

Executive Board Meeting

(Teleconference)

22 Apr 2008

4.05pm-5.05pm AEST

ICOM Australian Committee Incorporated

Minutes

Version 1.0 18 Jun 2008

| 1. Attendance | | | |
|--|---|---|--|
| 1.1 Present | Ann Wookey | | AW |
| | Chris Nobbs | | CN |
| | Craddock Morton (Chairperson) | | CMJennifer |
| | Harris | | JH |
| | Joe Corponi (Treasurer) | | JC |
| | Jonathan Sweet | | JS |
| | Meredith Blake | | MB |
| | Peter Stanbury | | PSt |
| | Roger Garland (National Secretary) (minutes) | | RG |
| | Tony Martin (Public Officer) | | TM |
| 1.2 Apologies | Received from: Allison Gray Lynda Kelly, Kim Selling, Jo Wills, Patricia Sabine | | |
| 2. Minutes of last meeting 11 Mar 2008 | Acceptance of minutes Moved: RG Seconded: CM CARRIED as approved | | |
| 3. Actions due | No. | Action | Status |
| | 2007-01 | ICOM Australia International Exchange Program: Investigate with CAMD possible sponsorship options | CM did not attend last CAMD meeting. Will deal by correspondence. |
| | 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 changes were not adequately recorded in the 2006 AGM minutes. AW's notes need to be referred to Margaret Birtley for comment. AW & RG 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 confirmed this to be a one off payment. Complete |
| | 2008-02 | 2008 AGM: The National Museum of Australia to coordinate the logistics for the AGM and any associated ICOM Australia award. | Underway |
| | 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. | Executive Board approved payment (Decision 2008-10, 29 Jan 2008). JC and JS to organise cheque signing. Complete |
| | 2008-06 | 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. | Complete |

Approved

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|--|---------|--|----------|
| | 2008-07 | AGM 2008 – Executive Board nominations: Email the members of the Executive Board to ascertain each members intentions regarding possible re-election. | Complete |
| | 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. | Complete |

A. General business

| | |
|--|--|
| 4. Web site – upgrade update | <p>AW spoke to the paper.</p> <p>NOTED: RG's suggestions to remove clutter by reducing home page text, simplifying messages and introducing good graphics.</p> <p>NOTED: That ToadShow had sent ICOM Australia a contract for the website upgrade to the within the limit of the approved¹ money. To be reviewed by RG and National Museum IT staff before signing by CM.</p> <p>NOTED: That AW would progress the work with ToadShow and Museum Victoria (new host) after further discussion with RG.</p> |
| 5. 2008 AGM | |
| 5.1 Draft agenda | <p>RG sought any final changes to the draft agenda circulated with the papers for the Executive Board meeting of 11 Mar 2008.</p> <p>NOTED: That there were no changes to the draft agenda.</p> |
| DECISION 2008-16. | <p>2008 AGM – agenda: The draft agenda (version 0.a, 3 Mar 2008) was approved.</p> <p>Moved: RG Seconded: JC CARRIED</p> |
| 5.2 Election of Executive Board | <p>RG spoke to the paper.</p> <p>NOTED: That four current members (AW, JC, PS, TM) would not be standing for re-election.</p> <p>NOTED: That replacement officer holders for the position of treasurer and public officer needed to be found.</p> |
| 6. Communication policy | <p>RG spoke to the paper.</p> <p>NOTED: That the Executive Board felt there was a need for a range of policies, not just the Communication policy</p> |
| DECISION 2008-17. | <p>Communication policy: The draft Communication policy (version 0.a, 6 Mar 2008) was approved.</p> <p>Moved: RG Seconded: JC CARRIED</p> |
| 7. Communication plan | <p>RG spoke to the paper.</p> |
| DECISION 2008-18. | <p>Communication plan – 2008: The draft Communication plan (version 0.a, 6 Mar 2008) was approved.</p> <p>Moved: RG Seconded: JC CARRIED</p> |
| 8. Overseas exchange survey | <p>CN spoke to the paper.</p> <p>NOTED: That will progress the development of a survey to compile information on what Australian cultural institutions have in place regarding international exchange programs.</p> <p>NOTED: That the website upgrade would help in the survey work.</p> |

