AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL INC.

PO Box 8007 CAMBERWELL NORTH VIC 3124

AICCM National Annual General Meeting 53
7.30 pm, Wednesday 14 October 2026
Online video conference via Zoom

MINUTES

1. **Welcome and acknowledgements**
President Samantha Hamilton began the meeting with an acknowledgement of Country, including the Kaurna people of the Adelaide Plains, and welcomed participants. A quorum was confirmed and the meeting was opened at 7:37 pm.

2. **Attendance:**
Kasi Albert, Gaynor Ashford, Deborah Baldwin, Kim Barrett, Ian Batterham, Tessa Blair, Heather Bleechmore, Daniel Bornstein, Anne Carter, Cancy Chu, Lydia Egunnike, Kerry Etherington, Nicholas Flood, Alexandra Gent, Samantha Hamilton, Theo Hedderly-Smith, Claudia Husband, Natalie Ison, Jess Kemister, Detlev Lueth, Michael Marendy, Erina McCann, Lilian Monk, Jessica O'Brien, Amanda Pagliarino, Briony Pemberton, Sophie Phillips, Hakim Rahim, Silvia Da Rocha, Katherine Rosenthal, Suzi Shaw, Samantha Shellard, Rachel Spano, Harpreet Tanday, Sheldon Teare, Andre Tham, Alana Treasure, Sherryn Vardy, Emily Vearing, Charlotte Walker, Sarah Williams, Yuhong Zhang.

3. **Apologies:**
Erica Burgess, Alice Cannon, Christine Ianna, Kelly Leahey, Kate McKay

4. **Acceptance of minutes from AGM52**

Motion: that the minutes from the 2025 Annual General Meeting (AGM 52) are accepted as a true and correct record.
- Moved by: Daniel Bornstein
- Seconded by: Erina McCann

Motion Carried.

5. **President's report**

President Samantha Hamilton presented a summary of her report.
Motion: that the FY26 President's report be accepted (*see Appendix A*).
- Moved by: Kim Barrett
- Seconded by: Sherryn Vardy

Motion Carried.

6. **Treasurer's report**

Treasurer Detlev Lueth delivered a summary of his report.
Motion: that the financial statements for the year ended 30 June 2026, the Independent Auditor's Review Report and the 2026 Treasurer's report be received and accepted (*see Appendix B*).
- Moved by: Ian Batterham

- Seconded by: Daniel Bornstein

Motion carried.

7. Secretary's report

Secretary Lilian Monk delivered her report.
Motion: that the FY26 Secretary's report be accepted (*see Appendix C*).

- Moved by: Suzie Shaw
- Seconded by: Cancy Chu

8. Election of office bearers

In accordance with Rule 15 of the Constitution, the Secretary called for nominations ahead of the meeting and confirmed that the number of nominations received equalled the number of vacancies. AICCM Public Officer Ian Batterham announced the outcome, and the office bearers were elected unopposed.

The elected office bearers are approved as:

President: Dr Samantha Hamilton
Vice President: Yuhong Zhang
Treasurer: Sarah Williams
Secretary: Lilian Monk
Publications Officer: Hakim Abdul Rahim
Membership Services Officer: Rachel Spano
Professional Membership Officer: Sherryn Vardy
Special Interest Group and Event coordination: Anne Carter and Kate McKay

Ian Batterham will continue to serve as AICCM Public Officer under the Council appointment.

The Constitution also provides for one representative of each Local Division on National Council. Those representatives are elected by their Local Divisions rather than by this national Annual General Meeting. As of 14 October, 2026, the Local Division Presidents are:

Australian Capital Territory: Rebecca Dallwitz and Vanessa Roth as co-presidents
New South Wales: Kyra Kim
Queensland: Kim Barrett
South Australia/Northern Territory: Yuhong Zhang
Tasmania: Kate McKay
Victoria: Charlotte Walker
Western Australia: Claire Rowson

The following office bearers are proposed as authorised signatories for the AICCM bank accounts and as responsible officers listed on the ACNC, subject to the required National Council approval and completion of the bank's change-of-signatory process:

President: Samantha Hamilton
Vice President: Yuhong Zhang
Treasurer: Sarah Williams
Secretary: Lilian Monk

9. **Other business**
   No other business was noted.

