

Executive Board Meeting

(Teleconference)

11 March 2008

4.00pm-5.15pm AEDT

ICOM Australian Committee Incorporated

Minutes

Version 1.0 24 Apr 2008

1. Attendance			
1.1 Present	Ann Wookey Craddock Morton (Chairperson) Kim Selling Lynda Kelly Meredith Blake Peter Stanbury Roger Garland (National Secretary) (minutes) Tony Martin (Public Officer)		AW CM KS LK MB PSt RG TM
1.2 Apologies	Received from: Chris Nobbs, Jennifer Harris, Jo Wills, Jonathan Sweet, Maxine Holden		
1.3 Resignation	NOTED: That Maxine Holden had tendered her resignation and that the members of the Board thanked Maxine for her contributions.		
DECISION 2008-12.	Resignation – Maxine Holden: Maxine Holden's resignation from the Executive Board of ICOM Australian Committee Incorporated was accepted. Moved: RG Seconded: PS CARRIED		
2. Minutes of last meeting 29 Jan 2008	Acceptance of minutes Moved: AW Seconded: PS CARRIED as approved		
3. 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.	Change of name registered Rules of procedure to be resolved with AW & RG
	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	Complete
	2007-15	ICOM Australia web site – content review: develop a web site content update priority list	Complete
	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.	Complete
	2007-17	Blue Shield – payment: Clarify the nature of the past and future monetary contributions expected by Blue Shield from ICOM Australia	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 advised that there had been no delegated powers in the past. Review of this will be undertaken as part of the 2008 Business Plan Complete

Approved

	2008-02	2008 AGM: The National Museum of Australia to coordinate the logistics for the AGM and any associated ICOM Australia award.	Underway
	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	Complete
	2008-04	ICOM Australia business plan 2008: Update and circulate an amended plan	Complete
	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.	Pending

A. General business

4. Web site – upgrade update	AW spoke to the paper.	
	NOTED: AW's verbal report advising that the Museum Victoria board had accepted a recommendation to host the ICOM Australia website.	
	ACTION 2008-6.	Web site – Museum Victoria contact: RG to liaise with Tim Hart (Director Information, Multimedia and Technology, Museum Victoria), by end March to organise Museum Victoria contact for ICOM web site hosting development.
	DECISION 2008-13.	Web site upgrade – section, content and page schedule: Pending the formalisation of an agreement with Museum Victoria to host the ICOM Australia website the Board authorised Toadshow to follow the section, content and paged schedule for the website upgrade as prepared by AW and contained in the document <i>Proposed section and page upload schedule for ICOM Australia's website rebuild; together with section and page topics on site as at 5 March 2008.</i> Moved: AW Seconded: RG CARRIED
5. 2008 AGM		
5.1 Notice of meeting & proxy form circulation - update	NOTED: That RG had prepared notice of meeting and proxy forms which had been distributed by AW to ICOM Australia members.	
5.2 Draft agenda	RG spoke to the paper. NOTED: The draft agenda and that Board members would pass any additional items to RG.	
5.3 Election of Executive Board	RG advised the Board that nominations for Board positions should be considered and organised in advance of the AGM. NOTED: That CM was prepared to undertake another year term as Chair. NOTED: That RG was prepared to undertake another year term as National Secretary. NOTED: That pending JW's intentions MB was interested in the office of Membership Secretary. NOTED: That KS formally thanked the ICOM Australia Executive Board for processing free membership of Pacific Islands Museums Association Executive Board members and the PIMA Secretary General to ICOM Australia. NOTED: That TM was not eligible to continue as Public Officer and it was re-iterated that there was a need to find a Canberra based member to take on this role.	
	ACTION 2008-7.	AGM 2008 – Executive Board nominations: RG will email the members of the Executive Board by the end of March to ascertain each members intentions regarding possible re-election.
6. 2009 AGM	See item 15.	
7. Communication policy	RG spoke to the paper.	
	NOTED: RG's suggestion that the Executive Board consider the need for a range of policies to set the context for ICOM Australia business activity. NOTED: That Board members would consider the need for a range of policies and specifically discuss the circulated draft Communication policy at the next Board meeting.	

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8. Communication plan	RG spoke to the paper. NOTED: That Board members would consider the draft Communication plan and prepare to discuss it at the next Board meeting.
9. Issues list	RG spoke to the paper. NOTED: That Board members would consider issues for listing in the register. NOTED: That any issues identified by Museums Australia in a similar exercise might be considered for possible inclusion where appropriate in the ICOM Australia list. NOTED: That such a list of ICOM Australia issues might form a basis for discussion at the 2008 AGM.

