



**Notice is hereby given of the Meeting of the
Southland Museum & Art Gallery Trust Board Inc.
Meeting proceedings are being held via audio / visual
link via the platform of Zoom due to COVID-19,
on Thursday 2 April 2020 at 3.00 pm**

Cr T M Biddle (Chair)
Cr D Ludlow
Cr R Amundsen
Mayor Gary Tong
Cr C Menzies
Cr B Highsted
Ms G Neave
Mr R Eagles
Ms E Cook
Mrs C Henderson

JULIE THOMPSON
For Secretary

A G E N D A

- Page**
2. **APOLOGIES**
 3. **INTEREST REGISTER**
A2531243
 4. **MINUTES OF MEETING - 27 FEBRUARY 2020**
A2875960
 - 4.1 Matters Arising from previous minutes
 - 4.2 **Action Sheet**
A2950664
 - 4.3 **Items for Review 2020**
A2748510
 5. **FINANCIALS**
 - 5.1 **Financial Report**
A2963330
 6. **OPERATIONAL REPORT**
 - 6.1 **SMAG Manager's Report for March 2020**
A2970783
 7. **CORRESPONDENCE**
 8. **GENERAL**
 - 8.1 **Re-Tabled Report from Mr Roger Eagles - Releasing the Tim Walker Report**
A2961627
 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 27 February 2020

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) 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 27 February 2020	Section 7(2)(i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48 (1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

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

A2531243

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	
Mayor Gary Tong				Awaiting information		
Cr Christine Menzies				Awaiting information		
Christine (Chris) Henderson				Awaiting information		
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	

**MINUTES OF THE SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
HELD IN THE COUNCIL CHAMBERS, INVERCARGILL CITY COUNCIL,
101 ESK STREET, INVERCARGILL ON THURSDAY 27 FEBRUARY 2020 AT
3.30 PM**

PRESENT: Cr T M Biddle (Chair)
Cr D Ludlow
Cr R Amundsen
Mayor G Tong
Cr C Menzies
Mrs G Neave
Mr R Eagles
Ms E Cook
Mrs C Henderson

In attendance: Mr Paul Duffy
Mr J Botting (Financial Controller)
Mrs J Affleck (Secretary)
Mr C McIntosh (Group Manager Works and Services)
Ms K Stephenson (Museum Collections Manager)
Mr D Dudfield (Museum Curator Manager)

1. MOVE ITEMS FROM PUBLIC EXCLUDED INTO PUBLIC

Moved Cr Biddle, seconded Cr Menzies and **RESOLVED** that “Statement of Intent” and “Report from Roger Eagles – Tim Walker Report Release” be moved from Public Excluded into Public.

2. APOLOGIES

Nil.

3. INTEREST REGISTER

A2531243

New members to provide details to Julie Thompson.

4. CONFIRMATION OF MINUTES

A2845286

Moved Ms Cook, seconded Cr Ludlow and **RESOLVED** that the minutes of the meeting held on Thursday 5 December 2019 be accepted as a true and correct record.

4.1 Matters Arising from the Minutes

Nil.

4.2 **Action Sheet**
A2800889

The Trust Board went through the action sheet and amendments were made:

Te Tangata – Ms Neave will make contact with Jane’s whanau to seek their guidance on the timing and type of event appropriate for a presentation.

Washing of the roof – Completed and can be removed from the action sheet.

Dame Kiri Te Kanawa – Temporary premises will open at the end of June, but still need a definite date before extending an invite. Cr Biddle will report back at the next meeting in April.

4.3 **Items for Review 2020**

Nil.

5. **FINANCIALS**

5.1 **Financial Report**
A2926409

Mr Botting spoke to this report.

Moved Ms Cook, seconded Ms Neave and **RESOLVED** that the financial report for the seven months ending 31 January 2020 be received;

AND

That the payments for authorisation be approved.

5.2 **Interim Annual Report**
A2933449

Mr Botting spoke to this report.

Mr Duffy asked about the Education Support Reserve. As the LEOTC has been withdrawn, we no longer offer curriculum support; these funds do not need to be paid back; and the funds can be applied to anything considered to be educational. Mrs Henderson suggested the reserve could be used for a facilitator when schools visit the temporary premise, and applied within this year. Cr Biddle said it was up to the Trust Board as to what they would give to, keeping in mind the temporary premise is a joint venture between SMAG and IPAG, and would require the passing of a resolution. Cr Biddle requested a report from SMAG staff on how the reserve can be used, which David Dudfield and Kimberley Stephenson will prepare.

