

## **ICOM CECA 2022 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. The objective was to prepare the CECA conference at the ICOM General Conference in Prague. We had to consider the impressive number of participants, members of the CECA, and to elaborate the right conditions to be able to offer them quality activities marking a return to face-to-face and partially in hybrid mode. It should be noted that the members of the CECA have expressed their desire to meet in Prague.

A meeting of the old and new CECA Board was held in Prague on August 22, 2022, to review the three-year term that had just ended, the last two of which were during a pandemic. This meeting was necessary to plan the organization of the work of the office. There are many tasks to accomplish in order to serve the members of the CECA and for this reason other tasks will be distributed later. Many projects are under development, including the annual CECA conference in 2023.

- For the meeting of the Board in Prague, the secretary prepared the necessary documents, i.e. an agenda, annexed documents and minutes, all presented in French, English and Spanish. All these documents are stored in the digital archives of the CECA.

#### **Preparation for the ECSC General Assembly**

For this annual event of the CECA, the Secretary has prepared the necessary documents, so that the members of the Bureau can produce their written reports. These reports, written in the three official languages of ICOM, will be posted on the CECA website about 3 weeks before the General Assembly which will take place on January 14, 2023 with the agreement of the ICOM Secretariat due to the numerous tasks and activities of CECA. Thus, the Secretary has :

- Developed a calendar to facilitate the preparation of the board members for the GA;
- Will assist board members in organizing registration and sending invitations to GA participants;
- Prepare the other documents necessary for the holding of the General Assembly on the Zoom platform.

### **Other activities of the Secretary**

In the year of the CECA elections, the Secretary prepared a new calendar which was modified according to new guidelines from the ICOM Secretariat.

In addition, during this third year as Secretary, I have assisted, when necessary, the work of all the board members in their different functions, for example accompanying the winners of the CECA Young Members Scholarships and the Good Practice Awards, to facilitate their coming to Prague, considering the difficulties of travelling due to the pandemic, still present for some.

In addition, the CECA archives are updated monthly, which allows us to accumulate the different actions of the office and to keep the different documents created for the various activities of the CECA in French, English and Spanish, to give a framework to our good practices and to be able to consult them if necessary.

### **Treasurer's activities**

The Treasurer managed the financial resources of the CECA, taking care to inform the recipients of the various awards (Best Practices and Young Members' Grants) of the procedures to be followed according to the requirements of the ICOM, essentially before the activities took place.

An expense 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 AGM**

Traditionally, we presented both budgets, the current year's and the upcoming year's, at the CECA General Assembly. Only one PowerPoint presentation was available and the CECA members could only read the decisions of the board on the spot without being able to consult the budgets in the treasurer's report in advance. This year, as last year, the Treasurer presents both budgets in her report, which is posted on the CECA website.

## Presentation of the 2022 budget forecast

<b>Income</b>	<b>Estimated budget 2022</b>	<b>Projected figures December 31, 2022</b>
HSBC Bank's position at December 31, 2021	<b>17 225,59 €</b>	<b>17 225,59 €</b>
The contribution of ICOM 2022	10 323,00 €	10 323,00 €
Reimbursement London Acts 2017	792,00 €	792,00 €
<b>TOTAL revenues</b>	<b>28 340,59 €</b>	<b>28 340,59 €</b>
<b>EXPENSES</b>		
<b>Annual meeting</b>		
<i>Conference 2022 Prague</i>		
Conference Coordinator (Preparation)	400,00 €	400,00 €
Holiday Inn Sessions	1 006,96 €	2 253,30 €
Special Interest Group Workshop Coordinators (6 x 400 €=2400) (6 x 350 €=2100)	4 500,00 €	2 900,00 €
Research workshop coordinators (3 x 400 €)	1 200,00 €	400,00 €
Travelling for the CECA from Europe + (member of the board representing the CECA)	350,00 €	0,00 €
Travel for the CECA from America (North and South) (member of the board representing the CECA)	1 000,00 €	236,76 €
<b>Publications</b>		
ICOM Education (30) Print	3 212,00 €	0,00 €
ICOM Education (29-30) Shipping	2 069,00 €	250,95 €
Review of translations for CECA publications	2 500,00 €	0,00 €
Translations DeepL Pro (subscription)	576,00 €	239,88 €
<b>Price</b>		
<i>Best Practices Award 2022</i>	3 750,00 €	3 453,43 €
Accommodation for 5 winners (5 x 400 €) and registration fees (5 x 350 €)		
<i>Research Award 2022</i>	750,00 €	0,00 €
Accommodation for 1 winner (400 €) and registration fee (350 €)		
<i>Scholarships for young CECA members</i>	4 800,00 €	4 762,18 €
Transportation/accommodation/registration for 3 winners (1 200 € x 3) (+ last year's winner (1 200))		
<b>Regional conferences</b> (2 x 1500 €)	3 000,00 €	2 702,20 €
<b>Regional workshops</b> (2 x 1500 €)	3 000,00 €	1 777,67 €
Virtual activities: Subscription to Zoom	1 010,00 €	1 010,00 €
Bank fees	150,00 €	346,80 €
Annual credit card fees	56,00 €	56,00 €
MailChimp	0,00 €	708,53 €
<b>TOTAL expenses</b>	<b>33 329,96 €</b>	<b>21 497,70 €</b>
<b>Balance</b>	<b>(-4 989,37€)</b>	<b>6 842,89 €</b>

## Presentation of the 2023 budget forecast

<b>Income</b>	<b>Estimated budget 2023</b>
HSBC Bank's position at December 31, 2022	<b>6 842,89 €</b>
The contribution of ICOM 2023 (forecast)	10 323,00 €
<b>TOTAL revenues</b>	<b>17 165,89 €</b>
<b>EXPENSES</b>	
<b>Annual meeting</b> <i>2023 Conference</i>	
CECA's contribution to the 2023 conference	3 000,00 €
Special Interest Group Workshop Coordinators (6 x 400 €=2400) (6 x 350 €=2100)	4 500,00 €
Workshop coordinator for research (1 x 400 €) (1x 350 €)	750,00 €
Travelling for the CECA (member of the board representing the CECA)	750,00 €
<b>Publications</b>	
Translations DeepL (subscription)	239,88 €
<b>Price</b>	
<i>Best Practices Award 2022</i>	2 250,00 €
Accommodation for 3 winners (3 x 400 €) and registration fees (3 x 350 €)	
<i>Research Award 2022</i>	750,00 €
Accommodation for 1 winner (400 €) and registration fee (350 €)	
<b>Regional conferences</b> (1 x 1500 €)	1 500,00 €
<b>Regional workshops</b> (1 x 1500 €)	1 500,00 €
Virtual activities: Subscription to Zoom	1 010,00 €
Bank fees	150,00 €
Annual credit card fees	56,00 €
MailChimp	710,01 €
<b>TOTAL expenses</b>	<b>17 165,89</b>
<b>Balance</b>	<b>0,00 €</b>