¹ Decision 2007-15, 4 Sep 2007

Approved

B. Reports

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|---|--|------------------|-----|-----------------|----|-----------------|---|-----------------|---|-----------------|----|-----------------|---|--------------|------------|
| 9. IAMPP report DECISION 2008-19. | RG & AW spoke to the paper. IAMPP report Mar 2008: Was accepted. Moved: RG Seconded: AW CARRIED | | | | | | | | | | | | | | |
| 10. Membership report | | | | | | | | | | | | | | | |
| 10.1 New membership applications DECISION 2008-20. | RG & AW spoke to the paper in JW's absence. NOTED: That JW had circulated an updated paper dated 22 Apr 2008. New members: The Executive Board accepted the following new members to ICOM Australia and ICOM: <ul style="list-style-type: none"> • (Institutional Member) National Portrait Gallery • (Institutional Member) Stokes Collection • (Ordinary Member) Edmond Capon • (Retired member) John Ashton Moved: RG Seconded: AW CARRIED | | | | | | | | | | | | | | |
| 10.2 Current membership numbers | NOTED: The membership numbers in the report were again in error. NOTED: AW's verbal advice correcting the figures to as follows ² : <table border="1" data-bbox="566 913 865 1120"> <tr><td>Ordinary members</td><td>196</td></tr> <tr><td>Retired members</td><td>73</td></tr> <tr><td>Institutional A</td><td>5</td></tr> <tr><td>Institutional B</td><td>4</td></tr> <tr><td>Institutional C</td><td>20</td></tr> <tr><td>Student members</td><td>9</td></tr> <tr><td>TOTAL</td><td>307</td></tr> </table> | Ordinary members | 196 | Retired members | 73 | Institutional A | 5 | Institutional B | 4 | Institutional C | 20 | Student members | 9 | TOTAL | 307 |
| Ordinary members | 196 | | | | | | | | | | | | | | |
| Retired members | 73 | | | | | | | | | | | | | | |
| Institutional A | 5 | | | | | | | | | | | | | | |
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| TOTAL | 307 | | | | | | | | | | | | | | |
| 11. Treasurers report | | | | | | | | | | | | | | | |
| 11.1 Payments DECISION 2008-21. | JC spoke to the paper. Post box payment: The annual payment for a post box was approved (expected amount approx. \$187). Moved: AW Seconded: JC CARRIED | | | | | | | | | | | | | | |
| 11.2 Operating and Financial position statements DECISION 2008-22. | JC spoke to the paper. Operating and Financial position statements to 30 Mar 2008: Were accepted. Moved: JS Seconded: RG CARRIED | | | | | | | | | | | | | | |
| 12. Blue Shield report | JS spoke to the paper. | | | | | | | | | | | | | | |
| DECISION 2008-23. | Blue Shield report (April): Was accepted. Moved: JS Seconded: RG CARRIED | | | | | | | | | | | | | | |
| 13. ICOM Australia Business Plan 2008 | Board members spoke to their relevant responsibilities under the plan. NOTED: That the status of the activities against the plan would be updated and circulated separate to the minutes. NOTED: The draft Marketing Plan (Apr 2008) submitted by JH and that comments had been received and would be considered in developing the next draft. | | | | | | | | | | | | | | |

² Confirmed post meeting by JW

Approved

C. Other business

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| 14. 71st Session of ICOM Advisory Committee 23 rd Annual General Assembly | CM & RG spoke to the paper. NOTED: That CM was unlikely to be able to attend and that advice on any ICOM Australia members intending to attend would be welcome in order to arrange voting. NOTED: The paper. |
| 15. 23 rd ICOM General Conference 2013 | CM & RG spoke to the paper. NOTED: That the organising and hosting of the conference is an enormous task and that ICOM Australia would not be making a bid. |

D. Meetings:

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| 16. 2008 AGM | NOTED: That the next meeting would be the AGM to be held 4.30pm AEST, 19 May 2008, National Museum of Australia, Canberra |
| 17. Possible face-to-face meeting 18 May 2008, Canberra | NOTED: That RG would seek advice outside of the meeting from Board members on their availability for a face-to-face Executive Board meeting in Canberra. |
| 18. Possible joint session with Museums Australia National Council | NOTED: That RG would seek advice outside of the meeting from Board members on their availability for a face-to-face meeting with the Executive Council of Museums Australia in Canberra on 18 May 2008. |

Action list

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| 2007-01 | ICOM Australia International Exchange Program: Investigate with CAMD possible sponsorship options | CM | Next CAMD meeting | CM did not attend last CAMD meeting. Will deal by correspondence. |
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| 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 confirmed this to be a one off payment. Complete |
| 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 | |
| 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 | Underway |

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Decision list (this meeting)

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| 2008-21 | Operating and Financial position statements to 30 Mar 2008: Were accepted. Moved: JS Seconded: RG CARRIED | 22 Apr 2008 |
| 2008-22 | Blue Shield report (April): Was accepted. Moved: JS Seconded: RG CARRIED | 22 Apr 2008 |