

## **Australian Institute for the Conservation of Cultural Materials Inc.**

Annual General Meeting 37  
11.00am Thursday 18 November 2010  
National Gallery of Victoria

### Summary of Minutes

**1. Attendance:** Deborah Lau, Tamara Lavirencic, Peter Shaw, Jean Johnson, Johanna Ellersdorfer, Sarah Bunn, Marika Kocsis, Kate Woollett, Stephanie Baily, Cristina Albillos, Ulli Broeze-Hoernemann, Jane Hinwood, Tegan Anthes, Alex Ellem, Anna Brooks, Elizabeth Hadlow, Jill Gurney, Ian Cook, Rose Peel, Belinda Gourley, Carolyn Murphy, Ian Batterham, Jude Fraser, Caroline O'Rorke, Felicity Corkill, Stephanie McDonald, Nola Orr, Kim Barrett, Agata Rostek-Robak, Carey Garvie, Dana Kahabka, Doug Zihurl, Nick Zihurl, Suzi Shaw, Analiese Treacy, Trish Stokes, Sabine Cotte, Andrew Durham, Detlev Lueth, Di Whittle, Sharon Grigg, Georgia Harvey, John Payne, Debra Parry, Helen Gill, Alexa Mcnaught-Reynolds, Denyl Cloughley, Jennifer O'Connell, Nurul Azchri, Albertine Hamilton, Kate Hughtes, Sophie Lewincamp, Amy Bartlett, Kelly Leahey, Kerry McInnes, France Cumming, Tharron Bloomfield, Michelle Berry, Kay Söderlund, Robin Hodgson, Cobus Van Breda.

**2. Apologies:** James Elwing, Sera Jane Rennie, Christine Ianna, Marcelle Scott, Robyn Sloggett, Julian Bickersteth, Cathy Olsson

**3. Confirmation of minutes of previous AGM 36**  
**Moved:** Amy Bartlett **Seconded:** Sophie Lewincamp

### **4. President's report – Kay Söderlund**

I would like to just quickly mention some of the main things that Council as worked on during this last year, and then leave as much time as possible tonight to discuss plans we have for the future.

**Finances and Administration** – Much of our time was taken up with the usual ongoing administration of the institute, but we also had to quickly focus on the financial management to address our rather parlous monetary circumstances. I am pleased to say that our efforts have borne fruit and we are now in a much more stable financial situation – thanks mainly to the efforts of Robin Hodgson, Michelle Berry, and Hilary Newsome (our book keeper). We will hear more from Robin about this.

**The website** also took some our attention this year as we had to resolve a few user issues. These are still being worked through, but in preparing this report I needed to check on a few things so went to the website – and was there for hours! There is so much information for conservators there, once you start looking. This is mainly due to the tireless work of our website co-ordinator, Alice Cannon, along with Davina Hacklin - but thanks are also due to all the members who bother to contribute to the site, or pass on information. While it is still not quite where we want it to be, it is a fabulous resource for the membership. Thank you Alice.

You may or may not be aware that we also took over the Preservation/Conservation Showcase from the Collections Council of Australia when it was wound up earlier this year. This is also available on the website.

### **Some initiatives from Council this year include –**

#### **Working Groups –**

Council has encouraged the formation of Working Groups as a means of encouraging members interested in particular areas to work together to undertake research, or address certain issues of the moment – in order to establish AICCM positions and provide information to our members. This working group approach allows for members to be involved with AICCM in areas of their choosing, without having to commit to a state or national council

**1. Environmental Guidelines Taskforce** (working group) – chaired by Julian Bickersteth, this group is looking at the worldwide situation regarding environmental guidelines, with an emphasis on sustainability, and determining what guidelines will be appropriate for Australia.

**2. Mould Remediation Working Group** – chaired by Elizabeth Hadlow, this group is investigating best practice mould remediation, for large outbreaks in particular, in the heritage sector. One of its goals is to formulate an AICCM position with regard to methodology for dealing with these outbreaks, with a focus on commercial operators and their practices.

**3. Lighting** – I would love to see a Lighting in Museums Working Group established.....any takers?

#### **Alumni –**

We have also decided that we need to take advantage of the wealth of experience and knowledge sitting within the alumni of AICCM and the conservation profession To this end, we have begun contacting these 'older members' of AICCM and asking for their help. So far we have Ian Cook running our Advocacy workshop tomorrow morning, Jan Lyall has agreed to head our Public Fund, and Colin Pearson – who has said he is up for almost anything!

