

# **AIC MEMBER BUSINESS MEETING MINUTES**

## **Montreal, Canada**

### **17 May 2016**

*Minutes of the meeting were approved by the AIC board of directors on 10 November 2016.*

AIC Board President Pamela Hatchfield called the meeting to order at 7:35 a.m. and welcomed attendees to the member business meeting.

#### **Secretary's Report**

Sanchita Balachandran stated that the prior year's meeting minutes had been posted on the website following their approval by the AIC board of directors. No comments or questions about the minutes were raised. Balachandran made a motion to approve the 2015 business meeting minutes. The motion was seconded and passed by the members present at the meeting.

#### **Nominating Committee Report**

Nominating Committee Chair Nancie Ravenel announced the results of the AIC board elections on behalf of her committee, which includes members Victoria Montana Ryan and Jodie Utter. Ravenel congratulated the new board members. Sue Murphy was introduced as secretary, Sarah Barack as treasurer, and Brenda Bernier as director, communications. Outgoing board members, Sanchita Balachandran (secretary), Jennifer Hain Teper (treasurer), and Carolyn Riccardelli (director, communications) were thanked for their service and outstanding contributions.

Ravenel noted that the Nominating Committee member election is now held electronically in conjunction with the AIC board elections. Beverly Perkins, who was elected to hold a three-year term on the committee, was congratulated. Ravenel thanked her committee members and stepped down as chair.

#### **Treasurer's Report**

Jennifer Hain Teper presented the treasurer's report, providing an overview of AIC and FAIC revenues, expenses, and net assets at the close of 2015 and with projections for 2016.

The AIC budget shows the impact that the specialty group (SG) projections and actuals have on net assets. Projected budget deficits in FY2015 and 2016 are either equal to or less than deficits projected by the SGs as a whole. Overall, 2015 showed a net loss of \$65,527. Nearly \$50,000 in negative income from investments weighed heavily this year, as well as higher than average technology/web asset expenditures approved by the board from undesignated net assets. In addition, the Specialty Groups accounted for almost \$20,000 of the net loss as they continue spending down their reserves and supporting increased donations to the FAIC. AIC net assets remain strong and the organization is fiscally strong.

FAIC financial statements are more difficult to understand due to generally accepted accounting principles (GAAP) reporting. Grant income is booked on the date of the award, not necessarily when the actual money is received. Following year one, multi-year grant reports show only expenses and no revenue, which can be misleading.

While 2015 shows a loss of \$687,068, much of this deficit is covered by spending down grant funds booked in previous years. The projected net loss in 2016 is \$618,844, yet all but \$28,840 of the

projected net loss is covered by previously booked grant income. A budgeted donation from AIC in recognition of the benefits FAIC provides to AIC members makes up \$30,000 of 2016 income.

Total net assets decreased in 2015 due in part to poor investment returns and spending down the Hermitage grant. Additionally, unrestricted income is needed, and an assessment of the FAIC business model is underway.

Fundraising efforts have resulted in an increase in individual donations. However, continued member support of FAIC is critical in providing support for FAIC activities and to leverage additional funds.

### **2017 Annual Meeting**

Board Vice President Margaret Holben Ellis announced that the 2017 AIC Annual Meeting is taking place in Chicago from May 28 through June 2, with the Hyatt Regency Chicago serving as the host hotel. One of the top member requests was for the general session to focus on treatments. In response, the meeting theme is "Treatment 2017: Innovation in Conservation and Collection Care."

### **FAIC Highlights of the Year**

Hatchfield shared updates on key FAIC programs and activities, beginning with the year-end 2015 completion of the six-year Hermitage Museum initiative.

In early 2010, the Andrew W. Mellon Foundation awarded FAIC \$3.46 million to establish a photograph conservation department at the Hermitage Museum in St. Petersburg, Russia. The training component of the project was, as Project Director Paul Messier stated, "the heart of the enterprise," taking place in the U.S., Europe, and at the Hermitage. Forty-two workshops, including treatment-based residences spanning many weeks, were led by an international team of 38 primary instructors. Cataloging, documentation, and digital photography were key components. English-training was critical and was provided for eight Hermitage staff, including the conservators, curators, a scientist, and a cataloger.

