

ICOM CECA 2021 Report

Anne-Marie Émond
Secretary - Treasurer

Activities of the Secretary

Board meeting

This year, as last year, our meetings were held mainly online on the Zoom platform. At the first meeting on February 6, 2021, Board members were able to discuss various topics such as policies regarding projects submitted to CECA, ICOM Define; work done on the IRIS listserv; the Leuven conference; and Special Interest Groups for educator and museum professional development.

Our second meeting was held on 21 September 2021 to prepare for the 2021 General Assembly of the CECA. It was decided at that time that, as last year, this meeting would be held in virtual mode, but with a different format from the 2020 GA, namely to limit it to an hour and a half. Thus, we decided to reserve the necessary time for the President, Marie-Clarté O'Neill, to clearly present the different activities of the CECA. Afterwards, the Treasurer will present the projected expenses as of December 31, 2021 and the projected budget for the year 2022. A question period will follow this presentation. Finally, the members of the Board of Directors will be able to introduce themselves and answer questions from participants who have previously consulted the written reports on the CECA website.

A third Board meeting was held in Leuven during the CECA annual conference on 28 October 2021 to review the event in Leuven and to plan for Prague 2022 and other projects under development. I would like to thank Rosa M^a Hervás who acted as secretary due to the impossibility for the Secretary to travel abroad in the context of the pandemic.

- For the two meetings of the Administrative Council on the Zoom platform, the secretary prepared the necessary documents, i.e. an agenda, supporting documents and minutes, all presented in French, English and Spanish. All these documents are stored in the CECA digital archives.

Preparation for the CECA General Assembly

For this annual CECA event, the Secretary has prepared the necessary documents for the Board members to produce their written reports. These reports, written in the three official languages of ICOM, will be posted on the CECA website approximately 3 weeks before the General Assembly. Thus, the Secretary has :

- Developed a calendar to facilitate the preparation of Board members for the GA;
- Assisted Jeanine Pollard and Nelly Abboud in organizing registration and sending invitations to GA participants;
- Prepared the agenda and other necessary documents for the General Assembly on the Zoom platform.

Other activities of the Secretary

During this second year as Secretary, I assisted, when necessary, the work of all the members of the Board of Directors in their various functions, for example by participating in the jury for the Colette Dufresne-Tassé Research Award.

In addition, the CECA's archives are updated monthly, making it possible to keep track of the Council's various actions and to preserve the different documents created for the CECA's various activities in French, English and Spanish, in order to provide a framework for our good practices and to be able to consult them if necessary.

Finally, the Secretary prepared a tentative schedule for the 2022 elections to begin the election process early in the new year with the Board members.

Treasurer's activities

The Treasurer managed the CECA's financial resources, taking care to inform the recipients of the various awards (Best Practices; Colette Dufresne-Tassé Research Award and Young Members' Grants) of the procedures to be followed according to ICOM requirements, essentially before the activities take place.

An expenditure report with all supporting documents is sent to the ICOM manager responsible for the CECA bank account every three months (March, May, July, December).

Financial report presented at the GA

Traditionally, we presented the two budgets, the one for the current year and the one for the coming year, at the CECA General Assembly. Only one PowerPoint presentation was available, and the members of the CECA could only read the decisions of the Bureau on the spot without being able to consult the budgets in the treasurer's report in advance.

This year, in order to be more democratic in our approach, the members of the Board agreed at the meeting of September 21, 2021, that the Treasurer would present both budgets in her report, which is posted on the CECA website.

Presentation of the 2021 budget*

Income	Estimated expenditure to 31 December 2021
HSBC Bank's position at 31 December 2020	28 948,10 €
The contribution of ICOM 2021	11 637,00 €
TOTAL revenue	40 585,10 €
EXPENSES	
Annual meeting	9 680,00 €
Conference 2021 Belgium Spanish translation	
Special Interest Group Workshop Coordinators (6 x 400€)	2 400,00 €
Research workshop coordinators (0 x 400 €)	0,00 €
Special Interest Group Project on the Inclusive Museum	3 000,00 €
Publications	
ICOM Education (29) Shipping	477,44 €
Publication History of mediation in Belgium	206,25 €
Translation DeepL Pro	239,88 €
Price	
<i>Best Practices Award 2021</i>	1 650,00 €
Accommodation for 3 winners (3 x 400 €) and registration fee (3 x 150 €)	
<i>Research Grant 2021</i>	0,00 €
Accommodation for 0 winner (400 €) and registration fee (150 €)	
<i>Grant for young CECA/ICOM members</i>	3 600,00 €
Transport/accommodation/registration for 3 winners (1200€ x 3)	
Regional Conferences	
CECA-LAC Ecuador	1 500,00 €
Regional workshops	
CECA-LAC Ecuador	1 500,00 €
Virtual activities: Subscription to Zoom	1 007,28 €
Bank charges	300,00 €
Annual credit card fees	56,00 €
Website: External Hard Drives	125,00 €
TOTAL Expenditures (projected to December 31, 2021)	25 741,85 €
Balance	14843,25 €

*Planned expenditures to December 31, 2021

Presentation of the 2022 provisional budget

Income	Estimated budget 2022
HSBC Bank's position at 31 December 2021	14843,25 €
The contribution of ICOM 2021	0,00 € (TO BE DETERMINED)
Travel grant for young ICOM members	0,00 € (TO BE DETERMINED)
TOTAL revenue	14843,25 €
EXPENSES	
Annualmeeting	
Conference 2022 Prague	
ConferenceCoordinator (Preparation)	400,00 €
Special Interest Group Workshop Coordinators (10 x 400€)	4 000,00 €
Research workshop coordinators (3 x 400 €)	1 200,00 €
Travelling for the CECA from Europe + (Board member representing the CECA)	350,00 €
Travel for the CECA from America (North and South) (Board member representing the CECA)	1 000,00 €
Publications	
ICOM Education (30) Print	3 212,00 €
ICOM Education (29-30) Shipping	2 069,00 €
Revision of translations for CECA publications	*3 000,00 €
Translations DeepL Pro (subscription)	288,00 €
Price	
<i>Best Practices Award 2022</i> Accommodation for 5 winners (5 x 400 €) and registration fee (5 x 350 €)	3 750,00 €
<i>Research Grant 2022</i> Accommodation for 1 winner (400 €) and registration fee (350 €)	750,00 €
<i>Grant for young CECA/ICOM members</i> Transport/accommodation/registration for 3 winners (1,200€ x 3)	3 600,00 €
RegionalConferences	3 000,00 €
Regional workshops	3 000,00 €
Virtual activities: Subscription to Zoom	1 010,00 €
Bank charges	400,00 €
Annualcreditcardfees	56,00 €
TOTAL Expenditures	31085,00 €
Balance	(-16241,75 €)

*Amount to be determined, it is an estimate.