

Executive Board Meeting

(Teleconference)

7 Oct 2008

3pm-4pm AEDT

ICOM Australian Committee Incorporated

Minutes

Version 1.0 16 Dec 2008

1. Attendance			
1.1 Present (Quorum is 6)	Chris Nobbs		CN
	Craddock Morton (Chairperson)		CM
	Don McMichael (Treasurer)		DM
	Frank Howarth		FH
	Jo Wills (Membership Secretary)		JWi
	Lynda Kelly		LK
	Roger Garland (National Secretary) (minutes)		RG
1.2 Apologies	Annette Welkamp, Deborah Tout-Smith, James Warden (Public Officer), Jonathan Sweet, Patricia Sabine (Ex-officio, Museums Australia), Jennifer Harris		
1.3 Absent	Kim Selling (Ex-officio, PIMA)		
2. Minutes of last meeting 12 Aug 2008	Acceptance of minutes version 0.b Moved: DM Seconded: CN CARRIED		
3. Actions due	No.	Action	Status
	2007-01	ICOM Australia International Exchange Program: Investigate with CAMD possible sponsorship options	See agenda item 14
	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	Pending RG & DM to pursue
	2008-10	Publication – 1998 conference: The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.	Ann Wookey working with Bernice Murphy DM to monitor
	2008-11	Notice to ICOM Secretariat: The Chairperson to write to the ICOM Secretariat advising of publication.	Pending resolution of 2008-10
	2008-13	Insurance: RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.	Awaiting feedback from MA Request made to MA and passed to their brokers..
	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.	Requests made to various organisations for sample policies Web privacy statement to be subsumed under policy See agenda item 4.1
	2008-16	Annual Return 2007 & Rules of Procedure: Meet and develop actions to resolve the compliance requests from the ACT Office of Regulatory Services.	DM progressing
	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.	Redundant – ICOM Paris released funds

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A. General business	
4. Web site –update	
4.1 Web privacy statement	<p>RG provided a verbal update.</p> <p>NOTED: That the National Museum of Australia Legal manager had reviewed the statement and RG redrafted for comment by Ann Wookey.</p> <p>NOTED: That Ann Wookey's comments were yet to be processed.</p> <p>NOTED: That the existing statement on the web site remains a suitable interim document.</p>
4.2 Other	<p>NOTED: That it remained unclear on the status of the transfer of hosting to Museum Victoria of the ICOM Australia web site.</p> <p>.</p>
ACTION 2008-18.	Web site hosting: RG to contact Tim Hart at Museum Victoria to ascertain progress on hosting the ICOM Australia web site
5. Annual return 2007	
5.1 Update	<p>DM provided a verbal update.</p> <p>NOTED: DM's advice that he was progressing the matter and that he was drafting amendments for consideration at the next AGM (May 2009).</p> <p>NOTED: DM's intention to hold further discussions with the ACT Registrar-General's office</p>
5.2 Rules of procedure	As per agenda item 5.1
6. ICOM Australia – Museums Australia joint secretariat update	
6.1 Update – business plan FY 2008-2009	<p>RG spoke to the paper.</p> <p>NOTED: Museums Australia difficulty in recruiting staff in the current environment of skills shortages had affected progress against the business plan.</p> <p>NOTED: The paper.</p>
7. UNESCO Convention for the safeguarding of the Intangible Cultural Heritage	<p>RG provided a verbal update.</p> <p>NOTED: That ICOM Australia had submitted a response to the Australian Government's request seeking advice on the implications of ratification of the Convention.</p>
8. UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions	<p>CM & RG spoke to the paper.</p> <p>NOTED: That now that ICOM Australia had a profile with Australian Government bodies requests such as this would demand time from members of the Executive Board.</p> <p>NOTED: That CN volunteered to draft a submission in response to the Australian Government's request.</p>
ACTION 2008-19.	UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions: CN to draft a submission to the Australian Government's request on possible ratification of the convention by 3 Nov 2008.