The Hermitage initiative exceeded expectations. Hermitage Director Mikhail Piotrovsky, in his remarks to senior administration in closing the project, described the initiative as "the most successful international collaboration undertaken by the Hermitage." One tangible, lasting outcome is the establishment of the discipline of photograph conservation in Russia. As administrator of the grant and with a representative serving on the advisory committee, FAIC (and consequently, AIC) has benefited significantly from being a part of an initiative that will serve as a model of best practices. FAIC proved its ability to effectively manage a large international, multi-year initiative, is recognized by funders to be a reliable and trusted partner, and has raised its profile both nationally and internationally.

### *Connecting to Collections Care*

The Connecting to Collections Care (C2C Care) online community now has well over 7,000 registered users.

- A new Archives section includes the archived Discussion Forum from the C2C website and all of the archived C2C and C2C Care webinars, and is easily accessible through Google Custom Search.
- All past webinar recordings have been downloaded and posted to the AIC YouTube Channel.
- 21 Monitors and 47 Experts are currently ensuring that the Discussion Forum is active and trusted.

- A social media policy and guidelines for Monitors and experts have been developed and system implemented for monitoring the Forum.
- 12 webinars were presented in 2015; 16 are being planned for 2016.
- Attendance per webinar continues to climb. In 2015, C2C Care webinars had 3,505 participants from 28 countries and the U.S.

#### *FAIC Emergency Programs*

FAIC Emergency Programs have been expanded, beginning in 2015 with the closure of Heritage Preservation, and are being smoothly incorporated into FAIC.

#### Alliance for Response

With grant support from NEH, two new multi-county Alliance for Response networks were launched. The Mississippi Gulf Coast Alliance for Response held its kick-off forum in April, and the New York Capital Region Alliance for Response will hold their forum in June. Both networks succeeded in developing strong planning committees, and their forums reflected a thoughtful approach to bringing together voices from the cultural sector and the emergency management sector. A new proposal to NEH has been submitted to create an AFR network in Washington, DC, and to train local response teams in Miami and Seattle.

The website supporting the 25 Alliance for Response networks, originally created by Heritage Preservation, was rebranded in 2015 to reflect FAIC's role, and a series of six webinars will be produced for the AFR networks.

FAIC has also been providing advice and support to related emergency response networks and has assisted the Alliance for Response New York City to create a heritage response team.

#### Risk Evaluation and Planning Program (REPP)

In 2015, the Department of the Interior assigned a contract, originally made with Heritage Preservation, to FAIC to bring emergency preparedness resources to tribal cultural institutions. REPP workshops were held in fall 2015 in Omaha and Tulsa, in partnerships with the Emergency Management Division of the Bureau of Indian Affairs, University of Nebraska, Omaha (UNO), and the Tribal Assistance Coordination Group (TAC-G).

In March 2016, FAIC hosted three webinars in a series titled "Risks to Tribal Cultural Heritage: Assessment, Collaboration, and Preparation." The first program focused on assessment strategies, and the second program provided an overview of the Emergency Management Division of the BIA and discussed emergency protocols that tribal cultural institutions should be aware of. The final program focused on how to take risk assessment information and knowledge from collaborators and convert it into a preparedness plan. The webinars are available to view on the AIC's YouTube channel.

#### National Heritage Responders

The rebranding of AIC-CERT to the National Heritage Responders (NHR) has taken place. The emergency hotline continues to be effective and is used to seek assistance by both institutions and individuals. Our thanks to Rebecca Elder, who serves as the NHR Coordinator.

#### Upcoming Emergency Outreach Activity

In late May, FAIC will present a session at the AAM Conference in Washington, DC. "Who You Gonna Call: Resources for Emergencies Large and Small" informed attendees about resources available to help museums on a local, state, and national level. Session organizers are Heritage Emergency

National Task Force Administrator Lori Foley, National Heritage Responder Beverly Perkins, Emergency Programs Coordinator Jessica Unger, and Institutional Advancement Director Eric Pourchot.

#### *Collections Assessment for Preservation (CAP)*

The Institute of Museum and Library Services (IMLS) signed a cooperative agreement with FAIC to manage and operate the CAP program, effective at the beginning of March. The first year will be devoted to developing policies, forms, training materials, identifying assessors, and other components of the program. It is expected that the first application deadline for assessments will be February 1, 2017, with assessments to begin after March 1.

