



**Notice is hereby given of the Meeting of the
Southland Museum & Art Gallery Trust Board Inc
to be held in the Chambers,
Invercargill City Council, 101 Esk Street, Invercargill
on Thursday 5 December 2019 at 3.00 pm**

Cr T M Biddle (Chair)
Cr D Ludlow
Cr R Amundsen
Cr N Paterson
Ms G Neave
Mr R Eagles
Ms E Cook

JULIE THOMPSON
For Secretary

Mission Statement

- **To celebrate our people, land and culture.**

Vision Statement

- **We are a nationally respected, unique, innovative, vibrant attraction providing a must-do family experience with a positive culture from a team that is excited to be there, supported by diverse funding and revenue streams, and meaningful partnerships protecting the collection of Southland, as custodians of our heritage.**

Core Values of Southland Museum and Art Gallery:

1. **Honesty / Integrity**
(Do what is right – not what is easy)
2. **Respect / Empathy**
(Put yourself in their shoes)
3. **Motivation / Fun / Enthusiasm**
(What gives us energy – the passion we share)
4. **Open minded**
(Opportunities not problems)
5. **Transparency / Communication**
(Clear and open intention of actions)

A G E N D A

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2. **APOLOGIES**
 3. **INTEREST REGISTER**
 4. **MINUTES OF MEETING – 3 OCTOBER 2019**
 - 4.1 Matters Arising from previous minutes
 - 4.2 Action Sheet
 - 4.3 Items for Review 2020
 5. **FINANCIALS**
 - 5.1 Financial Report
 6. **OPERATIONAL REPORT**
 - 6.1 SMAG Manager’s Report for October / November 2019
 - 6.1.1 Attachment – Relocation Plan
 7. **CORRESPONDENCE**
 8. **GENERAL**
 9. **PUBLIC EXCLUDED SESSION**

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

(a) Minutes of the public excluded session held on 3 October 2019

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of the public excluded session held on 3 October 2019	Enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

Southland Museum & Art Gallery Trust Board Interest Register

Last updated:
November 2019

Current						
Full name	Position	From	To	Entity	Interest	Comment
Cr Rebecca Amundsen	Trustee	7 Nov 2017		Invercargill City Council Southland Regional Heritage Committee Venture Southland Invercargill City Charitable Trust Dan Davin Literary Foundation Archdraught Limited BP ORR Limited TASK Limited Heritage South Arts Murihiku	Councillor Member ICC Council Representative Trustee Trustee Director / Shareholder Director / Shareholder Director / Shareholder Contractor Trustee	
Cr Toni Biddle	Trustee	26 Oct 2016		Invercargill City Council Invercargill Venue & Events Management Ltd Invercargill Community Recreation and Sports Trust McIntyre Dick & Partner Active Communities	Councillor Director Trustee Husband Kris - CEO Trustee	
Cr Paul Duffy	Trustee			Southland District Council Southland Regional Heritage Committee South Catlins Charitable Trust Mayo Downs Limited Southland Heritage Building Preservation Trust Arts Murihiku Toitois Tokanui Lions Beachhouse Holdings Limited	Councillor Chair Chair Partner Trustee Chair Member Partner	
Roger Eagles	Trustee	October 2018		Eagles Eagles Redpath FINA Masters Swimming Committee Aquatic NZ Inc Grose Investments Limited	Partner Member Chair Director	
Cr Darren Ludlow	Trustee	17 Nov 2004		Invercargill City Council Radio Southland Invercargill City Holdings Ltd Invercargill Venue & Events Management Ltd Healthy Families Invercargill Murihiku Maori Wardens Incorporated Southland Community Law Centre Invercargill City Property Limited	Councillor Manager Director Director Board Member Board Member Board Member Director	