Meeting was closed at 8:17pm.

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Appendix A

President's Report.

From strategy to delivery

The 2025-2026 financial year was AICCM's first full year of putting the 2025-2030 Strategic Plan into practice. Our priorities were to strengthen conservation practice, support and connect members, advance First Nations leadership, increase the profession's national influence and build a more resilient organisation. By 30 June, that work had improved governance, delivered a landmark National Conference, expanded partnerships and advocacy, and brought greater discipline to planning and delivery.

The review of the 2025-2026 Business Plan covered 38 initiatives: 11 were completed, 19 multi-year projects remained on track, and eight were deliberately sequenced or deferred because they relied on earlier decisions, additional capacity or foundational work. We completed time-bound commitments, maintained momentum, and held back initiatives that were not ready to proceed. This disciplined approach produced credible progress across all five strategic objectives and positioned AICCM to accelerate delivery in 2026-2027.

The 2025 National Conference

The year's most visible achievement was the 2025 AICCM National Conference, *More than Materials: Collaborative Approaches in Cultural Heritage Conservation*, held at the State Library of Queensland in November. It was the first conference in AICCM's history to be co-curated with First Nations leadership at its centre. Collaborating with Caroline Martin of Yalukit Marnang Consultancy and a broad group of First Nations collaborators, we developed a program grounded in truth-telling, cultural authority, care, Indigenous Cultural and Intellectual Property (ICIP), technical excellence and relational responsibility.

We welcomed 205 delegates in person and 119 online, with more than 140 presenters and co-authors contributing from Australia and overseas. Hybrid delivery, bursaries, travel support and speaker fees broadened participation and ensured First Nations collaborators were properly supported for their expertise and leadership. By bringing conservators into dialogue with artists, community leaders, curators, legal experts, policy makers, researchers and allied professionals, the program showed that conservation is technical work, but it is also cultural, ethical, social and environmental practice.

The impact was clear in delegate feedback. Participants left with greater confidence in culturally safe practice, a stronger understanding of First Nations protocols, and a commitment to build deeper relationships and embed respectful approaches in their organisations. The conference set a new standard for AICCM: strategically curated, internationally connected, technically rigorous and inclusive, while engaging honestly with the responsibilities of our profession. I thank Caroline Martin, Anne Carter, Rachel Spano, Jessica O'Brien, the conference committee and volunteers, the State Library of Queensland, every presenter and delegate, and our sponsors and donors, including the Australian Museums and Galleries Association (AMaGA), the Office for the Arts, International Arts Services, Datacom IT and donor Professor Emeritus Barbara van Ernst AM.

Governance, systems and capacity

National Council strengthened financial delegations and responsibilities, progressed an investment policy and strategy, improved procedures and reporting, and established stronger finance, risk and audit oversight. We also commissioned an independent review of AICCM's digital environment and began planning a more integrated, secure and accessible operating system, including a transition to Microsoft 365.

At the May face-to-face workshop, National Council considered performance evidence, member feedback, engagement data, financial analysis and strategic priorities together. This led to a focused 2026-2027 Business Plan and budget based on what members value most and what AICCM can realistically deliver.

Council also endorsed a 12-month transition to a full-time General Manager employment model from 1 July 2026. The appointment is deliberately time-limited, with formal reporting at three, six and nine months and a full review before any further arrangement is considered. The purpose of the role is to support project delivery, member services, governance, partnerships, fundraising administration, systems and financial sustainability.

What members told us

The 2026 Membership Survey received 118 responses. Goodwill toward AICCM remained strong, and members continued to value professional connection, identity, conferences, information and access to opportunities. They also told us plainly that goodwill must be matched by more practical, consistent value throughout the year.

Members prioritised technical and practical professional development; clearer career pathways and stronger support for emerging conservators; better digital resources; more visible advocacy; and fairer access for regional, remote, and private practice members. These findings directly shaped the 2026-2027 Business Plan. During the year, we established the framework for a more coordinated professional development program, supported an active calendar of State Division and Special Interest Group events, continued awards, scholarships and bursaries, and endorsed a Communications and Publications Strategy to improve reach, consistency and engagement.

