

Executive Board Meeting

(Teleconference)

7 Apr 2009

3.00pm-3.50pm AEST

ICOM Australian Committee Incorporated

Minutes

Version 1.0 22 Sep 2009

1. Attendance			
1.1 Present (Quorum is 6)	Annette Welkamp		AW
	Chris Nobbs (1 st half of meeting)		CN
	Craddock Morton (Chairperson)		CM
	Deborah Tout-Smith		DT
	Don McMichael (Treasurer)		DM
	James Warden (Public Officer)		JWa
	Jennifer Harris		JH
	Lynda Kelly (1 st half of meeting)		LK
	Patricia Sabine (Ex-officio, Museums Australia)		PS
	Roger Garland (National Secretary) (minutes)		RG
1.2 Apologies	Don McMichael, Frank Howarth, Jo Wills, Jonathan Sweet		
1.3 Absent	Kim Selling		
2. Minutes of last meeting 10 Feb 2009	Acceptance of minutes version 0.a Moved: CN Seconded: AW CARRIED		
3. Actions due	No.	Action	Status
	2008-10	Publication – 1998 conference: The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.	DT begun review; liaising with Ann Wookey
	2008-11	Notice to ICOM Secretariat: The Chairperson to write to the ICOM Secretariat advising of publication.	Pending resolution of 2008-10
	2008-13	Insurance: RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.	MA to resolve options by Dec 2009
	2008-16	Annual Return 2007 & Rules of Procedure: Meet and develop actions to resolve the compliance requests from the ACT Office of Regulatory Services.	Complete
	2008-18	Web site hosting: Contact Tim Hart at Museum Victoria to ascertain progress on hosting the ICOM Australia web site	Complete
	2009-01	Web site alignment & review: 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.	Pending
	2009-02	Pacific Islands Museums Association (PIMA) membership 2009 – letters: RG to organise membership letters from the ICOM Australia Chair to PIMA board members.	Complete
	2009-03	International Award for International Relations: AW to coordinate Melbourne based Executive Board members to review and provide the full Board with options for the activation of the Award.	Complete

Approved

	2009-04	Website content editing & review – LK and CN to work with RG on a needs basis to edit and review the ICOM Australia website content	Pending
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A. General business

4. Rules of procedure	<p>RG provided a verbal report in DM's absence.</p> <p>NOTED: That DM had redrafted the rules of procedure to accommodate the ACT Office of Regulatory Services requirements and included the proposed changes from 2006 onwards.</p> <p>NOTED: That the updated draft '2009 Rules of Procedure' had been posted to the website, members notified and that they would be an agenda item for approval at the 2009 AGM.</p>
5. ICOM Australia – Museums Australia joint secretariat update	<p>RG provided a verbal report.</p> <p>NOTED: That the secretariat was operating well and that Museums Australia's new administrator, Lee Scott, was ably handling a range of ICOM business including membership renewals, general enquiries, exploring web issues and insurance matters.</p> <p>NOTED: CM's advice that the National Museum of Australia would fund the secretariat for another financial year by the end of which the aim was to have services more fully integrated.</p>
6. Insurance	<p>RG spoke to the paper.</p> <p>NOTED: That Museums Australia expect to complete their review of insurance and be able to offer ICOM Australia options for coverage by December 2009.</p> <p>NOTED: The paper.</p>
7. Web site update	<p>RG spoke to the paper.</p> <p>NOTED: The need for the Executive Board to better understand the technical and content implications on the proposed transfer of the ICOM Australia website to a similar platform to Museums Australia.</p> <p>NOTED: That ICOM Paris was still many months away from resolving its organisation wide web platform issues.</p> <p>NOTED: That the Executive Board once again endorsed the in principle approach to more closely align the ICOM Australia web site architecture, management and content to that of Museums Australia.</p> <p>NOTED: That the Executive Board again endorsed in principle the expenditure of up to \$10 000 for the upgrade (content and technical) of the ICOM Australia website to align it with the Museums Australia website developments.</p> <p>NOTED: The paper.</p>
DECISION 2009-5.	<p>Web site – architecture and content migration advice: The Executive Board authorised the expenditure of up to \$500 for technical advice on the proposed migration of the ICOM Australia web site to the Museums Australia/Museum of Victoria platform.</p> <p>Moved: RG Seconded: LK CARRIED</p>
8. Award for International Relations	<p>AW spoke to the paper.</p> <p>NOTED: The Executive Board's appreciation of the work undertaken by the Award group to progress matters.</p> <p>NOTED: That the Board discussed options for the striking of a medal or purchase of a piece of art glass for awarding as a prize in association with a certificate.</p> <p>NOTED: That a prize option would be determined for the next award after 2009 and that it would be retrospectively given to the 2009 winner.</p> <p>NOTED: That presentation options at the 2009 AGM were discussed and that AW would liaise with JS on the international guest options.</p> <p>NOTED: The idea of attracting MA Conference international guest speakers to the award presentation.</p> <p>NOTED: That the aim of the award should be reviewed to provide more of a focus on museums.</p>
DECISION 2009-6.	<p>2009 Award for International Relations – brief: The draft proposal brief of 6 Apr 2009 was approved.</p> <p>Moved: PS Seconded: JW CARRIED</p>

