



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

AICCM Annual General Meeting 47

1.00 PM Tuesday 29 September 2020

Online video conference via Zoom

MINUTES DRAFT

1. Attendance

Jennifer O'Connell, Detlev Lueth, Alice Cannon, Amy Bartlett, Michelle Berry, Isabelle Waters, Anne Carter, Charlotte Walker, Chris Paroz, Elizabeth McCartney, Emily Kelleher, Hannah Ui Shuilleabhain, Ian Batterham, Jen Todd, Julie McCarthy, Lisa Mansfield, Louise Bradley, Madeline Ewing, Marcelle Scott, Margaret Birtley, Nick Flood, Cancy Chu, Kat Watson, Paul Coleman, Rehan Scharenguivel, Sandi Mitchell, Sheldon Teare, Sherryn Vardy

2. Apologies

Ian MacLeod, Eoin O'Sullivan, Katie Wood, Libby Melzer, Cobus van Breda, Bronwyn Cosgrove, Lydia Egunnike

3. Welcome and acknowledgements

President Jennifer O'Connell welcomed all participants and provided a Welcome to Country.

4. Acceptance of minutes from AGM46

Treasurer Detlev Lueth proposed a minor correction be made to the wording in the 2019 Annual General Meeting (AGM46) Minutes. The correction is an amendment to the membership table where GST was included but should not have been. This has been removed and is recorded in *Appendix A*.

Motion: that the minutes from the 2019 Annual General Meeting (AGM46) are accepted as a true and correct record with the proposed amendment included.

Moved: Jennifer O'Connell

Seconded: Alice Cannon

Motion carried.

5. President's report

President Jennifer O'Connell delivered her report (see *Appendix B*).

Motion: that the 2020 President's report be accepted.

Moved: Jennifer O'Connell

Seconded: Alice Cannon

Motion carried.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

6. Treasurer's report

Treasurer Detlev Lueth delivered his report and details from the auditor's reports (see *Appendix C and D*).

Motion: that the 2019-2020 audited reports and 2020 Treasurer's report be accepted.

Moved: Detlev Lueth
Seconded: Jennifer O'Connell

Motion carried.

7. Secretary's report

Secretary Amy Bartlett delivered her report (see *Appendix E*).

Motion: that the 2020 Secretary's report be accepted.

Moved: Amy Bartlett
Seconded: Detlev Lueth

Motion carried.

8. Presentation of the AICCM Strategic Plan 2020-2025

The AICCM Strategic Plan 2020-2025 has been developed by members of AICCM's Executive Council, National Council, and various Committees. The *AICCM Collection Futures Workshop Report 2020* was consulted as part of the review.

The plan has been presented to the AICCM membership.

Motion: that the AICCM Strategic Plan 2020-2025 be accepted.

Moved: Jennifer O'Connell
Seconded: Alice Cannon

Motion carried.

Detlev Lueth acknowledged all members that have worked on the plan, commented on the methodical process and excellence of the plan.

9. Election of office bearers

Public Officer Ian Batterham made a call for nominations of the AICCM National Council positions as required by the constitution. Ian noted that only one nomination had been received for each position.

Secretary Amy Bartlett read the list of nominations.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

2020/2021 Committee

President: Alice Cannon

Vice President: Grace Barrand

Treasurer: Libby Melzer

Secretary: Amy Bartlett

Publications Officer: Cobus van Breda

Professional Membership Officer: Sandi Mitchell

SIG Coordinator: Lisa Mansfield

Membership Services Officer: Katie Wood

10. Other business

Most participants used the Zoom chat function to acknowledge the work of and thank AICCM Committee Members throughout the meeting. Thanks were given to Detlev Lueth for his financial management of AICCM during his term.

Marcelle Scott congratulated the outgoing and newly elected AICCM Committee Members. She acknowledged the work that had been completed and particularly thanked outgoing President Jennifer O'Connell.

Amy Bartlett acknowledged Jennifer O'Connell for her work as AICCM Secretary, Vice President and President over the past years.

Alice Cannon delivered a detailed thank you and outgoing report which all members agreed and applauded to (see *Appendix F*).

