

Executive Board Meeting

(Teleconference)

29 Jan 2008

4.00pm-5.00pm AEDT

ICOM Australian National Committee

Minutes

Version 1.0 19 Mar 2008

1. Attendance	Ann Wookey Chris Nobbs Craddock Morton (Chairperson) Joe Corponi (Treasurer) Jonathan Sweet Jo Wills Lynda Kelly (part meeting) Patricia Sabine Peter Stanbury Roger Garland (National Secretary) (minutes)	AW CN CM JC JS JW LK PS PSt RG	
2. Apologies	Allison Gray, Jennifer Harris, Maxine Holden, Tony Martin		
3. Minutes of last meeting 27 Nov 2007	NOTED: AW's advice that the membership categories of Individual associate (voting) and Individual contributor (voting) are not promoted or appear on ICOM Australia's website. Acceptance of minutes Moved: PSt Seconded: AW CARRIED as approved		
4. Actions due	No.	Action	Status
	2007-12	2006 rules or procedure: Pursue the matter of registration of the rules of procedure with TM in the first instance and the ACT Registrar-General in the second instance.	TM recently returned from overseas. RG still pursuing with TM.
	2007-14	ICOM Australia web site – letter of thanks: draft a letter of thanks for CM's signature to Museum Victoria for hosting web site for five years	CM will confirm that the letter had been sent.
	2007-15	ICOM Australia web site – content review: develop a web site content update priority list	New host (MoV) decided; contract yet to be resolved
	2007-16	Hosting Triennial Conference of ICOM-CC in 2014: Reply to the email flagging ICOM Australia's interest qualified by the need for considerably more discussion on such matters as whether Australia would bid for the conference and if so where it would be hosted.	CM to pursue.
	2007-17	Blue Shield – payment: Clarify the nature of the past and future monetary contributions expected by Blue Shield from ICOM Australia	JS advised that the initial contribution of \$200 from ICOM Australia for FY 2007-2008 was to assist in Blue Shield basic start-up costs (teleconference and design work). See item 12

Approved

A. General business

5. Web site & ICOM international database standards	
5.1 Update	<p>NOTED: AW's verbal report advising that there remained the need to confirm the hosting arrangements of the ICOM Australia website with Museum Victoria.</p> <p>NOTED: RG's query regarding the need to clarify and resolve the formal delegation of powers within ICOM Australia for the signing of contracts and other legal documents.</p> <p>NOTED: JC's understanding that under Corporations legislation any member of the Executive Board would probably have authority to sign such documents</p>
ACTION 2008-1.	Governance – delegations: TM (Public Officer) to 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
6. 2008 AGM & 2006 rules of procedure	
6.1 2008 AGM	<p>NOTED: That to maximise opportunities for attendance to the ICOM Australia AGM it would be advantageous to coincide it with the proposed Museums Australia Futures Forum in Canberra 19-20 May 2008</p> <p>NOTED: That a face to face meeting of the Executive Board might be appropriate over the same period.</p> <p>NOTED: That the ICOM Australia award for international relations could be announced as part of an activity with a guest speaker in association with the Futures Forum.</p>
DECISION 2008-1.	2008 AGM: The AGM of ICOM Australia be held at 4.30pm 19 May 2008 in Canberra. Moved: AW Seconded: JC CARRIED
ACTION 2008-2.	2008 AGM: The National Museum of Australia (CM & RG) to coordinate the logistics for the AGM and any associated ICOM Australia award.
ACTION 2008-3.	2008 AGM – members notice: RG to liaise with AW by 25 Feb 2008 on providing members with the appropriate notice of the AGM
6.2 2006 rules of procedure	See Action 2007-12, item 4 above.
7. ICOM Australia business plan 2008	<p>RG spoke to the paper.</p> <p>NOTED: That the draft plan incorporating feedback from Executive Board members was discussed and amended.</p>
ACTION 2008-4.	ICOM Australia business plan 2008: RG to update and circulate an amended plan
8. Plan template	RG spoke to the paper.
DECISION 2008-2.	Plan template: The ICOM Australia draft plan template (version 0.a) was approved for update and released. Moved: JW Seconded: PS CARRIED
9. Listing ICOM Australia on Australian Government website	AW spoke to the paper.
DECISION 2008-3.	Listing ICOM Australia on www.culture.gov.au: Approval was given for the submitting the ICOM Australia website for listing on www.culture.gov.au, the Australian Government's culture and recreation portal. Moved: AW Seconded: CM CARRIED

