



Demeures historiques-musées
Historic House Museums
Residencias históricas-museos

Report of the Secretary /Treasurer August 2013 - September 2014

1. Finance

DEMHIST account is under the umbrella of the ICOM account on a HSBC Bank in Paris. I don't have any debit or credit card, so all payments are made by bank transfer using the e-banking system HSBCnet. Moreover all payments are prepared by me and approved by John Barnes (DEMHIST Chair).

1.1. Account

The accounting has been made in euro currency.
In August 2013, the balance of the DEMHIST account was €27,353.82.

Accounting	August 2013 - September 2014	
Assets	05.08.13	27,353.82
Expenses		
Postage Cost	23.09.13	14.70
Postage Cost	23.09.13	4.00
Postage Cost	31.10.13	6.50
Telecommunication	16.02.14	25.00
Telecommunication	19.02.14	25.00
V Working Day	21.02.14	780.99
Postage Cost	28.02.14	6.80
Postage Cost	24.03.14	5.85
Transport	25.08.14	4.85
Transport	25.08.14	10.50
Postage Cost	01.09.14	6.80
Telecommunication	16.09.14	50.00
Expenses Sum		940.99

Income		
Sale proceedings	26.02.14	46.80
ICOM subvention	25.03.14	5,209.00
Sale proceedings	29.08.14	46.80
Income Sum		5,302.60

Total assets on the bank
on the 30.09.14

31,335.30

Plus 393.33 held in petty cash

Total 31,728.63

Explanatory notes about the expenses:

DEMHIST did not have many expenses along this year. The main reason for this is that we had no expenses organizing the conference in Compiègne. This conference was financially supported by ARRE and by the *Délégation Générale à la Langue Française et aux Langues de France (Ministère de la Culture et de la Communication)*.

Although DEMHIST had planned to attribute at least 2,500 euros to scholarships, we did not give any scholarship this year.

Moreover we had no expenses with publications, speakers, website or gifts as we expected before on our budget for 2014.

From the amount of 3,000.00 euros for supporting three affiliated events we only spent 780.99 with the Portuguese National Group, to organize the V Working Day on Historic House Museums, because no other group applied for this fund.

Explanatory notes about the income:

On the 25th March DEMHIST received €5,209.00 of ICOM annual subsidy. This amount is taken from membership fee and ICOM basic funding for the committee. It was also given to us based on the following aspects: analysis of the activities described in the annual report, an inclusive approach through bursary programmes for young members and/or actions encouraging exchange with emerging countries and cooperation with other committees; publications and research activities; content of the conferences and meetings held; and an attractive website.

2. Documentation and proceedings

The proceedings of Los Angeles conference held in November 2012 were sent by WeTransfer to those who asked me to receive them, because the papers were in PFF files.

The proceedings of Rio de Janeiro conference held in August 2013 were recently published on a printed version and will be presented at the General Assembly in Compiègne.

3. Website

The new DEMHIST website is under construction now. Mäite Labat did a two-week internship at Hampton Court Palace in May to migrate the whole data and information into a new website account under the umbrella of ICOM website. However the website is still not operational because its content written in English is being revised by John Barnes. As soon as he accomplishes that task all texts are going to be translated into Spanish and French by Mäite Labat. New content and new photographs are going to be put on the website. It is also our intention to create a platform where members can chat.

4. Administration

I sent out 132 messages informing members about conferences, meetings, exhibitions, articles, publications, call for papers and other useful information during this period. I also promptly answered those who wrote to me with all sorts of questions. I emailed uncountable messages, thousands, I may say, at day time, in the evenings and at weekends too. That is particularly time consuming and exhausting but I am conscious that I reinforced the bounds with members and I am deeply thankful to those who encourage me to keep working.

I am also thankful for those who sent me information to spread among DEMHIST members. Thank you all for your priceless and remarkable support!

There are ICOM members who are voting members of other ICOM committees but are interested in DEMHIST committee. They are regularly updated about DEMHIST activities by me.

I created a list of people who are not ICOM members but are keen on historic houses matters. They also receive news whenever the topic is not directly related with DEMHIST administration.

I am daily in contact with the other board members by emailing them.

5. Memberships

DEMHIST substantially increased the number of individual and institutional members this year. We are now 295 active individual members and 71 active institutional members. Plus we have 85 inactive individual members and 16 inactive institutional members because they did not pay their fee or had not updated their data. That means that we could be 467 active members if all members pay their fee.

Some members alert me when they change e-mail address or when they change job place or position. Nevertheless not every member does that. I tried to track some members and I was successful with a few ones.

Gianluca Kannés helped me tracking Italian members who just vanished and now they are on DEMHIST mailing list again.

These untraceable members is an issue and I intend to keep trying to track those inactive members and persuade them to join DEMHIST actively.

ICOM secretariat in Paris created a new membership database which seems to work better than the one in use before but still has some limitations.

I assisted people on their membership process, I regularly check the membership database and update the DEMHIST mailing list. This process takes me hours a week.

6. Meetings

I collaborated organizing the Board Meeting held in Lisbon, on the 20th February and I also collaborated in the V Working Day on Historic House Museums in Portugal, held in Cascais, on the 21st February.

I am going to attend the DEMHIST/ARRE conference in Compiègne.

Lisbon, 30th September, 2014
Elsa Rodrigues

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