

Executive Board Meeting

(Teleconference)

12 Aug 2008

3pm-4pm AEST

ICOM Australian Committee Incorporated

Minutes

Version 1.0 21 Oct 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 (Public Officer)		JWa
	Jennifer Harris		JH
	Jonathan Sweet		JS
	Lynda Kelly		LK
	Patricia Sabine (Ex-officio, Museums Australia)		PS
	Roger Garland (National Secretary) (minutes)		RG
1.2 Apologies	Jo Wills (Membership Secretary)		
1.3 Absent	Kim Selling (Ex-officio, PIMA)		
2. Minutes of last meeting 3 Jun 2008	Acceptance of minutes Moved: DM Seconded: CN CARRIED		
3. Actions due	No.	Action	Status
	2007-01	ICOM Australia International Exchange Program: Investigate with CAMD possible sponsorship options	Pending Will deal by correspondence/ or at next CAMD meeting
	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.	Margaret Birtley reviewed changes. Approved by reconvened AGM on 18 Jun 2008. Submitted to ACT Registrar-General but not accepted. See agenda item 5.2. This action 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	RG & DM to pursue.
	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.	Complete
	2008-10	Publication – 1998 conference: The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.	RG & DM to pursue.
	2008-11	Notice to ICOM Secretariat: The Chairperson to write to the ICOM Secretariat advising of publication.	Depends on resolution of 2008-10.
	2008-12	Auditor appointment – 2008: CM & DM to investigate and develop options for the appointment of an auditor for 2008 by 18 Jun 2008.	Complete

Approved

	2008-13	Insurance: RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.	Request made to MA and passed to their brokers. Awaiting feedback.
	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).	Complete

A. General business

4. Web site – update	RG provided a verbal update.
4.1 Administration policy/ guidelines	<p>NOTED: RG's and Ann Wookey's (Web Administrator) verbal recommendation that the ICOM Australia needed a web policy/ guidelines to help govern content, who approves postings and a host of other matters.</p> <p>NOTED: That RG would pursue the development of a draft policy for consideration by the Executive Board.</p>
4.2 Edit/reworking	<p>NOTED: Ann Wookey's tremendous efforts in getting the new web site up and running.</p> <p>NOTED: Now that the site was operating a gradual review of content would be appropriate to be informed by the development of a web policy and any progress in aligning with Museums Australia web site and management.</p>
4.3 Web privacy policy	<p>RG spoke to the paper.</p> <p>NOTED: That RG would have the web privacy policy reviewed by the legal section of the National Museum of Australia.</p> <p>NOTED: That RG would reformat the policy into the ICOM Australia standard template, which would include identification of a review date, and appropriate extracts updated to the ICOM Australia web site.</p> <p>NOTED: That the Executive Board endorsed the web privacy policy subject to legal review and update.</p>
ACTION 2008-15.	Web policy: RG to 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.
5. Annual return 2007	
5.1 Update	<p>RG spoke to the paper.</p> <p>NOTED: JWa's confirmation of the issues.</p> <p>NOTED: DM's advice that the residential addresses of the committee would soon be submitted to the ACT Office of Regulatory Services.</p> <p>NOTED: The paper.</p>
5.2 Rules of procedure	NOTED: RG's & JWa's advice that the finalisation of the Annual Return was dependant on updates being made to the Rules of Procedure.
ACTION 2008-16.	Annual Return 2007 & Rules of Procedure: JWa, DM & RG to meet and develop actions by end of Aug to resolve the compliance requests from the ACT Office of Regulatory Services.
6. ICOM Australia – Museums Australia joint secretariat update	
6.1 Update	<p>NOTED: RG's verbal advice that he had been working with Museums Australia National Office in developing a business plan for the joint secretariat.</p> <p>NOTED: CM's advice that he had discussed with Peter Garrett (Minister for the Arts) and Department of Arts staff the possibility of ongoing core funding for the joint secretariat and that he had received a sympathetic response from all parties</p>
6.2 Change of postal address	<p>NOTED: That as canvassed at previous Executive Board meetings, ICOM Australia's postal address had been changed from Melbourne to Canberra (utilising the existing Museums Australia National Office box).</p> <p>NOTED: That it would be appropriate to formalise this action by a decision of the Board</p>
DECISION 2008-31.	<p>Change of postal address: The Executive Board confirmed it's previous endorsement to close the Melbourne post office box with the new address of ICOM Australia to be:</p> <p>PO Box 266 CIVIC SQUARE ACT 2608</p> <p>Moved: RG Seconded: DM CARRIED</p>