Southland Museum & Art Gallery Trust Board Meeting Agenda - Interest Register

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Current						
Full name	Position	From	To	Entity	Interest	Comment
Gwen Neave	Trustee	28 Nov 2001		Venture Southland Trust Southland Community Education Programme Incorp N Z Council Of Victim Support Groups Incorp Invercargill and Districts Victim Support Grp Incorp Arts Murihiku	Trustee Executive Member Board Member Committee Member	
Cr Neil Patterson	Trustee	20 Nov 2013		Southland District Council	Councillor	
Evelyn Cook	Trustee	4 July 2019		Te Rūnanga o Ngāi Tahu Te Whānau a Neke Trust Rakiura Māori Land Trust Māori Advisory Group Strengthening Families Waihōpai Rūnaka Te Rūnaka o Awarua	Beneficiary Owner Owner Member – Awarua Iwi Representative Member Member	
Cameron McIntosh	ICC Director			Invercargill City Council	ICC Works & Services Director	
David Luoni	Manager			Invercargill City Council Bluff Maritime Museum Southland Art Foundation SRHC	Museum Manager SMAG Representative SMAG Representative Advisor	

**MINUTES OF THE SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
HELD IN THE COUNCIL CHAMBERS, INVERCARGILL CITY COUNCIL,
101 ESK STREET, INVERCARGILL ON THURSDAY 3 OCTOBER 2019 AT
3.00 PM**

PRESENT:

Board Members

Cr T M Biddle (Chair)
Cr D Ludlow
Cr R Amundsen
Cr G MacPherson
Cr N Paterson
Mr J Watson
Ms E Cook

ICC Staff in attendance

Mr David Luoni (Manager)
Mrs Julie Thompson (minute taker)

In attendance

Mr P Duffy

2. APOLOGIES

Ms G Neave

Cr D Ludlow, Mr P Duffy and Mr R Eagles for lateness.

Moved Cr Patterson, seconded Mr Watson and **RESOLVED** that the apologies be accepted.

3. INTEREST REGISTER

Nil.

4. CONFIRMATION OF MINUTES

Moved Cr Ludlow, seconded Cr Amundsen and **RESOLVED** that the minutes of the meeting held on Thursday 5 September 2019 be accepted with an amendment.

Mr P Duffy to be removed from Board Members present and added 'In attendance'.

4.1 Action Sheet

Nil

4.2 Matters Arising from the Minutes

Nil

4.3 ***Items for Review 2020***

Nil

5. **FINANCIAL REPORTS**

5.1 ***Financial Report***

Cr Biddle spoke on behalf of Mr Botting's report.

Moved Cr Biddle, seconded Cr Ludlow and **RESOLVED** that the payments for authorisation be approved.

6. **OPERATIONAL REPORT**

6.1 ***Manager's Report for September 2019***

The report was circulated and Mr Luoni spoke to it.

Mr Luoni took the Board through the progress on the new location and the work to be undertaken before the museum opening. He also went through the process on moving the articles, with Bronwyn Simes having started a draft collection relocation plan, which will be refined and presented to the Board in readiness for the transfer.

Moved Cr Biddle, seconded Ms Cook and **RESOLVED** that the operational report be received.

Note: Mr P Duffy joined the meeting at 3.10 pm.

7. **CORRESPONDENCE**

Nil

8. **GENERAL BUSINESS**

Cr Biddle acknowledged the board members leaving (Cr G Macpherson and Mr J Watson) and spoke of the time they spent on the board. She appreciated the contributions and discussion they had during her time as Chair for the Board.

9. **PUBLIC EXCLUDED SESSION**

Moved Cr Biddle, seconded Cr Ludlow and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of the public excluded session held on 5 September 2019	Enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)
(b) Report from Clare Hadley – ICC Chief Executive	Enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

There being no further business the meeting closed at 4.00 pm.

Next meeting: Thursday 7 November 2019 in Invercargill at 3.00 pm.



