

# Executive Board Meeting

(Teleconference)

**10 Feb 2009**

3pm-4pm AEDT

## ICOM Australian Committee Incorporated

### Minutes

Version 1.0 8 Apr 2009

1. Attendance			
1.1 Present  (Quorum is 6)	Annette Welkamp		AW
	Chris Nobbs (2 <sup>nd</sup> half of meeting)		CN
	Craddock Morton (Chairperson)		CM
	Deborah Tout-Smith		DT
	Don McMichael (Treasurer)		DM
	Frank Howarth		FH
	James Warden (Public Officer)		JWa
	Jennifer Harris		JH
	Lynda Kelly		LK
	Patricia Sabine (Ex-officio, Museums Australia)		PS
	Roger Garland (National Secretary) (minutes)		RG
1.2 Apologies	Jonathan Sweet, Jo Wills, Kim Selling		
2. Minutes of last meeting 9 Dec 2008	<b>Acceptance of minutes version 0.b as amended</b> Moved: RG      Seconded: DM      CARRIED		
3. Actions due	No.	Action	Status
	2007-01	<b>ICOM Australia International Exchange Program:</b> Investigate with CAMD possible sponsorship options	Pending
	2008-01	<b>Governance – delegations:</b> Advise the Executive Board by 11 Mar 2008 of the necessary obligations of delegated powers and any need to formalise the understanding and practice of the Board	Pending RG & DM to pursue
	2008-10	<b>Publication – 1998 conference:</b> The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.	DT to review text
	2008-11	<b>Notice to ICOM Secretariat:</b> The Chairperson to write to the ICOM Secretariat advising of publication.	Pending resolution of 2008-10
	2008-13	<b>Insurance:</b> RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.	MA review continuing
	2008-15	<b>Web policy:</b> Pursue the development by Oct 2008 of an ICOM Australia web policy considering the web privacy policy as a separate or possible component to such an overarching policy.	Requests made to various organisations for sample policies Web privacy statement to be subsumed under policy
	2008-16	<b>Annual Return 2007 &amp; Rules of Procedure:</b> Meet and develop actions to resolve the compliance requests from the ACT Office of Regulatory Services.	DM expects to resolve by end Feb; will require a cheque for late return
	2008-18	<b>Web site hosting:</b> Contact Tim Hart at Museum Victoria to ascertain progress on hosting the ICOM Australia web site	Museum Victoria still yet to respond; Tim Hart (MV) pursuing

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	2008-21	<b>GST status of ICOM Australia:</b> Liaise with the Australian Taxation Office to investigate possible exemption from GST payments.	Forms for withdrawal lodged. One final Business Activity Statement to be lodged. Complete
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## A. General business

<b>4. Annual return 2007</b>	
<b>4.1 Update</b>	DM provided a verbal report. <b>NOTED:</b> DM to lodge final Return with ACT Registrar-General's office by end of Feb 2009.
<b>4.2 Rules of procedure</b>	DM provided a verbal report. <b>NOTED:</b> DM drafting updated rules for discussion at next Executive Board meeting before submitting to the AGM.
<b>5. ICOM Australia – Museums Australia joint secretariat update</b>	RG spoke to the paper. Discussion ensued on the future of ICOM Australia's website <b>NOTED:</b> That the ICOM Paris deliberations on standardised architecture and platforms had taken far too long already and that with another review on the horizon it would be over a year before any resolution on that front might occur. <b>NOTED:</b> That the Executive Board broadly endorsed a transition of the management of the ICOM Australia website to the joint ICOM Australia-Museums Australia secretariat. <b>NOTED:</b> That as part of this transition a review and update of design and content was discussed. The intent would be to more closely align the architecture and navigation of the ICOM Australia site with Museums Australia. Importantly it was recognised that the two organisations should retain distinct, separate identities. <b>NOTED:</b> That Museum Victoria currently hosts the Museums Australia web site. Pending resolution of the outstanding commitment of Museum Victoria to also host ICOM Australia's site, it was further noted that there were synergies and efficiencies to be gained in closer alignment of the two sites. This approach also supports the development of closer working relationships between ICOM Australia and MA. <b>NOTED:</b> That up to \$10 000 might be needed for review and alignment of the ICOM Australia web site. <b>NOTED:</b> The paper and report.
<b>ACTION 2009-1.</b>	<b>Web site alignment &amp; review:</b> RG to pursue options with Museums Australia's for the streamlining of the content, design and management of the ICOM Australia website and keep the Board informed of developments.

