

INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (INC)

P.O. Box 1638  
 Canberra City  
 A.C.T. 2601

Minutes of the 12th Annual General Meeting of the Institute for the Conservation of Cultural Material (Inc.), held in the Maritime Archaeology Department of the Western Australian Museum, Cliff Street, Fremantle, W.A., 6160 on 30th September 1985.

PRESENT: Ulli Broeze-Hornemann, Carsten Broeze (observer), Douglas Firth, Anthony Zammit, Kate Roberts, S. Wakefield, Dennis Hope, Anthony Werner, Sue Walston, Tony Chadwick, Heather Mansell, Rosemary Peel, James Elwing, Nick Burningham, Robert Wilmot, Sylvia Bass, David Butcher, Colin Pearson, Jon Carpenter, John Olive, Margaret Alexander, Ann Shannon, Lydia Preiss, Dara Rome, Rod Van der Merwe, Ian Cook, Jan Lyall, Cathy Lillico-Thompson, Karen Coote, Eric Archer, Anne Cotter-Ross, Warwick Peberdy, Harry McCarthy, Jan Davies, Tom Dixon, Nigel Sabine, Mary McGivern, Ruth Norton, Harry Haxton, David Wood, Ian MacLeod, Nancy Mills Reid.

APOLOGIES: John Stanton, Neville Agnew.

1) Opening of meeting

The meeting was opened at 1513 by the President, David Wood.

2) Apologies

See above.

3) Confirmation of Minutes of AGM 11

It was agreed that:

- i) the minutes of the 11th Annual General Meeting held on 13th August 1984 in Canberra and reconvened on 23rd August 1984 in Fremantle be accepted as a true and accurate record. (res. 85/1)

Cook/Lillico, carried

4) President's Report

Presented by the President, David Wood.

5) Secretary's Report

Presented by the Secretary, Nancy Mills Reid.

6) Treasurer's Report

Presented by the Treasurer, Ian MacLeod.

7) Auditor's Report

Presented by the Treasurer, Ian MacLeod.

It was agreed that the reports of the President, Secretary, Treasurer and Auditor be accepted. (res. 85/2)

Cook/Lillico, carried

8) Appointment of Auditor

It was agreed that Mr. J. Kollosche of Arthur Anderson be appointed auditor of the ICCM for the 1985/86 fiscal year. (res. 85/3)

MacLeod/Haxton, carried

9) Reports of Divisions

- ACT - not presented.
- NSW - presented by Rosemary Peel.
- QLD - presented by the Secretary for Neville Agnew.
- SA - presented by Robert Wilmot.
- VIC - not presented.
- WA - presented by Sylvia Bass.

It was agreed that these 1984/85 divisional reports be accepted. (res. 85/4)

Rome/Lyall, carried

10) Election of Incoming Council for 1985/86

Single nominations were received by the specified time as follows:

- |                       |                                    |
|-----------------------|------------------------------------|
| Senior Vice President | - Ian Cook (Wilmot/Zammit)         |
| Vice President        | - David Wood (Mills Reid/MacLeod)  |
| Vice President        | - Robert Wilmot (Cook/Barnett)     |
| Treasurer             | - Ian MacLeod (Mills Reid/Wood)    |
| Ordinary member       | - Adrian Lautenbach (Millar/I'Ons) |
| Ordinary member       | - Anne I'Ons (Millar/Gazzard)      |
| Ordinary member       | - Jenny Barnett (Cook/Wilmot)      |

These candidates were deemed to be elected, as outlined in Section 6.5.1 of the ICCM By-Laws.

Further nominations were called for from the floor.

- |                      |  |
|----------------------|--|
| President            | - Colin Pearson (Lyall/Cook)<br>elected unopposed  |
| Secretary            | - Helen Weidenhofer (Olive/Peel)<br>elected unopposed<br>(Noted that Cathy Lillico's nomination was withdrawn)                                 |
| Publications Officer | - Heather Mansell (Cook/Lyall)<br>elected unopposed  |
| Ordinary member      | - Cathy Lillico (Coote/Wood)<br>- Anne Cotter-Ross (Archer/Alexander)<br>- Margaret Alexander (Rome/Preiss)<br>- Dara Rome (Alexander/Shannon) |

A secret ballot was held among members present with the result that Cathy Lillico and Anne Cotter-Ross were deemed to be elected. (Votes were received as follows: Lillico (36), Cotter-Ross (18), Rome (17) and Alexander (11).)

