



Demeures historiques-musées
Historic House Museums
Residencias históricas-museos

Report of the Secretary /Treasurer October 2014 - September 2015

1. Finance

DEMHIST account is under the umbrella of the ICOM account in HSBC Bank in Paris so, for that reason all payments are made by bank transfer using the e-banking system HSBCnet. Moreover all payments are created by me and validated by John Barnes (DEMHIST Chair). Florian Courty (ICOM Administration and Finance - Management accountant) answered my accounting technical questions and occasionally assisted me authorizing some payments whenever John Barnes could not do it himself. Since August I have had in my possession a HSBC debit card that allows me to make small payments.

1.1. Account

Our accounting has been made in the currency of Euros and I present our accounts in line with the ICOM financial year (January – December). At the start of the financial year, the balance of the DEMHIST account was €27,330.02.

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|--|-------------------|
| a. Opening balance 1st January 2015 | €27,330.02 |
| <u>Income</u> | |
| ICOM subvention | 5,952.00 |
| Special Project subvention | 3,000.00 |
| Sale of proceedings | 113.60 |
| b. Total income | €9,065.60 |
| <u>Expenses</u> | |
| Spent to date: | |
| - Postage | 56.76 |
| - Transport | 218.00 |
| - Telecommunications | 100,00 |
| - Gifts | 78,00 |
| - Italian affiliated event - Biella | 670,00 |
| - Board meeting - Torino | 342,00 |
| - Portuguese affiliated event - Tormes | 464.44 |
| - Italian affiliated event- Milan | 1,000.00 |
| - Scholarships | 2,310.04 |

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|------------------------------------|-------------------|
| - Bank operating expenses | 157.45 |
| - Board members' support fund | 3,915.88 |
| - Sao Paulo training course | 8,665.02 |
| Committed to date: | |
| - Mexico City conference | 5,500.00 |
| - Postage | 50.00 |
| - Bank operating expenses | 250.00 |
| - Completion of the website | 1,400.00 |
| c. Total expenses to date | €25,177.59 |
| | |
| Current balance (a + b – c) | €9,160.24 |
| | |
| Plus held in petty cash | €2,057.79 |
| | |
| TOTAL | €11,218.03 |

Explanatory notes about the income:

On the 25th March DEMHIST received €5,952.00 of ICOM annual subsidy. This amount is taken from membership fee and ICOM basic funding for the committee. It is 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. The amount we received was less than we predicted in our budget for 2015 in part because we still don't have an attractive website.

On the 20th April DEMHIST received €3,000.00 to be applied on the DEMHIST Special Project, the pilot training course in São Paulo (31st August - 12th September). This amount was €2,000.00 less than what we applied for, for that reason we had to charge an attendance fee and had to search for extra funding.

Explanatory notes about the expenses:

DEMHIST Mexican colleagues managed to establish partnerships and were successful finding thirteen sponsors who funded the annual conference. We expect our contribution to be €5,500.

From the amount of 3,000.00 euros for supporting four affiliated events we have spent €464.44 with the Portuguese National Group, to organize the VI Working Day on Historic House Museums held in Tormes on the 23rd March and €1,000.00 with the Italian National Group's meeting which is going to take place in Milan, on the 16th October.

2. Documentation and proceedings

The proceedings of Compiègne conference held in October 2014 were scheduled to be launched during the Mexico City conference but the work is about two weeks behind. DEMHIST regrets that there will be no printed version but a PDF format will be distributed and people will be able to print-off the entire publication from their computers.

Samples of the proceedings of the Rio de Janeiro conference were offered to ICOM library, to several Portuguese museological institutions and to *Associazione Case della Memoria*. Proceedings from the 2001 and 2002 conferences were offered to *Associazione Case della Memoria*, ICOM-Portugal and a Mozambican house museum professional.

3. Website

Unfortunately the new DEMHIST website is still under construction. Peter Keller has been helping us uploading information on the old operative website. However that website has some technical limitations, so it is not possible to upload all kind of information format.

4. Administration

I sent out 139 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 daily, putting all my effort and dedication to DEMHIST matters. That is particularly time consuming and exhausting but I feel members' recognition and I receive their backup.

I am always thankful for those who sent me information to get the word out. It is an enormous contribution to my work.

ICOM members interested in DEMHIST committee and a group of Non-ICOM members are being informed about DEMHIST activities as well but not about administrative matters.

I am constantly in contact with my Board colleagues in order to be up-to-date with all projects as well as to give my advice and assistance. This past year, I was particularly involved on the organization of the São Paulo Training Course, the Mexico City conference and with the first inputs for the Milan conference.

From 8th July to the 18th August my institutional e-mail address secretarytreasurer@demhist.icom.museum was inoperative. Luckily, the I. T. technician Thomas Guinot managed to solve that problem.

5. Memberships

DEMHIST keeps increasing the number of individual and institutional members. That fact contributes towards a major richness and diversity of types of institutions, also covering more countries and variety of job experts. We are now 313 active individual members and 91 active institutional members. On the other hand we have 108 inactive individual members and 13 inactive institutional members because they did not pay their fee, moved to another committee or had not updated their data.

Just a couple of members alerted me when they changed their contact, job place or when they moved to another committee.

I promptly answered questions about membership and assisted professionals in their membership process; on certain occasions in coordination with Modestito Chan (ICOM Members Management) for a quicker processing. I checked the membership

database weekly and updated the DEMHIST mailing list because I am not alerted whenever a new member joins the committee.

6. Meetings

I collaborated organizing the VI Working Day on Historic House Museums in Portugal, held in Tormes, on the 23rd March. I attended it and made a small intervention in the closing session.

On the 16th May I represented DEMHIST signing a collaboration protocol with *Associazione Nazionale Case della Memoria*. This agreement took place at Palazzo Medici Riccardi, Sala Niccolò Pistelli, in Florence

I participated in the ICOM Annual Meeting & General Assembly that took place in Paris, at the UNESCO building, from 1 to 3 June.

I am going to attend the DEMHIST conference in Mexico City.

Elsa Rodrigues

Lisbon, 10th October, 2015

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