

## MINUTES OF THE AGM BRISBANE 24 AUGUST 2012

### 1. Opening

The President opened the meeting and welcomed the delegates.

### 2. Assessment of the Quorum

The Secretary General announced that a quorum had been attained.

### 3. Adoption of the agenda

The agenda was adopted.

### 4. Minutes of the 2011 AGM

The minutes were approved. The Secretary General said that these would now be published on the members only section of the website.

### 5. Report of the President

The President spoke about the changes that were in train to prepare ICA to face the challenges over the next four years and beyond. There would be a return to four-year terms for ICA officers under the new constitution. There was also a programme of modernization which would transform ICA from a “top-down” to a “bottom-up” organization, involving less bureaucracy, clear reporting lines, more working languages and more online communication. CITRA had been discontinued in favour of the Forum for National Archivists (FAN) and annual conferences open to all. A new model of fees had been drawn up and a new draft constitution allowing for more voting members. The professional programme would become less “inside-out” and more “outside-in” and would focus on changes in society. The Presidential priorities included support for innovation, and support for members through a clear message of what the archival function is about: UDA/Code of Ethics/Access Principles. Only ICA can disseminate a truly international message on archives. Other priorities were the implementation of a new constitution, membership, the programme, marketing and communications, and the budget.

### 6. Report of the Vice-President Programme

The outgoing V-P Programme, Lew Bellardo, announced that he was standing down and handing over to Henri Zuber. He thanked NARA for their financial support and their patience and for granting him post-retirement staff status. He also thanked the French archival directorate for providing funds for the Programme, especially through the work of Christine Martinez. He also thanked the Secretariat, in the persons of the Secretary General, Annick Carteret and Margaret Crockett, and the President, for their support, and the Executive Board for approving the Programme budget. Finally he paid tribute to the members of the Programme Commission, who, he reminded delegates, were all volunteers giving freely of their times. Between them they represented six continents and seven languages, and constituted a wide range of professional expertise across all ICA bodies. He reported that PCOM had set up a framework for oversight of the Programme and for operations on funded projects. He said that PCOM had funded some very worthwhile projects, details of which could be found on the ICA website. Among the new challenges PCOM faced were forthcoming congresses and annual conferences, next steps for AtoM, and archival terminology.

### 7. Report of the Secretary General

The Secretary General began his report by looking at publications and communications. An annual report had been produced, a draft of which was attached to his written report, which would be distributed in a few weeks' time. The Annual Report would henceforth become a standard feature in ICA's publications programme. Following the online edition of Flash published on the website before the Congress, there would be a bumper edition, to include the most important outcomes of the Congress, towards the end of the year, followed by a redesign of the bulletin in 2013, to carry more feature articles and less governance reporting, which would be published on the website. A new monthly e-bulletin would be inaugurated in early 2013. Among other achievements of the Secretariat were: supporting 30 colleagues to attend the Congress; improvements in Comma, including a new contract with a commercial publisher, Liverpool University Press; work on the new constitution; putting the Universal Declaration of Archives online and setting up an online petition for supporters; participating in the International Committee of the Blue Shield (ICBS) to receive information about trouble spots for archives; work with IRMT in the Open Government Partnership. Looking to the future, he pointed out a temporary assignment to the Secretariat could offer career development opportunities for staff in national archives and other archive services, and ways needed to be sought to do more to market and promote the organization to increase revenue.

## **8. Reports from the Vice-President, Branches; Vice-President, Associations; Vice-President, Sections**

Henri Zuber (Vice-President Associations and President of the Section of Professional Associations) thanked colleagues on the outgoing steering committee for their service and the new representatives who had recently joined it. He spoke of the endorsements by 36 countries in UNESCO for the UDA. SPA was active in promoting the document, and Henri Zuber particularly thanked Kim Eberhard and Colleen McEwen for the efforts they had made. SPA had produced guidelines on the associations award programme. He said that there were about 75 members in the Section out of a possible total number of professional associations of between 200 and 300 that were eligible to join SPA, so there was scope to increase membership.