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B. Reports

9. ICOM Australia Museum Partnerships Program (IAMPP)															
9.1 Report	RG spoke to the paper. NOTED: CM's reinforcement of the need to encourage institutional participation in the program.														
DECISION 2008-44.	IAMPP report Jun 2008 was accepted. Moved: DM Seconded: RG CARRIED														
10. Membership report															
10.1 New membership applications	JW spoke to the paper.														
DECISION 2008-45.	Membership presentation to the Executive Board: The Executive Board approved that prospective new members to ICOM Australia be presented to the Board for acceptance as members once their subscription had been paid. Moved: JW Seconded: DM CARRIED														
DECISION 2008-46.	New members: The Executive Board accepted the following new members to ICOM Australia and ICOM: <ul style="list-style-type: none"> • (Ordinary Member) Sharon Alcock • (Ordinary Member) Steven Chaddock • (Ordinary Member) Eileen Chanin • (Ordinary Member) David Eastwood • (Ordinary Member) Michael Neal • (Ordinary Member) Paola DiTrocchio • (Ordinary Member) Sarah Quine • (Postgraduate Member) David Sequeira • (Postgraduate Member) Hannah Tyler Moved: JW Seconded: DM CARRIED														
10.2 Current membership numbers	NOTED: DM's verbal advice that he had not yet had time to update the membership database (which was prepared by Ann Wookey and correct up to Jul 2008). NOTED: Membership numbers at 7 October 2008 were: <table> <tr> <td>Ordinary individual</td><td>224 (plus 8 members of PIMA Board)</td></tr> <tr> <td>Retired individual</td><td>71</td></tr> <tr> <td>Student</td><td>12</td></tr> <tr> <td>Institution A</td><td>5</td></tr> <tr> <td>Institution B</td><td>2</td></tr> <tr> <td>Institution C</td><td>20</td></tr> <tr> <td>Total</td><td>342</td></tr> </table>	Ordinary individual	224 (plus 8 members of PIMA Board)	Retired individual	71	Student	12	Institution A	5	Institution B	2	Institution C	20	Total	342
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Total	342														
11. Finances															
11.1 Treasurer's report	DM spoke to the paper. NOTED: The provisional budget for 2009. NOTED: DM's verbal advice that receipt and expenditure were as on target.														
DECISION 2008-47.	Bank account authority – Christopher Nobbs: The Executive Board revoked the authority of Christopher Nobbs to operate the ICOM Australia ANZ bank accounts numbers 1980 - 08971 and 9847-18575. Moved: DM Seconded: RG CARRIED														
DECISION 2008-48.	Annual subscription – fees for 2009: The Executive Board approved the annual subscriptions payable to ICOM Australia for 2009 be the same as those applying for 2008 as set out in attachment 3 of the <i>Treasurer's report (October 2008)</i> . Moved: DM Seconded: JWi CARRIED														
DECISION 2008-49.	Annual subscription – payments received after 30 Sep 2008: The Executive Board approved subscription payments received after 30 September 2008 be credited towards 2009 membership, unless the member requests renewal for 2008.														

Approved

DECISION 2008-50.	Moved: DM Seconded: RG CARRIED
	Annual subscription – credit card flat charge: The Executive Board approved the charging of a flat fee of \$3.00 to be applied to members paying their subscriptions by credit card, regardless of category. Moved: DM Seconded: CN CARRIED
DECISION 2008-51.	Investment: The Executive Board approved reinvesting the \$50,000 debenture with Esanda Investments at a rate of 8.14% for maturity on 1 Jul 2009. Moved: DM Seconded: CN CARRIED
DECISION 2008-52.	Expenditure since 3 Jun 2008: The Executive Board ratified the payments since 3 Jun 2008 as set out in attachment 1 of the <i>Treasurer's report (October 2008)</i> : <ul style="list-style-type: none"> • \$28,197.10 total in cheques • \$52,866.97 EFT Moved: DM Seconded: CN CARRIED
ACTION 2008-20.	NOTED: DM's verbal advice that the ICOM Australia accounts had sufficient money to sponsor a speaker at the Museums Australia National Conference to be held at Newcastle in May 2009.
	Sponsorship – Museums Australia National Conference 2009: RG to liaise with Museums Australia by Dec 2008 regarding the possible sponsorship of a guest speaker.
DECISION 2008-53.	Treasurer's report (October 2008): The Executive accepted the report. Moved: DM Seconded: RG CARRIED
12. Blue Shield Australia report	RG verbally reported on Jonathan Sweet's behalf. NOTED: That there were no new developments and that JS should be able to table the planning document at the next ICOM Australia Executive Board meeting.
13. ICOM Australia Business Plan 2008 - report	Brief verbal reports against the plan were provided by Board members.

