

AICCM AGM

Annual General Meeting 35

4.30pm, Wednesday

8 October 2008

Art Gallery of Victoria

Summary of Minutes

1. Attendance:

Alice Cannon, Christina Ritschel, Hilary Milsome, Susanna Collis, Christine Ianna, Carolyn Murphy, Margaret Sounili, Elizabeth Hadlow, Jude Fraser, Megan Sypek, Marika Kocsis, Briony Permberton, Isa Loo, Detlev Leuth, Sophie Lewincamp, Jonathan Schmidt, Ian MacLeod, Andrew Durham, Jacqueline MacNaughtan, Kerry Hannan, Erica Burgess, Marcelle Scott, Suzi Shaw, Vanessa Kowalski, Jean Johnson, Sherryn Vardy, David Parker, Alexa McNaught-Reynolds, Antonia Ross, Elizabeth McCartney, Anne Carter, Gillian Osmond, Mary Jo Lelyveld, Alexandra Ellem, Raye Collins, Helen Privett, Catherine Lovelock, Tamara Lavrencic, Maria Kubik, Libby Melzer, Robert Franzke, Davina Hacklin (minutes)

2. Apologies:

Margaret Alexander, Steve Gordon, Kay Söderlund, Karen Coote, Fiona Tennant, Jodie Proud, Deborah Lau, Bronwyn Cosgrove, Robyn Sloggett

3. Confirmation of minutes of previous AGM 34

Moved: Ian MacLeod, Seconded: Christine Ianna

4. President's report – Tamara Lavrencic

The key focus for the past two years has been on the development of a new web-site for AICCM, which is launched tonight, following the AGM. While there have been many people involved, I'd like to acknowledge the extraordinary contribution made by Alice Cannon and Jenny Dickens. The idea of new web software was floated at Council Meeting 124 in October 2006, when Jenny noted problems with the existing software. In November 2006, the CAN Coordinator, Joy Suliman offered the assistance of Crina Belevi to review our website and advise us on developing a website brief. Alice Cannon came on board in January 2007 to further develop the brief for web-site development and manage the tendering process, with the assistance of Jenny Dickens and Rowena Jameson. Energetica was awarded the contract in October 2007. Since then Alice has worked closely with the designers on content while Jenny has focused on development of the new membership management system.

This year saw several changes of Secretariat for AICCM. Initially, Jenny Dickens took on the role for 6 months. Jenny's familiarity with AICCM though the many AICCM positions she's held and with the membership database, was of particular benefit during this transition period. When Jenny returned to her position at Heritage Victoria, Robert Franzke took over the position as AICCM Secretariat. Robert comes to AICCM with strong administrative skills and considerable experience working with the conservation profession through positions held at the Ian Potter Museum of Art and the Centre for Cultural Materials Conservation.

The Conservator of the Year Award is back on track thanks to AICCM's Membership Officer, Fiona Tennant. Nominations were received for four

highly commendable nominees, making the selection process an unenviable task, so much so that the selection panel decided to present 3 certificates of appreciation in addition to the Conservator of the Year award.

Moved: Alice Cannon, Seconded: Marika Kocsis

5. Treasurer's Report – Maria Kubik

I am pleased to present the AICCM audited accounts for the year ending 30th June 2008 (attached). Overall, after a small loss of \$2,318, the accounts show a total accumulated fund of \$218,499. This loss was due to long term initiatives and upfront costs, such as web software and development, process reviews and publication fees. These were largely offset by profits from the National Conference in Brisbane and the Book and Paper Conference in Canberra. The changeover in secretariat at the beginning of the last and current financial years has generated many opportunities for review and improvement of procedures:

a. Account review

In order to streamline accounts and simplify our bookkeeping, AICCM underwent a 'mini-audit' by BDO Kendalls of Melbourne in May this year. The scope included reviewing current practices and Quickbooks files, prepare a procedures manual for bookkeeping, and provide recommendations. Many points in the review have already been implemented.

