

ARTS LIBRARY SOCIETY / AUSTRALIA & NEW ZEALAND ANNUAL GENERAL MEETING MINUTES

5 December 2005, 12:15 pm-1:15 pm
National Library of Australia, Canberra

1. Attendance & apologies

Present

Jill More	ARLIS/ANZ Journal Editor
Margaret Shaw	National Museum/National Portrait Gallery
Linda Groom	National Library of Australia (chair)
Vicki Marsh	National Gallery of Australia (minutes)
Susan Schmocker	Art Gallery of NSW
Joye Volker	National Gallery of Australia
Julie Philips	National Museum of Australia
Rebecca Higgins	National Museum of Australia
Sylvia Carr	National Library of Australia
Richard Stone	Retired/NLA
Michael Proud	National Library of Australia
Irene Turpie	National Library of Australia

Apologies

Margaret Blackmore	College of Fine Arts, University of NSW
Barbara Rendall	National Art School
Judy Newland	National Library of Australia
John Thompson	Retired/NGA

2. Minutes of previous AGM

Margaret Shaw moved that the AGM minutes of 9 September 2004 be accepted; Jill More seconded. Motion carried.

3. Business arising from minutes 2004

3.1 ARLIS/ANZ Business Plan

Linda Groom has formally written to Paul Bentley to thank him for his work on the Business Plan. Paul has sent an acknowledgement.

3.2 RMIT proposal re Informit Library

Linda Groom reported the Executive and Committee decision not to accept RMIT's proposal to publish the ARLIS/ANZ Journal, because of concerns that it might decrease institutional membership and reduce demand for the printed version of the journal.

4. Reports

4.1 Chair's report [Linda Groom]

Linda reported that a letter was sent to the Director of the Art Gallery of Western Australia concerning the closure of the Research Library. A copy was also sent to the local Member of Parliament. The response was that they

(AGWA) were reviewing the closure. Linda has formally thanked Paul Bentley for his work on the ARLIS/ANZ Business Plan. Paul has emailed a thankyou for the letter. Linda reported that in 2005 she had visited the NZ chapter in both Auckland and Wellington and the Victorian chapter in Melbourne. Linda plans to make more visits to other chapters in the future as her job takes her to different locations.

4.2 Treasurer's report [Susan Schmocker]

Treasurer's report tabled.

Membership is now at a total of 144, comprised of 68 personal members and 76 institutional members. There was a total increase in membership of 20 since the last AGM report.

Statement for ARLIS/ANZ Conference 2004 held in Sydney

<u>Expenditure</u>	\$	
Conference brochure	200.00	
Snap printing	25.00	
ALIA advertising	55.00	
Present to speakers	293.76	
The Rocks tour, fees for guide	272.00	
Trippas White catering	4,961.53	
Programme design and printing	630.00	
Committee dinner	501.00	
Accommodation expense for speaker	193.00	
AV assistance during conference	<u>842.63</u>	
Sub-total		\$7,973.92
<u>Income</u>		
Sponsorship	4,600.00	
Registration fees, inc. dinner and the Rocks tour	<u>9,055.00</u>	<u>13,655.00</u>
Net Profit		\$5,681.08

Please note that the Launch of the Conference was sponsored by the Gallery.

The profit from the conference was reported (see above) and as agreed at the last AGM, the profits will be split 50:50 between the NSW Chapter (conference organisers) and the National Executive.

Total income for the 2004-2005 financial year was \$6,941.18 and balance as at 30th June 2005 was \$30,081.86, a profit of \$2, 206.51. (for more details see attachment A). The investment account has made a profit so has been taxed; however, after lobbying the bank about ARLIS/ANZ's non profit status this will be reimbursed.

Susan Schmocker moved that the Treasurer's report be accepted; Sylvia Carr seconded. Motion carried.

4.3 ARLIS/ANZ Website & e-list report [Joye Volker]

Joye Volker reported that there is funding left for about 97 hours of website mark-up work. After June 2006 the person currently employed to do this work will no longer be available. So ARLIS/ANZ be looking at hiring somebody else to do the updating from then on.

A decision needs to be made within the next 6 months where the mark up will be done; options are:

1. Persuade the ANU to continue to host the website
2. Find another institution willing to host the website
3. Go to a commercial hosting company

The Executive and Committee are going to investigate options.

Action: Linda Groom and Joye Volker.

Discussion list membership has risen from 158 to 168 since the last AGM.

Joye Volker moved that the Website & e-list report be accepted; Susan Schmocker seconded. Motion carried.

