

Australian Institute for the Conservation of Cultural Materials Inc.

Annual General Meeting 36
11.00am Thursday 24 September 2009
Western Australian Maritime Museum

Summary of Minutes

1. Attendance:

Maria Kubik, Tamara Lavrencic, Ian MacLeod, Vanessa Wiggin, Cristina Albillos, Elisabetta Polidori, Kay Söderlund, Jennifer Lloyd, Vinod Daniel, Detlev Leuth, Sophie Lewincamp, Alex Ellem, Colin Macgregor, Charlotte Walker, Vanessa Kowalski, Jocelyn Evans, Marika Kocsis, Tegan Anthes, Julian Bickersteth, Wendi Powell, Skye Firth, David Graves, Kathryn Ferguson, Stephanie Baily, Jessie Firth, Kathryn Yeates, John Kemister, Helen Privett, Michelle Berry, Elizabeth McCartney, Sheldon Teare, Liz Wild, Andrew Durham, John Greenwood, Susan Anderson, Ulli Broeze-Hoernemann, Nikki King Smith, Victoria Bramwell-Davis, Maureen Blackford, David Hallam, Ainslie Greiner, Marcelle Scott, Rebecca Main, Vicki Warden, Sue Valis, Karina Acton, Isa Loo, Jonathan Schmidt, Lisa Addison, Claire Tindal, Kate McLaren, Elizabeth Hadlow, Davina Hacklin (minutes)

2. Apologies: Vicki Humphrey, Christine Ianna, Veronica Bullock, Margaret Birtley, Bronwyn Cosgrove, Robyn Sloggett, Barbara Reeve, Fiona Tennant, Jodie Proud, Robin Hodgson

3. Confirmation of minutes of previous AGM 35

Moved: Marika Kocsis, Seconded: Sophie Lewincamp

4. President's report – Tamara Lavrencic

Highlights of this year include the 2009 National conference, *Conserving Public and Private Collections*, held in Perth from 20-25 September. The program balanced a diverse range of papers, touching on aspects of conservation including treatments, research, development of the profession, training, building design, risk assessment, project and disaster management. Congratulations to all involved in putting together this stimulating and enjoyable event.

Resolving website issues has been a key focus since we launched the new website at the Annual General Meeting last year. The new website relies on members logging on and updating their membership details for Special Interest Groups, inclusion in the Membership Directory and on the list of members in private practice. I'm well aware that this has not been as straightforward as we would have hoped, so please ring Davina Hacklin, our Acting Secretariat if you need assistance. Davina is more than happy to talk you through the steps.

We will be ready to start calling for applications for Professional Membership by mid October 2009, thanks to the groundwork provided by Christine Ianna, and more recent fine tuning by Vicki Warden, Ian MacLeod and Julian Bickersteth. The main difference from the earlier model is the inclusion of the requirement for professional members to demonstrate commitment to keeping their skills and knowledge current through submission of a continuing professional development (CPD) log book when they renew. The draft CPD point score system, developed in consultation by the Education Standing Committee of AICCM, was presented as a poster session at the Perth conference. There will be two intakes per annum, in November and May, to make the assessment of applications simple.

The devastating bushfires in Victoria during February 2009 highlighted the need for a coordinated response to large-scale disasters. Alex Ellem, President of the Victorian division of AICCM, coordinated the many offers of assistance from conservation departments and individual conservators from around Australia and was interviewed on local and national radio. Alex was named the Conservator of the Year 2009 for her role in organising resources, networking with allied organisations and providing the affected communities with advice and

support. AICCM looks forward to working more closely with Blue Shield to fine tune national planning and training in disaster response.

As this is my last official duty as National President, I would like to thank the many dedicated and enthusiastic conservators that I've worked with over the past 4 years. It's been a privilege to work with and to learn from you. I hope to continue working with the new members of council to promote the fine work of our professional members and the relevance of conserving objects in an increasingly virtual environment.

Moved: Vinod Daniel, **Seconded:** Alex Ellem

5. Treasurer's Report – Maria Kubik

I hereby present the AICCM audited accounts for the year ending 30th June 2009 (attached). After planned expenditures of \$86,304, the accounts show a total accumulated fund of \$141,814.

This expected loss is due to long term initiatives and upfront costs, such as web software and development, process reviews and publication fees, which were not offset by conference revenue or membership in the last financial year. The double changeover in secretariat during the year has also incurred extra costs in training time and travel, but has generated many opportunities for review and improvement of procedures: 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, a more efficient and transparent AICCM treasury role will result in the future.

