
- Evidence of involvement in AICCM activities and
- Evidence of continuing professional development in the field of materials conservation
- Two/Three referees reports
- Current CV/resume

PROFESSIONAL MEMBERSHIP RENEWAL

Recommendation 7:

That an individual's Professional membership be required to be renewed every 5years on the production of satisfactory evidence.

EVIDENCE FOR PROFESSIONAL MEMBERSHIP RENEWAL

Recommendation 8:

That evidence for renewal of Professional membership initially be evidenced by the submission of a CV/resume/log book to the Professional Membership Committee.

The CV/resume/log book should demonstrate

- The nature and extent of conservation specific training/education programs undertaken
- Evidence of application of and adherence to AICCM Code of Ethics and Code of Practice.
- Evidence of involvement in AICCM activities and
- Evidence of continuing profession development in the field of materials conservation

Recommendation 9:

That interested MK1 professional members be offered the opportunity to renew their professional membership status for a nominal cost (a bit like a 'grandfather' clause) this would promote good will and assist in developing a pool of members to be called on to assist in the re-activation of the Professional membership category

**AUSTRALIAN INSTITUTE OF CULTURAL CONSERVATION MATERIALS
INCORPORATED**

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2007**



AUSTRALIAN INSTITUTE OF CULTURAL CONSERVATION MATERIALS INCORPORATED
INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
AUSTRALIAN INSTITUTE OF CULTURAL CONSERVATION MATERIALS INCORPORATED

Scope

We have audited the financial report, being a special purpose financial report of Australian Institute of Cultural Conservation Materials Incorporated for the financial year ended 30 June 2007 being the Profit & Loss Statement, Statement of Financial Position, notes to the Financial Statements and the Statement by Members of the Committee. The committee is responsible for 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 appropriate to meet the requirements of the Associations Incorporation Act of the Australian Capital Territory and are appropriate to meet the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of Australian Institute of Cultural Conservation Materials Incorporated. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act of the Australian Capital Territory. We disclaim any assumption of responsibility for any reliance on this audit 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.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements so as to present a view which is consistent with our understanding of the association's financial position, and 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.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial report of Australian Institute of Cultural Conservation 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 of Cultural Conservation Materials Incorporated as at 30 June 2007 and the results of its operations for the financial year then ended.

James R Murchison

Chartered Accountant

26 September 2007

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 1 62 068 392 449
LEVEL 2, 53 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 OF CULTURAL CONSERVATION MATERIALS INCORPORATED

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2007**

| | 2007 \$ | 2006 \$ |
|---|-----------------------|-----------------------|
| INCOME | | |
| Interest | 9,652 | 8,599 |
| Book/Publication Sales | 7,417 | 350 |
| Grant - GVEHO | 10,000 | 10,000 |
| Grant - Getty Grant Program | - | 2,072 |
| Registration - events | 17,402 | 93,285 |
| Membership subscriptions | 55,898 | 71,105 |
| Advertising income | 11,034 | 5,097 |
| Reimbursed expenses | 4,083 | 446 |
| Sponsorship income | <u>2,000</u> | <u>182</u> |
| TOTAL INCOME | 117,486 | 191,136 |
| LESS EXPENSES | | |
| Accounting & audit fees | 6,612 | 9,877 |
| Awards/Prizes | 250 | 500 |
| Bank charges | 1,092 | 1,507 |
| Branch subscriptions | 2,603 | 3,633 |
| Computer expenses | 5,519 | 1,095 |
| Consultancy fees | - | 795 |
| Events expenses - Venue | 182 | 91 |
| Events/Meeting Exps. - Catering | 3,593 | 10,842 |
| Events - Speaker | 15,031 | 21,517 |
| Doubtful debts | 564 | 2,900 |
| Insurance | 3,350 | 2,792 |
| Legal/Licence Fees | - | 226 |
| Photocopying | 509 | - |
| Postage/Freight | 4,517 | 6,770 |
| Printing | 7,075 | 13,503 |
| Publications | 8,588 | 10,212 |
| Rent/Parking/Hire | 1,044 | 1,201 |
| Secretarial Expenses | 35,807 | 27,167 |
| Secretarial Expenses - Special Projects | - | 200 |
| Stationery | - | 272 |
| Subscriptions | 200 | - |
| Teleconference | 669 | 2,936 |
| Travelling and accommodation | 8,517 | 16,240 |
| Workshop expenses | 1,403 | 4,671 |
| Writeback excess GST | <u>(2,692)</u> | <u>-</u> |
| TOTAL EXPENSES | <u>104,433</u> | <u>138,947</u> |
| OPERATING PROFIT/(LOSS) | <u>13,053</u> | <u>52,189</u> |

The accompanying notes form part of these financial statements.