11. Appendix items



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Appendix A - Amendment to membership table for 2018/2019 AGM46

| | 2018/2019 | Per Mship | Amended Total |
|-----------------------|-----------|-----------|---------------|
| Comp 1st year student | 33 | \$0.00 | \$0.00 |
| Student/concession AU | 72 | \$76.36 | \$5,497.92 |
| Student/concession OS | 4 | \$84.00 | \$336.00 |
| Employer paid | 29 | \$203.64 | \$5,905.56 |
| Individual AU | 301 | \$203.64 | \$61,295.64 |
| Individual OS | 11 | \$224.00 | \$2,464.00 |
| Org AU | 20 | \$649.09 | \$12,981.80 |
| Org OS | 6 | \$714.00 | \$4,284.00 |
| Org Volunteer | 1 | \$203.64 | \$203.64 |
| Lifetime | 15 | \$0.00 | \$0.00 |
| Honary | 3 | \$0.00 | \$0.00 |
| Total | 495 | | \$92,968.56 |

Detlev Lueth

AICCM National Treasurer

Appendix B - AGM47 President's Report

The AICCM managed to achieve a lot during the 2019/2020 financial year despite some changes that needed to be made due to the pandemic. As an organisation we were able to continue a number of projects and achieve some goals such as the launch of the new website, the new Strategic Plan and several submissions to government that advocated for the profession. Prior to the start of the financial year, the AICCM had committed to expenditure to be made from the reserve, particularly the website upgrade, National Conference scholarships and the Foresight consultation. These resulted in higher expenses than income in the cash flow, although they were expected and had been accounted for in previous years (for instance, the website expenditure had been planned for nearly 5 years).

Unfortunately, due to COVID-19, income from events and sponsorship was less than budgeted for, exacerbating the difference between income and expenditure. Overall, however, the AICCM remains in a strong financial position.

Membership Renewal

One action that AICCM National Council took to assist members financially was to extend current membership to the end of 2020, awarding six months of free membership. AICCM membership will now change from a financial year to a calendar year membership. This also meets a governance issue that membership fees were received over two different financial years, and now they will be received in the same financial year. Obviously this had a major impact on the cash flow for the year, however, the overarching decision was to retain the AICCM community for the members during difficult circumstances.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Events and Webinars

AICCM Vic Division hosted a very successful National Conference in Melbourne in November 2019 which was bookended by the Collection Futures workshop (result of the Foresight consultation). The AICCM Victoria Division put on a wonderful conference with a broad range of papers, panel sessions and meetings/activities during the breaks.

The Collection Futures workshop was organised by the Sustainable Collections Committee – MaryJo Lelyveld, Sarah-Jane Rennie and Ainslee Meredith. Thirty people from across the conservation profession and representatives from allied trades met to discuss the future of the collections profession. The workshop was facilitated by Jose Ramos, Director, Foresight Action, who gave a structure and theoretical framework on which to base the process. We reflected on previous visions and our current vision of the profession, and from that, established a vision for the future. We then looked at activities to undertake, and communities with whom to work, to support the vision. Since the last AGM held at the conference, the AICCM had been looking at ways to respond to the bushfires such as planning community talks with Blue Shield Australia and the Cultural Disaster Roundtable, then COVID-19 pandemic started and these plans were mostly put on hold or switched to a digital presence.

The AICCM National Council and SIG Convenors are currently having discussions around the events program in 2021. We are looking for ways to make these more robust through digital means, which will in turn make them more inclusive. In the meantime, SC@M and AICCM have been putting on webinars, which have been successful. AMaGA Victoria, Grimwade Conservation Services and Margaret Birtley AM, put on a webinar on how to best care for collections with limited access following on from the 'A Guide to Caring for Collections in Buildings Closed Due to COVID-19' publication.

Three SIG events were in the process of being planned with themes, budgets and even venue bookings in place. These SIG events have been postponed. We do need to recognise the work that has already gone into this and we will see the results at a later date or in a different format. Tegan Anthes put together a survey for the Managing Risk Symposium to gauge member interest in attending in person, hybrid or online conferences. We have been doing some research talking to service providers and Lisa Mansfield, Event and SIG Co-ordinator, is working with National Council now on a range of ideas.

Achievements

Publications

The Publications team continued with the AICCM Bulletin as well as the regular e-News. The Taylor and Francis contract is due for renewal at the end of 2021 and is being negotiated. The AICCM Bulletin led by Nicole Tse has a team of Editorial Assistants as well as an Editorial Board. The publication continues to grow and increase its reach. Four editions of the e-News were produced by the committee Cobus van Breda, Paul Coleman (Web editor), Michelle Berry (Secretariat), Zora Sanders (Communications Officer) and Sue Bassett, (Editor). Thank you to members for their contributions also.