B. Reports

10. IAMPP report	RG spoke to the paper noting that the comment under project 2007-1-1 should read 'Commences Feb 2008'.
DECISION 2008-4.	IAMPP report Jan 2008: Was accepted. Moved: RG Seconded: AW CARRIED as accepted.
DECISION 2008-5.	ICOM project 2007-3-1 Intangible cultural heritage field kit: The Executive Board accepted the endorsement of the ICOM Australia Museum Partnerships Program Selection Committee and approved funds of \$20 562 from the IAMPP-NMA Grant monies for this project. Moved: RG Seconded: PS CARRIED

Approved

11. Membership report	
11.1 New membership applications	JW spoke to the paper (version 1.1).
DECISION 2008-6.	<p>New members: The Executive Board accepted the following new members to ICOM Australia and ICOM:</p> <ul style="list-style-type: none"> • (Ordinary Member) Katherine Henderson • (Ordinary Member) David Jay • (Ordinary Member) Yolande Kerridge • (Ordinary Member) Jo Peoples • (Ordinary Member) Carole Hammond • (Ordinary Member) Prudence Heath • (Ordinary Member) Meredith Turnbull • (Ordinary Member) Annette Welkamp • (Ordinary Member) Rox de Luca • (Postgraduate) Robert Shiels <p>Moved: JW Seconded: CN CARRIED</p>
DECISION 2008-7.	<p>Membership transfer: That Ms Qianping Wu from ICOM China be transferred to ICOM Australia.</p> <p>Moved: JW Seconded: RG CARRIED</p>
11.2 Current membership numbers	NOTED: The membership numbers contained in the report contained errors and needed to be updated.
11.3 Other issues	NOTED: JW's advice that the Barbara Tuckerman's replacement membership card had been resolved.
DECISION 2008-8.	<p>Pacific Islands Museums Association (PIMA) membership: It was agreed that ICOM Australia would process ICOM membership dues for the PIMA Executive Board members and the PIMA Secretary General (Dr Kim Selling).</p> <p>Moved: JW Seconded: AW CARRIED</p>
12. Treasurers report	JC provided a verbal report.
12.1 Payments	
DECISION 2008-9.	<p>Payments approved for:</p> <ul style="list-style-type: none"> • \$1,857.02 to Qantas • \$754.35 to AW for expenses • \$4,936.00 to Powerhouse for IAMPP • \$1,687.03 to PIMA for travel • \$281.18 to AW for expenses <p>Moved: JC Seconded: CN CARRIED</p>
12.2 Income and expenditure statement	<p>NOTED: JC's advice that the following figures were 'waiting to be reconciled':</p> <ul style="list-style-type: none"> • Receipts \$14,949.00 (IAMPP from National Museum of Australia) • Receipts \$22,947.15 (Subscriptions, donations and charges) • Cash \$86,000 • Debenture \$50,000
13. Blue Shield report	JS provided a verbal report (see action 2007-17, item 4 above).
DECISION 2008-10.	<p>NOTED: JS's intention to liaise with Robyn Riddett of ICOMOS on Blue Shield activity.</p> <p>Blue Shield – payment authorisation: That ICOM Australia approve expenditure of \$200 in FY 2007-2008 as a contribution to Blue Shield Australia set up costs.</p> <p>Moved: JS Seconded: AW CARRIED</p>
ACTION 2008-5.	<p>Blue Shield – invoice: JS to contact Margaret Birtley to clarify whether ICOM Australia had been invoiced for the agreed \$200 contribution in FY 2007-2008.</p>

Approved

C. Other business

14. PIMA representation on ICOM Australia Executive Board	AW spoke to the paper. NOTED: JC's query on whether or not ex-officio members had voting rights. NOTED: AW's advice that ICOM Australia's constitutional rules do permit ex-officio members to have full voting rights on the ICOM Australia Executive Board. NOTED: The need for an ICOM Australia procedures review committee and that this should be added to the Business Plan 2008 with AW & JS as responsible members.
	DECISION 2008-11. Pacific Islands Museums Association (PIMA) Secretary General ex-officio: The Executive Board approved the co-opting of the Secretary General of the Pacific Islands Museums Association (PIMA) to be an ex-officio member of its Executive Board. Moved: AW Seconded: RG CARRIED
15. Leave	NOTED: That JS would be on leave in February 2008.