National advocacy and professional standards

In May, we submitted a comprehensive response to the review of Australia's National Cultural Policy, calling for a renewed National Conservation and Preservation Framework and a dedicated National Cultural Heritage Preservation Fund. The submission also sought stronger investment in First Nations-led collection care, disaster preparedness, sustainable collection environments, digitisation, workforce development, volunteers, and regional and remote communities. It made a clear case that preservation is essential cultural infrastructure and that fragmented, under-resourced systems place Australia's cultural heritage at risk.

Standards Australia also appointed AICCM as a Nominating Organisation, giving the profession a more direct role in developing Australian Standards and related technical documents. Led through the AICCM Working Group, this work strengthens our ability to influence national and international standards for cultural heritage conservation.

We also advanced the review of the Code of Ethics and Code of Practice, development of a Cultural Safety Framework, the draft National Disaster Preparedness and Response Framework, and collaboration with Blue Shield Australia. The emerging Natural History and Science Conservation and Papua New Guinea Special Interest Group initiatives extended our commitment to specialist networks, regional leadership and knowledge exchange. Partnerships with First Nations organisations, the Australian Museums and Galleries Association, international conservation bodies, universities, collecting institutions and community organisations continued to broaden the reach and credibility of AICCM's work.

Acknowledgements

I extend my sincere thanks to everyone who served on National Council and the Executive during the year, including those who completed their terms at the 2025 Annual General Meeting and those who stepped forward to continue the work. I particularly acknowledge our Vice President, Treasurer, Secretary, office bearers, State and Territory Presidents, Special Interest Group convenors, committee and working group members, editors, reviewers, event organisers and volunteers.

I also thank Jessica O'Brien for her commitment and substantial operational contribution; Caroline Martin and the First Nations leaders and collaborators whose counsel continues to shape our work; and our communications, web, financial, publication and professional service providers. To our partners, sponsors, donors, presenters and members, thank you for your trust, generosity, expertise and willingness to contribute.

AICCM's progress during 2025-2026 came from professional excellence, cultural responsibility, shared learning and collective effort. It belongs to this community. I am proud of what we achieved together and confident in the direction we have set for the years ahead.

Dr Samantha Hamilton

President, AICCM

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Appendix B

Treasurer's Annual Report

Treasurer's overview

AICCM entered 2025–26 with a strong reserve base and continued to invest in the people, systems and activities needed to support members and advance the profession. The year included delivery of the 2025 National Conference, continued full-time Secretariat support, work to modernise AICCM's digital systems, and considerable development of its financial governance and longer-term planning.

At 30 June 2026, AICCM recorded total income of $312,949 and total expenditure of $348,697, resulting in a deficit of $35,748. This compared with the approved budget deficit of $94,243 and was approximately $58,495 more favourable than budget. The final result reflects the strong financial contribution of the 2025 National Conference, lower than budgeted expenditure across a number of programs and projects, and year-end adjustments including the deferral of membership income received in advance and accruals for bookkeeping and capitation costs.

AICCM remains in a sound financial position, with a meaningful reserve base and capacity to invest in its future. At the same time, rising operating costs and expanding ambitions require disciplined budgeting, careful use of reserves and continued development of stronger recurring income. This balance between opportunity and sustainability has been a central focus of the Treasurer's work during the year.

Financial performance

AICCM's total income was below budget, while expenditure was also substantially below the amount provided for in the annual budget. Because some conference costs were budgeted under operating expenses but recorded as cost of sales in the financial statements, the most meaningful comparison is total expenditure rather than individual report subtotals.

Financial measure	2025–26 actual	2025–26 budget	Variance	2024–25 actual
Total income	$312,949	$366,825	$(53,876)	$193,957
Total expenditure*	$348,697	$461,068	$(112,371)	$187,561
Surplus/(deficit)	$(35,748)	$(94,243)	$58,495	$6,396

** Total expenditure comprises cost of sales and operating expenses. A negative expenditure variance denotes expenditure below budget.*

Income

AICCM's income continued to come from a combination of membership fees, the National Conference and other activities, advertising and publications, interest earned on cash holdings and term deposits, and project-specific income. Membership income and other dependable sources remain particularly important because they support AICCM's continuing operations. Conference, grant, donation and project income can be substantial but is variable or connected with particular activities.