b. Appointment of AICCM bookkeeper

Based on recommendations by BDO Kendalls, we have appointed Chagall Pty Ltd to undertake bookkeeping services on behalf of AICCM. This appointment will supplement the services provided by the Secretariat, and is already proving to

give efficient expertise in Quickbooks, BAS and reports.

c. Bank accounts

Two new community solutions Westpac accounts were opened to take advantage of lower operating costs. Commonwealth bank credit card processing facilities previously set up by Secretariat Australia however proved more expensive to transfer, and accounts must now be re-combined. Better interest rate options are being explored for the term deposit. Online signing and access were also considered to cut down on processing time.

d. Management of SIG accounts

BDO highlighted the difficulty in consolidating and reconciling accounts of SIG activities. I again stress that organisers of workshops and seminars using AICCM secretariat services need to submit budget proposals before, and reconciliations after the event so that we can accurately attribute monies.

e. State divisions

Cheques for 2007/08 membership capitation fees (8% of total memberships) have been issued, and 2006/07 end of year financial reports are requested from state treasurers. Due to the complexity of National and SIG accounts, there is currently no intention to absorb division finances into a central bookkeeping service. This will also retain the independence of State divisions and their activities.

f. GVEHO Grant

AICCM successfully applied for a heritage grant from the Environment, Water and Heritage Australia grant scheme (GVEHO). We have received \$9,000 as a one off payment towards administration costs, which is slightly less than the \$10,000 applied for. Due to the change of government, EWHA did not award any multi-year grants as in previous years, and are reviewing their grant types and amounts.

In summary, it has been an exciting year implementing activities and projects that had been budgeted for some time ago. I

am confident with the level of financial expertise and hard work that has been offered by Secretariat, Bookkeeping and Audit providers, hopefully leading to a more efficient and transparent AICCM treasury role in the future.

Moved: Detlev Leuth, **Seconded:** Elizabeth Hadlow

6. Secretary's report – Vacant

No report

7. Election of office bearers

The 2007/2008 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 held. The following will therefore be deemed elected:

President: Tamara Lavrencic
 Vice President: Kay Söderlund
 Secretary: Davina Hacklin
 Treasurer: Maria Kubik
 Publications Officer: Marika Kocsis
 Professional Membership Officer: Christine Ianna
 SIG Co-ordinator: Sophie Lewincamp
 Membership Services Officer: Fiona Tennant
 Ordinary Member: Ian MacLeod

The new 2008/2009 National Council then resumed and Tamara Lavrencic chaired the remainder of the meeting.

8. Professional Membership

A vote on constitution changes regarding professional membership was held and unanimously accepted.

Moved: Tamara Lavrencic, **Seconded:** Detlev Leuth

9. Other business

AICCM Conservator of the Year Award – Tamara Lavrencic

The purpose of the selection and presentation of the AICCM Conservator of the Year Award is:

- To recognize and reward an individual whose extraordinary efforts have directly contributed to the raising of standards in her/his organisation in Australia and/or to recognize an individual who has significantly contributed to raising conservation standards as a whole and whose particular activity has had, or is recognized to have the potential to have, far reaching benefits in the conservation field, nationally or internationally.
- To promote the profession of conservation and its activities to the wider community
- To encourage membership of the AICCM

It gives me great pleasure to announce that the Conservator of the Year 2008 is Alice Cannon. Alice was nominated for the pivotal role she played in developing AICCM's new website. The website will improve access and use by AICCM members and by members of the public, will enable more efficient functioning of AICCM overall and will raise the profile of AICCM and conservation in general. In developing the website, Alice has collaborated with a number of conservators to draw on their experience and expertise.

In the lead up to calling for nominations for Conservator of the Year there was discussion about broadening the terms of reference to offer other awards. So this year, I have the pleasure to announce that AICCM is presenting 3 certificates of appreciation.

The certificate of appreciation for long term service to AICCM and the Australian conservation profession is awarded to Rose Peel for the far reaching effects of her active involvement with the development of the conservation

profession over the course of her career. In particular, Rose has been an important mentor for paper conservators, and particularly for conservators of works of art on paper, providing advice and expertise to colleagues both in Australia and internationally.

