



Demeures historiques-musées
Historic House Museums
Residencias históricas-museos

Report of the Secretary Treasurer November 2012 - August 2013

1. Finance

On the 31st December 2012 I transferred the DEMHIST money that was in a BPI Bank account in Portugal to the HSBC Bank in Paris to a DEMHIST account that ICOM have opened just with the purpose of having all the ICOM International Committees accounts under the same umbrella of an ICOM account. From the amount €19,906.62 I have transferred €18,000.00 and retained 1,006.62 as petty cash.

1.1. Account

The accounting has been made in euro currency.
On the 2nd November 2012, the balance of the DEMHIST account was €20,934.70.

Accounting November, 2012 – August, 2013

Assets	5.11.12	20,934.70
Expenses		
Los Angeles Conference Translation Services	14.11.12	1,737.15
Administration		5.00
Los Angeles Conference Gifts	29.11.12	207.50
Money Transfer Fee	31.12.12	3.38
Telecommunication	06.01.13	10.00
Telecommunication	07.01.13	10.00
Postage Cost	15.01.13	3.75
Postage Cost	25.06.13	5.10
Telecommunication	28.06.13	4.00
Scholarships	15.07.13	2,500.00
Rio Conference Gifts	30.07.13	200.00
Send proceedings to Rio	03.08.13	497.00
Keynote speaker Grant	03.08.13	2,500.00
Bank taxes	03.08.13	31.00
Expenses Sum		7,713.88

Income

Sale proceedings	11.11.12	25.00	
ICOM subventions	16.11.12	7,109.00	
Sale proceedings	07.03.13	25.00	
Sale proceedings	17.04.13	20.00	Paid in cash
ICOM subventions	16.05.13	6,954.00	
Income Sum		14,133.00	

Total assets on the 5.08.13 **27,353.82**

Of which, held in petty cash on the 5.08.13 **296.82**

Explanatory notes about the expenses:

The DEMHIST / ICOM-CC conference in Los Angeles at the Getty Centre had simultaneous translation from English into Spanish and vice versa. The translations were assured by Translations 4 All, Inc. The amount to pay was 2.170,00 Dollars which was converted into 1,711.15 Euros + 26.00 Euros of transfer rates.

On the 29th of November I have paid to Peter Keller (DEMHIST chair) the amount of €207.50 to cover the expense he had with the gifts that he bought to the DEMHIST / ICOM-CC conference organisers. The gifts were chocolates, CDs and DVDs.

DEMHIST gave two scholarships of 1,250.00 to two young DEMHIST members to help them to attend the Rio conference. Their names are Hillary Walker-Gugan from Canada and Marina Margarita Hernández Aguilar from Mexico.

I have bought twenty-two ceramic swallows to offer to the DEMHIST organizer team and to the historic houses that we are going to see in São Paulo and in Rio during the DEMHIST conference. John Barnes also bought some gifts to the organisers. I paid €200.00 from the petty cash.

I sent four boxes of DEMHIST proceedings to Rio. I have paid €497.00 from the petty cash.

From the 1,006.62 + €20.00 (proceedings sale) which I had as petty cash I had spent €684.80 along these months. I still have €296.82.

DEMHIST has given a grant of €2,500.00 to Eduardo Subirats, the keynote speaker in the Rio conference.

Explanatory notes about the income:

On the 16th November DEMHIST received €4,609.00 of ICOM annual subsidy. This amount is taken from membership fee and ICOM basic funding for the committee. On the same day we received €2,500.00 of ICOM special project grant to cover simultaneous translation costs in the Los Angeles conference.

On the 16th May DEMHIST received €6,954.00 of ICOM annual subsidy. This amount is taken from membership fees. 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

Two items of each DEMHIST proceedings were offered by Maria de Jesus Monge (DEMHIST vice-chair) to the Getty Conservation Institute during the DEMHIST/ICOM-CC conference in Los Angeles, 6-9 November 2012, in order to express our thankfulness for their hospitality.

Four items of each DEMHIST proceedings from 2001 and 2002 conferences were offered by Maria de Jesus Monge and by Elsa Rodrigues during the IV Working Day on Historic House Museums, 8 April 2013, in order to express our thankfulness for the hospitality of Ana Clara Silva (director of the House Museums Guerra Junqueiro), to Olga Maia (from Oporto Municipality), to the library of the National Museum Soares dos Reis (in Oporto) and to Carlos Jorge (Oporto University).

Two items of each DEMHIST proceedings were offered by Elsa Rodrigues and from Luc Vanackere to John Barnes and its team during the DEMHIST board meeting in London.

Thirty items of the DEMHIST proceedings from Barcelona conference in 2001, ninety items of the DEMHIST proceedings from Amsterdam conference in 2002, thirty items of DEMHIST proceedings from Antwerp conference in 2011 and one hundred fifty DEMHIST flyers were sent to Brazil to be available at the DEMHIST booth in ICOM EXPO in Rio, in Cidade das Artes building. This is part of DEMHIST communication policy. They will be distributed. Those who are interested in reading them can take them for free.

3. Website

The website information has been updated regularly by the Peter Keller.

4. Administration

I have sent 102 messages informing members about conferences, meetings, publications and other useful information along this period. I have also answered those who wrote to me with all sorts of questions.

I am particularly thankful for those who sent me information to spread among DEMHIST members. Thank you all for your support.

5. Memberships

DEMHIST have seven new individual members.

Six members have actualized their contacts because they changed their email

addresses, their work addresses or even their surname because they got married.

One member had quit of being a DEMHIST member because she moved to another job.

I have been trying to solve the problem of the returned mails to my e-mail box. I did an accurate research and I realized that most returned mails belong to unknown e-mail boxes. However I managed to actualize ten e-mail addresses. I have learnt that in most cases that happened because members changed their job places but do not informed ICOM or DEMHIST. In some other situations happened that museums have a new tutelage and so the e-mail addresses changed but again members did not informed ICOM or DEMHIST.

I also contacted the ICOM secretariat in Paris due to this situation. The DEMHIST membership database has been actualized but it still has problems.

6. Meetings

I have collaborated in the IV working meeting on Historic House Museums in Portugal, held in Oporto, on the 8th April.

I am going to attend the DEMHIST conference in Rio de Janeiro.

Lisbon, 6th August, 2013
Elsa Rodrigues

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