



**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 11 March 2021 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 and Art Gallery Trust Board - Public Agenda



11 March 2021 03:00 PM - 05:00 PM

## Agenda Topic

2. APOLOGIES
3. [INTEREST REGISTER](#)
4. [MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2021](#)
  - 4.1 Matters Arising
5. [ACTION SHEET](#)
6. [ITEMS FOR REVIEW 2020/21](#)
7. REPORTS
  - 7.1 [SMAG Manager's Report for January 2021](#)
8. FINANCIALS
  - 8.1 [Financial Report](#)
9. CORRESPONDENCE
10. GENERAL
11. [PUBLIC EXCLUDED SESSION](#)

**Southland Museum & Art Gallery Trust Board Interest Register**

Last updated:  
3 December 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 and Art Gallery Trust Board - Public Agenda - INTEREST REGISTER

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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		Police Iwi Liaison Museum Iwi Liaison Te Rūnanga o Ngāi Tahu Te Whānau a Neke Trust Rakiura Māori Land Trust Strengthening Families Waihōpai Rūnaka Te Rūnaka o Awarua Te Awhi Rito CDEM CEG Otago Emergency Response Iwi Liaison	Awarua Awarua Beneficiary Owner Owner Iwi Representative Member Member Representing SMAG Representing Iwi Representing Iwi Representing Murihiku Iwi	
Cr Bret Highsted	Trustee	10 Mar 2020		Broadacres Ltd CPC Investments Ltd CPC Properties Ltd Fert Wholesale Direct Ltd Global Vehicle Leasing 2009 Ltd	Director Director Director Director Director	

Southland Museum and Art Gallery Trust Board - Public Agenda - INTEREST REGISTER

A2531243

				Gore A&P Joint Management Committee Gore District Council Hokonui Heritage Centre Trust Honunui Moonshine Museum Charitable Trust North Road Storage Ltd 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 Matura Valley Milk Ltd Southern Skies Properties Ltd Deep South Storage Ltd	Chair Councillor Trustee Trustee Director Trustee Director 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 11 FEBRUARY 2021 AT  
3.00 PM**

- PRESENT:** Cr D Ludlow (Chair)  
Cr R Amundsen  
Cr C Menzies (Via Zoom platform)  
Mayor G Tong (Via Zoom platform)  
Ms E Cook  
Mrs C Henderson
- In attendance:** Mr S Gibling (Group Manager - Leisure and Recreation)  
Mr W Marriott (Manager – Museum and Heritage Services)  
Mr D Dudfield (Museum Curator Manager)  
Mr J Botting (Financial Controller)  
Mrs T Amarasingha (Secretary)  
Ms K Davidson (Digital Content Creator)

**2. APOLOGIES**

Cr Highstead  
Ms Neave  
Mr Eagles  
Cr Paul Duffy

Moved Ms Cook, seconded Cr Amundsen and **RESOLVED** that the apologies be accepted.

**3. WELCOME - MANAGER – MUSEUM AND HERITAGE SERVICES**

Cr Ludlow welcomed and introduced Mr Marriott – Manager – Museum and Heritage services, to the Board.

Cr Ludlow also thanked Mr Dudfield and Ms Stephenson for stepping in as Interim Managers since the departure of Mr Luino, not only with museum operations but also providing great support for the opening and operational of He Waka Tuia.

**4. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 3 DECEMBER 2020**

A3298689

Moved Cr Amundsen, seconded Ms Cook and **RESOLVED** that the minutes of the meeting held on Thursday 3 December 2020 be accepted as a true and correct record.

**4.1 Matters Arising from Previous Minutes**

Nil.

5. **Action Sheet**

A3324026

Mr Marriot updated committee about the Hazard Report.

6. **Items for Review**

A3022453

Nil.

7. **REPORTS**

7.1 **SMAG Chairperson's Report**

A3324431

Cr Ludlow spoke to the report.

Moved Cr Ludlow, seconded Ms Cook and **RESOLVED** that the report "Clarifying Ownership of SMAG Building, the Pyramid – minute correction" be received

AND that

The Southland Museum Trust Board agree to correct the minutes received on July 2 2020 to read as follows:

"That the report "Ownership of SMAG Building, the Pyramid" be received

AND that

The Southland Museum Trust Board are satisfied that the ownership of the pyramid building belongs with the Council

AND that

Our asset register and financial records are updated to reflect this.

