



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

AICCM National Annual General Meeting 48

1.00 pm, Monday 20 September 2021

Online video conference via Zoom Meeting ID: 890 2169 9290

MINUTES

1. Attendance Alice Cannon, Grace Barrand, Libby Melzer, Michelle Berry, Amy Bartlett, Ian Batterham, Nick Flood, Amelia O'Donnell, Jen Todd, Margaret Birtley, Sandi Mitchell, Kasi Albert, Amanda Wild, Lucilla Ronai, Julie McCarthy, Kay Söderland, Freya Merrell, Alayne Alvis, Emily Vearing, Sheldon Teare, Julian Bickersteth, Zora Sanders, Bronwyn Tulloh, Sophie Phillips, Elizabeth McCartney, Isabelle Waters, Charlotte Walker, Rehan Scharenguivel, Anne Carter, Karina Acton

2. Apologies Lisa Nolan, Rachel Spano, Nicole Tse

3. Welcome and acknowledgements

President Alice Cannon welcomed all participants and provided an Acknowledgement of Country.

4. Acceptance of minutes from AGM 47

Motion: that the minutes from the 2020 Annual General Meeting (AGM 47) are accepted as a true and correct record.

Moved: Alice Cannon

Seconded: Ian Batterham

Motion carried.

5. President's report

Motion: that the 2021 President's report be accepted (*see Appendix A*).

Moved: Amy Bartlett

Seconded: Kasi Albert

Motion carried.

6. Treasurer's report

Motion: that the 2020-2021 audited reports and 2021 Treasurer's report be accepted (*see Appendix B and C*).

Moved: Alice Cannon

Seconded: Lucilla Ronai

Motion carried.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

7. Secretary's report

Motion: that the 2021 Secretary's report be accepted (*see Appendix D*).

Moved: Alice Cannon

Seconded: Nick Flood

Motion carried.

8. Notification that a review of the AICCM Constitution may commence in the following year

AICCM may commence reviewing the AICCM Constitution following some advice that it could be simplified due to current national guidelines. The opportunity could also be used to look at wording around how AICCM holds meetings including the addition of having the opportunity to hold Annual General Meetings in person or via online conferencing going forward. We are currently allowed to hold the AGM online due to the pandemic.

9. Election of office bearers

A call for nominations for AICCM National Council positions as required by the Constitution was made by Ian Batterham, AICCM Public Officer.

One nomination was received for each position, and all were accepted and approved as listed below.

President – Alice Cannon

Vice President – Grace Barrand

Secretary – Amanda Wild

Treasurer – Elizabeth (Libby) Melzer

Publications Officer – Cobus van Breda

Professional Membership Officer – Sandi Mitchell

Special Interest Group Coordinator – Lisa Mansfield

Membership Services Officer – Lucilla Ronai

10. Other business

No other business noted. Meeting completed.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Appendix A – AGM 48 President’s report

The coronavirus pandemic remained the overwhelming force of 2020-21, also affecting AICCM activities. Restrictions had lifted enough by December 2020 to allow AICCM members to have small in-person gatherings, and workplaces and State borders began to re-open. In the new year, pent-up and postponed demand for access to the arts, culture and science saw many of our members busier than they had ever been. However, snap lockdowns, border restrictions and small outbreaks of COVID-19 have continued, laying waste to many a plan and complicating the start of Australia’s vaccine roll-out. With international travel unlikely until well into 2022, Zoom and other online forums are definitely here to stay.

Events

‘Zoom fatigue’ became a familiar term and sensation in 2020; however, Zoom has also proved a boon to the AICCM over the past 12 months. National Council continued to meet via Zoom through the year, and we used Zoom for 2020’s AICCM Awards ceremony and the AGM. It is not quite the same to toast our excellent award winners virtually instead of in person, but I am thankful we were able to mark the occasion with appropriate cheer. I am also thankful to the Australian Decorative Fine Arts Society (ADFAS) for their generous and continuing support of AICCM’s Student of the Year awards and the mid-career fellowships.

Our Special Interest Groups (SIGs) and Committees embraced our new online capabilities with gusto. The ‘Agents of Change’ webinar series organised by the Preventive SIG have proved enormously popular, so much so that we needed to move to the next tier of Zoom membership (allowing for 500 registrations). The Book and Paper SIG, the Emerging Conservators SIG, and the Disaster Preparedness Committee also hosted several online events, on topics ranging from photographic heritage to conservation business basics. These events represent an extraordinary amount of work and energy, both by the organising committees and our AICCM contractors, and they are all to be congratulated and thanked for their efforts. The webinars were recorded and can be found on the AICCM website as an ongoing resource. AICCM is truly nothing without its members, as the achievements of last year surely prove.