ACTION SHEET

Held on 3 October 2019

Originating Date	Item #	Item Description	Action to be taken	Action by	Due date
06/06/19		Te Tangata Jane Davis	Invitation to Jane's whanau - waiting on families wishes. <i>WIP</i>	Toni	3 October
05/09/19		Washing of the Roof	Scheduled in December – David to liaise and be completed	David	December
03/10/19		Dame Kiri Te Kanawa	Toni to make contact and invite Dame Kiri Te Kanawa to the Museum opening when the date has been confirmed	Toni	December

SOUTHLAND MUSEUM & ART GALLERY TRUST BOARD 2018/19 – TIMELINE											
Item Due For Review 2019/20											
	Jul	Aug	Sep	Oct	Nov	Dec	Feb	Mar	Apr	May	Jun
DRAFT Annual Report reviewed		✓									
Final Annual Report Signoff [Due to ICC & SDC]			30/9								
Management fee automatic payment form updated			✓								
Business Plan Workshop				✓							
Business Plan Review					✓						
Bequest Term deposit renewal						✓					
AGM						✓					
Review of Draft Statement of Intent						✓					
Draft Statement of Intent [Due to ICC & SDC]							28/2				
6 Monthly Financials [Due to ICC & SDC]							28/2				
Fraud Policy / Delegation policy review									✓		
Impairment of Building / asset valuation review										✓	
Final Statement of Intent [Due to ICC & SDC]											30/6
Trustees review interest register	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD

FROM: JAIMEE BOTTING, ACCOUNTANT

MEETING DATE: THURSDAY 5 DECEMBER 2019

FINANCIAL REPORT

SUMMARY

Financial update which includes the Financial Report for the four months ending 31 October 2019 & payments and term deposit instructions for authorisation.
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RECOMMENDATIONS

That the monthly financial report for the four months ended 31 October 2019 be received.

AND

That the payments for authorisation be approved.

AND

That the instructions for the term deposit be determined and approved.

MONTHLY FINANCIAL REPORT FOR THE FOUR MONTHS ENDING 31 OCTOBER 2019

See Appendix A:

PAYMENTS FOR AUTHORISATION

\$687.70 is payable to Invercargill Public Art Gallery Inc for ½ share of IPAG's legal fees for Kelvin Street Lease review from June to August 2019.

\$520.60 is payable to French Burt Partners for SMAG's legal fees for Kelvin Street Lease review between January and June 2019.

\$517.50 is payable to McCarthy Media and Communications Ltd for media release work in October 2019.

\$1380.00 is payable to McCarthy Media and Communications Ltd for media release work in September 2019.

\$51.11 is payable to the Charities Services for the annual Charity return.

\$130.00 is payable to Invercargill City Council for the hire of the Drawing room for the AGM.

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TERM DEPOSIT RENEWAL

On the 27 December 2019, the Bequest term deposit of \$218,874.00 matures.

It is recommended to roll the term deposit with interest for 186 days to mature on the 30 June 2020 (to align with the Trust's year-end)

Current rates:	90 days: 2.05%	180 days: 2.70%
	270 days: 2.75%	1 year: 2.60%

APPENDIX A:

Southland Museum and Art Gallery Trust Board

Monthly financial report for the 4 Months Ended 31 October 2019

<u>Overall Position</u>		<i>Actual YTD</i>
Net Operating Profit/(Loss)		2,753
Net Cashflow movements		40,092
Cash position		438,815 (includes \$219k on term deposit (matures Dec 2019))

<u>Administration</u>	<i>Actual YTD</i>	<i>Forecast for year</i>	
<u>Income</u>			
Grant - SRHC	387,206	1,161,617	To be used towards the collection
Service Contract - ICC - Museum oper	325,816	977,449	To be used to operate a museum
Service Contract - ICC - Trust operat	6,667	20,000	To be used to operate Trust
Donations & Bequests	-		Bequest with conditions
Interest - Bank	38		
Interest - Investment Accounts	3,643		
Total Income	723,370	2,159,066	
<u>Expenditure</u>			
Museum management fee	713,022	2,139,066	Paid to ICC to operate a museum and use towards the collection
Legal fees	858		
General expenses	317	10,000	Forecast to cover all other expenses
Media Support	1,100		
Bank fees	-		
Audit fees	(0)	10,000	Accrued at end of year
Depreciation & impairment	2,620	7,860	
Total Expenditure	717,917	2,166,926	
Net Operating Profit/(Loss)	5,453	(7,860)	
Capital purchases	0	0	

