

# INTERNATIONAL COMMITTEE FOR UNIVERSITY MUSEUMS

# AND COLLECTIONS

COMITE INTERNATIONAL POUR LES MUSEES ET COLLECTIONS UNIVERSITAIRES- CONSEIL INTERNATIONAL DES MUSEES

# AGM 26 September 2003 Oklahoma, USA

# **Agenda and Brief Minutes**

- 1. Report of the activities, work and membership of UMAC over the last year (Peny Theologi-Gouti) attachment 1
- 2 Finance and funding (Sue-Anne Wallace)
  - Financial statement attachment 2
  - Grant from ICOM:
     UMAC was awarded a grant of 891 Euros to assist with the publication in print of the Sydney conference proceedings.
     The announcement of the grant was delayed because of ICOM's move to new offices. In the intervening period UMAC was successful in obtaining funds from other sources and so application has been made to ICOM to transfer the grant to the publication in print of the Oklahoma proceedings.

It was agreed that application should be made to ICOM for assistance to publish in printed the proceedings of the 2004 (Seoul) conference and to seek funds for younger or disadvantaged members to attend the conference.

# 3 Reports from the Working Groups

The tasks of the working groups are set out on the UMAC website. At the Oklahoma conference the groups met to evaluate these tasks and to set objectives for the year ahead. A new working group, Publications, was approved. (If the Chair of a working group was not present an acting Chair was appointed.)

As the result of discussions at the conference a number of changes to the tasks and composition of the working groups were approved. These included:

#### Directories

Chair: Cornelia Weber, Germany weber@mathematik.hu-berlin.de

Members:

Odette Balandraud, France
Ian Carradice, Scotland
Mauricio da Silva, Brazil
James Edmonson, USA
Joshua M. Gorman, USA
Francoise Le Guet Tully, France
Greg Liggett, USA
Marta Lourenco, Portugal
Fausto Pugnaloni, Italy
Simili Rafaella, Italy
Andrew Simpson. Australia
Pasquale Tucci, Italy
Robin Walsh, Australia

**Function:** To combine UMACs original university museum data base with a new one devised at Humbolt University and to collect information about other existing directories, catalogues and inventories. The aim is to accumulate basic information about university museums in many countries and present the results on the UMAC website (see also the working group Publications)

**Aims for 2003-4:** to test and improve the new database; and to add at least 250 new records to the database.

#### Ethics

Chair: Aldona Jonaitis,

ffaj@uaf.edu

in collaboration with Marta Lourenco (<a href="martal@fc.ul.pt">martal@fc.ul.pt</a> ) and Steven de Clercq (s.w.g.declercq@museum.uu.nl) (Steven de Clercq acting at Oklahoma)

Members:

Cynthia Bettison, USA

Rhonda Davis, Australia
Steven de Clercq, Netherlands
Dominique Ferriot, France
Joshua Gorman, USA
Sue Grosball, USA
Bonnie Kelm, USA
Lyndel King, USA
Marta Lourenco, Portugal
Nick Merriman, UK
Barbara Rothermel, USA
Sally Shelton, USA
Ewen Smith, UK

Dominick Verschelde, Belgium

**Function:** to have input into the ongoing revision of Statutes and Code of Ethics being conducted by ICOM, particularly (but not only) in those areas identified as being especially prevalent in, and relevant to, university museums and collections; and to produce guidelines on matters concerning university museums and collections after reviewing the relevant policies of different institutions.

**Aims for 2003-4:** to have input into the ICOMs ongoing revision of its Code of Ethics; and to publish guidelines concerning university collections

# Staffing

**Chair: Ing-Marie Munktell** 

Ing-marie.Munktell@Gustavianum.uu.se

Members:

Kati Heinamies, Finland
Ofra Keinan, Israel
Peter Tirrell, USA
Bernard Van den Driessche, Belgium
Karl Van Dyke, Australia
Susan Moldenhauer, US;
Mauricio Silva, Brazil
Isidro Abano, Filippines

**Function:** This group has compiled staffing data from Australia and Europe. Although interesting, the immediate utility of such data is overshadowed by the labour of further compilation. A synopsis of the results will be placed on the UMAC website.