D. Next meeting: 11 Mar 2008 (4pm AEDT) (teleconference)

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 next CAMD meeting Apr 2008 TBC
2007-08	Web site and ICOM international database standards: Investigate ICOM international's progress on web site database standards and related matters while attending the ICOM Vienna 2007 conference and report back	CN LK	4 Sep 2007	Complete
2007-11	ICOM Australia web site – content review: All committee members review and provide a response to AW by end Sep 2007 on the Web Site Renewal proposals as circulated by AW (31 Aug)	All	End Sep	Pending
2007-12	2006 rules or procedure: Pursue the matter of registration of the rules of procedure with TM in the first instance and the ACT Registrar-General in the second instance.	RG	4 Oct 2007	TM recently returned from overseas. RG still pursuing with TM.
2007-14	ICOM Australia web site – letter of thanks: draft a letter of thanks for CM's signature to Museum Victoria for hosting web site for five years	AW	end Dec 2007	CM will confirm that the letter had been sent.
2007-15	ICOM Australia web site – content review: develop a web site content update priority list	AW	End Jan 2008	New host (MoV) decided; contract yet to be resolved
2007-16	Hosting Triennial Conference of ICOM-CC in 2014: Reply to the email flagging ICOM Australia's interest qualified by the need for considerably more discussion on such matters as whether Australia would bid for the conference and if so where it would be hosted.	CM	End Dec 2007	CM to pursue.
2007-17	Blue Shield – payment: Clarify the nature of the past and future monetary contributions expected by Blue Shield from ICOM Australia	JS	29 Jan 2008	JS advised that the initial contribution of \$200 from ICOM Australia for FY 2007-2008 was to assist in Blue Shield basic start-up costs (teleconference and design work). See item 12
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	

Approved

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2008-02	2008 AGM: The National Museum of Australia to coordinate the logistics for the AGM and any associated ICOM Australia award.	CM RG	19 May 2008	
2008-03	2008 AGM – members notice: RG to liaise with AW by 25 Feb 2008 on providing members with the appropriate notice of the AGM	RG AW	25 Feb 2008	
2008-04	ICOM Australia business plan 2008: Update and circulate an amended plan	RG	end Feb 2008	
2008-05	Blue Shield – invoice: JS to contact Margaret Birtley to clarify whether ICOM Australia had been invoiced for the agreed \$200 contribution in FY 2007-2008.	JS	11 Mar 2008	

Decision list (this meeting)

No.	Decision	Date
2008-01	2008 AGM: The AGM of ICOM Australia be held at 4.30pm 19 May 2008 in Canberra. Moved: AW Seconded: JC CARRIED	29 Jan 2008
2008-02	Plan template: The ICOM Australia draft plan template (version 0.a) was approved for update and released. Moved: JW Seconded: PS CARRIED	29 Jan 2008
2008-03	Listing ICOM Australia on culture.gov.au: Approval was given for the submitting the ICOM Australia website for listing on www.culture.gov.au, the Australian Government's culture and recreation portal. Moved: AW Seconded: CM CARRIED	29 Jan 2008
2008-04	IAMPP report Jan 2008: Was accepted. Moved: RG Seconded: AW CARRIED as accepted.	29 Jan 2008
2008-05	ICOM project 2007-3-1 Intangible cultural heritage field kit: The Executive Board accepted the endorsement of the ICOM Australia Museum Partnerships Program Selection Committee and approved funds of \$20 562 from the IAMPP-NMA Grant monies for this project. Moved: RG Seconded: PS CARRIED	29 Jan 2008
2008-06	New members: The Executive Board accepted the following new members to ICOM Australia and ICOM: <ul style="list-style-type: none"> • (Ordinary Member) Katherine Henderson • (Ordinary Member) David Jay • (Ordinary Member) Yolande Kerridge • (Ordinary Member) Jo Peoples • (Ordinary Member) Carole Hammond • (Ordinary Member) Prudence Heath • (Ordinary Member) Meredith Turnbull • (Ordinary Member) Annette Welkamp • (Ordinary Member) Rox de Luca • (Postgraduate) Robert Shiels Moved: JW Seconded: CN CARRIED	29 Jan 2008
2008-07	Membership transfer: That Ms Qianping Wu from ICOM China be transferred to ICOM Australia. Moved: JW Seconded: RG CARRIED	29 Jan 2008
2008-08	Pacific Islands Museums Association (PIMA) membership: It was agreed that ICOM Australia would process ICOM membership dues for the PIMA Executive Board members and the PIMA Secretary General (Dr Kim Selling). Moved: JW Seconded: AW CARRIED	29 Jan 2008

Approved

No.	Decision	Date
2008-09	Payments approved for: <ul style="list-style-type: none"> • \$1,857.02 to Qantas • \$754.35 to AW for expenses • \$4,936.00 to Powerhouse for IAMPP • \$1,687.03 to PIMA for travel • \$281.18 to AW for expenses Moved: JC Seconded: CN CARRIED	29 Jan 2008
2008-10	Blue Shield – payment authorisation: That ICOM Australia approve expenditure of \$200 in FY 2007-2008 as a contribution to Blue Shield Australia set up costs. Moved: JS Seconded: AW CARRIED	29 Jan 2008
2008-11	Pacific Islands Museums Association (PIMA) Secretary General ex-officio: The Executive Board approved the co-opting of the Secretary General of the Pacific Islands Museums Association (PIMA) to be an ex-officio member of its Executive Board. Moved: AW Seconded: RG CARRIED	29 Jan 2008