B. Reports

10. IAMPP report	RG spoke to the paper. NOTED: AW's suggestion that the IAMPP might be able to adopt a more pro-active brokering role to bring suitable Pacific and Australian organisations together in partnerships. NOTED: CM's advice that during recent discussion with the Peter Garrett (Federal Minister for the Environment, Heritage and the Arts) he described the IAMPP; CM also noted his intention to mention the program to Bob McMullen (Parliamentary Secretary for International Development Assistance). NOTED: That applications under the program had dwindled; however there were emerging potential archives related projects in Samoa and Tonga. NOTED: That some Australian partners have voiced concern on the degree of paperwork involved in the program. NOTED: That AusAID governance requirements have been reviewed and the level of paperwork reduced; where possible this model is followed for the ICOM Australia-National Museum of Australia funding stream; however accountability for public funds must always remain a high priority and as a result governance practice and paperwork must be involved but kept to a minimum where possible. NOTED: That there had been much positive feedback from the end users and beneficiaries of the programs in the Pacific. NOTED: That AW would post the project completion reports on the ICOM Australia website.
DECISION 2008-14.	IAMPP report Feb 2008: Was accepted. Moved: RG Seconded: AW CARRIED
11. Membership report	
11.1 New membership applications	RG spoke to the paper in JW's absence.
DECISION 2008-15.	New members: The Executive Board accepted the following new members to ICOM Australia and ICOM: <ul style="list-style-type: none"> • (Ordinary Member) Judy Bridges • (Ordinary Member) Carole Hammond • (Ordinary Member) Carolyn Murphy • (Ordinary Member) Zenovia Pappas • (Ordinary Member) Nicole Tse • (Ordinary Member) Kathleen Warden • (Postgraduate) Yuki Hasegawa Moved: PS Seconded: AW CARRIED
11.2 Current membership numbers	NOTED: The membership numbers in the report still contain uncorrected errors from the previous several reports and that JW intended to correct these for the next report.

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12. Treasurers report	
12.1 Payments	No report provided.
12.2 Income and expenditure statement	No report provided.
13. Blue Shield report	No report provided.
14. ICOM Australia Business Plan 2008	1b) Presentation of the ICOM Australia Award for International Relations NOTED: That Queensland Museum previously organised and paid for this award. NOTED: That LK expressed an interest in managing the awards on a bi-annual basis (see item 16).
	3d) Develop a communication plan NOTED: That a draft plan had been circulated for comment (see items 7 & 8).
	4a) Develop an issues agenda for regular discussion by the Executive Board NOTED: That a draft issues list format had been prepared (see item 9).
	4c) Enhance the relationship with Museums Australia NOTED: That initial notes on possible joint ICOM Australia and Museums Australia administrative functions had been prepared by each organisation for discussion. NOTED: That there were natural synergies which could be explored and would alleviate some administrative load. NOTED: That the National Museum of Australia remained prepared to fund in FY 2007-2008 some part-time administrative hours for a joint position. NOTED: That the Executive Board continued to support this enhancement and approaches made to date and that RG would continue to liaise and develop the funding arrangement.

C. Other business

15. Museums Australia conference 2009	CM spoke to the paper. NOTED: The Executive Board broadly endorsed participation in the Museums Australia 2009 conference and that its involvement would be developed.
	ACTION 2008-8. Museums Australia conference 2009: CM to write to Bill Storer (Chair, Organising Committee, Museums Australia 2009 Conference) to advise of ICOM Australia's interest in participating in the conference.
16. ICOM award for international relations	NOTED: That as discussed under item 14 there was insufficient lead time this year to call for submissions, assess and present an award at the scheduled AGM on 19 May 2008 and as a result ICOM Australia would not be making an award this year. NOTED: That a bi-annual approach to the award would be considered and developed by LK.

D. Next meeting: 22 Apr 2008 (4pm AEST) (teleconference)

17. Possible face-to-face meeting 18 May 2008, Canberra	NOTED: RG advised that with the AGM scheduled for 19 May 2008 to coincide with Museums Australia's Futures Forum in Canberra there was an opportunity for ICOM Australia's Executive Board to meet face-to-face if it wished. NOTED: That travel resourcing made this problematic for many Board members. NOTED: That a decision on this will be dependant on clarification of who will be able travel to Canberra.
18. Possible joint session with Museums Australia National Council	NOTED: RG advised that the National Council of Museums Australia was meeting in Canberra on Sunday 18 May 2008. This presents an opportunity for the ICOM Australia Executive Board to meet in a joint session with the Council in order to discuss how the two organisations might work more closely together. NOTED: That a decision on this will be dependant on clarification of who will be able travel to Canberra.
19. Apology	NOTED: That LK apologised that she would not be able to participate in the next meeting scheduled for 22 Apr 2008.

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 next CAMD meeting Apr 2008 TBC
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	Complete
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 AW RG	4 Oct 2007	Change of name registered Rules of procedure to be resolved with AW & RG
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	Complete
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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	Pending
2008-06	Web site – Museum Victoria contact: Liaise with Tim Hart (Director Information, Multimedia and Technology, Museum Victoria), by end March to organise Museum Victoria contact for ICOM web site hosting development.	RG	end Mar 2008	
2008-07	AGM 2008 – Executive Board nominations: Email the members of the Executive Board to ascertain each members intentions regarding possible re-election.	RG	end Mar 2008	
2008-08	Museums Australia conference 2009: Write to Bill Storer (Chair, Organising Committee, Museums Australia 2009 Conference) to advise of ICOM Australia's interest in participating in the conference.	CM	end Mar 2008	

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Decision list (this meeting)

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