The group has therefore decided that in the forthcoming year they would seek possible hosts and interested parties for staff exchanges between museums (both university and other types of museums).

**Aims for 2003-4:** To facilitate two types of exchange: firstly, staff receiving a salary and secondly, volunteer graduate students.

### Conferences

Chair: Di Yerbury vc@vc.mq.edu.au

(Peter Tirrell acting at Oklahoma)

Members:

Ing-Marie Munktell, Sweden Chung Kyu Lee, Korea Bong Kang, Korea Steven de Clercq, Netherlands Ewen Smith, UK Peny Theologi-Gouti, Greece Angeles Moreno, Spain Valda Rigg, Australia Sue-Anne Wallace, Australia

**Function:** To coordinate UMAC conferences. The following UMAC conference venues have been confirmed:

2004: Seoul, Korea: within the ICOM General Conference 2 – 8 October (UMAC 4-7 October). Theme: *Museums and Intangible Heritage*.

2005: Uppṣala, Sweden: end of September. Theme: to be

announced

2006: Singapore

2007: Vienna within the ICOM General Conference

2008: Fairbanks, Alaska 2009: Lisbon, Portugal

**Aims for 2003-4:** Draft UMAC conference guidelines were circulated at the meeting and will be placed on the web. UMAC members are invited to comment or make suggestions; the guidelines will be submitted to vote at the next AGM.

# Recognition

Chair: Rafaella Simili simili@philo.unibo.it

(Peter Stanbury acting at Oklahoma)

Members:

Axel Chrisophersen, Norway
Dominick Verschelde, Belgium
Karin Hagen, Norway
Judith Schiebout, USA
Geir Soli, Norway
Marta Lourenco, Portugal
Steven de Clercq, Netherlands
Michelle Loneux, Belgium
Hugues Dreysse, France
Janine Andrews, USA
Felix Sperling, USA
Kati Heinamies, Finland
Ofra Keinan, Israel
Peter Tirrell, USA
Bernard Van den Driessche, Belgium

**Function:** This group works towards increasing the profile of university museums and collections in academic and political spheres

Aims for 2003-4: to invite university Presidents (Rectors, Vice-Chancellors) to the next UMAC conference giving priority to those universities with UMAC members; and to list on the UMAC website the names and universities of UMAC members. (All museums in each university will be listed, highlighting those with UMAC members.)

Members are invited to suggest simple, achievable aims for the political sphere.

#### Publications

Chair: Peter Stanbury & Marta Lourenco

Peter.stanbury@mq.edu.au MCLourenco@fc.ul.pt

# Conference Proceedings Editor Chair: Peter Tirrell

pbtirrell@ou.edu

Members:

Steven de Clercq, Netherlands
Joshua Gorman, USA
Lyndel King, USA
Greg Liggett, USA
Carol Mayer, Canada
Ing-Marie Munktell, Sweden
Andrew Simpson, Australia
Ted Snell, Australia
Peter Tirrell, USA
Sue-Anne Wallace, Australia
Robin Walsh, Australia

Cornelia Weber, Germany

Proceedings Editorial Committee: Steven de Clercq, Netherlands Lyndel King, USA Marta Lourenco, Portugal Carol Mayer, Canada Ing-Marie Munktell, Sweden Andrew Simpson, Australia Peter Stanbury, Australia Peny Theologi-Gouti, Greece Sue-Anne Wallace, Australia

**Function:** This newly established group will work in close cooperation with the Directories group to improve the structure and to further develop UMAC's website. Photographs of office bearers will appear on the web site, which will eventually have an entirely new structure.

The Publications group has the immediate task of selecting, editing and printing the Oklahoma Proceedings, followed by other publications deemed to be in the interest of UMAC and the university museums' community.

**Aims for 2003-4:** Upgrade UMAC's website and university museum directory; publish in hard copy the proceedings of the Oklahoma conference (also please see the aims for the Directories working group).

4 2003 conference (Peter Tirrell, Axel Christophersen & members)
70 people attended conference welcome dinner and 55 people
registered to attend the conference. They came from 14 countries.