Tiffani Emig was hired as the CAP Coordinator and began work on June 1. She was a curator with the Rivers of Steel National Heritage Area for several years and is currently Director of Market Operations for the Boston Public Market Association. A part-time Assistant position was advertised and will be filled under the guidance of the Coordinator. FAIC is subletting two office spaces on the 3<sup>rd</sup> floor of our building to accommodate the Coordinator and an Assistant.

A Steering Committee has been formed to help guide development of materials and provide advice as the program evolves. The five members include a mix of expertise, such as those with experience as collections and building assessors, along with representatives from museums, historic sites, and museum associations.

#### *Charting the Digital Landscape of the Conservation Profession Planning Project*

Following a series of lively forums, the draft summary report was posted for comment. The comments have now been incorporated into the report, which are to be disseminated shortly.

One of the recommendations was for FAIC to hire a Digital Strategies Advocate. Matt Morgan, who has 20 years of experience building effective technology, has been hired on contract to complete key short-term projects identified in the report. Matt, a veteran web administrator, will also provide guidance on the CoOL server.

#### *Professional Development*

In 2015, FAIC presented 27 events reaching 966 individuals. The participation numbers were boosted greatly by three large-scale events:

- *Conservation and Exhibit Planning: Materials Testing for Design, Display, and Packing* was presented in partnership with the Lunder Conservation Center of the Smithsonian American Art Museum (248 participants).
- *TechFocus3: Caring for Computer-Based Art* was presented in partnership with the AIC Electronic Media Group and the Guggenheim Museum (169 participants).
- *Exotic Surfaces: Chinese Export Lacquer* was presented by Winterthur/University of Delaware with FAIC's assistance (79 participants).

Significant FAIC Professional Development events in the first half of 2016 included:

- *Advanced XRF Workshop: Quantification and Calibration* taught by Buffalo State faculty
- *Plastics Associated with Photographic Materials* at the Center for Creative Photography in Tucson, AZ
- *The Use and Creation of Pre-coated Repair Materials* at Amon Carter Museum in Fort Worth, TX
- *Mastering Inpainting* at the Ringling Museum in Sarasota, FL.

### *Grants and Scholarships*

Seventeen different grant and scholarship programs are offered by FAIC that promote professional development, international exchange, outreach to the public, publications, and conservation projects.

- 91 grants and scholarships were awarded in 2015, for a total of \$428,601.
- Awards were made in 15 different categories of funding. The 3 largest categories were:
  - Kress Conservation Fellowships
  - Kress Publication Fellowship
  - Kress International Speaker Scholarships

### **Outreach Activities in AIC and FAIC**

Board President Pam Hatchfield reminded members that AIC and FAIC, both board and staff members, have ongoing relationships with many organizations and individuals, and these relationships have a variety of goals—including enhancing specific programs or initiatives, cultivating FAIC board members, promoting the field, helping our members, fundraising, and more. She provided a few examples of recent activities.

### *American Industrial Hygiene Association (AIHA)*

With Kathy Makos, of the H&S Committee, taking the lead, AIC proposed a collaboration with the American Industrial Hygiene Association (AIHA) to formalize and build on activities that have been taking place with the involvement of members from both organizations. The goals are to encourage and provide opportunities for information exchanges and to increase consulting opportunities. One important activity took place at the 2014 AIHA Conference. The “Hidden Hazards” workshop raised awareness about the risk management needs of collecting institutions to over 90 AIHA attendees.

Kathy Makos (H&S) and Eryl Wentworth sent a document outlining current and proposed joint activities to the director and a key AIHA board member and later met with the AIHA director. It noted overall goals to:

- Provide connections between AIHA local councils and conservation guilds/associations across the country to encourage exchanging information and expertise.
- Begin to connect Alliance for Response groups with local health and safety expertise to expand cultural emergency response support.

Already several initiatives are moving forward:

- An article has been published in the AIHA magazine, *The Synergist*, that discusses hazards found in museum collections and collaborative planning taking place with AIHA and AIC.
- The *Health and Safety for Museum Professionals* book was displayed at the AIHA conference in Baltimore in late May. Booth exchanges are being arranged, beginning with plans for AIHA to exhibit during the AIC 2017 meeting in Chicago.
- A joint webinar is being planned. The goal is to use the 2014 “Hidden Hazards” workshop content presented at AIHA and create a webinar, with case studies, geared to support local initiatives.