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Southland Museum and Art Gallery Trust Board

Monthly financial report for the 4 Months Ended 31 October 2019

<u>Redevelopment</u>	<i>Actual 2019/20 YTD</i>	<i>Total Project funding & costs since 1 Jul 2017</i>
Income		
Grants - Received this year	-	-
Grants - Received previous years	-	255,190 <i>Actuals recognised when condition fulfilled</i>
Total Income	-	255,190
Expenditure		
Strategic review	2,700	71,930
Consultation	-	22,521
Total Expenditure	2,700	94,451
Net Operating Profit/(Loss)	(2,700)	160,739
Capital - Work in Progress		

<u>Reserves & Funds</u>	<i>Balance</i>	<i>Condition</i>
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Restricted reserve

Estate C F Broadley - Tuatara	47,958	To be spent on Tuatara
Estate D I Alloo - Tuatara	55,647	To be spent on Tuatara
Estate D I Alloo - Natural History	158,650	To be spent on Natural History Gallery
	262,256	

Special purpose reserve

Education Service Reserve	11,269	For the delivery of curriculum support programmes
Baird Library	742	To be spent on books for the collection
Collection acquisitions	26,482	To be spent on capital items for the collection
	38,493	

Redevelopment funds

Unused grants with conditions - ICC	52,769	To be used on museum development
	52,769	

TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD

FROM: DAVID LUONI, MANAGER

MEETING DATE: THURSDAY 5 DECEMBER 2019

OPERATIONAL REPORT FOR OCTOBER / NOVEMBER 2019

SUMMARY

Report on the operation of the Invercargill City Council Museum contract for October and November 2019.

RECOMMENDATIONS

That my report be received.

MONTHLY REPORT

Staffing

No changes with the exception of my role.

My 12 month secondment ends on 6 December 2019. To help ensure the successful opening of the transitional space, I have agreed to work two days a week on that project from 13 January to 29 May 2020.

I will ask Cameron McIntosh to brief you, as to how the Invercargill City Council (ICC) intends to deal with SMAG's operational management and reporting going forward.

Building Considerations

As planned (and endorsed), Gunac Tyries (2013) Ltd are booked to clean, prime and paint the roof of the Pyramid in January - February 2020 to ensure it remains watertight until the Collection is relocated. The ICC's Building Assets team will manage this work. The cost is \$69,436.00 plus GST and will be allocated from the Building Assets budget for the maintenance of the museum buildings. This aligns with the price indicated in my recommendation back in February with a \$2,000 increase for crane hire.

Temporary Exhibition Space – 42 Kelvin Street

The building fit out work is well under way. The estimated completion date of the building work, sub-trades and the installation of the climate control (HVAC) system is 10 February 2020. The commissioning of the HVAC requires a further fortnight, taking us through to 21 February.

The curatorial team has consistently signposted an eight week exhibition fit out timeframe. Allowing a two week buffer for the building fit out, this points to an opening in the last week of April.

Exhibitions

Our two joint exhibitions at Ngāi Tahu's recent Hui-A-Iwi were highly successful.

Collaborating with Te Rūnanga o Ngāi Tahu's Archives Team saw us share significant taonga from the collection, cross referenced against early maps recording iwi history. This was the first time taonga from museum collections has been shared at a Hui-A-Iwi and the first time we have worked with the Archives team. This bodes well for future joint projects.

With IPAG we also presented a participatory art experience, using tīfī as a metaphor to express southern identity. This Facebook comment from Louise Fowler captures the general response:

'It is an inspiring exhibit, and intensely meaningful when the moko put their heart and soul into their contribution and name their tīfī island as well special - great idea- well done organisers.'