National Council’s annual ‘Face to Face’ planning session was also held virtually this financial year, with 10 meetings spread over a fortnight on a variety of themes. A highlight among these was the first meeting of AICCM’s new Development Committee. I’d like to welcome Robyn Sloggett, Carolyn Murphy, Detlev Lueth, MaryJo Lelyveld, Jennifer O’Connell and Kasi Albert to the committee, along with current AICCM Executive members Grace Barrand (Vice President and Chair of the committee) and Libby Melzer (Treasurer), who generously shared their time, expertise and ideas. The aim of the Development Committee is to identify financial and in-kind support for AICCM activities that contribute to the development of the profession, the capacity of its members and the preservation of cultural materials. I am excited for the new initiatives 2021-22 will bring.

National Council operations

After postponing membership renewals for six months at the end of 2019-20, we successfully made the switch to calendar year memberships in November and December. This decision was made in order to lessen the financial effects of the pandemic on our members. At the end of the financial year our membership numbers remain strong and steady, which indicates we’ve achieved our goal of keeping the AICCM membership connected through a long and difficult 18 months.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Partnerships

The Australian Decorative and Fine Arts Society (ADFAS) is AICCM's major partner and again generously sponsored our Student of the Year awards and the mid-career fellowship. We are so grateful for their continued support through the Patricia Robertson Fund (PRF).

AICCM maintained our partnership with Blue Shield. We have been a member of Blue Shield Australia (BSA) for a number of years, with an AICCM representative regularly attending BSA meetings. The BSA representatives for 2020–21 were Kay Söderlund and Julie McCarthy, who provided valuable connections and proposals for ways to develop our partnership.

We remained connected to other Australian cultural associations via the Disaster Preparedness GLAM Roundtable, kindly chaired by the Australian Museums and Galleries Association. Collaboration is becoming even more important in the wake of the pandemic, and I look forward to further strengthening these ties in the year ahead.

Publications

In line with our 2020-25 Strategic Plan, advocacy will be a major focus for AICCM in 2021-22. The papers published in Volume 41 of the *Bulletin* provide an excellent platform from which to begin, and will no doubt guide our Development projects as well. The authors explore ideas, themes and case studies that include futures-led environmental scanning, mapping the distribution of moveable heritage against models of climate change, the value of place-based conservation practice, model partnerships to bring conservation hubs to regional centres, the complexities of modern materials and technology, and the need to support cultural heritage preservation led by Traditional Owners and First Peoples. My thanks to Bulletin Editor Nicole Tse, special guest editors Robyn Sloggett and Alison Wain, the editorial board and committee, and to the authors and peer reviewers who collectively brought this excellent resource to fruition. In 2020-21 we had about 8,000 views and downloads of *Bulletin* papers, and received corresponding copyright income from Taylor and Francis.

The AICCM eNews was published four times, in September and December of 2020 and March and June of 2021. Production of this valuable resource was coordinated by Publications Officer Cobus van Breda, Communications Officer Zora Sanders, and Website Editor Paul Coleman. The eNews also could not exist without the contributions by our members, so thank you to all of you who took time to share news and views with your peers.

Our social media accounts continue to perform well; many thanks to our Communications Officer Zora Sanders for coordinating the public face of AICCM. Facebook remains our primary social media account, but the number of people we reach on the platform has been decreasing. This is due to an increasing push from Facebook for pages to pay to promote their posts, a plateau in users, and a decrease in how many people use Facebook on a regular basis. So, though we continue to slowly but steadily increase Facebook followers, the number of people who see our posts has decreased over the past two years. For example: in 2019-20, each of our posts reached 1,806 people on average; in 2020-21 the average was 981. Over the course of 2020-21, all our posts combined had a reach of 291,633. However, in the same period for 2019-20, our total reach was 569,037. We will continue to monitor and review our social media activity to ensure we are promoting conservation and AICCM members and activities as effectively as possible.

