



**Notice is hereby given of the Meeting of the
Southland Museum & Art Gallery Trust Board Inc
to be held in the Council Chambers,
Invercargill City Council, 101 Esk Street, Invercargill
on Thursday 05 November 2020 at 3.00 pm**

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

THILINI AMARASINGHA
For Secretary

Southland Museum & Art Gallery Trust Board Meeting Agenda



05 November 2020 03:00 PM - 05:00 PM

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Southland Museum & Art Gallery Trust Board Interest Register	Last updated: 21 October 2020
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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	
Roger Eagles	Trustee	06 Sep 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		Southland Community Education Programme Incorp N Z Council Of Victim Support Groups Incorp Invercargill and Districts Victim Support Grp Incorp Arts Murihiku	Executive Member Board Member Committee Member	
Mayor Gary Tong	Trustee	18 Dec 2019		Southland District Council Koha Kai and Borland Lodge	Mayor Trustee	
Cr Christine Mary Menzies	Trustee	18 Dec 2019		Southland Youth One Stop Shop Winton Medical Centre Southland District Council Barnardos / Ministry of Education Social Workers Registration Board	Trustee Trustee Councillor Employee Committee Member	
Christine (Chris) Henderson	Trustee	5 Dec 2019		Friends of the Southland Museum and Art Gallery Southland Branch of Forest and Bird Southland Astronomical Society	Chairman Chairman Member	
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	
Cr Bret Highsted	Trustee	10 Mar 2020		Broadacres Ltd CPC Investments Ltd CPC Properties Ltd Fert Wholesale Direct Ltd Global Vehicle Leasing 2009 Ltd Gore A&P Joint Management Committee Gore District Council Hokonui Heritage Centre Trust Honunui Moonshine Museum Charitable Trust North Road Storage Ltd	Director Director Director Director Director Chair Councillor Trustee Trustee Director	

Southland Museum & Art Gallery Trust Board Meeting Agenda - INTEREST REGISTER

A2531243

				Southland Warm Homes Trust Stoney Creek Station Ltd The Terraces Ltd Tulbury Heights Ltd Tulloch Farm Glendhu Ltd Tulloch Ltd Tulloch Milk Logistics Ltd Tulloch Properties Christchurch Ltd Tulloch Group Ltd Croydon Aviation Heritage Trust Mataura Valley Milk Ltd Southern Skies Properties Ltd Deep South Storage Ltd	Trustee Director Director Director Director Director Director Director Director Employee	
Darren Edwards	ICC Group Manager			Invercargill City Council	Group Manager – Environmental and Planning Services Interim Group Manager – Leisure and Recreation	

**MINUTES OF THE SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
HELD IN THE COUNCIL CHAMBERS, INVERCARGILL CITY COUNCIL, 101 ESK
STREET, INVERCARGILL ON THURSDAY 6 AUGUST 2020 AT
3.07 PM**

PRESENT: Cr D Ludlow (Chair)
Mayor G Tong
Cr C Menzies
Cr B Highsted (via Zoom platform)
Ms E Cook
Ms G Neave
Mrs C Henderson

In attendance: Cr Paul Duffy (Chair – Southland Regional
Heritage Joint Committee)
Mr J Botting (Financial Controller)
Mrs T Amarasingha (Secretary)
Ms K Stephenson (Museum Collections
Manager)
Mr D Dudfield (Museum Curator Manager)

Note: The meeting did not reach quorum.

2. APOLOGIES

Cr Biddle, Cr Amundsen and Mr Eagles

Moved Ms Neave, seconded Mrs Henderson and **RESOLVED** that the apologies be accepted.

3. INTEREST REGISTER

A2531243

Ms Neave advised of the removal of Venture Southland Trust – Trustee from the Interests Register.

4. CONFIRMATION OF MINUTES

A3091377

Moved Cr Ludlow seconded Mayor Tong and **RESOLVED** that the minutes of the meeting held on Thursday 2 July 2020 be accepted as a true and correct record.

