



**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 03 December 2020 at 3.00 pm**

Cr D Ludlow (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



03 December 2020 03:00 PM - 05:00 PM

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| | |
|---|-----------------------------------|
| Southland Museum & Art Gallery Trust Board Interest Register | Last updated: 23 November 2020 |
|---|-----------------------------------|

| 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 Swimming Southland Inc | Partner Member Chair Director Board Member | |
| 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 Employee | |
| Steve Gibling | ICC Group Manager | | | Invercargill City Council | 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 05 NOVEMBER 2020 AT
3.05 PM**

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

In attendance:
Mr Steve Gibling (Group Manager - Leisure and Recreation)
Mr J Botting (Financial Controller)
Mrs T Amarasingha (Secretary)
Jo Affleck (Governance and Administration Associate)
Ms K Stephenson (Museum Collections Manager)
Mr D Dudfield (Museum Curator Manager)

2. APOLOGIES

Mr J Botting
Cr Menzies for lateness

3. INTEREST REGISTER

A2531243

The Interest Register has been updated.

4. CONFIRMATION OF MINUTES

4.1 NOTES OF THE MEETING HELD ON 6 AUGUST 2020

A3127565

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

4.2 NOTES OF THE MEETING HELD ON 30 SEPTEMBER 2020

A3225685

Moved Cr Amundsen, seconded Ms Cook and **RESOLVED** that the notes of the meeting held on Wednesday 30 September 2020 be accepted as a true and correct record.

Note: Cr Menzies joined the meeting at 3.09 pm.

A3258458

4.3 Action Sheet

A3258405

The Action Sheet has been updated.

5. REPORTS

5.1 SMAG Managers Report for September 2020

A3218034

Ms Stephenson and Mr Dudfield spoke to the report.

Moved Ms Cook, seconded Cr Menzies and **RESOLVED** that the SMAG Managers Report for September 2020 be received.

6. FINANCIALS

6.1 Financial Report

A3221956

Moved Ms Neave, seconded Cr Amundsen and **RESOLVED** that the financial report to be approved.

7. CORRESPONDENCE

Nil.

8. GENERAL BUSINESS

8.1 Appointment of the SMAG Trust Board Chair, Deputy Chair and other

Appointment of the SMAG Trust Board Chair

Moved Ms Neave, seconded Mayor Tong that Cr Ludlow be elected as Chair of the SMAG Trust Board. No other nomination received.

Cr Ludlow was appointed as the Chair of the SMAG Trust Board.

Appointment of the SMAG Trust Board Deputy Chair

Moved Mayor Tong, seconded Ms Neave that Mr Eagles be elected as Deputy Chair of the SMAG Trust Board. No other nomination received.

Mr Eagles was appointed as the Chair of the SMAG Trust Board.

Appointment of the SMAG Trust Board Representatives for Awhi Rito

Moved Cr Amundsen, seconded Ms Neave that Ms Cook be appointed as the SMAG Representative for Awhi Rito.

Moved Mayor Tong, seconded Cr Amundsen that Cr Menzies be appointed as the SMAG Representative for Awhi Rito.

Appointment of the SMAG Trust Board Representatives for Southland Art Foundation

Moved Ms Neave, seconded Cr Ludlow that Mr Eagles be appointed as the SMAG Representative for Awhi Rito.

9. PUBLIC EXCLUDED SESSION

Moved Ms Cook, seconded Cr Amundsen 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 |
|--|--|---|
| Notes of the public excluded session held on 6 August 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 |
| Notes of the public excluded session held on 30 September 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 3.53 pm.

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



ACTION SHEET

Held on 30 September 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 | Cr Ludlow | 2021 |
| 02/04/20 | | Hazard Report | Kimberley Stephenson to prepare a hazard report in regards to holding nitrate on-site. | Ms Stephenson | February 2021 |

| 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 3 DECEMBER 2020

SMAG MANAGERS' REPORT FOR OCTOBER 2020

RECOMMENDATIONS

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

Collections

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

- 8,595 records at Stage 1: Full Documentation (+74)
- 13,437 records pertaining to items that are ready for relocation (+107)
- 836 records at Stage 3: Photography (no change)

The figures are low this month due to the fact that one of the Collection Technician roles is vacant, annual leave entitlements, and secondment activities.

Collection enquiries have continued throughout this month. This process is currently very time-intensive, but efficiency will improve with every extra item that is catalogued to Stage 1. The work to date has greatly enhanced our capabilities in this area, with two of the enquiries drawing on material that was previously unsearchable on the database due to lack of data.