Advocacy

2020 has seen a strong focus on advocacy and community engagement. Our members have worked hard to respond to the multiple crises. We have been contributing to a plethora of voices fighting for the arts and supporting changes to responses to the climate crisis and social injustice.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

The AICCM made a submission to the Senate Select Committee on COVID-19 in response to the Committee's Terms of Reference (b) 'any related matters'. It outlined the measures the AICCM took to respond to the pandemic and to contribute to the broader Arts sector response. In response to the COVID-19 pandemic, the AICCM led the sector in advice on caring for collections and engaged with members to assess the initial financial impacts.

The AICCM also made a submission to the Royal Commission into Natural Disaster Arrangements and outlined the organisation's actions taken during the bushfire crisis last summer, and argued for changes to enable best practice in the future. Importantly, a coordinated approach with the government would increase the outcomes of all these efforts.

The AICCM made a statement registering our condemnation of and dismay at the destruction of the Pilbara Caves by Rio Tinto. We extended our sympathy to the Puutu Kuntj Kurrama and Pinikura people (PKKP), for whom this was a devastating loss of cultural and historical significance. The AICCM also issued a press release on the statement. Then we made a submission to the Government Inquiry, as well as providing feedback to Blue Shield Australia on their submission.

The AICCM NSW Division made a submission to the Inquiry into Government's Management of the Powerhouse Museum and Other Museums and Cultural Projects in New South Wales.

Further to these formal statements, as President I have represented the AICCM on the AMaGA Cultural Response (Emergencies) roundtable and the NAVA roundtable focusing on the COVID-19 response. Through these two roundtables, advocacy has taken place via open letters and petitions to government calling for support of the arts, for example: <https://www.theguardian.com/australia-news/2020/apr/24/if-our-government-wants-cultural-life-to-return-it-must-act-now-an-open-letter-from-australias-arts-industry>

Overall, this year we strengthened relationships with other organisations, particularly AMaGA, Blue Shield and NAVA through joint advocacy.

Strategic Planning 2020–2025

The advocacy strategies are important to the AICCM and its members. Last year in the Collection Futures Workshop this arose strongly as an area in which the organisation needs to develop. The AICCM National Council has prepared the Strategic Plan for 2020–2025 and advocacy has been incorporated.

The Strategic Plan is available on the website <https://aiccm.org.au/about/aiccm-strategic-plan/> and here are the major objectives for the next five years:

- *Advocacy* - Develop our voice on issues of importance.
- *Member Engagement* - Foster a community and support network for members.
- *Professional Discourse* - Facilitate and promote developments in conservation research and practice.
- *Community Engagement* - Broaden our connections and partnerships with cultural heritage keepers and communities.
- *Fundraising* - Increase the opportunities for our members to develop professionally, and to provide support for our community partners
- *Governance* - Continue to improve the sustainability of AICCM economically, environmentally and socially.

Website

We transitioned to a new website which was a lot of work behind the scenes in decisions made around what content to keep and the structure of the site. The move to Wordpress means that we are up to date with security, the web site is still being supported by our provider Agileware and it's a lot more



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

flexible. The website can continue to be updated, the design can be changed by our own contractors which is important. This was an investment that had been planned for a number of years, so National Council has been saving money each year for this upgrade. We'll continue to budget for website expenses going forward as the website will always require upgrades. We had assistance from our volunteer beta testers who gave us feedback prior to the site being finalised. They checked spelling, grammar, image use, accessibility, broken links and the general flow of the website. Their feedback was detailed, extensive and very much appreciated.

Awards

In late 2019, we celebrated members' achievements through the annual awards ceremony. The following awards were announced:

- Outstanding Service to the Profession – Sue Frost
- The Colin Pearson Outstanding Research in the Field of Material Conservation Award– Gillian Osmund
- Outstanding Conservation Volunteer – Jan Russell and Sue Brian, volunteers at the National Maritime Museum
- Outstanding Conservation Treatment of the Year – David Stein: The Stella Project

Four awards were sponsored by the Association for ADFAS, Patricia Robertson Fund. These included two Student Conservator of the Year awards the Mid-Career Scholarships.

