

ICOM Australian Committee Incorporated

Annual General Meeting

19 May 2008

4.40pm-5.30pm AEST

Visions Theatre, National Museum of Australia, Canberra

Reconvened

18 Jun 2008

12noon-12.20pm AEST

Teleconference

Minutes

Version 1.0 19 May 2009

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| 1. Welcome | Craddock Morton (Chair) welcomed members to the AGM. |
| 2. Attendance | |
| 2.1 Present | Claire Baddley, Paul Bentley, Margaret Birtley, Louise Douglas, Roger Garland, Michael Goss, Timothy Hart, Mirna Heruc, Jenny Horder, Frank Howarth, Lynda Kelly, Don McMichael, Craddock Morton, Bernice Murphy, Chris Nobbs, Patricia Sabine, Andrew Simpson, Bill Storer, Jonathan Sweet, Mathew Trinca, James Warden, Annette Welkamp |
| 2.2 Apologies | Meredith Blake, Amareswar Galla, Jennifer Harris, Brett Johnson, Michael Jones, Ian MacLeod, Tony Martin, Christopher Menz, Belinda Nemece, Richard Perram, Anna Rivett, Tim Sullivan, Deborah Tout-Smith, Sue-Anne Wallace, Jo Wills, Ann Wookey |
| 3. Quorum | The quorum requirement of 15 members was met. |
| 4. Proxy applications | Proxy applications were accepted from: Jennifer Harris, Brett Johnson, Ian McCloud, Christopher Menz, Tim Sullivan, Deborah Tout-Smith, Sue-Anne Wallace, Ann Wookey |
| 5. Minutes of 2007 AGM 17 May 2007 | The minutes of the Annual General Meeting held in Old Parliament House, Canberra on 17 May 2007 were accepted. Acceptance of minutes Moved: Bernice Murphy Seconded: Lynda Kelly CARRIED |
| 6. Annual report 2007 | Craddock Morton spoke to the report as presented in the meeting papers. Bernice Murphy in her capacity of National Director of Museums Australia expressed thanks to ICOM Australia and the National Museum of Australia for developing and seed funding a joint secretariat for ICOM Australia & Museums Australia, noting opportunities this allowed including cross-membership development, joint marketing of activities and programs. Patricia Sabine in her capacity of President of Museums Australia noted that ICOM Australia was formally recognised by Museums Australia as its international committee. Ms Sabine also expressed thanks to ICOM Australia and the National Museum of Australia for seed funding the joint secretariat activities. The annual report for the period 1 Jan – 31 Dec 2007 was accepted. Acceptance of report Moved: Jonathan Sweet Seconded: Patricia Sabine CARRIED |
| 7. Finances | |

Approved

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| <p>7.1 Presentation of audited accounts</p> | <p>In the absence of the Treasurer, Craddock Morton spoke to the financial report as presented in the meeting papers.</p> <p>NOTED: That the financial report had not been reviewed by the Executive Board and signatures had not been applied.</p> <p>NOTED: That the appropriate Board review and signing would be pursued and represented to a proposed reconvened AGM.</p> <p>NOTED: That the National Secretary would investigate options with the ACT Office of Regulatory Services to use a teleconference for reconvening and approval of the financial report.</p> <p>Deferred pending further action as noted.</p> |
| <p>7.2 Appointment of auditor</p> | <p>Deferred pending resolution of item 7.1</p> |
| <p>8. Election of Executive Board for 2008</p> | |
| <p>8.1 Appointment of returning officer</p> | <p>Louise Douglas acted as returning officer for the Executive Board elections.</p> |
| <p>8.2 Executive Board elections</p> | <p>The following nominations were received, accepted unopposed and hence duly elected by members present and through proxies:</p> <p>Chairperson: Craddock Morton Nominated: Roger Garland 2nd: Louise Douglas</p> <p>Vice chairperson: Frank Howarth Nominated ordinary member: Ian Galloway 2nd: Andrew Moritz</p> <p>At the meeting VC nominator: Craddock Morton 2nd: Jonathan Sweet</p> <p>National secretary: Roger Garland Nominated: Louise Douglas 2nd: Craddock Morton</p> <p>Treasurer: Don McMichael At the meeting nominator: Roger Garland 2nd: Craddock Morton</p> <p>Membership secretary: Jo Wills Nominated: Jonathan Sweet 2nd: Roger Garland</p> <p>Ordinary member: Jennifer Harris Nominated: Joel Gilman 2nd: Roger Garland</p> <p>Ordinary member: Jonathan Sweet Nominated: Charlotte Smith 2nd: Erica Sanders</p> <p>Ordinary member: Deborah Tout-Smith Nominated: Charlotte Smith 2nd: Roger Garland</p> <p>Ordinary member: Chris Nobbs Nominated: Suzanne Miller 2nd: Roger Garland</p> <p>Ordinary member: Lynda Kelly Nominated: Phillip Gordon 2nd: Jenny Horder</p> <p>Ordinary member: Annette Welkamp Nominated: Andrew Moritz 2nd: Josh Tarrant</p> <p>NOTED: That two ex-officio members of the Board would be: Ex-officio member: Museums Australia – Patricia Sabine Ex-officio member: Pacific Islands Museums Association – Kim Selling</p> <p>NOTED: That Dr James Warden was interested in being appointed to the position of Public Officer (nominated by Mat Trinca and seconded by Tim Hart). This matter to be pursued by the Executive Board under the rules of procedure.</p> |
| <p>9. Plans</p> | |
| <p>9.1 Strategic Plan 2008-2010</p> | <p>Roger Garland spoke to the updated <i>Strategic Plan 2008-2010</i> (version 2.1, 18 Dec 2007) approved as version 2.0 by the Executive Board on 26 Nov 2007.</p> <p>Noting of the updated plan</p> <p>Moved: Patricia Sabine Seconded: Margaret Birtley CARRIED</p> |