Following an audit from BDO Kendalls in Melbourne, we appointed Chagall Pty Ltd to undertake book keeping services on behalf of AICCM. This task supplements the services provided by the Secretariat and does not come at an additional cost. This has resulted in better accounting practices, Quickbook management, and reporting requirements such as BAS. Books have been closed for the 2008/09 financial year, and sent to the same Auditor as last year, Graham Delaney in Melbourne. Expected costs are \$3,500 – a significant saving over previous years' fees and a result of more streamlined book keeping through Chagall.

The search for alternative funding is ongoing, a number of foundations were contacted, either we were not eligible for the particular grant, or we did not have the correct charitable status. I attended an ABAF partnering workshop, covering approaching potential donors and grant providers. It highlighted the management of current donors with personal follow up. A number of Newsletter articles have appeared promoting the tax deductible Public Fund, which again I take the opportunity to encourage members to contribute to.

I have been increasingly engaged in organising the AICCM National Conference. It has also been a taxing year trying to find alternative funding and having to say 'no' to various projects for financial reasons. I must apologise to those who are still waiting for information such as SIG statements, which suffered from time and priority constraints. After three years as National Treasurer I am therefore standing down, and am confident that your new treasurer will come to the position with renewed energy and ideas. Already we are seeing an increase in revenue due to membership renewals and conference income, and I am positive about the new financial year starting back in the black.

Moved: Ian MacLeod, **Seconded:** Detlev Leuth

6. Secretary's report – Davina Hacklin

In my first year as secretary I have been focused on membership data, renewals and the AICCM website. Since the launch of the new website in October of last year there has been

some issues with the data transfer, the data in general and the automating of membership renewal reminders. Automated emails to remind members to renew did not commence until July of this year and as such we have seen a temporary drop in renewal. Many members may not be aware that their memberships have lapsed and we have started to get in touch with them about this. Emails are now sent to members one month prior to expiry and I am working with our website providers on setting up an automated second reminder to be sent at expiry.

I would like to encourage members to login to the AICCM website and update their details. Features such as the private practice list and the membership directory rely on members providing their details via the website. If you are not sure of your AICCM login details or how to update your membership please contact me.

I would also like to remind member who opt to pay for their membership via bank transfer (EFT) to include details of their name in the reference line. I have received a couple of payments with the reference line 'membership' but without any indication of who this is from it is very difficult to connect this payment with the correct member. If you think you might have made an EFT payment without referencing your name please contact me.

I'm also looking into the issuing of membership numbers to cite when joining other associations such as Museums Australia. Currently, AICCM does not have membership numbers but you may advise other associations to contact me to confirm membership status.

Please find below our membership statistics as at 24 September 2009:

Membership Status	
Current	302
Grace	86
Pending	36
Expired	239
Cancelled	2
Total	665

Below is the break down of membership types for our current members:

Current member - types	
Individual - Australia	262
Individual – Overseas	13
Individual – Asia/Pacific	6
Organisational - Australia	8
Organisational - Overseas	12
Student – Australia	22
Concessional – Australia	14
Concessional – Overseas	2
Complimentary	4
Honorary	9
Reciprocal	17
Life Member - Australia	14
Life Member - Overseas	4
Voluntary-run Organisation - Australia	0
Voluntary-run Organisation - Overseas	1
Total	388

We are now one year on from launching the new AICCM website and there are some interesting statistics:

AICCM website visits	Number/Percentage
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Number of visits in the last 12 months	38,324
Percentage change in the last 12 months	Increased 4,294.95%
Average time of website visit	3.21 minutes
Number of pages visited	4.87

Origin of website visit	Percentage
Search engines	66.05%
Direct access	21.18%
Referring sites	12.78%

Google is the top search engine used to access the website. The top non-search engine sites which visitors use to access the AICCM website are:

- Collections Council of Australia
- ICCROM
- State Library of NSW
- Someone's personal blog at blog.abc.net.au

The AICCM website has been visited by users in 160 countries in the last 12 months. The top 10 are:

Top 10 country of website visitor origin	Number of visits
Australia	23,634
United States of America	3,790
United Kingdom	2,367
Canada	900
New Zealand	805
India	416
Switzerland	373
Germany	301
Portugal	298
Italy	287

The top keywords for finding the AICCM website through a search engine are:

- AICCM
- AICCM Australia
- Needs assessment template
- Australian institute for the conservation of cultural materials
- Conservation jobs
- Karibari
- Time capsules
- Conservator

The two most popular pages on our website are the home page and the jobs page.