4.1 Matters Arising from the Minutes

Nil.

4.2 **Action Sheet**

A3091667

4.3 **Items for Review 2020**

A3022453

Nil.

5. **REPORTS**

5.1 **SMAG Managers Report for July 2020**

A3091788

Ms Stephenson spoke to her report highlighting the process of cataloguing and rehousing of the collection.

Note: Ms Cook left the meeting at 3.20 pm.

Ms Neave left the meeting 3.25 pm and returned 3.30 pm.

Mr Dudfield took the Board through his report highlighting the operational and curatorial works.

Moved Cr Ludlow, seconded Cr Menzies and **RESOLVED** that the SMAG Managers Report for July 2020 be received.

6. **FINANCIALS**

6.1 **Financial Report**

A3101599

Mr Botting spoke to this report.

Moved MS Neave, seconded Mrs Henderson and **RESOLVED** that the draft annual report for the year ended 30 June 2020 be received.

Financial Report – Late Item

A3116533

Mr Botting brought this additional financial report and it has been tabled.

Mr Botting spoke to this report.

Moved Cr Menzies, seconded Mrs Henderson and **RESOLVED** that the payment for authorisation be approved.

6.2 **Prevention of Fraud, Dishonesty and Corruption Policy Review Report**

A3101625

Mr Botting spoke to this report.

Moved Cr Ludlow, seconded Ms Neave and **RESOLVED** that the Prevention of Fraud, Dishonesty and Corruption Policy is received and be approved.

A3127565

6.3 Delegation Policy Review Report

A3101678

Mr Botting spoke to this report.

Moved Cr Menzies, seconded Mrs Henderson and **RESOLVED** that the Delegation Policy is received and be approved.

7. CORRESPONDENCE

Nil.

8. GENERAL BUSINESS

Nil.

9. PUBLIC EXCLUDED SESSION

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

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 2 July 2020	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

Meeting was moved back into public forum at 3.52 pm.

There being no further business, the meeting closed at 3.52 pm.

Next meeting: Thursday 3 September 2020, 3.00 pm in Council Chambers at Invercargill City Council

**MINUTES OF THE SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
HELD IN THE COUNCIL CHAMBERS, INVERCARGILL CITY COUNCIL, 101 ESK
STREET, INVERCARGILL ON WEDNESDAY 30 SEPTEMBER 2020 AT
3.04 PM**

PRESENT: Cr T M Biddle (Chair)
Cr D Ludlow
Cr R Amundsen
Cr B Highsted (Via Zoom platform)
Ms G Neave
Mr R Eagles
Ms E Cook
Mrs C Henderson

In attendance: Mr Darren Edwards (Group Manager -
Environment and Planning Services)
Mr J Botting (Financial Controller)
Mrs T Amarasingha (Secretary)
Ms K Stephenson (Museum Collections
Manager)
Mr D Dudfield (Museum Curator Manager)

Note: The meeting did not reach quorum.

1. MINUTES OF THE MEETING HELD ON 6 AUGUST 2020 (LATE ITEM)
A3127565

Moved Ms Neave, seconded Ms Cook and **RESOLVED** that the minutes of the meeting held on Thursday 6 August 2020 be accepted as true and correct record.

2. APOLOGIES

Cr Menzies and Mayor Tong

Moved Cr Biddle, seconded Ms Neave and **RESOLVED** that the apologies be accepted.

3. INTEREST REGISTER
A2531243

The Interest Register has been updated.

Moved Mrs Henderson, seconded Cr Amundsen and **RESOLVED** that the interest register update be accepted.

4. **CONFIRMATION OF MINUTES**

A3091377

Moved Cr Biddle seconded Ms Neave and **RESOLVED** that the minutes of the meeting held on Thursday 2 July 2020 be accepted as a true and correct record.

5. **REPORTS**

5.1 **SMAG Managers Report for July 2020**

A3123823

Ms Stephenson and Mr Dudfileld spoke to the report.