Advocacy

In 2020-21 the AICCM Executive provided a statement to the Minister for Indigenous Australians on



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

the felling of the Djab Wurrung Directions Tree in November 2020. The statement extended sympathy to the Djab Wurrung people, and called for State and Federal governments to revise heritage protection laws to place consultation with all relevant First Nations Peoples first in decisions affecting cultural sites. AICCM received a response from James Barker, Assistant Secretary for the Heritage Branch, in April 2021.

The AICCM Executive wrote a letter of thanks to the Minister for Employment in recognition of the AMaGA Working for Victoria initiative, which provided employment opportunities for arts workers including conservators in regional galleries.

Thank yous

A number of National Council, State Division, SIG and Committee office bearers are stepping down this year and I'd like to thank them for their dedication and generosity. Katie Wood has organised the AICCM Awards program for the last four years, as our outgoing Membership Officer. As Coordinator of the Emerging Conservators SIG, Emily Vearing has actively represented the interests of emerging conservators on National Council, co-coordinated a number of ground-breaking events via Zoom, and developed and delivered a successful mentorship program. Bronwyn Dunn has coordinated the activities of the Education and Training Committee, including the preparation of resources for the AICCM wiki. Elizabeth McCartney is stepping down as Victorian Division president, after leading Victorian Division in the delivery of many professional and social events, including the 2019 National Conference in Melbourne. And last but by no means least, Amy Bartlett is stepping down as National Secretary after many years in AICCM in a number of roles. Amy kept AICCM National Council on the straight and narrow this past year, ensuring we met regularly and coordinating our agendas and minutes.

I'd also like to thank all our other AICCM office-bearers, on National Council and in State Divisions, and everyone who worked as part of our Special Interest Groups and Committees. Thank you for your energy, your ideas and for donating your time to the benefit our profession.

Thanks too to our paid employees and contractors without whom the AICCM could not exist: Secretariat Michelle Berry, Communications Officer Zora Sanders, Website Editor Paul Coleman, Bookkeeper Hilary Milsome and also Sue Bassett, who does some proofreading of our eNews.

The past year has particularly highlighted the importance of collaboration - in combining our expertise and voice with other professional associations, special interest groups, business and industry, local councils and communities, we can achieve so much more than we can on our own. I really look forward to working with you all in the year ahead.

Alice Cannon

President



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Appendix B – AGM 48 audited financial reports

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL
MATERIAL INCORPORATED

Financial Statements
For the year ended 30 June 2021

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

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED

Detailed Profit and Loss Statement

For the year ended 30 June 2021

	2021	2020
	\$	\$
Income		
Grant income	1,250	3,895
Memberships subscriptions	97,514	(15,179)
Advertising income	19,580	8,800
Sponsorship income	6,000	6,000
Donations	1,502	3,055
Copyright income	6,001	3,393
Event sponsorship income	8,636	10,377
Bulletin subsidy income	2,500	2,500
Registration - events	927	73,733
Interest received	3,958	6,691
Total income	<u>147,868</u>	<u>103,265</u>
Expenses		
Audit fees	4,064	3,891
Bank fees and charges	2,114	3,097
Bookkeeping fees	5,723	7,097
Bursaries		4,953
Capitation fees distributed		300
Copyright Fees	244	
Consultants fees		13,650
Council Member Training & Support	955	
Postage & handling	404	272
Events expenses	2,119	62,943
Grant disbursements		5,894
Insurance	3,889	3,710
Member awards	4,000	5,350
Newsletter expenses	20,930	21,390
Printing & stationery	105	80
Secretarial expenses	40,271	40,557
Student sponsorships		300
Subscriptions	1,680	1,723
Teleconference costs	955	282
Website expenses	21,355	49,405

These financial statements are audited. They must be read in conjunction with the attached Accountant's Compilation 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 2021

	2021	2020
	\$	\$
Total expenses	108,808	224,895
Net Profit from Ordinary Activities	39,060	(121,630)

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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 2021

	Note	2021	2020
		\$	\$
Service's Funds			
Retained earnings at the beginning		324,844	446,474
Net profit / (loss)		39,060	(121,630)
Total Service's Funds		363,905	324,844
Represented by:			
Current Assets			
Cash Assets			
PayPal clearing account		2,255	670
Cash at bank-Bank Australia		152,166	122,088
Cash at bank-Bank Australia term deposit		192,527	188,742
Cash at bank-Bank Australia cyber saver		1,209	495
Cash at bank-Bank Australia visa access		1,459	1,215
Cash at bank-Bank Australia public fund		16,557	11,135
Cash at bank- pin payments		2,217	915
		<u>368,390</u>	<u>325,260</u>
Receivables			
Trade debtors		550	
		<u>550</u>	
Current Tax Assets			
GST clearing		1,596	5,123
		<u>1,596</u>	<u>5,123</u>
Other			
Funds held in advance		375	375
		<u>375</u>	<u>375</u>
Total Current Assets		370,911	330,758