C. Other business

14. ICOM Australia future	<p>CM verbally reported on discussions held at the Council of Australasian Museum Directors meeting at Melbourne on 1 Oct 2008.</p> <p>NOTED: CM's advised CAMD that:</p> <ul style="list-style-type: none"> • the new ICOM Director General was Julien Anfruns • ICOM Australia's lack of administrative support and funds does not permit a large level of activity • ICOM Australia keeps Paris informed of its activities and provides a base for the Australian museum profession to engage in international activities of ICOM • ICOM Australia is somewhat of a post-box for funds to Paris • ICOM Australia Museum Partnerships Program is a strength of ICOM Australia • ICOM Australia further supports regional matters by providing membership free to Pacific Islands Museums Association (PIMA) • he had sought Federal ministerial support for core ICOM Australia administrative functions • ICOM Australia and Museums Australia have established a joint secretariat supported by National Museum of Australia seed funding <p>NOTED: CM sought more active support by CAMD of ICOM Australia. In response matters raised by CAMD included:</p> <ul style="list-style-type: none"> • wanting to see more specific projects ICOM Australia wished to have supported • a suggestion to develop a project activity list for funding • wanting to see ICOM Australia continue • in principle support of the joint ICOM Australia-Museums Australia secretariat • recognition of ICOM Australia's interests in the Pacific region <p>Detailed discussion ensued.</p> <p>CM noted that he would draft a development paper for discussion</p>
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15. GST status of ICOM Australia	DM raised the possibility that ICOM Australia should seek exemption from payment of GST.
ACTION 2008-21.	GST status of ICOM Australia: DM to liaise with the Australian Taxation Office to investigate possible exemption from GST payments.

D. Next meeting – 9 Dec 2008 (3pm-4pm AEDT) (teleconference)

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	See agenda item 14
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	Pending RG & DM to pursue
2008-10	Publication – 1998 conference: The Executive Board to pursue electronic publication of the 1998 ICOM Conference proceedings.	TBC	TBC	Ann Wookey working with Bernice Murphy DM to monitor
2008-11	Notice to ICOM Secretariat: The Chairperson to write to the ICOM Secretariat advising of publication.	CM	TBC	Pending resolution of 2008-10
2008-13	Insurance: RG to investigate insurance options for ICOM Australia with Museums Australia by 11 Jun 2008.	RG	11 Jun 2008	Awaiting feedback from MA Request made to MA and passed to their brokers..
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	Requests made to various organisations for sample policies Web privacy statement to be subsumed under policy See agenda item 4.1
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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		Redundant – ICOM Paris released funds
2008-18	Web site hosting: Contact Tim Hart at Museum Victoria to ascertain progress on hosting the ICOM Australia web site	RG	Dec 2008	
2008-19	UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions: Draft a submission to the Australian Government's request on possible ratification of the convention by 3 Nov 2008.	CN	3 Nov 2008	
2008-20	Sponsorship – Museums Australia National Conference 2009: Liaise with Museums Australia regarding the possible sponsorship of a guest speaker.	RG	Dec 2008	
2008-21	GST status of ICOM Australia: Lease with the Australian Taxation Office to investigate possible exemption from GST payments.	DM	Feb 2009	

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Decision list (this meeting)

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2008-44	IAMPP report Jun 2008 was accepted. Moved: DM Seconded: RG CARRIED	7 Oct 2008
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