Jens Boel (Vice-President Sections) thanked the NAA and the Secretariat for organizing the Congress. He reported that membership of all Sections has increased. He said that there were better links between Sections which enabled them to work together to promote their work. He reminded delegates that archivists were gate-openers as well as gate-keepers and he hoped that the endorsement of the UDA would empower the Sections. He listed some of the recent achievements of Sections:

- Website on Olympic archives in time for London 2012
- Twinning of archives
- Train the trainers programme in eight languages
- Guidelines for the appraisal of student records

He thanked the President, ICA colleagues and Section chairs and extended his best wishes to his successor, Deborah Jenkins.

The President thanked Jens Boel and Henri Zuber for their reports.

## **9. Report of the Chair of the Audit Commission**

The Secretary General reported on behalf of the Chair of the Audit Commission, who was unable to be present. He said that a number of audit initiatives were in train, and that a full report would be put on the website in due course.

Margot Thomas (St Lucia) said that there should be a timeline for the submission of audit reports. The Secretary General said that such a timeline existed, but that it had been derailed for administrative reasons.

#### **10. Presentation of newly elected Officers by the Chair of the Audit Commission**

The Secretary General, in the absence of the Chair of ACOM, thanked and said goodbye to the outgoing Vice-Presidents, Programme and Marketing and Promotion. He then announced the three main results of the preceding election:

- Martin Berendse was elected President for a further two years
- Henri Zuber was elected Vice-President Programme for two years
- Didier Bondue was elected Vice-President Marketing and Promotion for two years

The mandate of all three newly elected officers would last until the Annual General Meeting in 2014.

Vu Thi Minh Huong, outgoing V-P Marketing and Promotion, then thanked the President and ICA in general for their support during her two years in office.

#### **11. Audited Financial Report 2011 and discharge of the Vice-President Finance**

The report and certificate of audit had been circulated separately and the Vice-President Finance duly discharged.

#### **12. Report on the Financial Year to date (1 January – 30 June 2012)**

The Secretary General said that the report, which had been circulated, was for information.

#### **13. First Draft Budget 2013**

The Secretary General reported that the Executive Board had noted and accepted the draft budget, and had decided to inform the AGM of a potential deficit. The EB proposes to approve the draft budget on the understanding that income remains the same and that expenditure does not exceed income.

David Sutton (UK, SLA) said that there needed to be a substantial report to the EB in March incorporating a business plan to enable the EB to take the budget 2013-2016 forward. Targets on marketing and sponsorship should be implemented, as should the work done by the membership and dues sub-committee.

The President said that he, the V-P Finance and the V-P Marketing would be meeting in October. Margot Thomas said that there should be clarification on the true cost of running the ICA, for example itemising the cost of French support for ICA. The Secretary General agreed and added that he would like to quantify the hours given to ICA by volunteers and compare this with similar organizations.

Vladimir Tarasov (Russian Federation) asked whether the financial support earmarked 88 000€ for AtoM had been discussed at EB. Henri Zuber said that it had and had been approved.

#### 14. New scales of Membership Dues for 2013

The dues for all four categories were circulated for approval by the AGM.

David Sutton said that he supported the proposal that individuals may join a maximum of two Sections, with a surcharge for additional Sections but asked about institutional membership.

Ineke Deserno (NATO) said that membership dues for students should be extended to young professionals for five years.

Margot Thomas said that there should be more consultation within ICA on dues.

Deborah Jenkins (UK, SLMA) said that a distinction should be made between corporate business members and service providers to the profession. This would create a fair charging relationship.

Vladimir Tarasov said that it would be difficult for National Archives to demonstrate a need to increase dues for 2013. Realistically this would happen in 2014.

The delegate for Oman] said that the mechanism was unfair. The President said that the principles were not for negotiation, only the implementation.