7.2 **SMAG Managers Report for October 2020**

A3318100

Mr Marriot and Mr Dudfield spoke to the report.

Moved Mrs Henderson, seconded Cr Amundsen and **RESOLVED** that the SMAG Managers Report for November/December 2020 be received.

8. **FINANCIALS**

8.1 **Interim Annual Report for the 6 months ended 31 December 2020**

A3324875

Mr Botting spoke to the report.

Moved Cr Ludlow, seconded Ms Cook and **RESOLVED** that the Interim Annual report for the 6 months ending 31 December 2020 be received.

AND

That the Interim Annual report be issued to Invercargill City Council, Southland District Council, Gore District Council, and Friends of the Southland Museum and Art Gallery.

A3343153

**8.2 Report – Statement of Intent Draft**

A3324882

Mr Botting spoke to the report.

Mr Gibling mentioned an update to the Ex Officio section to include “Manager - Museum and Heritage Services - W Marriot” and to remove “Manager – D Dudfield (interim)”.

Moved Cr Amundsen, seconded Ms Cook and **RESOLVED** that the draft Statement of Intent be received

And

Update to the Ex Officio section of the draft Statement of Intent

And

That the draft Statement of Intent is issued to stakeholders (Invercargill City Council, Southland District Council, Gore District Council and Friends of the Southland Museum and Art Gallery).

**7. CORRESPONDENCE**

Nil.

**8. GENERAL BUSINESS**

Nil.

**9. PUBLIC EXCLUDED SESSION**

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Minutes of the public excluded session held on 5 November 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
Report – Statement of Intent for the Financial Year Ending 30 June 2020	Section 7(2)(i) Enable any local organisation holding the information to carry	Section 48(1)(a) That the public conduct of this item would be likely to



on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

result in the disclosure of information for which good reason for withholding would exist under Section 7

Report – Tuatara Translocation Costing

Section 7(2)(i)

Section 48(1)(a)

Enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

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 3.41 pm

Next meeting: Thursday 4 March 2021, 3.00 pm in the Council Chambers at Invercargill City Council



**ACTION SHEET**

**Held on 11 February 2021**

<b>Originating Date</b>	<b>Item #</b>	<b>Item Description</b>	<b>Action to be taken</b>	<b>Action by</b>	<b>Due date</b>
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	Wayne Marriot to prepare a hazard report in regards to holding nitrate on-site.	Mr Marriot	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 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

\* 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: WAYNE MARRIOTT, MANAGER - MUSEUM AND HERITAGE SERVICES**

**MEETING DATE: THURSDAY 11 MARCH 2021**

<b>SMAG MANAGER'S REPORT FOR JANUARY 2021</b>
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**RECOMMENDATIONS**

**That the Southland Museum and Art Gallery Trust Board**

- 1. Receive the report "SMAG Manager's Report for January 2021".**
- 2. Note that following the completion of restoration work, Minerva be exhibited at the Invercargill Public Library as part of the 150<sup>th</sup> commemoration of the gazetting of Invercargill Municipality in June 2021.**
- 3. Note that the opening hours of He Waka Tuia from 1 April 2021 will be Monday to Friday 10.00 am – 5.00 pm; Saturday 10.00 am to 2.00 pm; Sunday 11.00 am to 3.00 pm; Public Holidays 10.00 am to 2.00 pm; ANZAC Day 1.00 to 5.00 pm; closed Christmas Day and Good Friday.**

**SOUTHLAND MUSEUM AND ART GALLERY NIHO O TE TANIWHA**

**Minerva**

In November 1874, the Athenaeum Committee unanimously agreed that Minerva, the goddess of wisdom, was to be ordered from London. However in 1875 "An Old Member" objected to its purchase. Costing £251 18s 6d (\$36,411.38 in 2020), she was shipped on the "Bolden", arriving in Bluff in May 1876. Said to have been made out of bronze, she was honored with a public holiday on the day of her unveiling - 1.00 pm on 1 July 1876 - and remained in situ until removed.