Tuatara

Department of Conservation's (DOC) translocation plan for the approximately 80 surplus tuatara is now scheduled for autumn 2020. I have asked David Dudfield and Lindsay Hazley to lead the logistics at our end and to report to the Chair. The translocation is the precursor to DOC granting our new permit under the Wildlife Act and to the establishment of the inter iwi Memorandum of Understanding.

Professor Bishop of Otago University's Zoology Department has invited Lindsay Hazley to attend the World Herpetology Conference in Dunedin in early January 2020 and bring two tuatara to display. Professor Bishop has sought and obtained Ngāti Koata's approval for this, which links well with a paper that Louisa Paul (Ngāti Koata's Cultural Manager) is presenting on Tuatara conservation and policy. We are also seeking the Iwi Liaison Komoti's endorsement (2 December 2019). The two animals will be displayed in an enclosure, rather than a hands on encounter. DOC's tuatara animal husbandry protocols will be observed.

Collection Relocation Plan

The relocation plan has been completed and a digital copy accompanies this report. Its goal is to have the collection ready for relocation by the end of 2023. Pending the appointment of a new Museum manager, SMAG's Collection Manager (Kimberley Stephenson) and Curatorial Manager (David Dudfield) will report progress against it.

Loans

We have lent three collection items to Te Papa for an exhibition entitled Tamatea: He Tūtakinga Tuku Iho (Legacies of Encounter) which responds to the Tuia 250 commemorations. The items are SMAG's William Hodges painting entitled 'Maori before a Waterfall in Dusky Bay', a Hoe (paddle) and a Rakau atua (god head).

Evelyn Cook and Bubba Thompson graciously represented the Murihiku Rūnaka and ensured appropriate tikanga was observed when the care of the taonga was handed over to Te Papa. I'd also like to thank Michael Skerrett for leading the blessing that opened the exhibition on 9 November 2019. It runs until 7 June 2020.

The staff's professionalism shone through while working through the logistics of the loan. I would like to thank and acknowledge Erin Tuhura who looked after most of the detail and who accompanied the taonga north.

Communication Plan

Since October we have actively shared our work with the community, primarily via Facebook, in line with the agreed Communication Plan. If you haven't already seen it, please have a look at the video we posted on 25 October 2019 which showcases the staff's work preparing the collection for relocation and sign posting that the transitional space is on the way. The central aim is to regularly point to relevance and activity.

Financial – First Quarter – 2019 / 2020 financial year

We are tracking within budget. The first quarter summary records a \$272,000 deficit, lower than the forecast deficit of \$389,000. The variance is a product of under spends from delays in beginning work at 42 Kelvin Street. The deficit is a result of the annual Infrastructure & Finance Overhead Charges, totalling \$406,000, being applied in full in the first quarter of the year. The deficit will decrease as we progress through the year and receive grant and service contract revenue.