ADFAS Mid-Career Scholarship - Elizabeth McCartney

ADFAS Armidale Mid-Career Scholarship - Wendi Powell

Student Conservator of the Year (The University of Melbourne) - Dan Schwartz

Student Conservator of the Year (University of Canberra) - Rebecca Negri-Lewis

Thank you

I would like to take this opportunity to thank the National Council, State Divisions, Committee members, SIG members and all other volunteers for the work they have achieved this financial year. There were a lot of changes and postponements, and members have taken this well and adapted to new strategies. This wouldn't be possible without our hard working and dedicated contractors who put in a lot of time and effort to the association. Thank you, Michelle Berry, Zora Sanders, Paul Coleman, Hilary Milsome and Sue Bassett.

Jennifer O'Connell

AICCM National President

Appendix C - AGM47 Treasurer Report

The 19/20 financial year was a big and challenging year for AICCM. We undertook significant planned expenditure and these included:

- Foresight workshop (\$8,735)
- Bursaries for the National Conference (\$4,953)
- Website refresh/upgrade (\$49,405)

We then took the brave and right decision to pause membership renewals for six months (until late 2020) in response to Covid-19 impacting our profession.

It was wonderful to see that despite membership renewals being paused we still had a fair few members who decided to renew their membership anyway. On behalf of AICCM like to thank each and every one of you who did renew.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

We also received without asking a significant increase in donations (\$3,055) compared to the previous financial year when we received a total of \$460. Again on behalf of AICCM like to thank each and every donor. I look forward assisting in the future with developing this income category.

Covid-19 of course also prevented AICCM holding F2F events which in turn meant there was less income from these activities but this also translated to less expenditure. For example the National Council did not hold its annual F2F planning meeting but instead conducted the meeting via Zoom thereby saving around \$6,000.

Also because of the pause in membership renewals and suspension of F2F events we had about 1,000 less financial transactions and this translated to a reduction in banking fees and charges by about \$2,000.

The changes to our membership renewal period from financial year to calendar year will simplify our accounting processing because all membership renewals will be received in one financial year period instead of being spread over two years.

I like to stress that although AICCM has run at a loss during the 19/20 financial period half of this was due to planned expenditure and should be seen as an investment and not a loss and the other part is due to the suspension of membership renewals for six months.

The AICCM still has sufficient funds to operate but energy should be focused towards encouraging/enticing members later this year to renew their membership. Alternative income streams should also be investigated to ensure AICCM income matches operational expenditure.

We did not distribute capitation fees during 19/20 financial year period because we wanted to reduce expenditure and because state branches indicated that they had sufficient funds to undertake their usual activities. The WA branch was however allocated \$300 because they had very few remaining funds to operate.

Finally I like to thank all members of the executive who guided and assisted me with planning and tracking our expenses and ensuring we recorded our expenditure to accounting standards.

None of this was possible without the professional and invaluable service by our secretariat Michelle Berry and our bookkeeper Hilary Milson who always made themselves available and ensured that my task as treasurer was about as easy as it could be.

Detlev Lueth

AICCM National Treasurer



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Appendix D – Auditor’s Reports

AUSTRALIAN INSTITUTE FOR THE CONSERVATION
OF CULTURAL MATERIAL INCORPORATED

Financial Statements
For the year ended 30 June 2020

R. J. Sanderson & Associates Pty Ltd

60 Robinson Street
Dandenong 3175

Phone: 03 9794 0010 Fax: 03 9794 0221



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Independent audit report

To the members of Australian Institute for the Conservation of Cultural Material Incorporated

We have audited the accompanying financial report, being a special purpose financial report, of Australian Institute for the Conservation of Cultural Material Incorporated which comprises the Detailed Balance Sheet as at 30th June 2020, the Detailed Profit and Loss Account for the year then ended, and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information

Committee of Management responsibility for the financial report

The members of the Committee of Management are responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 3 is appropriate to meet the requirements of the relevant Incorporated Associations Acts and the needs of the members. The Committee of Management's responsibility also includes such internal control as the members of the Committee of Management determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Committee of Management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Electronic publication of the audited financial report