#### **HEART –**

Council is also supporting the development of a national emergency response network – now named HEART (Heritage Emergency Action Task Force). This has been outlined in the most recent newsletter, and is still in its early days. We are basically at the stage of confirming state networks and then trying to access a funding source.

#### **Code of Ethics presentation –**

As many of you will be aware, AICCM was invited to be part of an international delegation to a conference in Seoul, South Korea titled 'Conservation Ethics for Rational Decision Making: the Dialogue between East and West'. The Korean conservation community is preparing to write their own Code of Ethics and wanted to get a comprehensive overview from countries that have Codes of Ethics and Practice in place – about how we use them and how they were developed. Other representatives were –

**Debra Hess Norris** – AIC

**Jonathan Ashley-Smith** – case study from V&A

**Yohsie Kouzuma** – Nara Institute of Cultural Heritage

**Qiong Lu** – ICOMOS China

**Krishna Menon** – Indian National Trust for Art and Cultural Heritage

**Monica Martelli Castaldi** – European Confederation of Conservator-  
Restorers' Organisation (E.C.C.O.)

**Sujeong Lee** – National Research Institute of Cultural Heritage, Korea

It was a very interesting 3 days, and an important thing for AICCM to have participated in. Through the preparation for the paper (and a BIG thank you to all of those members who contributed opinions, case studies, and images) it was clear that it is time for AICCM to review its Codes of Ethics and Practice. It has been 10 years since the last review, and things have changed. To this end, we will be calling for expressions of interest in a committee to undertake this review and it is hoped that there can be a progress report and discussion, at the next National AICCM conference.

## **National Conference –**

The next national conference is scheduled for October 2011 and is to be held in Canberra. While the title of the conference is still to be finalized, the theme is focusing on the conservation profession – a little bit of navel gazing. The conference committee's initial 'blurb' is as follows:

*The first AICCM Conference, "Conservation in Australia" was held in Canberra in 1976. The intervening 35 years have seen many changes in the organisation and the profession.*

*The 2011 conference will be a chance to look back on those changes and to consider where they have taken us.*

*We will also look to the future: one significant aim of the conference will be to reposition the organisation and the profession to ensure they are prepared to take on the challenges the future holds.*

*The conference will provide a venue for new ideas, forward thinking, broadening scope and building partnerships. Members will be challenged to revisit their basic perceptions of the AICCM, the profession and the definition of "conservator". From this a stronger, more focused, more outward looking and more cohesive organisation will result.*

## **On The Agenda**

So what is ahead of us – and what do we want to focus on over the next year? These are just some of our ideas.....

1. **Re-structuring AICCM** – this is probably the biggest thing on our agenda for the future, and is the main topic for discussion tonight, so I will come back to that later. The main reason we want to look at re-structuring is lack of time for Council to do anything except administer.
2. **Profile of AICCM/Conservation** – an ongoing focus area for Council is raising the profile of AICCM, and conservation in general. Conservation, as a profession, is losing ground a little – not just in Australia, but all around the world. This theme is common to our colleagues in the US and Europe, and is of concern to us all. To this end, we need to direct our energies to some strategies that will not only assist conservators in their working environment (partly what the Advocacy workshop tomorrow is all about), but will also raise the profile of AICCM and conservation in the eyes of society, particularly the various levels of government.
3. **Sustainability** – of our positions, and our profession. Clearly related to the profile of AICCM and conservation, sustainability is more about ensuring that the conservation profession remains relevant, focused and looking forward. These two points (Profile and Sustainability) are the areas driving the theme of next year's conference.
4. **Fundraising** – these goals (above) are clearly ambitious, and as such require perhaps a little more energy and time than the Council can currently afford. As usual, our dream is to have a paid executive position for AICCM to help us achieve more. While we are now financially back on track, we do need to secure more funding in an on-going sustainable manner, that can allow us to grow in this real sense.  
And HEART is going to need its own dedicated funding to work in any real sense.