Cr Biddle asked if there were still funds available for collection items to be considered and purchased, to which Mr Botting confirmed there is \$26,000 available. Cr Biddle will bring this matter back to the Trust Board at a later meeting.

Moved Cr Biddle, seconded Cr Menzies and **RESOLVED** that the Interim Annual Report for the six months ending 31 December 2019 be received;

AND

That the Interim Annual Report be issued to Invercargill City Council and Southland District Council.

6. **OPERATIONAL REPORT**
A2947059

Ms Stephenson and Mr Dudfield spoke to this report, which was tabled.

Ms Stephenson explained that the full restoration and relocation of Minerva will cost \$25,000-\$30,000, of which the museum will need to cover one third. Mr McIntosh said that applying for grant funding for the Minerva Conservation Project would be worth looking at, and a report will follow with costs. Cr Biddle asked Mr Botting if there were any funds available to cover the museum's portion, to which he referred to the \$26,000 available for collections. Mayor Tong questioned whether painting the statue may be the wrong thing to do as cast iron is protected naturally by rusting, to which Ms Stephenson said she is taking the advice of a conservator who specialises in this area.

Cr Menzies raised the issue of the environmental control system which is posing an ongoing hazard to the collection. Cr Biddle said it is regularly monitored by the SMAG manager. Ms Stephenson said the system was retrofitted into the building and it has never functioned as it should, and operates outside recommended guidelines. Mr McIntosh said we are aware of this, it being an old system in an old building which works but is not perfect, and it would be part of any building upgrade.

Ms Stephenson confirmed that ICC's Health and Safety Co-ordinator is helping her address hazard issues including the installation of a cold storage system to hold nitrate on-site. Cr Biddle asked Ms Stephenson to prepare a hazard report which includes what's being done to mitigate these risks.

Mr Duffy asked if the roof leak occurred after the roof was sealed, and it was. Mr McIntosh to ask Mr Horner to prepare a report and check if there is a guarantee on the work.

Moved Cr Ludlow, seconded Mrs Neave and **RESOLVED** that external funding applications are endorsed.

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

Note: Cr Amundsen left at 4.45 pm

7. **STATEMENT OF INTENT FOR THE FINANCIAL YEAR ENDING 30 JUNE 2021 (DRAFT)**
A2926318

Mayor Tong asked why Gore District Council has a vacancy, to which Cr Ludlow said they have been invited to have representation but have not responded.

Moved Cr Ludlow, seconded Cr Biddle and **RESOLVED** that the draft Statement of Intent be received and approved for issue to stakeholders (Invercargill City Council and Southland District Council).

8. **RELEASE OF THE TIM WALKER REPORT TO THE PUBLIC**
A2929049

Mr Eagles spoke to this report.

Cr Ludlow said the partnering councils are still coming to terms with this report, and as they have not yet had a combined workshop, the circumstances for not releasing it to the public have not changed.

Mrs Neave's said it was time to release the report as much criticism has been received. Cr Biddle responded by listing all the great work that has been done by this Trust Board, in addition to taking ownership of this report, endorsing one of Tim Walker's options for redevelopment, then going to our stakeholders with this, and they in turn have asked us to keep the report from the public until they have considered whether it is the option that they too wish to progress with. In addition, the SMAG governance is under review, with the museum to become a department of ICC.

Mayor Tong said Gore District Council needs to be involved, so he will speak to Mayor Hicks about this.

Cr Biddle took a vote as to whether the Board reconsider its decision not to release the Tim Walker report to the public; receiving 8 for and 1 against.

Moved Mr Eagles, seconded Cr Menzies and **RESOLVED** that the Board reconsider its decision not to release the Tim Walker report to the public.

Mr Eagles withdrew his second motion to release a copy of the report, but gave notice that he would raise it again at the April meeting, giving the partnering Councils time to workshop Tim Walker's report before then.

9. **CORRESPONDENCE**

Nil.

10. **GENERAL BUSINESS**

10.1 ***Professor ChaCha's passing***

Ms Cook advised the Board of the sad passing of the last living trustee of temari, Professor ChaCha, to which Cr Biddle passed on her condolences.