In the conference review it was generally agreed the balance of papers and working visits to museums around Oklahoma was excellent. It was hoped that this balance would be able to be maintained in 2004 as this would be a first time visit to Korea for many members and considerable interest in the forthcoming conference had been stimulated by the papers presented by the two Korean representatives.

The opportunity presented by UMAC for many people to present papers was important to increase individual skills as well as to impart knowledge. However, time limits must be strictly observed in order to allow discussion from the floor. In addition further time should be found to allow working groups to deliberate their programs. If possible, more time for reflection and discussion is desirable.

It was noted that early morning sessions in Oklahoma were well attended and that such timing allowed for a variety of sessions to be planned for each day.

It was hoped that more student members could be attracted to UMAC conferences in the future.

It was suggested that future programs list coinciding concerts, theatres and other evening programs during, and just before and after the conference.

Those present thanked Peter Tirrell and his staff at the Sam Noble Oklahoma Museum of Natural History for the excellent organisation of the conference and their generous hospitality.

Peter Stanbury commended the speakers for the high standard of their papers and the audience for the respect and attention paid to the presenters. It was a conference that those attending could remember with pride, and to those UMAC members who were not able to attend he recommended strongly the forthcoming web and printed versions of the papers.

# 5 2004 conference (Peter Stanbury, Bong Kang and Chung Lee)

Members were welcomed in advance to the conference in Korea, which coincides with an ICOM Conference and General Assembly. In consequence the UMAC Conference would be restricted to three days (Monday to Wednesday, 4-6 October), plus one day for an optional working excursion to see university museums in other parts of the country. This suggests a timetable of: papers 1.5 days; visits/discussions at university museums in Seoul 0.75 – 1.0 days; AGM, Board and Working Group meetings 0.5 - 0.75 days. (It is possible that some initial Board and working group meetings could be held on the Saturday prior to the ICOM sessions on Sunday 3 October.)

Planning for the program will begin after the election of a new Chair of the Korean University Museum Association in October 2003. The planning will be co-ordinated by a sub-committee of UMAC's Conference working group. This will consist of Korean representatives, and the past conference hosts (Steven de Clercq, Peter Stanbury, Peter Tirrell) and the following one (Ing-Marie Munktell). This sub-committee will decide upon the program, visits and the variety of intangible heritage to be found within university museums.

# 6. European developments (Steven de Clercq & Marta Lourenco)

It was reported that there were to be local university museum conferences in 2004/5 in France, Portugal and Belgium. Steven de Clercq was authorised to represent UMAC at the conference in Belgium.

Dr Patrick Boylan, speaking at another International Committee of ICOM recently reported: Over the past four years the Council of Europe, which has more than 40 states in membership, has organised and promoted a number of important initiatives intended to enhance understanding of the remarkable material and intangible heritage of European universities. Beginning with a programme bringing together the rectors and other senior managers of a number of ancient universities, this has broadened into a concern with the heritage of all European universities, including their very rich heritage of historic buildings, museums, other cultural facilities.

There are now plans for the Council to promulgate a formal Council of Europe Council of Ministers "Recommendation" addressed to both governments and to the academic institutions themselves setting out principles and an agenda for the protection and development of this important part of the European heritage, and to actively promote relevant specialised professional training in relation to university museum and heritage management staff.

# 7 University museums in Iraq (Marta Lourenco & Peter Tirrell)

Through ICOM, UMAC has offered any assistance within its capabilities to university museums in Iraq.

For the interest of members, Marta Lourenco has sourced information about the current state of universities and other cultural institutions in Bagdad, and Peter Tirrell has information on the assistance offered by museum professionals in the USA.