**So, now it is time for a little bit of feedback please.....**

**Communication** – I am keen for us to find a way to easily communicate with each other as conservators and members of the same association. I would like to be able to keep everyone informed of council activity in a more 'real time' way, rather than just the newsletter. I would also like to see more interactive discussions on wide ranging topics of interest and concern. At Council we have discussed various things like NING, Google variations etc – but I must admit that I am keen for something as simple as an email discussion list along the lines of the ConsDistList. Something that simply pops into your email, you either look at it or not, and reply or not. No need to log in somewhere and then choose to look at a list. I would like people's views on this as I think it is important that we find a way to communicate more easily and immediately.

**Editorial Committee** – we have been having a discussion, on an off for nearly a year now, about the Bulletin. While it is clear that the membership wants to keep the peer-reviewed journal, it is also clear to me it is time we reviewed both the Bulletin and the Newsletter, how they are published, and how we can

best spend our publications dollar. To this end, we intend to establish an Editorial committee and will be calling for expressions of interest shortly.

**Moved:** Tamara Lavrencic, **Seconded:** Peter Shaw

## **5. Treasurer's Report – Robin Hodgeson**

Year 2009-10 has been a challenging one for AICCM, particularly its Council Members and executive. This was due to a declining financial situation, which was compounded by our financial management system that was failing.

As a result of changes that have been made to our operating systems, the employment of a Secretariat - our very capable, knowledgeable and diplomatic Michelle Berry - and the more recent change to our bookkeeping service, I am very glad to say that we are in a much healthier state one year on. This is set to improve further. As it is with change, this is ongoing, and it is my intention to continue the overhaul of our operating systems to optimize our performance, so membership benefits and the ability to advocate for our profession and the cultural heritage sector as a whole.

We have moved from an operating loss of \$86,306 last year to a modest \$10,585 profit this year. This result ensures we have a future beyond the 3-4 years that was estimated this time last year based on our then trajectory. This is a pleasing result. The faster this sort of decline is reversed, the smaller the recovery need be. This has been achieved through the new systems I have mentioned, but also the implementation of these systems by the fantastic team of Michelle Berry and Hilary Milsome. Hilary is our wonderful bookkeeper of some years ago who we enticed back onboard from the beginning of this financial year. This impressive result is mainly thanks to them.

After the new systems have been running a year, it is the executive's aspiration to begin preparing annual budgets. To do this we need a precise, detailed and accurate account of our financial transactions. In a year or two we will be back to our historic level of investment. This investment is the padding or nest egg which covers us from events beyond our control or the need for capital investment, such as that we made over the last few years in the new website and sorting out the teething problems that come with this sort of change.

Despite checking the website and making inquiries directly, applications for the GVEHO grant as still not being accepted. The overhaul and unification of our membership system, moving to one annual renewal date, streamlining of the renewal process together with the reinstatement of the annual invoicing for this, are foundation stones we can build on.

For the first time in my patchy 20 year memory of audit reports of AICCM, this year we have a virtually clear bill of health and with the system overhaul, both the auditor and I are expecting an exemplary audit report this time next year. The past audit concerns were due to systemic failure, conservators have, despite lack of accounting knowledge on the whole, proved themselves to be an honest lot. As treasurer, my goal is to ensure the financial stability of our institution. Growth is intrinsic to this, pruning dead wood where necessary to enable us to then encourage development

where council sees fit. While I realize the pruning of dead wood is contrary to our professions goals, AICCM is not a “collection item”, it is a functioning body that transports our profession forward, and therefore needs continuing maintenance, to whit change. All of these efforts are to enable this institution to fulfill it its role and evolve to meet emerging opportunities and challenges. I would like to focus next on simplifying the running of workshops, conferences and the other events that are always sold out. As these are organized and run by members, giving their time and effort, we should be streamlining and improving the way this is done, so even more people are willing to come forward and work with AICCM.

Robin Hodgson  
Honorary Treasurer  
AICCM

**Moved:** Tamara Lavrencic, **Seconded:** Elizabeth Hadlow

### Motion

The council makes available minutes from previous meeting, treasurers report, presidents report for the AGM on the website a week before the meeting.

**Moved:** Detlev Leuth. **Voted:** carried unanimously.

## 6. Secretary’s report – Davina Hacklin

I have greatly enjoyed my time as AICCM National Secretary and it has been a real honour to hold this position but I have decided that I will not be seeking re-election at this AGM. This last year has seen our membership rise and rise...which is wonderful! Our Secretariat, Michelle Berry, has been working hard with our database and members and the result of this is easily seen. Membership numbers have risen by 29% in just 12 months!