10.2 Southland Regional Heritage Storage Facility

Cr Biddle asked Mr Duffy about any progress on the storage facility, to which he said the next meeting is scheduled for May, and their advisory committee have put together a strategy which will include a storage aspect.

11. PUBLIC EXCLUDED SESSION

Moved Cr Biddle, seconded Cr Menzies 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
Minutes of the public excluded session held on 5 December 2019	Section 7(2)(i) Enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business the meeting closed at 5.24 pm

Next meeting: Thursday 2 April 2020 in Invercargill at 3.00 pm



ACTION SHEET

Held on 27 February 2020

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. Ms Neave will make contact with Jane's whanau to seek guidance. <i>WIP</i>	Ms Neave	WIP
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	April 2020

SOUTHLAND MUSEUM & ART GALLERY TRUST BOARD 2019/20 – 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 2 APRIL 2020

FINANCIAL REPORT

SUMMARY

Financial update – payment for authorisation only
--

RECOMMENDATION

That the payment for authorisation be approved.

PAYMENT FOR AUTHORISATION

\$517.50 is payable to McCarthy Media and Communications Ltd for media release work on 3 and 9 March 2020.

TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD

FROM: DAVID DUDFIELD AND KIMBERLEY STEPHENSON

MEETING DATE: THURSDAY 2 APRIL 2020

OPERATIONAL REPORT FOR MARCH 2020

RECOMMENDATIONS

That our report be received.

MONTHLY REPORT

Collections

- Cataloguing and rehousing of the collection continue:
 - 8,221 records at Stage 1: Full Documentation
 - 12,211 records pertaining to items that are ready for relocation
 - 801 records at Stage 3: Photography
- Work continues on addressing legal compliance issues across a number of fields.
- Work continues on addressing the backlog of new acquisitions.
- The museum's Covid-19 Response Plan was enacted on 25 March 2020. All staff is currently working fulltime from home. The focus of the cataloguing team has turned to addressing compliance issues and improving data accuracy in key parts of the database, while the technicians are continuing the fabrication of essential packing components. Kimberley Stephenson and Laura Davies of the collections team have taken over responsibility for the day-to-day monitoring of the tuatara / insects and ensuring that the collections remain secure throughout the lockdown period.

Operations

- Social media posts remain popular.
- Public enquiries and advocacy continue as usual.

Curatorial

- The fit out for the interim museum and gallery space has now been completed. Code of Compliance for the space has not yet been issued due to the pandemic, however environmental monitoring via BMS and independent data loggers is underway.

- The curatorial team is working from home planning, creating content, and developing programmes. Work is progressing with designers and communications teams, however various exhibition tasks, such as mount making and filming (interviews and landscapes) cannot be undertaken during level 4 lockdown.
- Following the pandemic, and after the Code of Compliance has been approved, the team will move into Kelvin Street to begin exhibition installation. They will require eight weeks to install the first exhibition.
- The COVID19 pandemic will undoubtedly affect the opening date and any associated opening events.
- Other public services continue as usual via email and telephone – research, photography, art exhibitions, and genealogy.

TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD

FROM: MR ROGER EAGLES

MEETING DATE: THURSDAY 2 APRIL 2020

RELEASE OF THE TIM WALKER REPORT TO THE PUBLIC

RECOMMENDATIONS

That the Board resolves to release a copy of the Tim Walker report to the public

SUMMARY

1. The Tim Walker report was made available to SMAG in June 2019.
2. At a meeting of SMAG, on 5 September 2019 agreed that the report should be released to the media. Before the release occurred, a request was made from the Invercargill City Council, Southland District Council and Gore District Council that release of the report be withheld.
3. At a meeting on 4 October 2019, SMAG agreed not to release the report. It has stayed embargoed since that time.
4. Reasons for the report not to be released were difficult to understand last year. Since October 2019 nearly four months have gone by.
5. The above motions are being put for reconsideration by SMAG because of the extensive delays, the apparent absence of any reasons for the report not to be released, SMAG's duty to the public to show that time of the Board is not being wasted, and SMAG's duty to itself as at least a partial answer to many critics who have claimed that SMAG has done nothing to advance the cause of the reopening of the museum.