It is our understanding that the Australian Institute for the Conservation of Cultural Material Incorporated intends to electronically present the audited financial report and auditor's report on its internet website. Responsibility for the electronic presentation of the financial report on the Australian Institute for the Conservation of Cultural Material Incorporated website is that of those charged with governance of Australian Institute for the Conservation of Cultural Material Incorporated. The security and controls over information on the website should be addressed by the Australian Institute for the Conservation of Cultural Material Incorporated to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial report on Australian Institute for the Conservation of Cultural Material Incorporated website is beyond the scope of the audit of the financial report.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Australian Institute for the Conservation of Cultural Material Incorporated as at 30th June 2020 and of its financial performance and its cash flows for the year then ended on that date and complies with Australian Accounting Standards to the extent described in Note 3.

Basis of accounting

Without modifying our opinion, we draw attention to Note 3 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling Committee of Management reporting responsibilities. As a result, the financial report may not be suitable for another purpose.

A handwritten signature in black ink, appearing to read 'R J Sanderson'.

R J Sanderson & Associates Pty Ltd

Certified Practising Accountant

24th September 2020

60 Robinson Street
Dandenong Vic 3175



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED

Detailed Profit and Loss Statement

For the year ended 30 June 2020

| | 2020 | 2019 |
|-------------------------------|----------------|----------------|
| | \$ | \$ |
| Income | | |
| Grant income | 3,895 | 27,841 |
| Memberships subscriptions | (15,179) | 102,584 |
| Advertising income | 8,800 | 13,600 |
| Sponsorship income | 6,000 | 4,000 |
| Donations | 3,055 | 460 |
| Copyright income | 3,393 | 4,141 |
| Event sponsorship income | 10,377 | 33,048 |
| Bulletin subsidy income | 2,500 | 2,514 |
| Registration - events | 73,733 | 141,218 |
| Interest received | 6,691 | 5,852 |
| Total income | <u>103,265</u> | <u>335,258</u> |
| Expenses | | |
| Advertising and promotion | - | 600 |
| AGM & council meeting expense | - | 6,282 |
| Audit fees | 3,891 | 3,891 |
| Bank fees and charges | 3,097 | 5,245 |
| Bookkeeping fees | 7,097 | 9,157 |
| Bursaries | 4,953 | 1,954 |
| Capitation fees distributed | 300 | - |
| Consultants fees | 13,650 | - |
| Postage & handling | 272 | 302 |
| Events expenses | | |
| Events expenses | 62,943 | 135,935 |
| Grant disbursements | 5,894 | 63,248 |
| Insurance | 3,710 | 3,540 |
| Member awards | 5,350 | 2,235 |
| Newsletter expenses | 21,390 | 19,718 |
| Printing & stationery | 80 | 250 |
| Secretarial expenses | 40,557 | 32,778 |
| Student sponsorships | 300 | - |
| Subscriptions | 1,723 | 1,531 |
| Teleconference costs | 282 | 210 |

These financial statements are audited. They must be read in conjunction with the attached Auditors Report and Notes which form part of these financial statements.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED

Detailed Profit and Loss Statement

For the year ended 30 June 2020

| | 2020 | 2019 |
|--|------------------|---------------|
| | \$ | \$ |
| Website expenses | 49,405 | 20,903 |
| Total expenses | 224,895 | 307,781 |
| Net Profit (Loss) from Ordinary Activities | <u>(121,630)</u> | <u>27,477</u> |

These financial statements are audited. They must be read in conjunction with the attached Auditors Report and Notes which form part of these financial statements.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED

Detailed Balance Sheet as at 30 June 2020

| | Note | 2020 | 2019 |
|--|------|----------------|----------------|
| | | \$ | \$ |
| Services' Funds | | | |
| Retained earnings at the beginning | | 446,474 | 418,997 |
| Net profit / (loss) | | (121,630) | 27,477 |
| Total Services' Funds | | 324,844 | 446,474 |
| Represented by: | | | |
| Current Assets | | | |
| Cash Assets | | | |
| PayPal clearing account | | 670 | 11,150 |
| Cash at bank-Bank Australia | | 122,088 | 171,012 |
| Cash at bank-Bank Australia term deposit | | 188,742 | 183,511 |
| Cash at bank-Bank Australia cyber saver | | 495 | 495 |
| Cash at bank-Bank Australia visa access | | 1,215 | 6,733 |
| Cash at bank-Bank Australia public funding | | 11,135 | 11,058 |
| Cash at bank- pin payments | | 915 | 2,430 |
| | | <u>325,260</u> | <u>386,389</u> |
| Receivables | | | |
| Trade debtors | | - | 97,063 |
| | | - | <u>97,063</u> |
| Current Tax Assets | | | |
| GST clearing | | 5,123 | (5,050) |
| | | <u>5,123</u> | <u>(5,050)</u> |
| Other | | | |
| Funds held in advance | | 375 | - |
| | | <u>375</u> | <u>-</u> |
| Total Current Assets | | 330,758 | 478,402 |