Local division representatives have been elected at their respective AGMS as follows:

ACT - Anne I'Ons (to be confirmed)  
NSW - Rosemary Peel  
QLD - to be advised  
SA - to be advised  
VIC - Margaret Perkins  
WA - John Olive/Ian MacLeod

11) Special Business

11.1) Code of Ethics

It was reported that Colin Pearson had circulated copies to all ICCM members.

Resolution 84/85-12 from CM 27 was read out:

X "Resolved to recommend to the ICCM membership at the AGM that the ICCM accept the IIC - Canadian Group document to be adopted in principle subject to review over the next twelve months."

This was accepted. (res. 85/5)

Cook/Wilmot, carried

Resolution 84/85-13 from CM 27 was also read out and accepted after amendment as follows:

? "...that the Ethics sub-committee under Colin Pearson consider the next stage of the examination of accreditation and disciplinary matters with the aim of producing a formal submission. This will be co-ordinated with the production of the Code of Ethics and will be presented at the next AGM." (res. 85/6)

Cook/Haxton, carried

In response to questions Colin Pearson reported the results of his survey - that answers received were overwhelmingly in favour of the adoption of a Code of Ethics and the instigation of a professional membership category but 2:1 against the AIC criteria.

11.2) 1985 Conference

David Butcher reported on the Perth conference and wished everyone well.

11.3) 1986 Conference

Robert Wilmot reported on the Adelaide conference to be held from 10th to 15th August. Brochures have been included in the satchels given to delegates at the Perth conference.

11.4) Conference (ICOM)

Sue Walston reported that two committees have been set up aided by a professional conference secretariat. Fundraising is in progress. The conference will be held from 6th to 11th September 1987 at the Sydney Hilton.

ICCM members may like to consider joining ICOM although this will not be necessary for attendance at the conference.

Colin Pearson indicated that this would be the first ICOM Conference in the Southern Hemisphere and only the second outside Europe. South-east Asian, Pacific and New Zealand participation will be encouraged.

Information will be circulated shortly and again in a year's time. Please respond. It should also be noted that late registrations may not be accepted.

12) Other Business

12.1) CAMA

David Wood reported that CAMA are still not incorporated.

It was agreed that the ICCM decision would remain as initially resolved in motion SGM/83-84/1/3. (res. 85/7)

Haxton/Lillico, carried

12.2) Incoming Council Meeting

Colin Pearson requested incoming council members to make themselves available for a meeting after the close of the Perth Conference on Thursday 3rd October 1985.

On behalf of the ICCM Colin Pearson also thanked all retiring council members for their efforts over the past year.

13) Date and Venue for next AGM

To be held in Adelaide during the 1986 ICCM Conference on the evening of Tuesday, 12th August.

14) Close of Meeting

As there was no further business the meeting closed at 1632.

Nancy Mills Reid  
HONORARY SECRETARY



INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (INC)

P.O. Box 1638  
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A.C.T. 2601

SECRETARY'S REPORT 1984/1985

I have been Honorary Secretary of the ICCM (Inc) since my election at the 11th AGM held on 13th August 1984.

In the fourteen months since that date the ICCM Council has met three times, these being on the day after the 11th AGM, during the Second Australian Archaeometry Conference held in Canberra in February of this year, and immediately prior to this afternoon's meeting.

During this time the ICCM has finally entered the computer age, with membership records being put on computer firstly in Western Australia and also in Queensland where Harry Haxton of Conservation Resources International (Aust) has agreed to maintain our membership records on a more permanent basis.