Approved

7. Files and archives	
7.1 Establishment of file system	<p>NOTED: RG's verbal advice that a centralised office file system for ICOM Australia had been created under the auspices of the National Museum of Australia TRIM system.</p> <p>NOTED: That the file system and files would be transportable to any new custodian in the future.</p>
7.2 Archive policy	<p>DM spoke to the paper.</p> <p>NOTED: That the policy should include statements on:</p> <ul style="list-style-type: none"> • electronic records • web site archiving • reference to or note the impact of the <i>Territory Records Act 2002</i> (ACT) • preamble of intent. <p>NOTED: That RG would provide DM with a copy of the ICOM Australia policy template.</p> <p>NOTED: That DM would progress the policy for further reference back to the Executive Board.</p>

B. Reports

8. IAMPP report	
8.1 Report	<p>RG spoke to the paper.</p> <p>NOTED: The Jun summary report for the ICOM Australia Museum Partnerships Program.</p> <p>NOTED: DM's advice that he had made scheduled payments in connection with both projects.</p> <p>NOTED: That the new Federal Government had undertaken a review of the AusAID Pacific Governance Support Program under which the NMA-ICOM Australia had been successful in attracting grants. The review (entitled PGSP Independent Completion Report Aidworks ID INF847) noted that the program activities were generally well implemented and received with recommendations to better support long term Australian agency relationships in the Pacific and multiyear funding.</p>
DECISION 2008-32.	<p>IAMPP report Jun 2008 was accepted.</p> <p>Moved: RG Seconded: DM CARRIED</p>
8.2 Committee	<p>RG spoke to the paper.</p>
DECISION 2008-33.	<p>IAMPP terms of reference: Were approved for adoption subject to:</p> <ul style="list-style-type: none"> • under Membership the changing of the words 'up to four other members' to read 'up to six other members' • the addition of a conflict of interest clause <p>Moved: PS Seconded: DT-S CARRIED</p>
DECISION 2008-34.	<p>IAMPP committee for 2008: The Executive Board appointed the following to the IAMPP committee for 2008:</p> <ul style="list-style-type: none"> • Ann Wookey • Annette Welkamp • Deborah Tout-Smith • James Warden • Jonathan Sweet • Robin Hirst • Roger Garland <p>Moved: PS Seconded: DT-S CARRIED</p>

Approved

9. Membership report	
9.1 New membership applications	
DECISION 2008-35.	<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) Alexandra Ellem • (Ordinary Member) Ann Toy • (Ordinary Member) Bianca Acimovic • (Ordinary Member) Carole Griffin • (Ordinary Member) Catherine Lovelock • (Ordinary Member) Jacqueline Milner • (Ordinary Member) Joseph Buch • (Ordinary Member) Sarah Parker • (Ordinary Member) Suzanne Bravery <p>Moved: DM Seconded: RG CARRIED</p>
9.2 Current membership numbers	<p>NOTED: That there were not figures again this meeting.</p> <p>NOTED: DM's verbal advice that he was yet to master the membership database on which the report figures are compiled.</p>
10. Finances	
10.1 Treasurers report	<p>DM spoke to the paper.</p> <p>NOTED: DM's verbal advice that the ICOM Australia cheque books would shortly be posted to him by the past treasurer, Joe Corponi.</p> <p>NOTED: The report and that the unavailability of sufficient financial documentation was due to handover procedures from the past treasurer to the new treasurer being not yet complete.</p> <p>NOTED: DM's verbal advice that receipt and expenditure were as on target.</p>
DECISION 2008-36.	<p>Term deposit account ANZ no. 9847-18575 signatories: That:</p> <ul style="list-style-type: none"> • Craddock Morton, Roger Garland and Don McMichael be authorised to operate ICOM Australia term deposit account ANZ no 9847-18575, any two to sign • the authorities of Sue-Anne Wallace and Ian Galloway to operate the account be revoked <p>Moved: DM Seconded: PS CARRIED</p>
DECISION 2008-37.	<p>Term deposit account ANZ no. 9847-18575 roll-over: That the term deposit ANZ account no 9847-18575 continue to be rolled over for further periods until further notice.</p> <p>Moved: DM Seconded: PS CARRIED</p>
10.2 Grant to Angeletta Leggio	<p>DM spoke to the paper.</p>
DECISION 2008-38.	<p>Grant to Angeletta Leggio payment: The Executive Board approved the payment of a grant equivalent to €2,000 to Angeletta Leggio from ICOM Australia funds, in advance of receipt of the grant funds from Paris</p> <p>Moved: DM Seconded: RG CARRIED</p>
DECISION 2008-39.	<p>Grant to Angeletta Leggio letter: The Executive Board requested the Chairperson to write to ICOM Paris seeking release of the Leggio grant funds in advance of acquittal of a previous grant to Dr Kim Selling.</p> <p>Moved: DM Seconded: RG CARRIED</p>
ACTION 2008-17.	<p>Grant to Angeletta Leggio letter: CM to write to ICOM Paris seeking release of the Leggio grant funds in advance of acquittal of a previous grant to Dr Kim Selling.</p>
11. Blue Shield Australia report	<p>JS spoke to the paper.</p> <p>NOTED: That the group was now called Blue Shield Australia.</p> <p>NOTED: The report.</p>
DECISION 2008-40.	<p>Blue Shield Australia financial contribution: The Treasurer was authorised to pay Blue Shield Australia \$200.00 (exc GST; \$220.00 including GST) for use to fund teleconferences and some other administrative costs.</p> <p>Moved: JS Seconded: RG CARRIED</p>