These financial statements are audited. They must be read in conjunction with the attached Auditors Report and Notes which form part of these financial statements.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED

Detailed Balance Sheet as at 30 June 2020

| | Note | 2020 \$ | 2019 \$ |
|----------------------------------|------|----------------|----------------|
| Total Assets | | 330,758 | 478,402 |
| Current Liabilities | | | |
| Payables | | | |
| Unsecured: | | | |
| Trade creditors | | 5,914 | 31,928 |
| | | <u>5,914</u> | <u>31,928</u> |
| Total Current Liabilities | | 5,914 | 31,928 |
| Total Liabilities | | 5,914 | 31,928 |
| Net Assets | | 324,844 | 446,474 |

These financial statements are audited. They must be read in conjunction with the attached Auditors Report and Notes which form part of these financial statements.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED

Statement of Cash Flows
For the year ended 30 June 2020

| | 2020 | 2019 |
|---|-----------------------|-----------------------|
| | \$ | \$ |
| Cash Flow From Operating Activities | | |
| Receipts from customers | 193,263 | 339,924 |
| Payments to Suppliers and employees | (261,083) | (289,457) |
| Interest received | 6,691 | 5,852 |
| Net cash provided by (used in) operating activities (note 2) | <u>(61,129)</u> | <u>56,319</u> |
| Net increase (decrease) in cash held | (61,129) | 56,319 |
| Cash at the beginning of the year | <u>386,389</u> | <u>330,070</u> |
| Cash at the end of the year (note 1) | <u><u>325,260</u></u> | <u><u>386,389</u></u> |

These financial statements are audited. They must be read in conjunction with the attached Auditors Report and Notes which form part of these financial statements.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED

Statement of Cash Flows

For the year ended 30 June 2020

| | 2020 | 2019 |
|---|----------------|----------------|
| Note 1. Reconciliation Of Cash | | |
| For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. | | |
| Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows: | | |
| PayPal clearing account | 670 | 11,150 |
| Cash at bank-Bank Australia | 122,088 | 171,012 |
| Cash at bank-Bank Australia term deposit | 188,742 | 183,511 |
| Cash at bank-Bank Australia cyber saver | 495 | 495 |
| Cash at bank-Bank Australia visa access | 1,215 | 6,733 |
| Cash at bank-Bank Australia public funding | 11,135 | 11,058 |
| Cash at bank- pin payments | 915 | 2,430 |
| | <u>325,260</u> | <u>386,389</u> |

**Note2. Reconciliation Of Net Cash
Provided By/Used In Operating
Activities To Operating Profit (Loss)**

| | | |
|---|------------------------|----------------------|
| Net profit (loss) | (121,630) | 27,477 |
| Changes in assets and liabilities net of effects of purchases and disposals of controlled entities: | | |
| (Increase) decrease in trade and term debtors | 96,689 | 10,518 |
| (Increase) decrease in prepayments | - | 4,275 |
| Increase (decrease) in trade creditors and accruals | (26,014) | 17,765 |
| Increase (decrease) in sundry provisions | (10,174) | (3,716) |
| Net cash provided by (used in) operating activities | <u>(61,129)</u> | <u>56,319</u> |

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



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Australian Institute for the Conservation of Cultural Material Incorporated
Notes to the Financial Statements
For the year ended 30 June 2020

Note 3: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the requirements of Australian Institute for the Conservation of Cultural Material Incorporated to prepare a financial report. The entity has determined that the entity is not a reporting entity.

The financial report has been prepared in accordance with applicable Australian Accounting Standards and the relevant Incorporated Associations Acts.

The financial report is prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report:

(a) Property, Plant and Equipment

Property, plant and equipment are included at cost, independent of the Services' valuation. All assets, excluding freehold land and buildings are depreciated over the useful lives of the assets to the entity.