Membership income recognised for the year was $73,799, compared with a budget of $110,000. A further $51,623 of membership and subscription income received before 30 June related to future membership services and was therefore recorded as income in advance rather than as 2025–26 income. Event income was $174,992 and other income was $64,158. Total income was $53,876 below budget.

Expenditure

Expenditure reflected AICCM's increased level of activity and organisational development. The principal areas included Secretariat and administration costs, delivery of the National Conference and other programs, bookkeeping and professional services, publications and communications, technology and subscriptions, governance and Council activities, and support for State Divisions and projects.

The 2025 National Conference produced event income of $174,992 against direct event costs of $138,358, a net contribution of approximately $36,634. This was considerably stronger than the net cost anticipated in the budget. Other material favourable expenditure variances included lower spending on programs, executive projects, the proposed website redesign and the Bulletin. Some of these variances represent work deferred or not undertaken rather than permanent savings and should therefore be considered alongside AICCM's future commitments.

Secretariat expenditure was $92,438.81 against a budget of $45,000, reflecting the substantially greater staffing commitment during the year. Bookkeeping costs were also above budget. The final accounts include a $3,825 accrual for bookkeeping services provided from April to June but not invoiced by year end. These increases reinforce the importance of ensuring that recurring staffing and administration costs are supported by dependable recurring income.

Compared with 2024–25, total income increased from $193,957 to $312,949 and total expenditure increased from $187,561 to $348,697, largely reflecting the National Conference and AICCM's expanded operations. The previous year's surplus of $6,396 became a deficit of $35,748 in 2025–26.

Financial position and reserves

AICCM continued to hold substantial cash reserves. At 30 June 2026, cash and term deposits totalled $525,407. Total assets were $533,599, liabilities were $66,623 and net assets were $466,976. Liabilities included $51,623 of membership and subscription income received in advance and $12,909 of accrued expenses. AICCM remained well placed to meet its obligations as they fell due.

Financial position	30 June 2026	30 June 2025	Notes
Total cash and term deposits	$525,407	$503,209	Total cash holdings
Included within total: Public Fund	$59,119.82	–	Restricted-purpose component of total cash
Included within total: other cash and term deposits	$466,286.67	–	Remaining component of total cash

Financial position	30 June 2026	30 June 2025	Notes
Trade receivables	$8,192	$9,744	Amounts owing at year end
Total assets	$533,599	$530,836	Year-end assets
Total liabilities	$66,623	$22,996	Includes income in advance and accruals
Net assets	$466,976	$507,840	Accumulated financial position

The headline cash balance should not be viewed as entirely available for unrestricted ongoing expenditure. It included $59,119.82 held in the Public Fund and $221,837.54 in a term deposit, as well as funds intended or potentially required for future strategic projects, systems investment, working capital and prudent operating reserves. The Public Fund is shown in the table as part of total cash and is not an additional amount. Clearer separation of these purposes will support Council decisions about how much can responsibly be invested or applied to new initiatives.

Trade receivables totalled $8,192 at 30 June 2026, compared with $9,744 at 30 June 2025. Continued attention to timely invoicing and debt collection will support cash-flow management and accurate reporting. Net assets decreased by $40,864 during the year, comprising the $35,748 operating deficit and a separate $5,116 adjustment to opening retained earnings for a capitation expense relating to an earlier period.