AUSTRALIAN INSTITUTE OF CULTURAL CONSERVATION MATERIALS INCORPORATED

**BALANCE SHEET
AS AT 30 JUNE 2007**

| | Notes | 2007 \$ | 2006 \$ |
|----------------------------------|-------|----------------|----------------|
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 2 | 212,614 | 218,444 |
| Trade and other receivables | 3 | 16,567 | 9,449 |
| Other | 4 | <u>558</u> | <u>7,225</u> |
| TOTAL CURRENT ASSETS | | <u>229,739</u> | <u>235,118</u> |
| TOTAL ASSETS | | <u>229,739</u> | <u>235,118</u> |
| CURRENT LIABILITIES | | | |
| Trade and other payables | 5 | <u>8,922</u> | <u>27,354</u> |
| TOTAL CURRENT LIABILITIES | | <u>8,922</u> | <u>27,354</u> |
| TOTAL LIABILITIES | | <u>8,922</u> | <u>27,354</u> |
| NET ASSETS | | <u>220,817</u> | <u>207,764</u> |
| MEMBERS' FUNDS | | | |
| Retained profits | 6 | <u>220,817</u> | <u>207,764</u> |
| TOTAL MEMBERS' FUNDS | | <u>220,817</u> | <u>207,764</u> |

The accompanying notes form part of these financial statements.

AUSTRALIAN INSTITUTE OF CULTURAL CONSERVATION MATERIALS INCORPORATED**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007****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.

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

AUSTRALIAN INSTITUTE OF CULTURAL CONSERVATION MATERIALS INCORPORATED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

| | Note | 2007 \$ | 2006 \$ |
|---|------|-----------------------|-----------------------|
| NOTE 2: CASH ASSETS | | | |
| CBA Cheque Account | | 88,802 | 100,990 |
| AICCM Inc. Public Fund - CBA | | 165 | 128 |
| Term Deposits - WBC | | <u>123,647</u> | <u>117,326</u> |
| | | <u><u>212,614</u></u> | <u><u>218,444</u></u> |
| NOTE 3: TRADE AND OTHER RECEIVABLES | | | |
| CURRENT | | | |
| Trade receivables | | 14,986 | 11,195 |
| Less provision for doubtful debts | | <u>(564)</u> | <u>(2,900)</u> |
| | | 14,422 | 8,295 |
| Other debtor - interest receivable term deposit | | 1,270 | 1,154 |
| Other debtors - refund GST | | <u>875</u> | <u>-</u> |
| | | <u><u>2,145</u></u> | <u><u>1,154</u></u> |
| | | <u><u>16,567</u></u> | <u><u>9,449</u></u> |
| NOTE 4: OTHER ASSETS | | | |
| CURRENT | | | |
| Prepaid expenses - Secretariat Services | | - | 6,667 |
| Prepaid expenses - Insurance | | <u>558</u> | <u>558</u> |
| | | <u><u>558</u></u> | <u><u>7,225</u></u> |
| NOTE 5: TRADE AND OTHER PAYABLES | | | |
| CURRENT | | | |
| Unsecured liabilities | | | |
| GST payable | | 1,362 | 5,486 |
| Accrued audit & accounting fees | | 5,060 | 4,620 |
| Accrued secretariat fees | | 2,500 | - |
| State Library of NSW - publications 2004 Symposium | | - | 7,075 |
| City of Geelong - refund payable | | - | 2,750 |
| Accrued travel expenses | | - | 1,302 |
| Accrued workshop expenses | | - | 2,500 |
| Accrued printing, postage & teleconferencing | | <u>-</u> | <u>3,621</u> |
| | | <u><u>8,922</u></u> | <u><u>27,354</u></u> |
| NOTE 6: RETAINED EARNINGS | | | |
| Retained earnings at the beginning of the financial year | | 207,764 | 155,575 |
| Net profit / (loss) attributable to members of the entity | | <u>13,053</u> | <u>52,189</u> |
| Retained Earnings at the end of the financial year | | <u><u>220,817</u></u> | <u><u>207,764</u></u> |