(b) Inventories

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in first-out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

(c) Provisions

Provisions are recognised when the Service has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reasonably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

(e) Revenue and Other Income

Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which, for floating rate financial assets, is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue recognised related to the provision of services is determined with reference to the stage of completion of the transaction at the reporting date and where outcome of the contract can be estimated reliably. Stage of completion is determined with reference to the services performed to date as a percentage of total anticipated services to be performed. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent that related expenditure is recoverable.

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

(f) Change to Revenue Stream

The National Council has resolved to extend the membership for a term of six months to reflect adverse financial effects of members caused by the global pandemic of Covid 19. The six month extension aligns the membership fees from the traditional fiscal year to a calendar year.

Due to this alteration to the revenue stream, there has been no invoicing of membership fees during the Year Ended 30th June 2020, and this has materially impacted on the reported results for this financial year.

These notes should be read in conjunction with the attached audit report of R J SANDERSON & ASSOCIATES PTY LTD.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Australian Institute for the Conservation of Cultural Material Incorporated
Notes to the Financial Statements
For the year ended 30 June 2020

(g) Accounting for Leases – AASB 16

The mandatory application and implementation of Accounting Standard AASB 16 has been considered when preparing the financial statements.

It has been concluded that there are no known items that cause inclusion under the AASB16 standard for this Service.

(h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

(i) Going Concern – ASA 570

The Accounting standard ASA570 requires the auditor to assess the appropriateness of management's going concern assumption for the relevant period for a period of at least twelve months from the date of the financial statements.

After due investigation and supply of evidence, it has been established, that in the absence of any subsequent abnormal event, the Service passes the going concern criteria.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Appendix E - AGM47 Secretary's Report

Meetings

The National Council met six times (CM193 to CM198) over the 2019-2020 financial year, satisfying the AICCM Constitution's minimum requirement of three meetings.

The usual annual two-day National Council Face-to-Face meeting was replaced with several shorter video conference meetings which were held from Thursday 11 June to Friday 19 June 2020. This change was the result of travel and social distancing rules due to the Covid-19 pandemic. Topics covered included the AICCM budget, the AICCM Collection Futures Workshop examining the future of conservation, the AICCM Strategic Plan, and ideas for future fundraising.

Regular bi-monthly Executive Meetings between the President, Vice President, Treasurer, Secretary and Secretariat were held over the financial year in addition to supplementary meetings to discuss matters relating to advocacy, the summer bushfires and the Covid-19 pandemic.

Membership

Membership numbers have grown during the 2019-2020 financial year and to date as of September 2020, with total current membership reaching 623, from 608 last period. The number of AICCM Professional Members has risen by 2 from 118 to 120.

In reference to *Table 1* below, Grace Members refers to the number of people who haven't renewed in the month after the annual renewal date and Expired Members refers to past members who have not renewed or asked for their membership to be archived or deleted. Note that in 2020 the actual renewal date was moved from 30 June to 31 December therefore the number of members in the grace period at the time of the Annual General Meeting is 0.

The renewal date was extended to the end of 2020 free of charge which entitled members to six months free membership. This was enacted in recognition of the Covid-19 pandemic which has caused financial hardship and disruptions to life. AICCM offered this to retain community and to provide support to membership.

The renewal date has now moved to a calendar year rather than financial year which will also provide benefits for AICCM's accounting processes as the fees will be received in the same financial year.

Table 1: Current membership status as of September 2020

| Membership Type | Number |
|------------------------|---------------|
| Current | 623 |
| Grace | 0 |
| Expired | 593 |



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Table 2: Membership numbers by membership type

| Current Membership Type | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Australian Individual | 371 | 363 | 331 | 318 | 348 |
| Overseas Individual | 13 | 12 | 12 | 11 | 10 |
| Australian Organisation | 22 | 24 | 18 | 18 | 20 |
| Overseas Organisation | 6 | 8 | 7 | 7 | 7 |
| Australian Concession | 34 | 33 | 33 | 30 | 33 |
| Honorary | 6 | 5 | 7 | 8 | 8 |
| Complimentary Student | 68 | 62 | 65 | 65 | 49 |
| Overseas Concession | 1 | 1 | 1 | 0 | 1 |
| Reciprocal | 12 | 12 | 12 | 12 | 12 |
| Australian Student | 60 | 61 | 38 | 36 | 38 |
| Overseas Student | 8 | 5 | 3 | 3 | 3 |
| Australian Life Member | 17 | 17 | 17 | 17 | 15 |
| Overseas Life Member | 4 | 4 | 4 | 4 | 4 |
| Australian Voluntary-run Organisation | 1 | 1 | 1 | 1 | 0 |
| Total Current | 623 | 608 | 549 | 530 | 548 |