As the ICCM membership has increased to a total of 483 financial members, being 7 life, 57 students, 74 institutional and 345 ordinary members the need for such computerisation of membership records has become very obvious. It is also no longer possible for one person to carry out all the duties expected of the Federal ICCM Secretary and it will be absolutely essential in the future for the ICCM to employ a paid secretariat to take on some of the more routine secretarial tasks. The situation over the past year has been far from satisfactory. Some part-time secretarial assistance was made available until January this year but due to staff changes this did not greatly increase the efficient running of secretarial functions. A number of W.A. Museum staff have since contributed some of their own time and I would particularly like to express my gratitude for the work which Michelle Berry, now also W.A. Division secretary, has undertaken.

It has also become apparent that while the new combined membership renewal/application forms are certainly an improvement on the old system, they do have some disadvantages. Accordingly, further discussion will take place between Harry Haxton, myself and the new secretary with a view to presenting an alternative proposal to the new council.

I feel that the ICCM is currently undergoing a period of re-evaluation, particularly with the consideration at present of the Code of Ethics and the possible introduction of a professional membership category. As part of this process of re-assessment I would like to see a more positive response to communication between local divisions and the federal body, particularly with regard to secretarial functions.

As a member of the 1985 Perth Conference Organising Committee I would also like to express my disappointment at the response to this conference from some local divisions, and to remind the membership that the support of local divisions for each other is essential for the national growth of the ICCM. Fortunately the Western Australian response to this conference has been excellent.

Finally I wish to thank all ICCM members for their patience and support over the past fourteen months. I believe that the ICCM will continue to flourish.

Nancy Mills Reid  
HONORARY SECRETARY



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REPORT TO THE MEMBERS, ICCM INC.

Treasurer 1984-85 Fiscal Year

The past year has been a busy one for the treasurer with approximately 1080 entries being made in the books recording the various sources of income. Firstly I must record my thanks to the NSW Division for their splendid profit from the April 1984 Conference in Sydney, a total of almost \$6700. While a large part of that sum has gone towards producing a bound copy of the proceedings we are very grateful for that work.

A most pleasing sign concerning the response of the membership has been a marked increase of subscription renewals in the first two months of the current fiscal year (\$5,556) compared with the corresponding period of the year under review (\$4263).

The current assets of the Institute have increased by almost \$3300 compared with last year. It is interesting to note that the cost of our publications (the Bulletin and the Newsletter) is balanced out by our subscriptions. There was a marked increase in the cost of travel by the Executive since the fares included five and a half flights from Perth to Canberra (and return!).

Inspection of the data on subscriptions shows that there appeared to be some market resistance to the increased subscription rates from ordinary members but not from students or institutions. Hardly any copies of the Perth '73 Conference book were sold last year and possible promotional packages to "shift" the bulk of our stock should be considered.

We await the return of the \$2000 advance made for the preparatory work for the 1987 ICOM meeting and hope to be able to consider the possibility of employing part time secretarial help for the ICCM Secretary.

Ian Donald MacLeod

ARTHUR ANDERSEN & CO.

AMP BUILDING  
140 ST. GEORGE'S TERRACE, PERTH 6000  
G.P.O. BOX M948, PERTH 6001  
(09) 321 4831

September 26, 1985

The Members  
The Institute for the Conservation  
of Cultural Materials Incorporated

AUDITORS' REPORT

We have examined the balance sheet of the Institute for the Conservation of Cultural Materials Incorporated at 30th June 1985 and the related statement of receipts and payments for the year then ended. Our audit work in relation to subscriptions received was limited to the amounts recorded in the books of the Institute since it is not practicable for us to circularise possible contributors or perform other auditing procedures to ensure that all subscriptions have been received.

In our opinion, subject to the limitation in the scope of our audit noted above:

1. the accounts of the Institute are properly drawn up so as to give a true and fair view of the financial position of the Institute at 30th June 1985 and of its receipts and payments for the year then ended; and
2. the rules relating to the administration of the funds of the Institute have been observed.

Yours truly,

*Arthur Andersen & Co.*

ARTHUR ANDERSEN & Co.

I.C.C.M. (INC.)