The painting *A Māori Before a Waterfall* returned from Te Papa Tongarewa and was placed on display at He Waka Tuia.

Planning work has continued in relation to the treatment of Minerva, the Repatriation Preparedness Project, and the transfer of items to Rakiura Museum (scheduled for mid-November).

Kimberley presented a paper at the Otago Regional Museum Hui titled *Rolling Our Rs: Adventures in Sustainable Resource Management at Southland Museum* on 19 October. The talk discussed the Statement of Intent that sits behind the cataloguing and rehousing projects, and outlined the way in which the five Rs (refuse (what you don't need), reduce, reuse, recycle and rot) are being applied by the Collections Team in order to maximize the potential of the limited resources that they have, while attempting to minimizing the environmental and financial impact of the collection rehousing process.

Facility

Building work this month included the deinstallation of the rocking boat in the former Roaring 40s gallery for the purposes of improving pest management capability and mitigating safety concerns. The material removed will be re-purposed for pallets. Mitigation measures continue to be maintained in relation to the persistent leak in the roof in the north-east corner and rust fall from the beams in the Top Store. A fault in the environmental control system is in the process of being resolved.

Operations

- Social media posts remain popular. A pair of Halloween themed posts about Roary the seal (ex Roaring 40s) and Minnie the Mannequin (ex Victoriana) was exceptionally popular, reaching over 4,500 people and generating over 1000 engagements, including 79 comments. It was wonderful to hear people's memories of these iconic displays and to be able to archive them for the future.
- Representatives of Ngāti Koata visited the museum to assist with preparing the tuatara for translocation the week beginning 11 November. These tuatara are now settling into their new homes under the kaitiakitanga of Ngāti Koata and the Department of Conservation Te Papa Atawhai.
- Research and donation enquiries for the month include those from New Zealand Heritage Properties, regarding archaeological sites, and the Invercargill Highland Pipe Band regarding their heritage collections.

He Waka Tuia

- October has been a busy month for the He Waka Tuia team. Visitor numbers have been excellent with 1996 visitors recorded during October - an average of 74 per day. Attendance was bolstered by school groups (Waihopai, Woodlands and Ruru), special events such as the *All in For Arts Breakfast* and through activities and programmes such as Daniel Belton's dance and music workshop.
- He Waka Tuia co-managers Gemma Baldock and David Dudfield have presented to the ICC elected members for additional exhibition host support and increased exhibition funding in the Long Term Plan.
- The curatorial team are developing the second exhibition for He Waka Tuia. At this stage it is scheduled to open in February 2021 to coincide with the postponed gala opening event for funders, stakeholders and special friends of He Waka Tuia.

Outreach

- Outreach assistance with art installations at Mīharo
- Assistance and liaison with Dawn Raids exhibition tour

TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
FROM: JAIMEE BOTTING, ACCOUNTANT
MEETING DATE: THURSDAY 3 DECEMBER 2020

FINANCIAL REPORT

SUMMARY

Financial update which includes the term deposit instructions for authorisation & appointment of bank signature/ online banking authoriser

RECOMMENDATIONS

That the Bequest term deposit of \$225,203.33 be rolled for 182 days.

AND

That a fourth Trustee be appointed as a signature of the Westpac bank accounts

TERM DEPOSIT RENEWAL

On the 30 December 2020, the Bequest term deposit of \$225,203.33 matures.

It is recommended to roll the term deposit with interest for 182 days to mature on the 30 December 2020. This will align with the end of the financial year.

| | | |
|----------------|-----------------|------------------------|
| Current rates: | 90 days: 0.35% | 180 days: 0.80% |
| | 270 days: 0.80% | 1 year: 0.80% |

WESTPAC BANK SIGNATURES

Currently the Trust has appointed Darren Ludlow, Gary Tong & Bret Highsted as signatures of the Westpac bank accounts. With Toni Biddle no longer a Trustee, there is a space for a fourth signature to the Bank accounts if the board wishes. If so, the board will be required to appoint a trustee to be a signature and online authoriser on all Westpac bank accounts.

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 05 November 2020*
- (b) *Report - Statement of Intent for the Financial Year Ending 30 June 2020*
- (c) *Report – Tuatara Translocation Costings*

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 05 November 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) Report - Statement of Intent for the Financial Year Ending 30 June 2020 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. |
| (c) Report – Tuatara Translocation Costings | 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. |