## B. Reports

<b>6. ICOM Australia Museum Partnerships Program (IAMPP)</b>	
<b>6.1 Report</b>	RG provided a verbal report. <b>NOTED:</b> DM's observation that the ICOM Australia accounts currently made it hard to keep track of the IAMPP budget and that he would be updating the accounting system to improve this situation. <b>NOTED:</b> That there had been no activity in the Program over the Christmas-New Year period.
<b>7. Membership report</b>	
<b>7.1 New membership applications</b>	DM spoke in JWi's absence. <b>NOTED:</b> DM's advice that membership renewals were steadily flowing in and being managed by the joint ICOM Australia-Museums Australia secretariat. <b>NOTED:</b> DM's advice that it was time for the Board to consider renewing the Pacific Islands Museums Association (PIMA) Board memberships.
<b>DECISION 2009-1.</b>	<b>New member:</b> The Executive Board accepted the following new members to ICOM Australia and ICOM: • (Ordinary Member) Rebecca Coronel  Moved: DM      Seconded: RG      CARRIED

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<b>DECISION 2009-2.</b>	<p><b>Pacific Islands Museums Association (PIMA) membership 2009:</b> It was agreed that ICOM Australia would process ICOM 2009 membership dues for the PIMA Executive Board members and the PIMA Secretary General (Dr Kim Selling).</p> <p>Moved: DM    Seconded: RG    CARRIED</p>
<b>ACTION 2009-2.</b>	<p><b>Pacific Islands Museums Association (PIMA) membership 2009 – letters:</b> RG to organise membership letters from the ICOM Australia Chair to PIMA board members.</p>
<b>7.2 Current membership numbers</b>	<p><b>NOTED:</b> That DM that there were no updated membership figures for the meeting.</p>
<b>8. Finances</b>	
<b>8.1 Treasurer's report</b>	<p>DM spoke to the paper.</p> <p><b>NOTED:</b> The Operating Statement to 31 December 2008 (Attachment 1)</p> <p><b>NOTED:</b> That the decision to withdraw from the GST system had been implemented</p> <p><b>NOTED:</b> That \$3000 has been committed to support the attendance of Prapassom Posrithong, of the Sirindhorn Museum, Thailand, as a Keynote Speaker at the May 2009 Museums Australia Conference</p> <p><b>NOTED:</b> That \$2,222 excess GST paid in 2007 has been repaid by the Australian Tax Office</p> <p><b>NOTED:</b> That the Australian dollar/Euro exchange rate continues to hover around 0.5, whereas the budget for 2009 was predicated on it being no less than 0.55. It was further noted that assuming that this lower exchange rate continues through 2009, there will be a need to transmit larger amounts to Paris in payment of the ICOM dues in Euros. In addition, the continuing decline in official interest rates will be reflected in much lower returns on our investments.</p> <p><b>NOTED:</b> The revised budget for 2009 at Attachment 3</p> <p><b>NOTED:</b> That Esanda Investments remain stable and the \$50,000 debenture appears to be secure</p> <p><b>NOTED:</b> That the Treasurer has not yet been able to explore establishing a separate cash management account for IAMPP funds, in order to simplify accounting for them</p>
<b>DECISION 2009-3.</b>	<p><b>Payment ratifications – 9 Dec 2008 – 6 Feb 2009:</b> The Executive Board ratified the payments since 9 Dec 2008 as set out in attachment 2 (List of payments made since 9 December 2008) of the <i>Treasurer's report</i> (Feb 2009):</p> <ul style="list-style-type: none"> <li>• \$79.75 total in a cheque to DM for postage costs</li> </ul> <p>Moved: RG    Seconded: PS    CARRIED</p>
<b>DECISION 2009-4.</b>	<p><b>Membership payments – Electronic Funds Transfer:</b> The Executive Board approved the implementation of the option for members to pay their dues by Electronic Funds Transfer.</p> <p>Moved: DM    Seconded: AW    CARRIED</p>
<b>DECISION 2009-5.</b>	<p><b>Treasurer's report (February 2009):</b> The Executive Board accepted the report.</p> <p>Moved: DM    Seconded: PS    CARRIED</p>
<b>9. Blue Shield Australia report</b>	<p>No report.</p>
<b>10. ICOM Australia – key projects</b>	<p>RG spoke to the list of current ICOM Australia key projects.</p> <p><b>NOTED:</b> That nominations were sought for progressing work on the ICOM Australia Award for International Relations and for content editing of the website.</p>
<b>ACTION 2009-3.</b>	<p><b>International Award for International Relations:</b> AW to coordinate Melbourne based Executive Board members to review and provide the full Board with options for the activation of the Award.</p>
<b>ACTION 2009-4.</b>	<p><b>Website content editing &amp; review – LK and CN</b> to work with RG on a needs basis to edit and review the ICOM Australia website content</p>