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9. Membership of CAL DECISION 2009-7.	RG spoke to the paper in DM's absence.
	Copyright Agency Limited – membership: The Executive Board agreed that ICOM Australia should become a publisher member of the Copyright Agency Limited and authorised the Treasurer to be the contact person and to complete and sign the relevant application forms. Moved: RG Seconded: PS CARRIED
10. ICOM 2009 AGM	
10.1 Draft agenda DECISION 2009-8.	RG spoke to the paper.
	NOTED: The amendment to include the Rules of procedure as an agenda item. AGM 2009 – agenda: Draft agenda as amended was approved. Moved: RG Seconded: DT CARRIED
10.2 Executive Board elections	CM encouraged existing Board members to nominate for re-election. NOTED: That members need to have their nomination forms to the National Secretary by 12 May 2009.

B. Reports

11. ICOM Australia Museum Partnerships Program (IAMPP)	
11.1 Report	RG provided a verbal report. NOTED: That there had been no activity in the Program over the period due to family illness in the Papua-New Guinea project team.
12. Membership report	
12.1 New membership applications DECISION 2009-9.	RG spoke to the paper JW's absence.
	New member: The Executive Board accepted the following new members to ICOM Australia and ICOM: <ul style="list-style-type: none"> • (Ordinary Member) Michael Pickering • (Ordinary Member) Ally Halliwell • (Ordinary Member) Julie Peterson • (Ordinary Member) Michael Lech • (Ordinary Member) Kathryn Medlock • (Postgraduate) Carol Ann Gilchrist Moved: AW Seconded: RG CARRIED
12.2 Current membership numbers	NOTED: That the submitted membership figures were in error again and need to be reviewed by the Membership Secretary.
13. Finances	
13.1 Treasurer's report DECISION 2009-10.	RG spoke to the paper in DM's absence.
	NOTED: The revised statement of income and expenditure 2008 Payment ratifications – 1 Jan 2009 – 1 Apr 2009: The Executive Board ratified the payments since 1 Jan 2009 as set out in attachment 1 (Expenditure from 1 January to 1 April 2009) of the <i>Treasurer's report</i> (Apr 2009): <ul style="list-style-type: none"> • \$3 000.00 Contributions to Museums Australia Conference • \$61.00 Annual return 2007 – late lodgement fee • \$39 408.76 Subscriptions to Paris • \$32.00 Bank charge for international electronic transfer Moved: PS Seconded: DT CARRIED
	DECISION 2009-11. Treasurer's report (April 2009): The Executive Board accepted the report. Moved: RG Seconded: AW CARRIED
14. Blue Shield Australia report	CM held over the paper until JS can address the issues at a meeting.
15. ICOM Australia – key projects	RG spoke to the list of current ICOM Australia key projects. NOTED: That the projects have been covered in other agenda items.

Approved

C. Other business

16. Museums Australia National Conference	<p>RG summarised progress on ICOM Australia's input to the MA 2009 National Conference.</p> <p>NOTED: That there would be a face-to-face caucus held in advance of the 2009 AGM at 4.30pm-4.45pm in the Cummings Room, Newcastle City Hall.</p> <p>NOTED: That in the absence of JS the Board was unable to confirm international guest arrangements.</p>
17. Notice of membership renewal	<p>RG spoke to an email request from member Jennifer Keeler-Milne (18 Feb 2009) suggesting that the Executive Board consider bring forward membership renewal notices to allow earlier payment.</p> <p>NOTED: That the request was sparked by many members need to have a valid membership card over the Dec-Jan period when many travel overseas.</p> <p>NOTED: DM's advice that Paris can supply the stickers in October and that there was no reason for not calling for earlier membership renewals.</p>
DECISION 2009-12.	<p>Membership renewals – early notice: The Executive Board agreed that ICOM Australia would issue early renewal notices to members from October of each year.</p> <p>Moved: RG Seconded: PS CARRIED</p>
18. Any other items	<p>Global Curator Program</p> <p>DT noted the success of the international exchange program between the Historians' Special Interest Group of Museums Australia and the Curators' Committee of the American Association of Museums.</p> <p>NOTED: That the program was seeking sponsorship to help cover transport costs of participants.</p> <p>NOTED: That DT would bring a paper to the Executive Board for consideration of such sponsorship.</p>