The certificate of appreciation for outstanding research in the field of material conservation is awarded to Vicki Richards for her remarkable contribution to the field of shipwreck artefact conservation. For the past 20 years Vicki has been studying the decay of metallic and organic materials on historic shipwrecks. The work that Vicki has done and presented at international and national conference has changed the way people understand and therefore manage the conservation of shipwrecks.

The certificate of appreciation for outstanding service to AICCM is awarded to Jenny Dickens for the sustained commitment and dedication

she has demonstrated over many years, serving council in a variety of roles and constantly focusing on improving services to the membership. Jenny has been an outstanding member of AICCM, helping us to get a better understanding of our administrative needs, liaising with Artslaw on legal questions relating to Professional Membership and general membership issues, tidying up the membership database and working with the web-site team to ensure that the worst of the problems with the previous database were not repeated in the new system, to name but a few recent projects.

Finally, on behalf of the AICCM, I'd like to thank to CCMC for supporting the Awards program by framing COTY certificate so beautifully.

No other business was raised so the meeting was declared closed at 5:00pm.



Using the new website...

Members in private practice - update your listings!

The new "members in private practice" list is searchable by name, location and specialisation.

Make sure the public can find you by updating your details!

When you log in to the site you will see the "My Account" menu. Choose "Edit Conservators in Private Practice details".

- *Make sure your phone number, fax, business location, email address and other contact details are correct.*
- *Choose which areas you are able to service, including whether you work in metro and/or regional areas.*
- *Choose which types of material you work on, and the types of conservation services you offer.*
- *The new search feature also includes a field called "About You", where you can share more particular information about your business – e.g. specific areas of expertise etc.*

Some fields are compulsory – make sure you have filled these in before you click "save".

Please note that your listing will not appear in the Directory if your membership has expired – so if you can't find yourself in the list, please go to "My Account" and check your "Membership History" to find out your current membership status. If your membership has expired, please go to "Membership Renewal".

If you have any questions about the Members in Private Practice listings, please contact the AICCM Secretariat (secretariat@aiccm.org.au).



**AUSTRALIAN INSTITUTE OF CULTURAL CONSERVATION MATERIALS
INCORPORATED**

Detailed Profit and Loss Statement

For the year ended 30 June 2008

	2008	2007
	\$	\$
Income		
Book/Publication sales	695	7,417
Grant - GVEHO	9,000	10,000
Memberships subscriptions	57,048	55,898
Advertising income	5,207	11,034
Sponsorship income		2,000
Donations	150	
Registration - Events	60,919	17,402
Interest received	10,039	9,652
Reimbursed expenses	1,563	4,083
Total income	<u>144,620</u>	<u>117,486</u>
Expenses		
Advertising and promotion	33	
Accounting & Audit fees	5,261	6,612
Awards/prizes	310	250
Bad Debts		564
Bank Fees And Charges	1,416	1,092
Branch subscriptions		2,603
Computer expenses	23,625	5,519
Postage & Handling	11,948	4,517
Venue	3,151	182
Meeting exp. - Catering	21,335	3,593
Speaker	3,843	15,031
Event organisers	3,950	
Events Audiovision	1,291	
Events profit paid	909	
Insurance	3,908	3,350
Legal/licence fees	1,018	
Printing & stationery	2,948	7,584
Rent/parking/hire	566	1,044
Secretarial expenses	26,774	35,807
Publications	23,324	8,788
Telephone	1,617	669

**The accompanying notes form part of these financial statements. These statements should be read in
conjunction with the attached audit report.**

**AUSTRALIAN INSTITUTE OF CULTURAL CONSERVATION MATERIALS
INCORPORATED**

Detailed Profit and Loss Statement

For the year ended 30 June 2008

	2008	2007
	\$	\$
Travel, accom & conference	9,552	8,517
Workshop expenses	159	1,403
Writeback excess GST		(2,692)
Total expenses	<u>146,938</u>	<u>104,433</u>
Net Profit (Loss) from Ordinary Activities	<u>(2,318)</u>	<u>13,053</u>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.