BALANCE SHEET AS AT JUNE 30, 1985

	<u>Note</u>	<u>1985</u>	<u>1984</u>
INSTITUTE FUNDS		\$ 14,747	\$ 11,372
		=====	=====
Represented by -			
CURRENT ASSETS:			
Cash at Bank			
- operating account		\$ 1,778	\$ 1,852
Cash on Deposit			
- operating deposits		8,346	8,410
- prize fund		1,000	1,000
Interest Accrued		618	498
Conference Advances	3	<u>3,500</u>	<u>-</u>
		\$ 15,242	\$ 11,760
Deduct:			
CURRENT LIABILITY:			
Audit Fees Accrued		\$ 250	\$ -
Subscriptions in Advance		<u>245</u>	<u>388</u>
NET ASSETS		\$ 14,747	\$ 11,372
		=====	=====

The accompanying notes are an integral part of this balance sheet.



ARTHUR ANDERSEN & Co.

I.C.C.M. (INC.)

STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED JUNE 30, 1985

	<u>Note</u>	<u>1985</u>	<u>1984</u>
NET PROCEEDS (DEFICIT) FROM OPERATING ACTIVITIES:			
Subscriptions	1	\$ 11,037	\$ 7,542
Publications	2	(11,915)	(7,893)
Conference	3	6,197	(11,097)
Prizes	4	3	15
Country Conservator Activities		-	(22,834)
Donations and sundry		<u>56</u>	<u>163</u>
		\$ <u>5,378</u>	\$ <u>\$(34,104)</u>
OTHER RECEIPTS:			
Grant received	5	\$ 2,500	\$ -
Interest on operating accounts		<u>2,212</u>	<u>509</u>
		\$ <u>4,712</u>	\$ <u>509</u>
OTHER PAYMENTS:			
Accounting and Audit		\$ 250	\$ 170
Bank charges		90	60
Travel		3,883	1,634
Postage, printing and stationery		2,070	2,389
Sundry		<u>422</u>	<u>359</u>
		\$ <u>6,715</u>	\$ <u>4,612</u>
SURPLUS (DEFICIENCY) OF RECEIPTS OVER PAYMENTS		\$ 3,375	\$ (38,207)
INSTITUTE FUNDS AT BEGINNING OF YEAR		\$ <u>11,372</u>	\$ <u>49,579</u>
INSTITUTE FUNDS AT END OF YEAR		\$ 14,747 =====	\$ 11,372 =====

The accompanying notes are an integral part  
of this statement of receipts and payments.

ARTHUR ANDERSEN & Co.

I.C.C.M. (INC.)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED JUNE 30, 1985

	<u>1985</u>	<u>1984</u>
1. <u>SUBSCRIPTIONS:</u>		
Subscriptions were received as follows:		
Ordinary (330)	\$ 8,242	(377) \$ 5,727
Student (46)	690	(41) 410
Institutional (67)	<u>4,020</u>	<u>(62) 2,790</u>
	\$ 12,952	\$ 8,927
Less:		
Capitation levies to States		
VIC	\$ (309)	\$ (372)
NSW	(602)	(383)
WA	(222)	(115)
ACT	(386)	(300)
QLD	(252)	(121)
SA	<u>(144)</u>	<u>(94)</u>
Net subscriptions received	\$ 11,037	\$ 7,542
	=====	=====
2. <u>PUBLICATIONS:</u>		
Receipts:		
Perth '73 proceedings	\$ 11	\$ 122
Canberra '76 proceedings	200	126
Rock Art '77 proceedings	45	241
Disaster planning	254	227
Bulletin	<u>1,070</u>	<u>548</u>
	\$ 1,580	\$ 1,264
Less Payments:		
Printing	\$(13,495)	\$(9,157)
Net loss on publications	\$(11,915)	\$(7,893)
	=====	=====

ARTHUR ANDERSEN & Co.

3. CONFERENCE:

Payments have been made in advance for two conferences as follows:

1986 Institute conference in South Australia	\$ 1,500
1987 International Council of Museums conference in New South Wales	<u>2,000</u>
	\$ <u>3,500</u>

4. PRIZES:

Interest	\$ 103	\$ 115
Prize - awarded	<u>100</u>	<u>100</u>
	\$ <u>3</u>	\$ <u>15</u>

5. GRANT RECEIVED:

The Institute received a grant of \$2,500 from the Federal Department of Arts, Heritage and Environment during the year. This will be used for the production of an Ethics codebook to be distributed to members in 1986.