# 8 UMAC elections in 2004 (Peter Stanbury)

The rules for UMAC elections are:

- A new Executive Board is elected during each triennial plenary meeting of the Committee. The outgoing Board must circulate all voting members inviting nominations at least four months before the date of the meeting, fixing a closing date for nominations (not less than two months before the date of the meeting).
- Nominations received, together with necessary details of the candidates, must be circulated to all voting members at least two months before the date of the meeting.
- The number of officers and elected members of the Board is fixed by the Committee
  in plenary meeting from time to time, with an absolute minimum of six members (a
  Chairperson and five other members), all of whom must be voting members of the
  Committee. No more than two members from any one country may be elected to the
  Board at the same time.
- Existing members of the Board who have served only one term on the Board in the stated office may be nominated for re-election for one further term. The **Statutes** of ICOM Article 17, para. 4 details the position in relation to existing Executive Board members nominated for different offices, but in general there is a limit of two terms in any specific office or capacity and an absolute limit of four terms continuous service on the Board in any combination of elected Committee positions.
- Those who have served the relevant maximum terms are not eligible for nomination to Committee office until they have been off the Executive Board for at least one full triennial period.

- Voting takes place during the triennial plenary meeting of the Committee. Those
  unable to be present may vote by mail (a postal vote) or authorise in writing another
  voting member of the Committee known to be attending the meeting to vote on his or
  her behalf (a proxy vote).
- Only those eligible voting members of the Committee, properly nominated by the
  announced closing date, may be considered in the ballot or ballots. However, if there
  are insufficient valid nominations for the various Committee positions vacancies may
  be filled by co-option during the plenary meeting or by the new Executive Board
  subsequently.

Peter Stanbury asked all members to consider the matter of elections and the composition of a new Board. Nomination forms will be circulated in due course. Only voting members may stand for election. Those wishing to stand must be nominated and seconded; and are expected to write a paragraph or two about the ways in which they hope to serve UMAC.

# 9 Any other business

The crisis in university natural history museums in the US (Peter Tirrell)

#### Attachment 1

### Report on UMAC's activities from September 2002 to September 2003.

#### Membership and contacts

UMAC has 157 voting and non-voting members from 38 countries, as at the 1st of August 2003. In 2002 UMAC had 145 voting and non-voting members from 36 countries. Those members come from different types of university museums, ranging from the traditional "scientific or research-collections" to "contemporary art galleries".

UMAC has regular contact by electronic 'newsletters' with the Board as well as with members and a numbers of professionals interested in its activities.

#### **Publications**

UMAC was chosen by ICOM as the Committee to produce the 2003 Study Series (number 11) - University Museums. The President of ICOM, Jacques Perot, contributed a Forward and 13 other contributions were written by UMAC members and people working in university museums. The scientific editing team was led by Peter Tirrell and the publication was brought to fruition by the Communications and Publication Unit in Paris.

The proceedings of the Sydney-Canberra Conference were placed on UMAC's web site (<a href="www.icom.org/umac">www.icom.org/umac</a>) soon after the conference ended. A selection of the papers was published in the journal "Museologia" (2003) by the University of Lisbon in Portugal thanks to Marta Lourenco and her editorial team. Copies are available through UMAC's web page. UMAC will publish the proceedings of the 2003 conference.

#### Conferences

UMAC organized a very successful Conference in September 2002 in Sydney and Canberra, Australia. The theme was: "Exposing and Exploiting the Distinct Character of University Museums and Collections", with 25 contributions, 8 posters and two round table discussions.

The 2003 Conference will be hosted by the Sam Noble Oklahoma Museum of Natural History with 25 papers, 4 round tables-plenary sessions, working Group meetings and the AGM.

The 2004 and the 2007 Conferences, will take place at the time of the ICOM Triennal Assembly in Seoul, Korea (October 2004) and in Vienna, Austria (2007). The 2005 UMAC conference will be in Uppsala, Sweden, hosted by the University of Uppsala Museum Gustavianum. Other proposed venues for the UMAC Conferences are Singapore, Alaska, and Portugal.

#### **Working Groups**

UMAC has five working groups.

#### **Group A - Directories**

The aim of this WG is to collect information about the existing directories/catalogues/inventories; collecting basic information, contacting colleagues and analysing the results. The thrust is to identify what has been done and add to it.