Approved

DECISION 2008-41.	Blue Shield Australia – ICOM Australia proxy: That Brian Hanley, former representative of ICOM Australia to Blue Shield, be seconded as a recognised ICOM proxy to attend Blue Shield Australia meetings. Moved: JS Seconded: RG CARRIED
DECISION 2008-42.	Blue Shield Australia – ICOM Australia support of rotating chair: That the Executive Board supported the Rotating Chair system for Blue Shield Australia and agreed that the ICOM representative in the year 2010-2011 will chair the Blue Shield Australia committee.
12. Business Plan	RG spoke to the updated plan. NOTED: The updated plan and that RG would liaise with individual members of the committee to seek progress against the plan.

C. Other business

13. Global curator program	DT-S spoke to the paper. NOTED: That no resources were being sought from ICOM Australia. NOTED: That the German exchange program proposal being developed by CN had appropriate modeling parallels to the program outlined in the paper.
DECISION 2008-43.	Global curator program (MA & AAM): The Executive Board supports the new international exchange program between the Curators' Committee of the American Association of Museums and the Historians' Special Interest Group of Museums Australia and will consider ways that the program might be supported in the future. Moved: DT-S Seconded: CN CARRIED
14. University of Canberra course	NOTED: That JWa would liaise with JS on cultural heritage course developments at the University of Canberra.
15. ICOFOM conference	NOTED: JH's verbal advice that ICOFOM would be holding a conference in China in 14-21 September on Museums, Museology and Global Communication.
16. Donald Horne Institute	NOTED: JWa's verbal advice of the launch Donald Horne Institute for Cultural Heritage at the University of Canberra on 30 Jul 2008.

D. Next meeting – 7 Oct 2008 (3pm-4pm AEDT) (teleconference)

NOTED: That DT-S would be an apology for the next meeting

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 Will deal by correspondence/ or at next CAMD meeting
2007-12	2006 rules of 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	Margaret Birtley reviewed changes. Approved by reconvened AGM on 18 Jun 2008. Submitted to ACT Registrar-General but not accepted. See agenda item 5.2. This action complete.
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2008-10	Publication – 1998 conference: The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.	TBC	TBC	RG & DM to pursue.
2008-11	Notice to ICOM Secretariat: The Chairperson to write to the ICOM Secretariat advising of publication.	CM	TBC	Depends on resolution of 2008-10.
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	Complete
2008-13	Insurance: RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.	RG	11 Jun 2008	Request made to MA and passed to their brokers. Awaiting feedback.
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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	
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	
2008-17	Grant to Angeletta Leggio letter: Write to ICOM Paris seeking release of the Leggio grant funds in advance of acquittal of a previous grant to Dr Kim Selling.	CM		

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