

Executive Board Meeting

(Teleconference)

3 Jun 2008

3pm-4pm AEST

ICOM Australian Committee Incorporated

Minutes

Version 1.0 12 Aug 2008

1. Attendance			
1.1 Present	Annette Welkamp		AW
	Chris Nobbs		CN
	Craddock Morton (Chairperson)		CM
	Deborah Tout-Smith		DT
	Don McMichael (Treasurer)		DM
	Frank Howarth		FH
	James Warden		JWa
	Jennifer Harris		JH
	Jonathan Sweet		JS
	Lynda Kelly		LK
	Patricia Sabine		PS
	Roger Garland (National Secretary) (minutes)		RG
	1.2 Apologies	Jo Wills (Membership Secretary), Joe Corponi (immediate past Treasurer), Kim Selling	
2. New Executive Board			
2.1 Welcome	The Chair congratulated all Executive Board members on their appointment. A special welcome was noted for new members:		
	Annette Welkamp, Deborah Tout-Smith, Don McMichael, Frank Howarth.		
2.2 Co-opting Meredith Blake	Item withdrawn.		
	Ms Blake has recently accepted a new job and now is not in a position to be on the Executive Board.		
2.3 Public Officer – appointment	CM & RG noted that the AGM on 19 May 2008 identified Dr James Warden as a candidate for the position of Public Officer. Under the Rules of Procedure for ICOM Australia the Executive Board must nominate and approve the appointment of the Public Officer.		
	DECISION 2008-23. Public Officer – appointment: It was agreed to appoint Dr James Warden as Public Officer to ICOM Australia.		
	Moved: RG Seconded: DM CARRIED		
	NOTED: That JWa needed to register his appointment with the ACT Registrar-General within one month.		
	ACTION 2008-9. Public Officer – registration: JWa to register his appointment to the position of Public Officer with the ACT Registrar-General by 19 Jun 2008.		
3. Minutes of last meeting 22 Apr 2008	Acceptance of minutes		
	Moved: JS Seconded: CM CARRIED as approved		
4. Actions due	No.	Action	Status
	2007-01	ICOM Australia International Exchange Program: Investigate with CAMD possible sponsorship options	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.	RG checking update rules with Margaret Birtley who moved the changes. Expect to be ready for reconvened AGM on 18 Jun 2008

Approved

	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	On hold pending settling in of new Board
	2008-02	2008 AGM: The National Museum of Australia to coordinate the logistics for the AGM and any associated ICOM Australia award.	Complete

A. General business

5. Web site – upgrade update	<p>RG provided a verbal update.</p> <p>NOTED: That Tasmania had emerged from the mist on the home page.</p> <p>NOTED: Members of the Board had access to the restricted area of the site and that Ann Wookey (Web Coordinator) would soon email login and password details to each member.</p> <p>NOTED: That the ICOM Australia-Museums Australia secretariat would gradually take over the administration of the web site and that Ann Wookey would continue to manage the site in the interim.</p>
6. 2008 AGM	
6.1 2008 AGM report	<p>RG spoke to the paper.</p> <p>NOTED: That the AGM needed to be reconvened to approve the signed financial statements and appoint the Auditor for FY Jan-Dec 2008.</p> <p>NOTED: That RG had verbal advice from the ACT Office of Regulatory Services indicating that the reconvened AGM could be held by teleconference and that the key factor to uphold was transparency in all notices, actions and decisions.</p> <p>NOTED: That the Executive Board discussed options for the reconvening of the AGM. See Decision 2008-24.</p> <p>NOTED: The report.</p>
6.2 Date for reconvening of meeting	<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>
DECISION 2008-24.	<p>2008 AGM – reconvening: The reconvened 2008 AGM be held by teleconference from 12noon AEST Wednesday 18 Jun 2008</p> <p>Moved: RG Seconded: DM CARRIED</p>
6.3 2008 AGM – draft minutes	<p>RG spoke to version 0.a of the draft AGM 2008 minutes. Members suggested minor changes.</p> <p>NOTED: The draft minutes of the 2008 AGM and that these will be updated upon reconvening of the AGM.</p> <p>NOTED: That a number of actions arose from the AGM as follows.</p>
ACTION 2008-10.	Publication – 1998 conference: The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.
ACTION 2008-11.	Notice to ICOM Secretariat: The Chairperson to write to the ICOM Secretariat advising of publication.
7. ICOM Australia – Museums Australia joint secretariat update	<p>RG spoke to the paper.</p> <p>NOTED: Progress on the establishment of part-time joint secretariat hours for ICOM Australia and Museums Australia</p>