Moved Cr Amundsen, seconded Cr Biddle and **RESOLVED** that the SMAG Managers Report for July 2020 be received.

5.2 **SMAG Managers Report for August 2020**

A3152705

Ms Stephenson and Mr Dudfileld spoke to the report.

Note: Group Manager Darren Edward joined the meeting at 3.18 PM

Note: Cr Highsted Joined via Zoom platform at 3.28 PM

Moved Cr Amundsen, seconded Cr Biddle and **RESOLVED** that the SMAG Managers Report for August 2020 be received.

5.3 Moved Cr Biddle, seconded Mrs Henderson and **RESOLVED** that the Board to write a letter to Invercargill City Council, Southland District Council and Gore District Council regarding the storage facilities for the SMAG and also to indicate the Trust Board's understanding of the risk for the collection.

6. **FINANCIALS**

6.1 **Financial Report**

A3166554

Mr Botting spoke to this report.

Moved Cr Ludlow, seconded Cr Amundsen and **RESOLVED** that the following reserve movements are approved;

1. Contribute \$188.55 to Estate C F Broadley – Tuatara reserve
To reflect the bequest received on 20 August 2020
2. Uplift \$1,800.00 from collection acquisitions reserve
To reflect the purchase of the ceramic platter from Ingeborg Bayne paid for on the 20 July 2020

And

That the Service Provision Contract is approved and signed

And

That the payments for authorisation be approved.

A3225685

6.2 **Annual Report 2020**

A3168419

Mr Botting spoke to this report.

Moved Cr Biddle seconded Ms Cook and **RESOLVED** that the Annual Report for the year ended 30 June 2020 be approved and signed.

Note: Cr Amundsen left the meeting at 4.25PM

7. **CORRESPONDENCE**

Nil.

8. **GENERAL BUSINESS**

Nil.

9. **PUBLIC EXCLUDED SESSION**

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

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 2 July 2020	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 5.00 pm.

Next meeting: Thursday 5 November 2020, 3.00 pm in Council Chambers at Invercargill City Council



ACTION SHEET

Held on 6 August 2020

Originating Date	Item #	Item Description	Action to be taken	Action by	Due date
06/06/19		Manawhenua Representation Jane Davis	A decision was made to meet with Jane's whanau following the lifting of Covid-19 isolation levels.	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	May 2020
02/04/20		Hazard Report	Kimberley Stephenson to prepare a hazard report in regards to holding nitrate on-site.	Kimberley	May 2020

SOUTHLAND MUSEUM & ART GALLERY TRUST BOARD 2020/21 – TIMELINE*											
Item Due For Review 2020/21											
	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 Intents						✓					
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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

* A review of the governance of the Southland Museum & Art Gallery Trust Board is currently underway. As any changes to the governance structure is currently unknown, this timeline has been prepared with the assumption of business as usual.

TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD

FROM: DAVID DUDFIELD AND KIMBERLEY STEPHENSON

MEETING DATE: THURSDAY 5 NOVEMBER 2020

SMAG MANAGERS' REPORT FOR SEPTEMBER 2020

RECOMMENDATIONS

That the report "SMAG Managers' Report for September 2020" be received.

Collections

Cataloguing and rehousing of the collection continues. Total number of records processed as of 31 August 2020:

- 8,521 records at Stage 1: Full Documentation
- 13,330 records pertaining to items that are ready for relocation
- 836 records at Stage 3: Photography

The first two weeks of this reporting period were largely devoted to supporting the installation of the first exhibition, *Choice*, at He Waka Tuia and putting in place operational procedures.

There has been high demand in regards to collection enquiries.

The conservation of the Mokomoko waka entered its final phase, with a surface clean to reduce the amount of salt on the surface of the wood.

Operations

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

Curatorial

September has been a very active month for the whole museum team. Installation of CHOICE was completed on schedule and on budget; we hosted a successful Iwi led blessing of the space on 10 September; had preview events for stakeholders and special friends of He Waka Tuia on 11 September, and on 12 September we opened the doors to our community. Unfortunately, due to Covid-19 restrictions, the gala opening event for funders and supporters has had to be postponed.