Sebastian Barteleit (Germany) said that he had no problem with the principle, but that next year's budget was already fixed, so changes could not be made immediately.

The President then referred to the six recommendations prepared by the Secretary General on behalf of the Executive Board since its meeting on 19 August.

Category A This major reform will be phased in over the next three years, starting in 2013. It is based on the two criteria of population size and average income, and on the principle of a maximum increase of 20% and a maximum decrease of 30%.

1. The AGM is asked to approve the dues set out on the attached sheet for category A.

#### Category B

2. The AGM is asked to approve the recommendation of the EB that the existing scales relating to category B should be maintained.

#### Category C

3. The AGM is asked to approve the recommendation of the EB that the standard rate for category C members should be increased to 200€

#### Category D

4. The AGM is asked to approve the recommendation of the EB that the existing rates in 2013 should be maintained as follows:

Full individual membership (100€): includes printed journal and newsletter and online privileges (access to the members only space and the possibility of downloading)

Individual membership (30€) for practicing professionals: Online privileges only

Reduced individual membership (students, unwaged, retired, colleagues in developing countries) (20€): Online privileges only

5. The AGM is also asked to accept the recommendation that these rates, and corresponding offers, should be reviewed, with a view to introducing a new scale for category D in 2014.
6. The AGM is asked to note that an action plan will be devised and implemented in 2013, so that ICA's membership increases, based on an attractive package of member benefits.

The AGM agreed to accept these six recommendations.

#### 15. Text of the new Constitution of ICA and Associated Documents

George MacKenzie introduced the amendments to the constitution. Originally there had 26 amendments proposed to the draft constitution circulated to all members in June. These had come from CARBICA, PARBICA, the Directorate for Archives in Italy, and the Italian Association. In the course of discussion and negotiation during the week, these had been reduced to sixteen amendments for consideration. He said that there remained 16 amendments to be approved. He recommended that the first ten amendments plus a further amendment (10 A), all which had been accepted by EB, be voted on as a package.

The package included the following:-

2 proxies at General Assemblies; the Secretary General shall submit to the Executive Board a detailed list of donations based on criteria set out in Internal Regulations; Internal Regulations would be drafted by the Secretary General, approved by the Executive Board, and then ratified by the next General Assembly; the Executive Board shall review reports from the President, Vice-Presidents and Secretary General before they are submitted to the General Assembly; rotation of the membership of PCOM; the maximum term of presidents of regional branches shall be eight years; Extraordinary General Assemblies: notice of 60 days shall be given for convening a meeting, and documents circulated 15 days in advance; Categories of members and voting rights to be specified; EB members to have the right to vote in elections (10A)

The AGM agreed to the complete package, without a vote.

Amendment 11 proposed that the weighting of votes for each member category should be specified in the constitution, and 2 votes be given to each category A member, 2 votes to each category B member, and 1 to others. The EB recommended that this proposal should be declined because the establishment of a weighting system in Internal Regulations would give greater flexibility. In a vote, the EB recommendation was carried by 139 votes to six.

Amendment 12 proposed that the quorum at General Assemblies should be fixed at 20% (rather than 5% as in the draft constitution) and come from four of the four world regions (rather than 'at least three' as set out in the present constitution and the new draft constitution). The EB recommended that this proposal should be declined, because the quorum had to be fixed at a realistic level. There had been concerns that the quorum for this AGM would be attained. The 5% requirement referred to voting members, rather than the number of votes cast. The EB recommendation was carried without a vote.

Amendment 13 proposed that the appointment of the Secretary General needed to be approved by the Executive Board and then presented to the next General Assembly. The EB recommendation was to decline this proposal because it was not necessary to specify this level of detail in the constitution. The procedures for the appointment of the Secretary General would be set out in Internal Regulations. In practice, it was unthinkable that (s)he could be appointed by Elected Officers, without the approval of the Executive Board. The EB recommendation was carried without a vote.