4.4 ARLIS/ANZ Journal report [Jill More]

Jill reported that as a result of a very positive response to requests for articles the December 2005 is a bumper issue of 64 pages; and is currently at the printers. Jill acknowledged the University of Sydney and her partner Peter for invaluable technical advice and support.

Jill More moved the Journal report be accepted; Richard Stone seconded. Motion carried.

4.5 Chapter Reports

The following chapter reports have been noted and gratefully received.

4.5.1 ACT Chapter

Michael Proud tabled a report for the ACT Chapter. (See attachment B)

4.5.2 NSW Chapter

The NSW Chapter report was tabled. (See attachment C)

4.5.3 New Zealand Chapter

The NZ Chapter reports were tabled. (See attachments D & E)

5. 2006 Conference

It is proposed that the next ARLIS/ANZ conference will be held in Canberra in September 2006. The Executive and Committee proposed that the ACT Chapter form a Conference Planning Sub Committee. The AGM voted Linda Groom onto this sub-committee. Chapters have already been making suggestions about how the conference might take shape; more suggestions are most welcome from members via the discussion list. Advertising for the conference will go into the UK ARLIS Journal. The process will start in earnest in 2006, the NLA Theatre has been booked with possible venues at other institutions being organised.

6. Online Resources Grants

6.1 Recommendations

The Executive reported to the AGM that the Online Resources Grants Sub-Committee have made their recommendations for the grant recipients. The Executive and Committee have supported these recommendations and an announcement would be made via the discussion list once the applicants had been informed.

6.2 Expenditure and timeframe

The total expenditure for this first round of grants will be \$12,000. It was decided that the grants program would be evaluated in two phases, the first evaluation to be held at the next Executive meeting; and that the Executive would consider holding the grants program in off conference years. A discussion concerning where the grant money would be best taken from followed; it was decided that it would be preferable to take it from the ARLIS/ANZ cheque account rather than the investment account.

6.3 Next round

Margaret Shaw moved a motion of support for the continuation of the Online Resources Grants Program, subject to the evaluation of the first round of grants by the Executive. Jill More seconded. Motion carried.

7. ARLIS/ANZ logo

Two logo designs submitted by Paige Luff were tabled and discussed. It was decided to seek further design submissions from members; it was decided to keep the selection of a new logo design on the agenda.

Margaret Shaw moved this decision be accepted; Irene Turpie seconded. Motion carried.

Action: Linda Groom

8. Other business

8.1 Thanks

Margaret Shaw thanked Joye Volker for hosting the ARLIS/ANZ ACT Christmas get together at the NGA. Jill More thanked Linda Groom for being a very successful Chair.

8.2 Journal

Margaret Shaw offered to proof read the next issue of the Journal; Jill More accepted. Jill advised that the cut off date for articles for the June 2006 issue would be the end of April 2006.

8.3 Membership

Susan Schmocker asked how long she should continue to send reminders to non financial members. The general consensus was for one follow up reminder and then to cancel membership if no response after 6 months. The meeting closed at 1:15pm.

ATTACHMENT A**ARTS LIBRARIES SOCIETY AUSTRALIA AND NEW ZEALAND**

(ABN 86 155 814 862)

STATEMENT OF INCOME AND EXPENDITURE FOR NATIONAL EXECUTIVE
FINANCIAL YEAR ENDING 30th JUNE 2005

INCOME		
Membership fees	\$	6
872.70		
Bank interest	\$	68.48
Total	\$	6941.18
EXPENDITURE		
Bank fees	\$	115.70
Printing of Journal	\$	1 043.37
Reimbursement	\$	1 680.00
Conference awards	\$	862.99
Conference fees transferred to NSW Chapter Account	\$	680.00
Joyce Mc Grath Service Award	\$	500.00
Executive meeting at AGNSW (catering)	\$	64.70
Farewell dinner to Margaret Rafferty	\$	25.00
Total	\$	4 971.76

BALANCE SHEET AS AT 30th JUNE 2005

Investment account as at 1 July 04	\$ 14 382.39	
Cheque account as at 1 July 04	<u>\$ 13492.96</u>	\$ 27
875.35		
Income	\$6941.18	
Investment Account interest	<u>\$ 594.09</u>	\$ 7535.27
Expenses	\$4971.76	
Investment Account Tax to ATO	<u>\$ 357.00</u>	- \$ 5328.76
Investment account as at 30 June 05	\$ 14 619.48	
Cheque account as at 30 June 05	<u>\$</u>	
<u>15462.38</u>		
Balance as at 30th June 2005		\$ 30 081.86
	<i>Profit</i>	<i>(\$2206.51)</i>

Susan Schmocker National Executive Treasurer/ December 2005

ATTACHMENT B**ARLIS/ANZ AGM 2005
ACT Chapter Report**

2005 was a very active year for the ACT Chapter with 10 events and meetings scheduled through out the year.