A "University Museums & Collections Unimac Database Project" has been drafted and developed in 2002-2003 with specific Guidelines for Data Entry. This Database aims at providing a global Directory of University Museums and Collections to be used by UMAC, researchers, students, and the general public worldwide. **Unimac** is based on two major preexisting databases of university museums and collections:

- a) the Database of German university museums and collections (*Universitätsmuseen und sammlungen in Deutschland*<sup>1</sup>) developed by Cornelia Weber (Humboldt University at Berlin & Chair of UMAC's Working Group for Directories); and
- b) UMAC/Macquarie Database<sup>2</sup>, developed by Peter Stanbury (Macquarie University, Australia).

**Chair:** Cornelia Weber (<u>weber@mathematik.hu-berlin.de</u>), in collaboration with Marta Lourenco (<u>martal@fc.ul.pt</u>)

#### **Group B - Ethics and Disposal**

The aim of this group is to have input into the ongoing ethics revision process being conducted by ICOM; to formulate practical guidelines by collecting the policies of different institutions and selecting the most useful for university purposes. During 2002-2003 the group has drafted and developed the following documents:

- 1. "The Summary of policy documents" provided by Lyndel King which contains a List of policies, a General overview of the policies, Definitions, Decisions regarding de-accessioning, Criteria for de-accessioning, Procedures and Disposal methods.
- **2.** "Museum Definitions" Sources: Websites (many supplied by Patrick Boylanand the members of ICOM-L mail list.
- 3. "Working Document #1 Deaccessioning" with the aim to formulate a statement on deaccessioning, and if deemed necessary, to suggest change(s) in the ICOM Code of Ethics (currently under revision).
- **4.** "Working Document #2 The Public of University Museums" with the aim to formulate a statement on the public service of university museums and collections, and, if deemed necessary, to suggest change(s) in the ICOM Definition of Museums (currently under revision).
- 5. "Working Document #3 The Status of a University Collection" with the aim to formulate a statement distinguishing between between 'university museum' and 'university collection'. It is aimed at raising ICOM's awareness to this issue and, if deemed necessary, to suggest change(s) in the ICOM Definition of Museums (currently under revision).

**Chair:** Aldona Jonaitis in collaboration with Marta Lourenco and Steven de Clercq (ffaj@uaf.edu; martal@fc.ul.pt & declercq@museum.uu.nl).

#### **Group C – Staffing**

This group aims to identify the special occupational group, 'university museum and collection staff', to list their needs (or the minimum needs for professionalisation), and to raise their profile. The two Australian publications Cinderella Collections and Transforming Cinderella Collections contain useful starting points for this agenda. The aim is to encourage universities to:

- assist their museum staff to upgrade their museological qualifications
- initiate staff development plans in cooperation with museums in the public sector
- support exchange of staff within and between university museums and other museums
- · raise standards of professionalism among university museums and collections staff

Chair: Ing-Marie Munktell (Ing-marie.Munktell@Gustavianum.uu.se)

<sup>&</sup>lt;sup>1</sup> See <a href="http://www2.hu-berlin.de/kulturtechnik/sammlungsdatenbank.php">http://www2.hu-berlin.de/kulturtechnik/sammlungsdatenbank.php</a>.

<sup>&</sup>lt;sup>2</sup> See http://icom.museum/umac.

#### Group D - UMAC Conferences 2003/2004

Forthcoming UMAC Conferences are discussed by this group. It is important that conferences are held across the globe in areas where there is a concentration of members. As the ICOM General Assemblies are being or will be held in Korea (in 2004) and in Vienna in 2007 it has been decided to hold the UMAC 2005 conference in Uppsala Sweden.

"UMAC Conference Guidelines" has been drafted and developed in 2002-2003". These guidelines apply to all UMAC conferences but are particularly relevant for those conferences between the ICOM triennial assembly.

Chair: Di Yerbury vc@vc.mq.edu.au

Local Chair for Oklahoma: Peter Tirrell (pbtirrell@ou.edu)

# Group E - Recognition for University Collections within Tertiary Institutions and Governments

After obtaining a foot within the professional museum world (UMAC/ICOM), the work of this group is aimed at achieving the same kind of recognition within the academic and political worlds (including the EC). The group also liaises with colleagues on Academic Heritage (including movable, immovable and intangible heritage).