A project that is already in the pilot stage is the Historic House Hazards Assessment Project, which is being managed by the AIC Collection Care Network and Health & Safety Committee. Its goal is to create an interactive resource to help historic house staff (plus any small-to-medium private museum or gallery) assess and mitigate health and safety hazards within their collections and facilities. Health and safety, architectural, and engineering professionals are being recruited to serve as volunteer consultants.

### *Coalition to Advance Learning in Archives, Libraries and Museums*

The Coalition to Advance Learning in Archives, Libraries, and Museums was established in 2013 to coordinate across cultural heritage organization boundaries to advance sustainable continuing education and professional development (CE/PD) programs to transform the profession and strengthen a nation of learners. The Coalition has established three goals:

- Build community and capacity by forging new interagency and cross-sector relationships to expand the collective knowledge and resources in the cultural heritage CE/PD community.
- Advocate for ongoing investment in CE/PD by archives, library, and museum decision makers to ensure that staff at cultural heritage institutions have access to timely, high-quality learning opportunities.
- Increase the visibility of current CE/PD offerings and emerging needs through a variety of research projects which will increase visibility and build awareness of those needs.

Overall, Coalition members are working on development of a National Agenda for cultural heritage CE/PD.

The Coalition voted to accept the Foundation of the American Institute for Conservation of Historic and Artistic Works as a member as of January 2016. To allow continuity on project work (as Tom had previously served as Heritage Preservation's representative) and as a representative of the FAIC Board of Directors, Tom Claeson is serving as FAIC's representative to the Coalition. Tom is currently the principal researcher on the "Mapping the Landscape" Focus Group series, which is studying the CE/PD needs of the cultural heritage community through a series of four live and two virtual focus group meetings. He is also leading a study of CE/PD Supply trends among Coalition members. Eric Pourchot has been a member of the Advisory Group for the "Mapping the Landscapes" research project into CE/PD needs since 2015 and continues to serve in this capacity.

### *LYRASIS*

In March, Eryl Wentworth and Eric Pourchot attended one of the twelve half-day LYRASIS Leadership Forums funded by the Andrew W. Mellon Foundation. The discussions, held at the Library of Congress, were led by LYRASIS CEO Robert Miller. About 20 participants, primarily from the library world, were brought together to discuss trends, opportunities, strategies, and partnership opportunities between communities as they relate to:

- Digital content platforms and services
- Community Supported Software
- eContent
- Strategies (including impact assessments needs and leveraging national programs/grant funding for and between library, archive, and museum communities)

FAIC was the only organization present that serves all three communities.

### *U.S. Committee of the Blue Shield (USCBS)*

Pam Hatchfield serves on the board of directors for the USCBS and reported on recent activities. A grant from the J.M. Kaplan Fund supported a strategic planning process for the organization, but also funded the development of no-strike lists for Iraq, Syria, and Afghanistan. A volunteer is currently working on southeastern Turkey and Ukraine. USCBS had a substantial presence at the annual meeting of the Archaeological Institute of America (AIA) in January, where USCBS was represented in sessions on developing collaborations to protect cultural heritage under threat and

on new developments in cultural property protection in conflict zones. In 2016, a USCBS board member testified before the U.S. House Financial Services Committee's Task Force to Investigate Terrorism Financing on the subject of "Preventing Cultural Genocide: Countering the Plunder and Sale of Priceless Cultural Antiquities by ISIS.

USCBS leadership is considering its role and priorities going forward, given that the International Committee of the Blue Shield has just been transformed into the new Committee of the Blue Shield (a change in its relationship to the regional committees). Additionally, the Association of National Committees of the Blue Shield (ANCBS), originally formed in 2008 to coordinate efforts made by the National Committees, has just been disbanded.

#### *Getty Conservation Institute*

Pam Hatchfield reported that she has been working with the GCI on the development of curricula and a working structure for a course related to the GCI project, *The Museum Environment Revisited: Preserving Collections in the Age of Sustainability*. This project intends to appeal to the range of players who make decisions and carry out activities related to climate in collecting institutions. The project offers excellent opportunities for partnerships and resource sharing.