Feedback from media and visitors has been positive and attendance following the full booked opening weekend has averaged 100+ per day (helped by a popular school holiday programme). The curatorial team are working through a post-exhibition debrief to discuss how best to continue to engage with the community, improve our processes and streamline

installations moving forward. The team is also engaged in creating future exhibitions and public programmes.

TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
FROM: JAIMEE BOTTING, ACCOUNTANT
MEETING DATE: THURSDAY 5 NOVEMBER 2020

FINANCIAL REPORT

SUMMARY

Financial update which includes the Financial Report for the 3 months ending 30 September 2020

RECOMMENDATIONS

That the Quarterly financial report for the 3 months ended 30 September 2020 be received.

QUARTERLY FINANCIAL REPORT FOR THE 3 MONTHS ENDING 30 SEPTEMBER 2020

<u>Overall Position</u>		<i>Actual YTD</i>
Net Operating Profit/(Loss)	13,450	
Net Cashflow movements	23,415	
Cash position	461,435	<i>(includes \$219k on term deposit (matures Dec 2019))</i>
<u>Administration</u>		<i>Actual YTD</i>
		<i>Forecast for year</i>

<u>Income</u>	<i>Actual YTD</i>	<i>Forecast for year</i>	
Grant - SRHC	295,559	1,182,234	To be used towards the collection
Service Contract - ICC - Museum oper	243,045	996,998	To be used to operate a museum
Grant - ICC - Trust operations	20,000	20,000	To be used to operate Trust
Donations & Bequests	189		Bequest with conditions
Interest - Bank	25		
Interest - Investment Accounts	9		
Total Income	558,825	2,199,232	
<u>Expenditure</u>	<i>Actual YTD</i>	<i>Forecast for year</i>	
Museum management fee	544,808	2,179,232	Paid to ICC to operate a museum and use towards the collection
Legal fees	-		
General expenses	-	10,000	Forecast to cover all other expenses
Media Support	-		
Bank fees	-		
Audit fees	0	10,000	Accrued at end of year
Depreciation & impairment	568	2,268	
Total Expenditure	545,376	2,201,500	
Net Operating Profit/(Loss)	13,450	(2,268)	
Capital purchases	1,800	1,800	

Reserves & Funds	<i>Balance</i>	<i>Condition</i>
Restricted reserve		
Estate C F Broadley - Tuatara	49,120	To be spent on Tuatara
Estate D I Alloo - Tuatara	56,995	To be spent on Tuatara
Estate D I Alloo - Natural History	162,492	To be spent on Natural History Gallery
	268,607	
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	26,496	To be spent on capital items for the collection
	38,507	
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: JODI CONWAY – GOVERNANCE AND ADMINISTRATION MANAGER

MEETING DATE: THURSDAY 5 NOVEMBER 2020

APPOINTMENT OF THE SMAG TRUST BOARD CHAIR

SUMMARY

Following the resignation of the previous chair Cr Toni Biddle, a new chair should be elected.

RECOMMENDATIONS

That the SMAG Trust Board

Note the relevant rules from the Trust Board Constitution relating to the election of a Chair.

Elect a new Chair for the remaining period of the financial year 30 June 2021.

THE LEGISLATIVE CONTEXT

The relevant rules from the Southland Museum and Art Gallery Trust Board Constitution as follows:

9. OFFICER OF THE BOARD

9.1 The Board shall have the following executive officers who shall unless otherwise stipulated be appointed at the first meeting of the Board in each financial year.

9.1.1 A member of the Board of Trustees shall be elected as Chairperson and a member of the Board of Trustees shall be elected as Deputy Chairperson.

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 06 August 2020*
- (b) *Minutes of the public excluded session held on 30 September 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 06 August 2020	Section 7(2)(i) To 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.
(b) Minutes of the public excluded session held on 30 September 2020	Section 7(2)(i) To 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.