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B. Reports	
8. IAMPP report	RG spoke to the paper. NOTED: The May summary report for the ICOM Australia Museum Partnerships Program.
9. Membership report	NOTED: That no report had been received from the Membership Secretary.
10. Finances	
10.1 Treasurers report	DM spoke to the May report prepared by Joe Corponi.
DECISION 2008-25.	Treasurer's report (May 2008): The Executive Board accepted and approved payments Moved: DM Seconded: PS CARRIED
10.2 Approval of 2007 accounts	CM & DM spoke to the paper prepared by Joe Corponi.
DECISION 2008-26.	2007 accounts: The Executive Board approved the 2007 accounts. Moved: DM Seconded: RG CARRIED
10.3 Appointment of 2008 auditors	DM spoke to the paper prepared by Joe Corponi. NOTED: That a process for the appointment of an auditor for 2008 was initiated and would involve CM investigating one of his contacts and DM exploring fall back options.
ACTION 2008-12.	Auditor appointment – 2008: CM & DM to investigate and develop options for the appointment of an auditor for 2008 by 18 Jun 2008.
10.4 Bank account signatories	DM spoke to the paper prepared by Joe Corponi.
DECISION 2008-27.	Bank account signatories: The Executive Board approved signatories for the bank accounts and for cheque signing as follows: Craddock Morton (already a signatory) Roger Garland Don McMichael Jonathan Sweet (already a signatory) and that the following signatories be removed: Joe Corponi Ian Galloway Moved: CN Seconded: LK CARRIED
10.5 Treasurer's handover	DM spoke to the paper prepared by Joe Corponi. NOTED: That the archiving of ICOM Australia files was an ongoing issue needing resolution. NOTED: That various members would pursue options including CM discussing the matter with Jan Fullerton (Director, National Library of Australia). NOTED: Intended travel by members of ICOM Australia triggered concern over the apparent lack of ICOM Australia insurance.
ACTION 2008-13.	Insurance: RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.
DECISION 2008-28.	Travel expenses: The Executive Board approved travel expenses for Joe Corponi as described in the paper <i>Treasurer's travel arrangements</i> (1 Jun 2008) Moved: PS Seconded: DM CARRIED
11. Blue Shield report	JS gave a verbal report noting that while there were no new major developments one point to note included training and emergency procedures to be discussed with Emergency Management Australia.
ACTION 2008-14.	Business plan 2008 – Blue Shield: RG to add an activity to the 2008 Business Plan for Blue Shield work by ICOM Australia (by 12 Aug 2008).

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C. Other business

2009 AGM	RG advised the Executive Board that he had been liaising with the 2009 Museums Australia national conference organising committee to book a time for the ICOM Australia 2009 AGM. Moved: RG Seconded: DT CARRIED
DECISION 2008-29.	AGM 2009: The Executive Board approved the holding of the 2009 AGM at 4.45pm-6.00pm, Tue 19 May 2009 in Newcastle, NSW to coincide with the Museums Australia national conference

D. Meetings:

12. Meetings calendar 2008-2009	RG spoke to the paper.
DECISION 2008-30.	Meetings calendar 2008-2009: The Executive Board approved the meetings calendar for 2008-2009. Moved: RG Seconded: JS CARRIED
13. Reconvened AGM	NOTED: That under agenda item 6.2 it was decided to hold the reconvened AGM on 18 Jun 2008
14. Next Executive Board meeting	NOTED: That the next meeting of the Executive Board will be held 12 Aug 2008 by 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	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.	TM AW RG	4 Oct 2007	RG checking update rules with Margaret Birtley who moved the changes. Expect to be ready for reconvened AGM on 18 Jun 2008.
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	On hold pending settling in of new Board
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	Complete
2008-09	Public Officer – registration: JWa to register his appointment to the position of Public Officer with the ACT Registrar-General by 19 Jun 2008.	JWa	19 Jun 2008	
2008-10	Publication – 1998 conference: The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.	TBC	TBC	
2008-11	Notice to ICOM Secretariat: The Chairperson to write to the ICOM Secretariat advising of publication.	CM	TBC	
2008-12	Auditor appointment – 2008: CM & DM to investigate and develop options for the appointment of an auditor for 2008 by 18 Jun 2008.	CM DM	18 Jun 2008	
2008-13	Insurance: RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.	RG	11 Jun 2008	
2008-14	Business plan 2008 – Blue Shield: RG to add an activity to the 2008 Business Plan for Blue Shield work by ICOM Australia (by 12 Aug 2008).	RG	12 Aug 2008	

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Decision list (this meeting)

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2008-23	Public Officer – appointment: It was agreed to appoint Dr James Warden as Public Officer to ICOM Australia. Moved: RG Seconded: DM CARRIED	3 Jun 2008
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