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PO Box 239 MOONAH TAS 7009

AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL
INCORPORATED

Detailed Balance Sheet as at 30 June 2021

	Note	2021 \$	2020 \$
Total Assets		370,911	330,758
Current Liabilities			
Payables			
Unsecured:			
Trade creditors		6,075	5,914
		<u>6,075</u>	<u>5,914</u>
Provisions			
Superannuation Payable		932	
		<u>932</u>	
Total Current Liabilities		7,007	5,914
Total Liabilities		7,007	5,914
Net Assets		363,904	324,844

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PO Box 239 MOONAH TAS 7009

Appendix C – AGM 48 Treasurer’s report

In financial year 2020-21, the AICCM received income of **\$147,868** and had expenditure of **\$108,808** representing a surplus of **\$39,060**. This is in-line with the average pre-COVID surplus of \$33K for the past decade. The AICCM’s financial position remained strong with cash reserves of **\$368,390**, which have steadily increased over the last decade. Income, expenditure and profit for the previous five years is outlined in Table 1, and trends for the previous decade are in Figure 2.

Operating expenses were significantly reduced in 2020-21 in comparison to the ten-year average approximately \$180K. This is largely as a result of the reduction in costs associated with the delivery of events. The Face-to-Face meeting was also converted to an online format which reduced costs.

While the 2020/21 result is encouraging, it is not an accurate reflection of the impact of COVID of the operations of the AICCM and needs to be considered in the context of the previous year’s figures and the budget for 2021/22. While the accounts appear to be a reversion to business-as-usual, this comes immediately after the previous year’s net loss of \$121,630. The 2019/20 loss was the result of several factors impacting both expenditure and the timing of membership income. Key among these was the decisions to move memberships renewals from a financial to a calendar year and to postpone payment until the impact of both the pandemic and government response was clearer. These actions served to push back membership income until 2020/21 where it rebounded to near pre-COVID levels. Expenditure was also unusually high in 2019/20 as a result of a series of budgeted activities outlined in the 2020 Treasurer’s Report.

While membership rebounded in last financial year, the second major source of income for the AICCM has traditionally been costed events, which ceased entirely from the start of 2020. This has significantly changed the make-up of the income that AICCM receives, which is demonstrated in the charts in Figure 2.

The budget for 2021/22 anticipates a model closer to that of 20/21 with income of approximately **\$125,100** and expenditure of approximately **\$156,140** representing an operational loss of **\$31,040**. The 2021-22 budgeted expenditure includes an increase in costs for secretariat and bookkeeping services, and costs to support the activities of the Development Committee. The Face-to-Face meeting will also continue on-line for the coming year for both practical and financial reasons.

The make-up of income is expected to adjust again as the delivery of live events becomes possible when COVID restrictions ease and interstate travel is permitted. AICCM is also building capacity in the delivery costed on-line events. The Agents of Change series has demonstrated the potential of this model, and the first charged AICCM event Beyond the Walls - Identifying Decision Makers during Disasters – is scheduled for October 2021. The financial impact of this is expected to start becoming evident in the current financial year.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Table 1 – Income, expenditure and profit 2017/18 to present

Year	16/17	17/18	18/19	19/20	20/21	21/22 (budget)
Income	\$272,287	\$220,271	\$335,258	\$103,265	\$147,868	\$125,100
Expenditure	\$210,232	\$170,243	\$307,781	\$224,895	\$108,808	\$156,140
Surplus/Loss	\$62,055	\$50,028	\$27,477	-\$121,630	\$39,060	-\$31,040

Figure 1 – Trends in income, expenses, operational surpluses, and cash assets for the past decade



Libby Melzer
Treasurer

Appendix D – AGM 48 Secretary’s report

Meetings

The National Council met 7 times (CM199 to CM205) over the 2020-21 financial year, satisfying the AICCM Constitution’s minimum requirement of 3 meetings.