I would like to thank members for their patience during this last year.

Moved: Elizabeth Hadlow, **Seconded:** Jonathan Schmidt

7. Election of office bearers

The 2008/2009 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:	Kay Söderlund
Vice President:	Tamara Lavrencic
Secretary:	Davina Hacklin

Treasurer:	Robin Hodgson
Publications Officer:	Marika Kocsis
Professional Membership Officer:	Maria Kubik
SIG Co-ordinator:	Sophie Lewincamp
Membership Services Officer:	Fiona Tennant

The new 2009/2010 National Council then resumed and Tamara Lavrencic chaired the remainder of the meeting.

8. Other business

The following motion, having been notified to all members previously, was put to the meeting, proposed by Julian Bickersteth and seconded by Ian Macleod.

That AICCM wishes:

- 1) To confirm its belief in the vital role conservators must play in advising collecting institutions on environmental standards
- 2) To endorse the recent paper on environmental guidelines put out by the Canadian Conservation Institute for use in Australia (<http://www.cci-icc.gc.ca/crc/articles/enviro/index-eng.aspx>)
- 3) To establish a taskforce to examine this issue and report back to the National Council with recommendations on AICCM's position on this issue by 30 June 2010

Julian Bickersteth spoke to the meeting in support of the motion, and gave the background to its proposal. The motion was put to the floor and unanimously carried.

Kay Soderlund briefly outlined a project AICCM is about to commence to develop a National Emergency Response Protocol, along the lines of the AIC-CERT system recently set up in the US. She called for anyone interested and willing to be involved to contact her at Preservation Australia.

No other business was raised so the meeting was declared closed at 12:00pm.

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL
MATERIALS INC

Detailed Profit and Loss Statement
For the year ended 30 June 2009

	2009	2008
	\$	\$
Income		
Book/Publication sales	1,266	695
Grant – GVEHO		9,000
Membership subscriptions	42,457	57,048
Advertising income	6,421	5,207
Donations	210	150
Copyright income	1,212	
Registration – Events	20,200	60,919
Interest received	6,342	10,039
Reimbursed expenses	909	1,563
Total income	79,019	144,620
Expenses		
Advertising and promotion		33
Accounting and audit fees	16,829	5,261
Awards/prizes	720	310
Bank fees and charges	1,335	1,416
Branch subscriptions	3,545	
Computer expenses	26,565	23,625
Postage & handling	3,904	11,948
Venue	11,466	3,151
Meeting exp. – Catering	16,650	21,335
Speaker	605	3,843
Event organisers	9,383	3,950
Event audiovisual		1,291
Events profit paid		909
Insurance	3,380	3,908
Legal/licence fees		1,018
Printing & stationery	4,200	2,948
Rent/parking/hire	953	566
Secretarial expenses	31,662	26,774
Publications	24,643	23,324
Telephone	914	1,617
Travel, accom & conference	8,570	9,552
Workshop expenses		159
Total expenses	165,323	146,938
Net Profit (Loss from ordinary activities)	(86,304)	(2,318)

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL
MATERIALS INC

Detailed Balance Sheet
For the year ended 30 June 2009

	2009 \$	2008 \$
Association's Funds		
Retained earnings at the beginning	218,499	220,217
Net profit/(Loss)	(86,304)	(2,318)
Less:		
Total Association's Funds	132,195	218,499
Represented by:		
Current Assets		
Cash Assets		
Cash at bank – CBA	31,003	87,348
AICCM Public Fund	150	255
Term Deposit – WBC	106,216	130,931
WBC AICCM Operating		398
WBC Public Fund		199
Receivables		
Trade debtors	4,445	4,453
Total current assets	141,814	223,584
Total assets	141,814	223,584

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL
MATERIALS INC

Detailed Balance Sheet
For the year ended 30 June 2009

	2009	2008
	\$	\$
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Current Liabilities		
Payables		
Trade creditors	5,820	
Creditors – GST	(1,247)	1,812
Creditors GST Overclaimed	1,773	
Accrued audit and accounting fees	3,273	3,273
Total current Liabilities	9,618	5,085
Total Liabilities	9,618	5,085
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Net Assets	132,195	218,499