Strengthening financial governance

In addition to routine financial oversight, quarterly reporting and budget monitoring, considerable work was undertaken during 2025–26 to strengthen AICCM's financial governance, planning and internal controls. This included:

- improving financial reporting and preparing longer-term projections and scenario modelling to support Council's strategic, staffing and investment decisions;
- developing a draft Investment Strategy and Investment Policy, including principles for liquidity, risk, ethical investment, reserves and oversight;
- reviewing AICCM's cash holdings, term deposits and approach to the responsible management of reserves;
- developing a draft Public Fund Purpose and Use Policy, operating procedures, grant-making guidelines, process flowchart and supporting Treasurer and Secretariat checklists;
- reviewing and revising the State Division Capitation Policy, including clearer annual planning, approval and acquittal processes and supporting templates;
- clarifying responsibilities between the Treasurer, Secretariat and external bookkeeper, and reviewing bookkeeping costs and opportunities to improve efficiency;
- providing financial governance input into the Microsoft 365 migration and the design of an appropriate finance approval workflow; and
- assessing the financial implications of proposed projects, staffing arrangements and other initiatives as AICCM implements its 2025–2030 Strategic Plan.

A number of these documents are subject to further consultation and National Council approval at year end. Collectively, however, the work provides a stronger foundation for consistent decision-making, clearer accountability and more sustainable planning. It also recognises that AICCM's growing activities require financial systems and governance arrangements that are proportionate to the organisation's size, risks and future direction.

Key financial considerations

AICCM's financial position provides choices, but those choices need to distinguish carefully between one-off investment and continuing commitments. Reserves can appropriately support planned strategic development, particularly where expenditure builds future capability. They should not, however, be relied upon indefinitely to meet recurring operating deficits.

The principal considerations for 2026–27 and beyond are the growth in baseline operating costs; the affordability of expanded staffing; proposed expenditure on the website, customer relationship management and related systems; the variable nature of conference and project income; and the need to protect an appropriate level of liquid operating reserves. Continued membership retention and growth, together with sponsorship, partnerships and other dependable income, will be important to AICCM's longer-term sustainability.

The 2026–27 budget and longer-term financial modelling provide Council with a framework for considering these choices. New initiatives should continue to be supported by realistic costing, identified funding, clear approval and an understanding of their ongoing—not only initial—financial impact.

Independent review and assurance

The 2025–26 financial statements were independently reviewed by LZR Audit & Assurance Pty Ltd. The independent reviewer issued an unmodified conclusion and did not identify any matter indicating that the financial report failed to provide a true and fair view or comply with the applicable reporting requirements. The independently reviewed financial statements and reviewer's report will be presented separately to members as part of AICCM's AGM reporting.

Acknowledgements

I thank the Executive and the rest of the National Council for their engagement with AICCM's financial planning and governance over the last 12 months. I also acknowledge the work of the General Manager, AICCM's external bookkeeper and independent reviewer, and the many members, volunteers, State Divisions, committees and working groups whose contributions underpin AICCM's activities.

The coming year presents both opportunities and important choices. With disciplined planning, clear governance and a continuing focus on sustainable income, AICCM is well placed to use its resources thoughtfully in support of members, the profession and the objectives of the 2025–2030 Strategic Plan.

Detlev Lueth
Treasurer, AICCM

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Appendix C
Secretary's Report

Meetings

The National Council met five times (CM234–CM238) over the 2025-2026 financial year, satisfying the AICCM Constitution's mandatory minimum requirement of three meetings. Meetings were held online via Zoom roughly every two months. The exception was the annual Face-to-Face meeting (CM238), held this year over 1 and 2 May at the Kathleen Syme Library and Community Centre, Carlton. This year's Face-to-Face was run as a two-day strategic workshop, reviewing delivery against the FY26 Business Plan, exploring membership and engagement survey findings, and setting FY27 strategic priorities.

The Executive, which includes the President, Vice President, Treasurer and Secretary, met online six times throughout the 2025-2026 financial year, with additional matters resolved using Basecamp and email.

The AICCM Annual General Meeting was held online on 24 September 2025.

National Council

This year saw considerable change on Council following the AGM, with new faces stepping into the Vice President, Treasurer and Secretary roles, along with several Division President positions. I'd like to thank those who moved on from their roles for their contributions, and welcome those who've stepped up.

At the Face-to-Face workshop in May, Council also discussed clearer role expectations and onboarding across National Council, State Divisions and Special Interest Groups, which will inform how we support incoming members in the year ahead.

Membership

Table 1: Current membership status

Membership type	End of FY 25/26*	As of AGM 2025	As of AGM 2024	As of AGM 2023	As of AGM 2022
Current	568	637	633	622	622
Grace	0	0	0	0	0
Expired	1063	931	814	768	715

*AICCM has changing its reporting to reflect the financial year.