Southland Museum & Art Gallery Trust Board Meeting Agenda - Operational Report

Prep for Move			Previous	2019		2020		2020		2021		2021		2022	
	Activity	Resource	Previous	July	Oct	Jan	April	July	Oct	Jan	April	July	Oct	Jan	April
				Aug	Nov	Feb	May	Aug	Nov	Feb	May	Aug	Nov	Feb	May
				Sept	Dec	March	June	Sept	Dec	March	June	Sept	Dec	March	June
Collection Management Activities		Management													
	Collection Management	Audit, manage, materials etc.	Kimberley												
	Procedures	Summary coll man stage from 1 - 3 user simple format table	Kimberley												
	Procedures	Manuals completed/updated	Kimberley												
	Training	On going for all new relevant staff	Kimberley												
	Stage 1 data	x14 departments	Kimberley	13											
	Assessment of the Collection	Collection curator													1
New Acquisitions		Process, data and packing													
	>2015	[stripped] Stage 1 data entry	Erin		450	450	450	450	450	450					
	>2015	Stage 1 data entry final	Other												
	<2015	Hospital material assessment	Collection curator												
		Hospital acquisitions	Erin												
Collection Prep for Move		Prep to move; data and packing													
	Data enter and/or check and complete		Kimberley	data across all collection areas											
16	NH: freezer -	Items to be deaccessioned	Kimberley	100%											
31	Kōiwi tangata	Not yet removed or handed over	Kimberley	100% data											
28	NH - wet collection	Safety cabinet	Kimberley	90%											
4	Archives: 2D - museum business records	As required	Kimberley	10%											
13	Fine Art: 2D	Solander boxes	Kimberley												
9	Fine Art, Photo, Archive: glazed in standard frames	Collapsible crates	Kimberley												
2	Archive: 2D small		Chontelle & Laura	215 boxes	95	100	20								
30	Rare books and library	Boxed	Chontelle & Laura	xx =90%											
3	Archive: 2D large - maps, plans		Chontelle & Laura				xx								
5	[Vault] Armoury - guns, weapons, coins and medals.		Laura					xx							
21	Textiles: hanging	Hanging	Chontelle					xx							
17	NH - geology	J.D for contractor (2 month)+ H&S requirements	Kimberley												
17	NH - geology (contractor to identify hazard material first)		Contractor						**						
17	NH - geology	Data and pack all	Chontelle & Laura												
18	NH - native species - taxidermy, skins, marine mammals	Data + DOC requirements	Kimberley				change								
18	NH - taxidermy, skins	Mixed packaging + support	Chontelle & Laura												
18	NH - taxidermy, skins	Data	Kimberley + contractor				*								
24	Time based media	??corflute or tubs	Chontelle & Laura												
14	NH Marine - shells, coral	Min change	Chontelle & Laura												
15	NH - eggs	Min change	Chontelle & Laura												
27	NH: 2D - plant specimens	Min change	Chontelle & Laura												
1	Archaeology	50% as is, 50 pack into cubes	Chontelle & Laura												
6	Cultural History: mid-small - misc.	Stays upstairs (some open crates)	Alan & Craig							36	18				
7	Cultural History	Prep and final object	Chontelle & Laura												

Southland Museum & Art Gallery Trust Board Meeting Agenda - Operational Report

7	Cultural History: large /heavy	Crates build and assemble	Alan & Craig	210 = 50%	28	24	27	35	31										
10	Fine Arts, Archive: unglazed or original frame	Travel frames	Alan		19			9											
11	Fine Art: 3D large - sculpture, installation.	Crates and plinths	Alan & Craig					5	5										
8	Cultural History: large /heavy	data, nesting into corflute	PersonA																
12	Fine Art: rolled	Rolled	PersonA																
22	Textiles: rolled	Rolled	PersonA +Erin																
29	Photography: small format	Data	PersonA																
25	Taonga Maori: 3D small - pounamu, bone, shell etc.	Nesting required	PersonB																
19	Oceania: 3D	Pack to corflute	PersonB																
20	Oceania: rolled - textiles	Rolled	PersonB +Erin +Ari?																
23	Textiles: flat storage	Flat move as is Stage 1 data	Erin data																
26	Taonga Maori textiles: flat storage	Flat move as is Stage 1	Erin data																
32	Special inc Derry Castle punt																		
Public Engagement																			
	Pop Up(s): initial		Kimberley 20%																
	Pop Up(s): initial		Craig																
	Pop Up(s): initial		Alan & Craig																
	Pop Up(s) public experience		Curator																
	Pop Up 2nd Touring Exhibition		Davy				*												
	Pop Up 2nd Touring Exhibition		Kimberley ? 20%																
	Pop Up 2nd Touring Exhibition		Craig																
	Pop Up 2nd Touring Exhibition		Alan																
	Pop Up 3rd inhouse collection [Wild]		Davy																
	Pop Up 3rd inhouse collection [Wild]		Davy																
	Pop Up 3rd inhouse collection [Wild]		Davy																
	Pop Up 3rd inhouse collection [Wild]		Kimberley ? 20%																
	Pop Up 3rd inhouse collection [Wild]		Craig																
Business as usual																			
	Business as usual inc loans etc.		Kimberley 20%																
	Business as usual inc loans		Davy																