A continuing highlight of the year were the many tours of exhibitions at the National Gallery, National Portrait Gallery, National Library, ANU School of Arts and ACT Heritage Library. In most cases the tours were conducted by the curators. Of particular interest was Linda Groom's talk on the acquisition of the Ducie Collection of First Fleet watercolours, recently acquired by the National Library. The tours and meetings provided a wonderful opportunity for members to network

Communication among members was one of issues raised at the local AGM. Action has been undertaken to improve communication through the use of the ARLIS/ANZ email list.

The year was capped off with a tour by Robert Bell of the *Transformations* craft exhibition at the National Gallery, followed by a Christmas drinks party, hosted by Joye Volker at the Gallery's Research Library.

Treasurer's Report

As of 1 November 2005:

ARLIS/ACT Chapter balance is \$2,113.77

ARLIS Investment Account balance is \$6,604.10

ARLIS/ANZ ACT CHAPTER
Events in 2005

2 March	<i>The art and science of exhibiting books</i> ; speakers Lisa Addison, Robert Deane , Anne O’Hehir and Andrea Wise, and tour of <i>Surface beauty : photographic reflections on glass and china</i> with curator Anne O’Hehir	NGA
14 March	<i>Tour of In a new light : Australian photography 1930-2000</i> with curator Helen Ennis	NLA
26 July 2005	ACT Heritage Library demonstration of Images ACT and the Tocumwal archive	ACT Heritage Library
19 April 2005	<i>ARLIS (ACT) AGM</i>	ANU School of Arts Library
Tuesday, 24 May 2005	<i>The World of Thea Proctor</i> with curator, Dr Sarah Engledow ...	NPG
2 November 2005	Cecil Beaton exhibition with curator Katie Russell	NPG
Wednesday 23 November	An art history detective story: authentication and attribution of the Ducie Collection of First Fleet art with Linda Groom, Pictures Librarian	NLA
1 December	Tour of Transformations : the language of craft with Robert Bell, Senior Curator, Decorative Arts and Design, NGA	NGA
1 December	Christmas get together	NGA
5 December	National Treasures from Australia's Great Libraries Exhibition with curator Margaret Dent	NLA

ATTACHMENT C

ARLIS / ANZ NSW Chapter report to the AGM to be held on Monday 5th Dec., 2005.

Apologies.

Apologies are extended from myself (Margaret Blackmore) and Barbara Rendall as we are unable to attend this meeting. NSW Chapter members, Jill More and Susan Schmocker will be in attendance to represent the NSW Chapter.

Report.

ARLIS ANZ NSW chapter had a full and interesting 2005, beginning and ending with meetings at the AGNSW Research Library. The first meeting in April identified areas of interest for subsequent meetings and the Xmas meeting on December 6th will recap activities and plan for 2006. In June and September, meetings were held at the Caroline Simpson Library and Research Collection, HHT and at the State Library of NSW.

All NSW Chapter meetings have been well attended, thanks to the members for their continued participation. We are particularly grateful to Megan Martin and the Library and curatorial staff at the Historic Houses Trust who provided an informative and interesting tour of the new Library and research facilities in the (RAIA and Sulman Award winning), redeveloped Mint buildings in Macquarie Street, Sydney.

The September meeting was held just down the road in the Mitchell Library, SLNSW where Richard Neville, Manager of the Original Materials Branch gave a full and frank description of the challenges involved in establishing and maintaining a large digitisation project. Again we acknowledge gratitude for the time and information provided by Richard. These first hand, question and answer, sessions provided by Richard and also Megan and her colleagues are so much more informative than formal reports and are the primary reason why ARLIS /ANZ meetings are so useful and successful.

Finally, I would like to express special thanks to Susan Schmocker and Barbara Rendall. In the case of Susan we are not only appreciative of her efficient management of NSW Chapter financial matters but also, along with AGNSW Library staff, for generously providing the venue for the April and December meetings. Barbara has completed another year as Chapter Secretary providing, as always, effective minute taking, recording and organisational skills.

We look forward to an even more successful 2006.

Margaret Blackmore.