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Table 2: Membership numbers by membership type per financial year

Current membership type	2025-2026	2024-2025	2023-2024	2022-2023	2021-2022
Australian Individual	333	366	359	359	360
Overseas Individual	14	15	21	16	17
Australian Organisation	21	25	26	22	24
Overseas Organisation	7	7	8	8	8
Australian Concession	39	38	41	36	39
Honorary	4	5	3	5	5
Complimentary*	69	77	76	78	69
Overseas Concession	1	0	0	0	1
Reciprocal	11	11	12	12	12
Australian Student	32	54	53	54	61
Overseas Student	6	3	4	5	3
Australian Life Member	27	27	26	22	18
Overseas Life Member	4	4	4	4	4
Australian Voluntary-run Organisation	0	0	0	1	1
Total Current	568	632	633	622	622

*In the 2025-26 financial year AICCM Introduced complimentary category for PNG SIG members as well for conversation students studying at University of Melbourne and the University of Canberra.

Table 3: Professional membership numbers

	End of FY 25/26*	As of AGM 2025	As of AGM 2024	As of AGM 2023	As of AGM 2022
Professional Members	123	125	124	131	130

*AICCM has changing its reporting to reflect the financial year.

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Website

Table 4: Website visits

Website Statistics	2025-2026	2024-2025	2023-2024	2022-2023	2021-2022
Users	57,056	50,000	53,000	48,898	54,195
Page views	173,000	177,000	184,000	165,000	185,171

Table 5a: Breakdown of visitation geography (top 5)

Country Visitation (Top 5)	Users
Australia	28K
United States	11K
Singapore	2.5 K
United Kingdom	2.1K
Germany	1.5K

Table 5b: Breakdown of visitation by city in Australia (top 5)

Australian City Visitation (Top 5)	Users
Sydney	9.2K
Melbourne	8.6K
Brisbane	3.4K
Canberra	2K
Perth	1.5K

Table 6: Top 5 visited pages

Page	URL	Page views
Home - Australian Institute for the Conservation of Cultural Material	https://aiccm.org.au/	13,945 (8.04% of total)
AICCM Conference 2025 - Australian Institute for the Conservation of Cultural Material	https://aiccm.org.au/aiccm-conference-2025/	8,941 (5.16% of total)
Visual Glossary - Australian Institute for the Conservation of Cultural Material	https://aiccm.org.au/conservation/visual-glossary/	8,206 (4.73% of total)
A summary of ultra-violet fluorescent materials relevant to Conservation - Australian Institute for the Conservation of Cultural Material	https://aiccm.org.au/network-news/summary-ultra-violet-fluorescent-materials-relevant-conservation/	8,084 (4.66% of total)
Become a Conservator - Australian Institute for the Conservation of Cultural Material	https://aiccm.org.au/conservation/become-a-conservator/	6,479 (3.74% of total)

Social Media

Table 7: Youtube

YouTube Statistics	2025-2026	2024-2025	2023-2024	2022-2023	2021-2022
Views	1,400	396	517	779	2,138
Watch hours	224	72.2	89.3	141	732
Subscribers*	+7	+1	+8	+6	+35

*100 in total

Table 8: Social Media

Social Media Statistics	2025-2026	2024-2025	2023-2024	2022-2023	2021-2022
X (Twitter) followers	NA	835	916	920	934
Facebook page followers	8,968	8,770	8,728	8,658	8541
Average post reach	No longer provided by Meta	1,035	1,835	3840	1791
Instagram followers	820	669	560	416	244
LinkedIn followers	1,153	638	N/A	N/A	N/A
eNews subscribers	1,889	1,642	1,852	2011	2168

Finally, I would like to express my thanks and appreciation to the AICCM National Council and Executive Committee. It has been a big year of change for the organisation, and I'm grateful for how much thought and care has gone into setting AICCM up for the next stage. It has been an honour to serve as Secretary during the past year, and be part of such a dedicated team.

Lilian Monk
Secretary, AICCM