At present two Southland companies are currently involved in her restoration. Pneumatic Contractors Limited and Gilkison & Engineering are currently repairing holes from a by-gone era.

Work will be completed in June 2021, and it is proposed to be unveiled in the Public Library as part of the 150<sup>th</sup> anniversary of the establishment of the municipality of Invercargill commemorations on 28 June 2021.

**Collection Ownership and Legal Title**

There are a number of collections within the Southland Museum and Art Gallery. From time to time questions are raised about the legal ownership of those collections and what they contain. One such collection is the Southland Art Foundation, which was originally established as a gift from Southland Savings Bank to the Southland Museum and Art Gallery Trust Board

in 1980. The vision was to establish an art collection accessible to the people of Southland and vested in the Southland Museum and Art Gallery.

The Southland Art Foundation is currently reviewing its Trust Deed and as part of that, the collection is also being clarified. An initial review of the collection has noted a number of items incorrectly attributed to the Art Foundation Collection, and similarly some items incorrectly attributed to the Southland Museum and Art Gallery Collection.

### **Bequest Funds**

The Southland Museum and Art Gallery has received a number of bequest funds over a number of decades. While many of these bequest funds have been used on acquisitions, capital works or the tuatarium, no comprehensive list has been compiled.

SMAG still continues to receive bequests, as well as annual income from the Estate of Catherine Flora Broadley.

As part of the cataloguing and rehousing project, information on bequests has been found. This information will be collated to save future double handling of material.

### **Cataloguing and Rehousing**

As at 31 January 2021

<b>Project Stage</b>	<b>Outline</b>	<b>Total Recorded</b>	<b>Monthly Increase</b>
Stage 1	Full documentation	8,849	63
Stage 2	Ready for relocation	13,966	53
Stage 3	Photography	849	0

In reviewing the current exhibition programme of He Waka Tuia, we are now focused on ways through which we can access our in-house collections, check our catalogue details and ensure they are well packed for transportation. This provides an opportunity to audit the collection and to reconnect the community to the collections through He Waka Tuia.

### **Tauihu (Z4566)**

The tauihu (Z4566), found in May 1996 on Rakiura, was returned to the island for the opening of the new Rakiura Museum on 1 December 2020. Having returned to the Southland Museum in late January 2021, it will be taken to Bluff in February to Te Rau Aroha Marae for Te Tiriti Commemorations and will remain on site until the visit by the Governor General.

### **Facility**

A fault in the Environmental Control System, which forms Building Management System at SMAG was identified in December 2020, and resolved in January 2021. The fault temporarily spiked humidity levels in the storage area.

### **Social Media**

In January 2021, eight social media posts were made on the Southland Museum and Art Gallery Facebook site. The total target audience for the posts was 9,788 profiles. There was an engagement by 1,179 profiles for the eight posts.

During the same period, three social media posts were made on the He Waka Tuia Facebook site. The total target audience for the posts was 1,665 profiles. There was an engagement by 281 profiles for the three posts.

### Touring Exhibitions

In 2018 Dawn Raids was curated in partnership with Pauline Smith by the Museum. It will open as part of the Auckland Arts Festival.

### Community Outreach

From time to time requests are made to support other galleries exhibition programmes. Miharo is currently curating an exhibition of Winnie Solomons weaving which is due to open in March 2021. Staff have advised on appropriate hanging techniques and display, and an application to borrow some display material has been received.

## HE WAKA TUIA

### Visitor Numbers

Month	Hours of Operation	Visitor Numbers
December 2020	141	893
January 2021	168	1,068

### He Waka Tuia Opening Hours

He Waka Tuia is currently closed on a Monday and open between 12.00 and 4.00pm on Saturday and Sunday.

He Waka Tuia has not been opened during winter, and with the sun set by 5.00 pm in June, it is important that we target our audience during the time of the day they are out and about.

Having watched patterns of people and foot traffic. Council staff recommend that we alter the opening hours from 12.00 pm – 4.00 pm to 10.00 am – 2.00 pm on Saturday and 11.00 am to 3.00 pm on Sunday, effective from 1 April 2021.