Approved

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| <p>9.2 Annual business plan 2008</p> | <p>Roger Garland spoke to the <i>Business Plan 2008</i> and progress against it as of 21 Apr 2008. Noting of the plan Moved: Margaret Birtley Seconded: Annette Welkamp CARRIED</p> |
| <p>10. Upgraded web site launch</p> | <p>Craddock Morton formally launched the upgraded ICOM Australia website noting the particular efforts of Ann Wookey and Toadshow Pty Ltd. NOTED: That the home page of the new sight was projected during the meeting. NOTED: That the map of Tasmania would be emerging from the mists.</p> |
| <p>11. Other business</p> | |
| <p>11.1 Publishing of 1998 conference proceedings</p> <p>ACTION 1 ACTION 2</p> | <p>Don McMichael sort clarification on the commitment to publish the Melbourne 1998 ICOM Conference proceedings. Bernice Murphy advised she had completed a final edit of the proceedings in 2004 and that a final version was available for electronic publication.</p> <p>The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings. The Chairperson to write to the ICOM Secretariat advising of publication.</p> |
| <p>11.2 Online membership</p> | <p>NOTED: That James Warden had experienced problems with the on-line membership module of the website and that this would be pursued by the Web Administrator.</p> |
| <p>11.3 Membership card problems</p> | <p>NOTED: That some members were still experiencing problems with receiving new or replacement membership cards. NOTED: That there have been ongoing problems with the Paris end of card issuing and that the Membership Secretary would need to continue to explore solutions.</p> |
| <p>11.4 International Symposium on Asian and Pacific Museology Oct 2009</p> | <p>NOTED: Andrew Simpson's verbal advice and circulation of a notice regarding the International Symposium on Asian and Pacific Museology 5-9 Oct 2009 to be held at Mahidol University (Salaya Campus), Bangkok.</p> |

The meeting was adjourned until a later date for completion of financial report acceptance and appointment of auditors for 2008.

Approved

Annual General Meeting Reconvened

18 Jun 2008

12noon-12.20pm AEST
Teleconference

The Annual General Meeting of 19 May 2008 was reconvened 12noon-12.20pm AEST Wednesday 18 June 2008 by teleconference.