Table 3. Professional membership numbers

| | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------------------|----------------|----------------|----------------|----------------|----------------|
| Professional Member | 120 | 118 | 108 | 107 | 108 |

Communications

AICCM launched its new website in 2020 and social media statistics continue to grow. New developments that have been welcomed by AICCM include a new Facebook page hosted by the Emerging Conservators Special Interest Group and the introduction of a series of webinars which are being organised by SC@M (Student Conservators at Melbourne).



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

On 23 December 2019, a Facebook post about the manufacture of sable brushes became our most successful Facebook post. Our posts typically reach between 1,000 to 3,000 people whereas the sable brush post reached 72,000 at the time of being reported to National Council during the February 2020 National Council Meeting. This post went viral and gave our follower numbers a significant boost.

Table 4: Social Media Followers as of the end of the financial year, June 2020

| Platform Type | Number |
|----------------------|---------------|
| Facebook Followers | 7590 |
| Twitter Followers | 792 |

Amy Bartlett

AICCM National Secretary

Appendix F – Acknowledgements and outgoing statement

I'd like to thank our outgoing National Council members, Jenny and Detlev.

They've both made an enormous contribution to the AICCM and to the profession during their time on Council.

Detlev has reviewed and overhauled our financial approval systems so they are more organised, transparent and accountable, and set up forward budgets so we can better track our expenses and income throughout the year. He's also looked after our Public Fund and reserves to help make us more sustainable financially

Jenny, as President, as improved our planning and structure, by leading us through the next iteration of the AICCM Strategic Plan and Business Plan. She's worked really hard to make AICCM's voice heard more widely, through preparing responses to government enquiries and by writing letters in response to events like the destruction of the Juukan Gorge sites. She's also taken part in the GLAM sector peak group, which formed in response to the bushfires of late 2019 and early 2020.

Something else I have really appreciated about Jenny's time as President is her commitment to making our time on Council a different kind of professional development opportunity, by inviting guest speakers to talk about fundraising and other issues at our Face to Face meetings.

Both Detlev and Jenny have enabled and supported projects that will enormously benefit the AICCM and its purpose as a resource and professional body for the conservation profession – such as the renewal of the AICCM website, which gives us improved functionality, and by supporting the Foresight Workshop that was held last year in conjunction with the National Council. In this last year we've needed to move to online meetups like this, instead of our usual Face to Face meeting, and Detlev and Jenny facilitated both this and our new webinar capabilities.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

I've really enjoyed working with them and have particularly appreciated their openness, collegiality, expertise and willingness to consider new approaches during this past year, when the COVID-19 pandemic messed up all our plans.

I'd really like express my gratitude for their service to us, the profession, and wish them all the best in their escape from that service! Please join me in thanking them both.

I'd also like to welcome our new National Council, and I'm really looking forward to working with you all. We have our first National Council meeting next week, and I'd really like to use that opportunity to get an update from the States about what's happening in the arts and sciences around Australia.

Thank you for all that you do, individually and collectively, to support the conservation profession in Australia. The AICCM is at its core a support network, providing the infrastructure and financial backing to allow members to connect, debate, publish, and share information and expertise, and increasingly to advocate nationally for issues close to our hearts.

Over the years we've established some paid positions to help us with this work – Michelle, the Secretariat, Hilary, our Bookkeeper, Zora and Paul on communications and online things. Without them we really would grind to a halt.

But it's your time and energy, largely volunteered, that really makes AICCM what it is – whether organising an event (big or small), participating in an event or committee (State, SIG or National), writing something for our eNewsletter, attending the AGM, or responding to our surveys - we literally couldn't do it without you!

So pats on the back for everyone, and thank you all for attending today.

Alice Cannon

Outgoing AICCM National Vice President

Incoming AICCM National President

12. Meeting concluded: 1.52 pm