Amendment 14 proposed that additional text should be added, to the effect that elections in ICA should be conducted ‘in accordance with Internal Regulations’. The EB recommendation was to decline the proposal on the ground that there was already a reference to Internal Regulations for elections in the relevant part of the draft constitution. The EB recommendation was carried without a vote.

Amendment 15 related to the membership of regional branches. The Executive Board wished to uphold the principle that members of regional branches should be members of ICA. The amendment proposed that only national members of regional branches should be required to belong to ICA, and it would be possible for other archive organisations and individuals to be members of the branch only. In the view of the EB, this would lead to a loss of membership and income for ICA, leading in turn to an increase in membership dues. ICA members belonged to its global network, and then were divided into sections and branches. However, the EB understood the difficult situation of branches, as they tried to encourage new potential members to experience the ICA network and to retain members who could not pay their dues. In practice the status quo might continue, but acceptance of this amendment would set an unhelpful precedent. The EB recommendation to decline was carried by 110 votes to 49.

Amendment 16 proposed that the role of a regional branch president should be specified. The EB considered that this level of detail should not feature in the constitution, but should be covered by an Internal Regulation or branch documentation. The EB was not against the idea behind the proposal, but did not agree that it should be in the constitution. The EB recommendation to decline was carried by 150 votes to three.

The AGM then approved the new constitution, including the package of amendments, without a vote. The President welcomed this development as a great step forward for ICA. He thanked George Mackenzie and the other members of the Constitution Sub-Committee for their hard work.

Margot Thomas (Saint Lucia) asked how soon it would be before the internal regulation, which in her view were part of the constitution, would be produced. The president replied that the internal regulations were not strictly speaking part of the constitution but were based upon it. The constitution sub-committee would be meeting that afternoon and would plan ahead. He referred to the proposed Internal Regulation relating to the weighting of votes (category A 4, category B 2, category C 1) which had been presented as paper 15B. This had been approved by the EB earlier in the week and would be submitted to the next General Assembly for formal ratification.

## **16. Text of the Principles of Access to Archives**

Low Bellardo explained that PCOM had oversight of the ICA Committee on Best Practices and Standards, which in turn had commissioned a small working group chaired by Trudy Huskamp-Peterson to develop a standard of good practice for public access to all archives. The working group had gone out of its way to incorporate the perspectives of different cultures and traditions, and had consulted widely. The AGM approved the text unanimously.

### **17. Annual Conference 2013**

The President announced with regret the withdrawal of Brazil's offer to host the 2013 Annual Conference. He was not yet able to say where the conference would be held, but members would be informed of the date and venue as soon as possible.

### **18. Annual Conference 2014**

Joan Boadas Raset gave a presentation on Girona, the venue for the Annual Conference 2014, on the theme of Archives and Cultural and Creative Industries.

### **19. Congress 2016: Invitation to Seoul, Korea**

The National Archivist of Korea, Mr Song Gwigeun, gave an address inviting all members of ICA to Seoul in 2016.

**20. Nomination of Fellows of ICA:** On behalf of the Executive Board, the Secretary General recommended that Lewis Bellardo (US); Colleen McEwen (Australia); George MacKenzie (United Kingdom); and Setareki Tale (Fiji) should be appointed Fellows of ICA. The AGM accepted this recommendation with considerable enthusiasm.

### **21. Any other business**

Rajib Sahoo (India) asked whether in addition to Comma, members could receive a quarterly newsletter on best practices. He also asked whether the period between congresses could be reduced from four to three years. The President suggested that Mr Sahoo look at the links to the websites of the Branches and Sections for the work that they do on guidelines.

Dominique Taffin (Martinique) proposed that a vote of thanks be made to Nolda Römer-Kenepa (Curaçao) for her work as President of CARBICA 2006-11 and Vice-President CITRA.

Margot Thomas thanked the Australian hosts for an excellent Congress which had given her and her archives a new vision and praised ICA as an institution.

### **22. Closure**

The President formally closed the meeting by giving a vote of thanks to the Australian hosts.