## Institute for the Conservation of Cultural Material

A.C.T. Division,  
P.O. Box 87,  
Jamison Centre,  
A.C.T. 2614

## REPORT FROM THE ACT DIVISION OF ICCM

The year of 1984/85 saw the election of new and relatively inexperienced members to the ACT Division Council. Despite this, the ACT Division had a successful year.

Meetings were held less frequently than usual and only when topics of direct interest to conservators could be arranged. As a result of this strategy, attendances at meetings doubled in comparison to last years figures. Specialized events were also arranged : these included a workshop with Anthony Cains from Trinity College Library, an appraisal day run in conjunction with the ACT Crafts Council and an NLA laboratory open day for the public as part of the Heritage Week. A half day seminar dealing with the proposed Code of Ethics and the difficulties encountered by conservators giving evidence in court, was held with Shane Simpson of the Arts Law Centre in Sydney as guest speaker.

A further aim of the Council was to more fully involve all members of the Council in the general running of the Division, and we were partly successful in achieving this aim : we hope to extend this approach this year. The new format Local Newsletter is one example of shared responsibilities.

The assets of the ACT Division have risen substantially, the increased income is mainly due to profits from the Gerry Hedley and Anthony Cains workshops.

All in all, 1984/85 was a successful year and with most of the Council being re-elected for 1985/86, we are hoping for an even better year.

JUDY FRASER  
PRESIDENT ACT ICCM branch

The N.S.W. Division has had an active and successful year.

The complete reports are published in the current N.S.W. newsletter so I shall give a brief summary.

The Division has organised twelve meetings over the past twelve months which have included topics such as the conservation of paper, books, glass, ceramics, quilts, ethnographic objects, historical archaeology, pest control and special meetings to discuss the I.C.C.M. Code of Ethics, the results of which were sent to Colin Pearson.

The Division is at this stage informally inviting expert lecturers from overseas to run workshops, such as Dr. McCrone to give a course on microscopy and Sugvira - on Japanese screen and scroll mounting, they are both very interested. The project will depend on the success of grant applications but hopefully will become an annual event.

Graham Hinton is in the process of organising interested members to prepare as part of the National Sub-committee on Sites and Monuments a policy statement<sup>s</sup> that can be used by I.C.C.M. regarding such subjects as the Daintree Forest, Aboriginal Rock Art and Historical Archaeological Sites.

The Division prepared an application to the Bicentennial Authority to ask for financial assistance in offering out time and expertise in a series of workshops and seminars. The title of the Project is "Conservation advice or Recording, Preparation, Display, Exhibition, Storage and Transportation of Bicentennial Material! The project was submitted with the Australian Society of Archivists, The Library Association of Australia, Museums Association of Australia Inc. and the Regional Galleries Association of N.S.W.

It was agreed in October by the current committee that the N.S.W. Division would host the I.C.O.M. Conservation Committee conference in 1987. Dulcie Stretton has been appointed Conference Secretariate, a Sydney Organising Committee has been formed, venue booked, lab tours organised, entertainment, publications, publicity and grant applications are underway, all due to an enormous effort by the committee, in particular Karen Coote, Sue Walston and Colin Pearson. There are now two years of hard work to go to produce a first class international conference.

The Newsletter has been produced by Catherine Lillico and Susie Bioletti and after this issue will move to Melbourne. On behalf of I.C.C.M. I would like to thank them for the amount of time and energy they have given to producing this publication.

Rosemary Peel,  
N.S.W. REPRESENTATIVE.