Regular bi-monthly Executive Meetings between the President, Vice President, Treasurer, Secretary and Secretariat were held over the financial year with additional matters resolved using Basecamp.

In December 2020, Council hosted an end of year celebration for all AICCM members, which included the presentation of AICCM awards and quiz via a Zoom event.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

The usual annual two-day National Council Face-to-Face meeting was replaced with several shorter video conference meetings which were held using Zoom conferencing. The meetings took place from 17th to 31st May 2021. This model occurred in 2020 and again in 2021 because of travel and social distancing rules due to the Covid-19 pandemic. The 2021 topics covered the AICCM Strategic and Business Plans, fundraising and development, advocacy and an initial discussion to review the AICCM Code of Ethics.

Two professional development online discussions were held for National Council members to assist in the successful running of AICCM. Advocacy training with Andrew Jackson, an ex-Commonwealth Government Policy Advisor took place on 2nd March 2021. Media advice training with journalist David Killick, Political Editor at the Hobart Mercury took place on 24th May 2021.

Membership

As per changes enacted last year, membership renewal now takes place at the calendar year rather than on the financial year. There has been a small reduction of current memberships from 623 in September 2020 to 611 in September 2021. This small difference is not presently of concern, and it is pleasing to see that AICCM members remain committed despite the worldly issues associated with the Covid-19 pandemic. The number of AICCM Professional Members has risen by 8 in the past year from 120 to 128.

Table 1: Current membership status as of the 2020 and 2021 Annual General Meetings

Membership Type	As of AGM September 2021	As of AGM September 2020
Current	611	623
Grace	0	0
Expired	665	593

Table 2: Membership numbers by membership type

Current Membership Type	2020-21	2019-20	2018-19	2017-18	2016-17
Australian Individual	351	371	363	331	318
Overseas Individual	16	13	12	12	11
Australian Organisation	21	22	24	18	18
Overseas Organisation	6	6	8	7	7
Australian Concession	43	34	33	33	30
Honorary	5	6	5	7	8



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

Complimentary Student	67	68	62	65	65
Overseas Concession	1	1	1	1	0
Reciprocal	12	12	12	12	12
Australian Student	59	60	61	38	36
Overseas Student	8	8	5	3	3
Australian Life Member	17	17	17	17	17
Overseas Life Member	4	4	4	4	4
Australian Voluntary-run Organisation	1	1	1	1	1
Total Current	611	623	608	549	530

Table 3. Professional membership numbers

	2020-21	2019-20	2018-19	2017-18	2016-17
Professional Member	128	120	118	108	107

Communications

The AICCM website has seen extra visitation due to new online offerings, specifically the 10 Agents of Change webinars. There has also been an increase in YouTube subscriptions due to the publication of our webinars via AICCM social media. Some legacy issues from the old website have been corrected over the past year and feedback on the new website which was launched last year has been positive.

Table 4. Website visits for the financial year

	2020-21
Users	21999
Page views	80311

AICCM's Communication Officer notes that although Facebook is still an important avenue for communication for AICCM, the number of people we reach on Facebook has been decreasing. We continue to slowly increase Facebook followers, however the number of people engaging in posts has decreased.



AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 239 MOONAH TAS 7009

In 2019-20, each of our posts reached 1806 people on average. In 2020-21 our posts reached 981 people on average. Over the course of the 2020-21 year, all our posts combined had a reach of 291,633, while in the same period for 2019-20, our total reach was 569,037. This may be due to societal changes due to the current Covid-19 pandemic. It is also likely that the decrease is because Facebook has an ever-increasing push for Facebook pages to pay a sponsorship fee for the publication of posts and if posts are not paid for, they often fall off follower's feeds.

National Council will continue to monitor our social media use and reach. Members plan on discussing possible changes in the coming year. The AICCM_OZ Instagram handle has been reserved in case we decide to diversify and start using Instagram in addition to Facebook and Twitter.

Table 5: Social media followers as of the end of each financial year

Platform Type	2020-21	2019-20
Facebook followers	8007	7110
Twitter followers	858	792
Average organic reach through social media posts	981	1806

Acknowledgements

I am standing down as National Secretary this year to focus on other commitments. I have been volunteering with AICCM since 2009 and am sure I will return into a role in the future. I would like to thank all the members I have worked with over the years and congratulate AICCM on the amazing work we do with mostly voluntary labour. I wish AICCM well into the coming years.

Amy Bartlett

Secretary