Please find below our membership statistics as at 16 November 2010:

<b>Membership Status</b>	
Current	487
Grace	15
<b>Total</b>	<b>502 (increase of 29.38%)</b>

Below is the breakdown of membership types for our current members:

<b>Current and Grace member – types</b>	
Individual – Australia	320
Individual – Overseas	13
Individual – Asia/Pacific	12
Organisational – Australia	24
Organisational – Overseas	34
Student – Australia	37
Student - Overseas	3
Concessional – Australia	11
Concessional – Overseas	1
Complimentary	4
Honorary	8
Reciprocal	16
Life Member - Australia	15

Life Member - Overseas	4
Voluntary-run Organisation - Australia	0
Voluntary-run Organisation - Overseas	0
<b>Total</b>	<b>502</b>

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

<b>AICCM website visits</b>	<b>Number/Percentage</b>
<b>Number of visits in the last 12 months</b>	<b>36,070</b>
<b>Percentage change in the last 12 months</b>	<b>Decreased 5.9%</b>
<b>Average time of website visit</b>	<b>2.54 minutes</b>
<b>Number of pages visited</b>	<b>4.45</b>

<b>Origin of website visit</b>	<b>Percentage</b>
<b>Search engines</b>	<b>67.8%</b>
<b>Direct access</b>	<b>18.22%</b>
<b>Referring sites</b>	<b>13.98%</b>

Google is still the top search engine used to access the AICCM website (62.43% of entries occur directly from Google). Other search engines used include Bing and Yahoo. The top non-search engine sites which visitors use to access the AICCM website are:

- Collections Council of Australia
- State Library of NSW
- ICCROM
- Facebook
- CCMC, University of Melbourne
- National Archives of Australia

The AICCM website has been visited by users in 158 countries in the last 12 months. The top 10 are:

<b>Top 10 country of website visitor origin</b>	<b>Number of visits</b>
<b>Australia</b>	<b>22,768</b>
<b>United States of America</b>	<b>2,584</b>
<b>United Kingdom</b>	<b>1,979</b>
<b>New Zealand</b>	<b>700</b>
<b>Canada</b>	<b>654</b>
<b>India</b>	<b>641</b>
<b>Germany</b>	<b>449</b>
<b>France</b>	<b>396</b>
<b>Italy</b>	<b>372</b>
<b>Spain</b>	<b>318</b>

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

- AICCM
- AICCM Australia
- Caring for family history documents
- aiccm.org.au
- fluorescence microscopy principle

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

Thank you all for your wonderful support of me in this role.

**Moved:** Alex Ellem **Seconded:** Marika Kocsis

## **7. Election of office bearers**

The 2009/2010 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:	Isa Loo
Treasurer:	Robin Hodgson
Publications Officer:	Cobus Van Breda
Professional Membership Officer:	Maria Kubik
SIG Co-ordinator:	Tegan Anthes
Membership Services Officer:	Fiona Tennant

Johnathan Schmidt and Sera Jane Rennie are coopted as ordinary members of council for 2010-2011

**Moved:** Kay Söderlund **Seconded:** Ulli Broeze-Hornemann

## **9. Conservator of the Year**

Debra Lau was awarded Conservator of the Year.

## **8. Other business**

Kay Söderlund asked the meeting for ideas to provide feedback to the National council and if they would be interested in an AICCM discussion list. The meeting agreed that the discussion list for conservators only would be a useful addition.

Kay Söderlund spoke to the meeting regarding setting up an Editorial Committee to address the issue of the Bulletin, and Newsletter and asked for expressions of interest from members who would like to participate.

### **Restructuring AICCM.**

Kay Söderlund spoke to the meeting in support of ideas for restructuring the AICCM.

Questions from the floor included a request for definitions of some of the terms used. Discussion covered the suggestion of IIC model and other models such as ICOMOS and Museums Australia. There was support for the current Australian Model. Detlev Lueth described the model used by Blue Shield where Alia hosts the Blue Shield website including an intranet for the organization. The intranet idea was considered worthwhile for the AICCM. There was agreement from the membership that the issues raised by Julian Bickersteth should be further investigated by National

Council. Andrew Durham, reminded us of getting rid of the incorporated state divisions would free up people to be involved on a broader level.

No other business was raised so the meeting was declared closed at 6.30pm