September 26, 1985

*Bridgeport News - Newcastle - sponsorship - Calhoun St.*  
*N.S.W. division is a reciprocal member with*  
*N.A.V.A. - National Association for the Visually Aided*  
*- suggest other divisions join to get*  
*help with for example grant applications.*

# ICCM

INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (INC)

## ICCM QUEENSLAND DIVISION

ANNUAL REPORT TO ICCM AGM, 30 SEPTEMBER, 1985

In the absence of new nominations for positions the committee for the year remained unchanged from that of the previous year and consisted of -

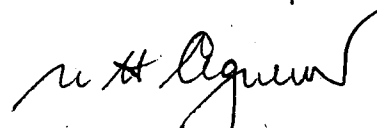
Graham Reynolds	-	Chairman
Neville Agnew	-	Secretary
Daniel Robinson	-	Treasurer
June McNicol	-	Committee member
Judy Dunlop	-	Committee member

A diverse and interesting programme of speakers at bimonthly meetings was arranged over the course of the year. At the Division's AGM on 21 August 1984 at Graham Reynolds' Gallery, Graham gave a talk and demonstration covering the principles, materials and techniques used in water-gilding a picture frame. Then, at the end of year meeting and Christmas Dinner at the Johnsonian Club, Richard Allom (of Richard Allom Architects) presented a stimulating and provocative talk entitled "The Historic Building as a Museum Object". The first meeting of 1985 was a demonstration by Robert Sheehy (Fryer Library, University of Queensland) of paper grafting techniques used in the repair of rare books. Then in May Colin Brewer, presented an illustrated talk at the Queensland Museum on the raising and conservation of the Mary Rose. Colin is an accredited lecturer of the Mary Rose Trust in Australia. The July Meeting at the State Library was hosted by Rare Books Librarian, Margaret Zerner at which Sir J. Banks' Florilegium printed by Alecto Historical Publications and the British Museum was shown.

Other developments have been the computerisation of the ICCM national records and mailing lists by Harry Haxton through his firm Conservation Resources; and the investigation by Graham Reynolds of the feasibility of hiring out the national mailing list.

In January a staunch supporter and valued ICCM member Peg Haxton died suddenly.

In all a satisfactory year - although quiet. Our numbers edge up slowly. Low attendance at meetings is still a problem. The financial state of the branch is healthy as may be seen from the attached report of the Treasurer.

  
Neville Agnew  
HONORARY SECRETARY

ICCM Council Chairman Report "84-"85

In many ways the last twelve months of activity in our division has been dominated by the establishment of the State Conservation Centre. It is fitting, therefore, that this final meeting of the year is being held within the centre. In this context it should also be mentioned that our other problem - that of too few people to do too many jobs - is also currently looking a lot healthier with the ongoing staffing program at the State Conservation Centre. All members are encouraged to actively canvas friends and colleagues to come along to meetings and eventually take out membership.

Obviously such an organisation as ours is dependent on its members for its vibrancy and success.

Having said that there have been some very informative and exciting meetings this year and I would like to extend my thanks to all those members and visitors who have contributed. (Keep it up!)

I would also like to thank both the Division Council - especially the Secretary, Wally Adamek - and the 1986 Conference Planning Committee. Here, especially, we have had too few people for the vast number of tasks and I would ask that all members be prepared to lend a hand in the coming months. Planning for the conference here in Adelaide next year is under way but there is a great deal still to be done. It has the potential to be one of the most active and worthwhile ICCM conferences to be held in recent years.

Last year, then, has been very much a holding operation and I can honestly say all of us here in conservation in South Australia are going to be part of a very significant development, which will hopefully begin early in the coming years programmes.

Robert Wilmot

State Chairman  
ICCM (S.A. DIVISION)





INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (INC)

W.A. Division

President's Report  
23 July 1985

Our activities in the W.A. Division this year have been quite varied as presented in the Secretary's report. Several other items are of interest.

It was decided by the W.A. Division Committee early in the year that the number of meetings would be reduced from one per month to one every two months and that more workshops be held. Judging by our increased meetings attendance, this change seems to have worked quite well.

The ICCM W.A. Division supported the organization that is trying to save the Old Perth Technical School on St. George's Terrace from demolition. Letters were sent to the Premier Mr Burke and to the Minister for the Arts, Mr Davies expressing our concern about the destruction of this historic building. Petitions were also circulated and sent in.

It has been my pleasure to serve as President of the W.A. Division for this year and I would like to thank not only the Committee members for their help but also the members of the W.A. Division for their support.

A handwritten signature in cursive script that reads "Sylvia Bass".

Sylvia Bass  
PRESIDENT