Chair: Rafaella Simili simili@philo.unibo.it

#### Draft proposal for UMAC/ICOM activities (2003-2004)

#### Membership and contacts

- The regular contact with members and people wishing to be informed about UMAC's activities will continue by electronic means.
- Increasing membership will be one of the core duties of the new Board, hoping that the membership will reach over 200 in 2004

#### **Publications**

UMAC intends to publish the proceedings of the 2003 Conference. As other
publications are being actively considered, the formation of a new working group for
publications will be considered.

#### Core Activities

The core activities of UMAC will be

- Communication with members
- · Raising the profile of university museums
- The actions of its Working Groups
- Responses to urgent matters, which are referred to UMAC by ICOM or other significant organisations concerned with museums.

#### **Attachement 2**

#### **UMAC 2003 FINANCIAL REPORT**

The financial statements for the period to 22 September 2003 show a net surplus of \$A3,995.33 [2002 nil balance at September 2002]. As outlined in the President's report the 2002 conference was successful professionally and financially, returning \$A3,193.00 to the committee.

Increases in membership have resulted in an increase in ICOM's subvention TO umac. ICOM now provides 6,60 euro/member, a 3% increase on the subvention from 2002. Receipt of payments from ICOM is a lengthy process and not all payments have been received at the time of this report. However, ICOM Paris has provided encouraging financial support to UMAC and should be thanked on behalf of the membership for their support and encouragement of our newly-established committee. Unfortunately the grant of 20.000 FF for the conference in Barcelona has not been paid as it was not drawn down for the 2001 conference. Accordingly, ICOM Paris is considering a reapplication for these funds. Advice is not to hand at the time of this report.

Conferences will clearly provide a significant injection of funds for UMAC and decisions need to be taken as to strategies to support UMAC and its membership as a result of the success of our conference.

#### Triennial Financial Report

UMAC is required to provide a financial report for 2001-2002-2003 to ICOM by 30 January 2004. According to the decision of the Executive Council the regular subvention for 2004 will be given upon receiving this triennial financial report.

#### **Annual Financial Report 2003**

UMAC was granted 891 euros for the publication of the 2002 conference. The Presidednt has applied to ICOM to have this amount transferred to the publication of the 2003 conference proceedings. The acquittal of this subvention is required by 15 November 2003.

# 2004 Special Grants

Applications for special grants are required to be submitted to ICOM Paris before 15 October 2003 (acquittal due November 2004).

Sue-Anne Wallace Treasurer Brisbane, Australia 22 September 2003

# ICOM UMAC Income and expenditure statement for the period September 2002 to September 2003

#### **INCOME**

			\$A	
Subscriptions				
ICOM Membership subvention 2002	460,80 euro		823.74	
ICOM Membership subvention 2003	521,40 euro		0.00	note1
ICOM subvention for Barcelona Conference	20.000 FF	0.00	note2	
ICOM subvention for publication of 2002 conference proceedings				
	819 euro		0.00	note3
Interest				
28/02/03			0.76	

30/5/03 29/8/03	1.34 1.49	
Conferences UMAC 2002 (Sydney, Canberra) 23/12/02 1/4/03		2,000.00 1,193.00
TOTAL INCOME		4,020.33
EXPENDITURE		
Subscriptions to ICOM Paris	0.00	
Bank Charges 3/10/02 31/10/02 29/11/02 31/12/02	10.00	5.00 5.00 5.00
Audit Fee		0.00
UMAC Proceedings		0.00
UMAC Scholarships		0.00
TOTAL EXPENDITURE	25.00	

### Notes to ICOM UMAC financial report 2003

**OPERATING SURPLUS/(LOSS)** 

ICOM membership subvention for 2002 was not received until October 2002. Bank account details have been forwarded to ICOM Secretariat, Paris for the 2003 subvention. ICOM Secretariat sought advice on 10 September 2002 concerning UMAC's failure to take up this grant for the 2001 conference. Permission was sought to transfer the moneys through to the 2002 conference but this was not approved pending further budget discussion in Paris. Conference proceedings 2002 have been published in *Museologia*. Application has been made to transfer the grant to publication of 2003 proceedings. Grant acquittal due 15 November 2003.

3,995.33