*Approved*

## C. Other business

<b>11. Museums Australia National Conference</b>	<p>RG summarised progress on ICOM Australia's input to the MA 2009 National Conference.</p> <p><b>NOTED:</b> That RG would liaise with the Conference organisers to resolve and finalise the ICOM Australia AGM meeting details</p> <p><b>NOTED:</b> That ICOM Australia supported a possible function/speaker in association with its AGM but would need to consider potential competition with the agreed meeting time slot; it was further noted that CM would be prepared for the National Museum of Australia to underwrite the cost of a function</p> <p><b>NOTED:</b> PS's information that Museums Australia was seeking a sponsor for international speaker National Army Museum (Legermuseum), Netherlands.</p> <p><b>NOTED:</b> That RG would continue to liaise with Museums Australia and ICOM Australia Executive Board members on develops and options.</p>
<b>12. Any other items</b>	<p>None</p>

## D. Next meeting – 7 Apr 2009 (3pm-4pm AEST) (teleconference)

*Approved*

## Action list

No.	Action	Who	Date required (previous date)	Status
2007-01	<b>ICOM Australia International Exchange Program:</b> Investigate with CAMD possible sponsorship options	CM	Next CAMD meeting	Pending
2008-01	<b>Governance – delegations:</b> Advise the Executive Board by 11 Mar 2008 of the necessary obligations of delegated powers and any need to formalise the understanding and practice of the Board	TM	11 Mar 2008	Pending RG & DM to pursue
2008-10	<b>Publication – 1998 conference:</b> The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.	DT	TBC	DT to review text
2008-11	<b>Notice to ICOM Secretariat:</b> The Chairperson to write to the ICOM Secretariat advising of publication.	CM	TBC	Pending resolution of 2008-10
2008-13	<b>Insurance:</b> RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.	RG	11 Jun 2008	MA review continuing
2008-15	<b>Web policy:</b> Pursue the development by Oct 2008 of an ICOM Australia web policy considering the web privacy policy as a separate or possible component to such an overarching policy.	RG	7 Oct 2008	Requests made to various organisations for sample policies Web privacy statement to be subsumed under policy
2008-16	<b>Annual Return 2007 &amp; Rules of Procedure:</b> Meet and develop actions to resolve the compliance requests from the ACT Office of Regulatory Services.	JWa DM RG	end Aug 2008	DM expects to resolve by end Feb; will require a cheque for late return
2008-18	<b>Web site hosting:</b> Contact Tim Hart at Museum Victoria to ascertain progress on hosting the ICOM Australia web site	RG	Dec 2008	Museum Victoria still yet to respond; Tim Hart (MV) pursuing
2008-21	<b>GST status of ICOM Australia:</b> Lease with the Australian Taxation Office to investigate possible exemption from GST payments.	DM	Feb 2009	Forms for withdrawal lodged. One final Business Activity Statement to be lodged. Complete
2009-01	<b>Web site alignment &amp; review:</b> Pursue options with Museums Australia's for the streamlining of the content, design and management of the ICOM Australia website and keep the Board informed of developments.	RG	May 2009	
2009-02	<b>Pacific Islands Museums Association (PIMA) membership 2009 – letters:</b> RG to organise membership letters from the ICOM Australia Chair to PIMA board members.	RG	Mar 2009	
2009-03	<b>International Award for International Relations:</b> AW to coordinate Melbourne based Executive Board members to review and provide the full Board with options for the activation of the Award.	AW	TBC	
2009-04	<b>Website content editing &amp; review – LK and CN</b> to work with RG on a needs basis to edit and review the ICOM Australia website content	LK CN RG	May 2009	

*Approved*

## Decision list (this meeting)

No.	Decision	Date
2009-01	<b>New member:</b> The Executive Board accepted the following new members to ICOM Australia and ICOM: <ul style="list-style-type: none"> <li>(Ordinary Member) Rebecca Coronel</li> </ul> Moved: DM      Seconded: RG      CARRIED	10 Feb 2009
2009-02	<b>Pacific Islands Museums Association (PIMA) membership 2009:</b> It was agreed that ICOM Australia would process ICOM 2009 membership dues for the PIMA Executive Board members and the PIMA Secretary General (Dr Kim Selling). Moved: DM      Seconded: RG      CARRIED	10 Feb 2009
2009-03	<b>Payment ratifications – 9 Dec 2008 – 6 Feb 2009:</b> The Executive Board ratified the payments since 9 Dec 2008 as set out in attachment 2 (List of payments made since 9 December 2008) of the <i>Treasurer's report</i> (Feb 2009): <ul style="list-style-type: none"> <li>\$79.75 total in a cheque to DM for postage costs</li> </ul> Moved: RG      Seconded: PS      CARRIED	10 Feb 2009
2009-04	<b>Membership payments – Electronic Funds Transfer:</b> The Executive Board approved the implementation of the option for members to pay their dues by Electronic Funds Transfer. Moved: DM      Seconded: AW      CARRIED	10 Feb 2009