Chair, NSW Chapter, ARLIS / ANZ

ATTACHEMENT D**ARLIS/ANZ NEW ZEALAND CHAPTER**
CHAIR'S REPORT 2004/05**Acknowledgments**

With Auckland's tenure as the committee for our Chapter almost over, I'd like to take this opportunity to give my warm thanks to Gail Keefe (Treasurer), Caroline McBride (Secretary) and Nicole Jackson, for their support and enthusiasm over the last three years. I would like to say a special thank you to Caroline McBride for taking on the role of NZ Chapter Committee Chair so ably while I was on maternity leave between November 2004 and June 2005. Thank you also to all those members who generously hosted ARLIS activities this year, with particular thanks to Ralph Body for assisting me with organising this year's Annual General Meeting here at the University of Otago.

Chapter Membership

NZ Chapter Committee membership remained steady in 2004/2005 with total membership currently standing at 25 (down from 26 in 03/04), comprising 20 institutional members and 5 personal members. The NZ Film Archive was the only institution not to renew its membership for 2005. It is good to see that personal members Helen Polglase and Janet Blake are remaining members after changes in their employment, with Helen moving from Auckland City Libraries to Waitakere City Libraries and Janet moving from Auckland to Wellington. The Waikato Museum of Art & History have also remained an institutional member of ARLIS/ANZ although its library collection has been dispersed to its curatorial offices and Hamilton City Libraries.

Travel Awards

- **The 2005 NZ Chapter Travel Grant of \$200 was awarded to Terri Elder of Canterbury University to assist with attending the ARLIS/ANZ NZ Chapter 2005 Annual General Meeting in Dunedin.**
- **NZ Chapter member Janet Blake from UNITEC in Auckland was awarded the Art Libraries Society of North America (ARLIS/NA) Research Libraries Group Asia Pacific Travel Award to attend the ARLIS/NA 2005 conference in Houston.**

Journal

Articles published in the *ARLIS/ANZ Journal* by NZ Chapter members in 2004/05:

- "Architecture and Design Library, Unitec, NZ" by Janet Blake, ARLIS/ANZ Journal no.57, June 2004

- “Curators and the art museum library: are we satisfying their particular information needs?” by Caroline McBride, ARLIS/ANZ Journal no.58, December 2004
- “He maha nga huarahi – Many pathways” by Helen Polglase, ARLIS/ANZ Journal no.58, December 2004
- “ARLIS/NA Annual Conference, Houston Texas, April 2005 : Beyond borders: collaborative & explorative ventures in arts information” by Janet Blake, ARLIS/ANZ Journal no.59, June 2005

Executive

The ARLIS/ANZ 2004 Conference was held at the Art Gallery of New South Wales in Sydney between 8-11 September. It was attended by 7 NZ Chapter members, with papers given by Caroline McBride and Helen Polglase.

At the conference a new ARLIS/ANZ Executive Committee was voted in for 2005-2006 to be Chaired by Linda Groom, Pictures Librarian at the National Library of Australia in Canberra. Linda visited New Zealand in June 2005 and met with members in Auckland and Wellington, hosted by Caroline McBride and Joan McCracken.

In April 2005 the executive set aside A\$15,000 in grant money to assist ARLIS/ANZ libraries put “guerrilla resources” online. Recipients of the ARLIS/ANZ Arts Online grants will be announced in February 2006. The Arts Online subcommittee consists of Linda Groom and Margaret Shaw in Australia, and Janet Blake from the NZ Chapter.

**Catherine Hammond
22 November 2005**

ATTACHMENT E

**ARLIS/ANZ NEW ZEALAND CHAPTER
TREASURER'S REPORT
AGM 2005**

All subscriptions have been received for 2005 and membership remains steady, with the loss of one institutional member this year. The amount received in New Zealand from institutional memberships amounted to \$990.00, and that received for personal memberships was \$165, making a total of \$1155.00. The amount of subs sent to the Executive this year was \$594.00, and \$676.99 was retained by the Chapter. These amounts vary from year to year depending on the time the payment is made to the Executive and the amount of subs received when that transfer is made.

Again this year the Chapter awarded two travel grants: \$500 for the ARLIS/ANZ Conference and \$200 for the AGM.

The current balance in hand is \$2608.73, and when the travel grants have been deducted, this will leave a total of \$1908.73.

The Auckland signatories for the Society's cheque account will transfer joint signing rights to the new Treasurer and another office holder, once the new NZ Chapter Committee has been appointed.

Balance in hand as at end 2004	2051.32
--------------------------------	---------

Minus Expenditure

Total Tax Paid to 28 October 2005	13.69	
ARLIS/ANZ Executive	594.04	
Transfer fee for above	25.00	
Total	632.73	1418.59

Plus Income

Interest	35.10	
Membership fees	1155.00	
Total	1190.10	

Balance in hand as at 21 November 2005	2608.69
---	----------------

Gail Keefe
23 November 2005