D. Next meetings:

Caucus prior to AGM (face-to-face) (4.30pm – 4.45pm) 19 May 2009

AGM (4.45pm-6.00pm) 19 May 2009

**Cummings Room
1st Floor
Newcastle City Hall
290 King St
NEWCASTLE NSW**

Approved

Action list

No.	Action	Who	Date required (previous date)	Status
2007-01	ICOM Australia International Exchange Program: Investigate with CAMD possible sponsorship options	CM	Next CAMD meeting	Pending
2008-01	Governance – delegations: 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	Publication – 1998 conference: The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.	DT	TBC	DT to review text
2008-11	Notice to ICOM Secretariat: The Chairperson to write to the ICOM Secretariat advising of publication.	CM	TBC	Pending resolution of 2008-10
2008-13	Insurance: RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.	RG	Dec 2009 (11 Jun 2008)	MA to resolve options by Dec 2009
2008-15	Web policy: 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	Annual Return 2007 & Rules of Procedure: Meet and develop actions to resolve the compliance requests from the ACT Office of Regulatory Services.	JWa DM RG	end Aug 2008	Complete
2008-18	Web site hosting: Contact Tim Hart at Museum Victoria to ascertain progress on hosting the ICOM Australia web site	RG	Dec 2008	Complete
2009-01	Web site alignment & review: 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	Pending
2009-02	Pacific Islands Museums Association (PIMA) membership 2009 – letters: RG to organise membership letters from the ICOM Australia Chair to PIMA board members.	RG	Mar 2009	Complete
2009-03	International Award for International Relations: AW to coordinate Melbourne based Executive Board members to review and provide the full Board with options for the activation of the Award.	AW	May 2009	Brochure & web site updated; call for submissions made. Complete
2009-04	Website content editing & review – LK and CN to work with RG on a needs basis to edit and review the ICOM Australia website content	LK CN RG	May 2009	Pending

Approved

Decision list (this meeting)

No.	Decision	Date
2009-05	Web site – architecture and content migration advice: The Executive Board authorised the expenditure of up to \$500 for technical advice on the proposed migration of the ICOM Australia web site to the Museums Australia/Museum of Victoria platform. Moved: RG Seconded: LK CARRIED	7 Apr 2009
2009-06	2009 Award for International Relations – brief: The draft proposal brief of 6 Apr 2009 was approved. Moved: PS Seconded: JW CARRIED	7 Apr 2009
2009-07	Copyright Agency Limited – membership: The Executive Board agreed that ICOM Australia should become a publisher member of the Copyright Agency Limited and authorised the Treasurer to be the contact person and to complete and sign the relevant application forms. Moved: RG Seconded: PS CARRIED	7 Apr 2009
2009-08	AGM 2009 – agenda: Draft agenda as amended was approved. Moved: RG Seconded: DT CARRIED	7 Apr 2009
2009-09	New member: The Executive Board accepted the following new members to ICOM Australia and ICOM: <ul style="list-style-type: none"> • (Ordinary Member) Michael Pickering • (Ordinary Member) Ally Halliwell • (Ordinary Member) Julie Peterson • (Ordinary Member) Michael Lech • (Ordinary Member) Kathryn Medlock • (Postgraduate) Carol Ann Gilchrist Moved: AW Seconded: RG CARRIED	7 Apr 2009
2009-10	Payment ratifications – 1 Jan 2009 – 1 Apr 2009: The Executive Board ratified the payments since 1 Jan 2009 as set out in attachment 1 (Expenditure from 1 January to 1 April 2009) of the <i>Treasurer's report</i> (Apr 2009): <ul style="list-style-type: none"> • \$3 000.00 Contributions to Museums Australia Conference • \$61.00 Annual return 2007 – late lodgement fee • \$39 408.76 Subscriptions to Paris • \$32.00 Bank charge for international electronic transfer Moved: PS Seconded: DT CARRIED	7 Apr 2009
2009-11	Treasurer's report (April 2009): The Executive Board accepted the report. Moved: RG Seconded: AW CARRIED	7 Apr 2009
2009-12	Membership renewals – early notice: The Executive Board agreed that ICOM Australia would issue early renewal notices to members from October of each year. Moved: RG Seconded: PS CARRIED	7 Apr 2009