#### **AIC Highlights of the Year**

##### *Amended AIC Bylaws and next steps*

Board director Tom Braun reported on the AIC Bylaws. On April 30, 2015, the AIC Professional Associates and Fellows approved the first comprehensive revisions to the AIC Bylaws. The Bylaws Committee that worked through this multi-year process is to be commended, as are the many members who assisted along the way. Our thanks go to Bylaws Committee chair Cathy Hawks and members Brenda Bernier, Martin Burke, and Tom Braun. Once the new Bylaws language was approved, the committee, having done yeoman's work, was disbanded.

Sarah Stauderman, former board liaison to the committee, agreed to serve as the new Bylaws Committee chair. The newly populated committee includes Meg Craft and Stephanie Hornbeck. Their charge is to tackle the Ethics paragraph that was left unchanged in the 2015 vote. The Bylaws Committee will be working closely with the Ethics & Standards Committee, in addition to the AIC board, and will solicit member feedback on draft language in the coming year.

##### *Publications Update*

Carolyn Riccardelli, board director, communications, reported that the Book & Paper Group has led the way in creating a format for the Specialty Group (SG) webpages on the AIC website. Work is proceeding among the SGs to update their pages. She asked everyone to visit the BPG demo site on the main AIC website and send comments to the group.

##### *Volunteer Leadership*

Deborah Trupin thanked our many volunteers and noted the increasing number of opportunities for members to be involved in AIC, including STASH, C2C Care, the Blog, the Wiki, committees, task forces, SGs, developing professional development programming or serving as an instructor, emergency response, contributing to the Journal or AIC News, K-12, serving as a CAP assessor, and board service.

### *Diversity in Conservation*

Stephanie Lussier reported that discussions about diversity in the field of conservation have been taking place in ECPN and ETC forums for quite some time. In response, AIC is creating a working group to gather perspectives, review approaches taken by other organizations, create statement on equity and inclusion for board review and approval, and to suggest future programs and strategies for AIC to pursue. A charge for the working group is being developed.

### **AIC Member Designations Overview**

A brief introduction by board members was given on how an assessment of member designations might be approached. As a beginning, a potential AIC membership pathway was outlined, including moving from Student to Post-graduate, to Member, and then to professional designations that might include Professional Conservator, Conservation Scientist, and Collection Care Specialist (not thought to be a good name), and finally to Fellow. Once the Working Group and its charge is created, member-wide forums will be planned.

### **Discussion**

A variety of comments were made during the discussion.

- AIC should not be so inwardly focused. It's important to embrace new relationships.
- Diversity in conservation is needed. Expanding our base to expand our horizons is a necessity.
- Inclusion should incorporate having AIC membership open to all involved with preservation in any way.
- These discussions began years ago. It's time to be decisive and move forward. Be sure to listen to CCN discussions.
- It's complicated. Descriptions need to be clear. Look at other organizations for guidance. Streamline the review process. The application submission is too time-consuming. We are a professional association and this is important.
- The fact that anyone can be a member of AIC is a problem. Anyone can call themselves a conservator. What can be done to manage information and expectations? The website is not a good outreach tool right now.
- Those listed in Find a Conservator must be well trained. How would collection care "specialists" be included? Keep in mind that a collection care approach can be more engaging.
- Change is good. Should designations include conservator, scientist, educator, and collection care specialist?
- Can membership categories remain simple: general member, professional members, and fellow?
- Terminology needs to be carefully assessed. Suggest "collection manager" rather than "collection care specialist." Professional designations are about competencies. A two-part system is dangerous. ARCS is excited about AIC opportunities.
- It is hurdle to apply for PA or Fellow if a member does not do treatments.
- What about the issue of certification?
- Split is not best. Titles need to be thought through carefully and need to be clear, authoritative.
- Where do members of ECPN fit? What is the path forward beyond graduate training programs?
- No split and do not use the word "specialist."
- Those in private sector fill many roles
- Give broad power to designate "conservator" or not.

- International Association of Museum Facility Administrators (IAMFA) meeting was important. The dialog needs to continue.
- APT should be included in CAP.
- Annual Meeting presentation should be made available online.

**Old Business**

No old business was raised.

**New Business**

A comment was raised regarding the need for an archive for the records of conservation practices. Another comment was made regarding outreach, noting that the AIC website is being reworked with the input of members, and a call was made to spread the word about AIC's blog.

The meeting was adjourned at 9:45 a.m.