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| 1. Attendance | |
| 1.1 Present | Margaret Birtley, Ian Cook, Vinod Daniel, Richard Ferguson, Roger Garland, Jennifer Harris, Frank Howarth, Lynda Kelley, Don McMichael, Craddock Morton, Bernice Murphy, Chris Nobbs, Jonathan Sweet, Deborah Tout-Smith, Mat Trinca, James Warden, Annette Welkamp, Ann Wookey <i>Observers:</i> James Warden (ICOM Australia Public Officer), Marie Wood (Museums Australia) |
| 1.2 Apologies | John Andrews, Mirna Heruc, Ian MacLeod, Leon Paroissien, Richard Perram, David Pretorius, Patricia Sabine, Zoë Scott, Bill Storer, Jonathan Sweet |
| 2. Quorum | The quorum requirement of 15 members was met. |
| 3. Proxy applications | Proxy applications were accepted from: Ian McLeod, Patricia Sabine, Bill Storer, Jonathan Sweet |
| 4. Finances | |
| 4.1 Presentation of audited accounts | DM spoke to the paper. NOTED: That the financial papers has been presented unsigned to the AGM on 19 May 2008 where they were noted. NOTED: That the papers had been signed and the Executive Board list updated since the original presentation. NOTED: That the signed papers had been approved by the Executive Board (Decision 2008-26, 3 Jun 2008). NOTED: That the financial content of the papers remained unchanged from the figures presented to the 19 May 2008 meeting. |
| Decision AGM-2008-01 | Audited accounts 2007: The audited accounts for FY Jan-Dec 2007 were accepted as presented. Moved: Don McMichael Seconded: Ann Wookey CARRIED |
| 4.2 Appointment of auditor | Don McMichael (Treasurer) provided a verbal briefing on the proposal to appoint to new auditor. NOTED: That the current Melbourne based auditor UHY Haines Norton while undertaking a thorough job had cost ICOM Australia \$1950, approximately 20% of the association's income. NOTED: That with the establishment of a joint secretariat with Museums Australia in Canberra and the Treasurer, Chair and National Secretary also being Canberra based it was time to consider a new and cheaper audit provider. NOTED: That the Treasurer had investigated using Museums Australia's auditor Synergy Business Solutions International Pty Ltd who was selected after a thorough assessment process. NOTED: That Synergy could undertake comparable work for ICOM Australia at a base fee of \$850. NOTED: That a query from the meeting of the effectiveness of the proposed auditor was answered with reference to the Museums Australia selection process and Dr McMichael's subsequent investigations. Bernice Murphy confirmed on behalf of Museums Australia her satisfaction with Synergy. NOTED: That a query from the meeting sought clarification on the scope of work that would be included in Synergy's fee. Dr McMichael confirmed that the full portfolio of base auditing services required by ICOM Australia would be met. |
| Decision AGM-2008-02 | Auditor 2008 – appointment: The meeting appointed Synergy Business Solutions International Pty Ltd to undertake the ICOM Australia 2008 audit. |

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| | Moved: Don McMichael Seconded: Roger Garland CARRIED |
| 5. Rules of procedure update | <p>Roger Garland provided a verbal briefing on the updated <i>Rules of procedure</i> (2008) as previously notified and made available to members on the ICOM Australia website.</p> <p>NOTED: That changes to the rules of procedure were moved by Margaret Birtley a previous AGM.</p> <p>NOTED Don McMichael's verbal advice the preferred course of action was to adopt the updated rules of procedure at today's meeting.</p> <p>NOTED: Margaret Birtley's verbal advice that the changes she had moved had been effectively captured in the document presented to the meeting.</p> <p>NOTED: Ann Wookey's observation that ICOM Paris statutes had been updated recently and at some point the <i>Rules of procedure</i> should be revisited to align where applicable.</p> <p>NOTED: Bernice Murphy's observation that we were not at great variance to the ICOM statutes.</p> |
| Decision AGM-2008-03 | <p>Rules of procedure 2008: The meeting accepted the Rules of procedure 2008 as presented.</p> <p>Moved: Margaret Birtley Seconded: Roger Garland CARRIED</p> |
| 6. Other business | None. |

Action list

| No. | Action | Who | Date required |
|---------------------|---|-----------------|---------------|
| Action AGM-2008-01. | The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings. | Executive Board | TBC |
| Action AGM-2008-2. | The Chairperson to write to the ICOM Secretariat advising of publication. | Craddock Morton | TBC |

Decision list

| No. | Decision | Date |
|----------------------|--|-------------|
| Decision AGM-2008-01 | <p>Audited accounts 2007: The audited accounts for FY Jan-Dec 2007 were accepted as presented.</p> <p>Moved: Don McMichael Seconded: Ann Wookey CARRIED</p> | 16 Jun 2008 |
| Decision AGM-2008-02 | <p>Auditor 2008 – appointment: The meeting appointed Synergy Business Solutions International Pty Ltd to undertake the ICOM Australia 2008 audit.</p> <p>Moved: Don McMichael Seconded: Roger Garland CARRIED</p> | 16 Jun 2008 |
| Decision AGM-2008-03 | <p>Rules of procedure 2008: The meeting accepted the Rules of procedure 2008 as presented.</p> <p>Moved: Margaret Birtley Seconded: Roger Garland CARRIED</p> | 16 Jun 2008 |