We have also reviewed being closed on Mondays and likewise recommend that He Waka Tuia is open from 10.00 am to 5.00 pm on a Monday from 1 April 2021.

This will enable us to monitor opening hours and report on the outcome of the changes by 1 August 2021.

### Exhibitions

In mid-December the exhibitions were changed to *Traded* by Michele Beevors and *Altered Neuro States* by Tom Fox. The Tīti art project continued with new visitors to HWT engaging in the project.

Exhibitions are already being planned for the space, which include the Southland Art Foundation Collection; an insight into the packing and rehousing of the Museum Collection –

A3335788

Crate Expectations (6 March – 6 April 2021); a reviewed Spring Exhibition (October 2021); 100 Women, 100 Words (toured by Otago Museum – 10 April – 9 May 2021); as well as a 2021 Christmas Show (opening December 2021 until late January 2021) where we showcase items in private collections from the wider community.

The exhibition plan for 2021 – 2022 is currently being updated and will be circulated separately prior to the March Trust Board meeting.

**TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD**

**FROM: SIMON CRAIG, MANAGEMENT ACCOUNTANT**

**MEETING DATE: THURSDAY 11 MARCH 2021**

**FINANCIAL REPORT**

**SUMMARY**

**Financial update which includes the Financial Report for the 8 months ending 28<sup>th</sup> February 2021**

**RECOMMENDATIONS**

**That the Quarterly financial report for the 8 months ended 28th February 2021 be received.**

**AND**

**That the payments for authorisation be approved.**

**AND**

**ICC Accountant (Simon Craig) to have "Creator" rights in online banking be approved (Replacing Jaimee Botting).**

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**QUARTERLY FINANCIAL REPORT FOR THE 8 MONTHS ENDING 28<sup>TH</sup> FEBRUARY 2021**

<b><u>Overall Position</u></b>	<i>Actual YTD</i>	
<b>Net Operating Profit/(Loss)</b>	<b>16,140</b>	
<b>Net Cashflow movements</b>	<b>11,686</b>	
<b>Cash position</b>	<b>449,706</b>	(includes \$207k on term deposit (matures Jun 2021))



<b>Administration</b>			
	<i>Actual YTD</i>	<i>Forecast for year</i>	
<b>Income</b>			
Grant - SRHC	774,411	1,161,617	To be used towards the collection
Service Contract - ICC - Museum oper	664,664	977,449	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	66		
Interest - Investment Accounts	1,871		
<b>Total Income</b>	<b>1,461,201</b>	<b>2,159,066</b>	
<b>Expenditure</b>			
Museum management fee	1,426,044	2,139,066	Paid to ICC to operate a museum and use towards the collection
Legal fees	-		
General expenses	17,503	30,000	Forecast to cover all other expenses
Media Support	-		
Bank fees	-		
Audit fees	0	10,000	Accrued at end of year
Depreciation & impairment	1,513	2,268	
<b>Total Expenditure</b>	<b>1,445,061</b>	<b>2,181,334</b>	
<b>Net Operating Profit/(Loss)</b>	<b>16,140</b>	<b>(22,268)</b>	
<b>Capital purchases</b>	<b>1,800</b>	<b>1,800</b>	

<b>Reserves &amp; Funds</b>		
	<i>Balance</i>	<i>Condition</i>
<b>Restricted reserve</b>		
Estate C F Broadley - Tuatara	49,650	To be spent on Tuatara
Estate D I Alloo - Tuatara	37,320	To be spent on Tuatara
Estate D I Alloo - Natural History	163,623	To be spent on Natural History Gallery
	<b>250,593</b>	
<b>Special purpose reserve</b>		
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	24,699	To be spent on capital items for the collection
	<b>36,710</b>	
<b>Redevelopment funds</b>		
Unused grants with conditions - ICC	52,769	To be used on museum development
	<b>52,769</b>	

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**PAYMENTS FOR AUTHORISATION**

\$51.11 is payable to Invercargill City Council for the reimbursement of the Charities Register fee for completing the Annual Return.

**AND**

\$20,071.21 is payable to Invercargill City Council for the reimbursement of Tuatara translocation costs

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**BANKING UPDATE**

The ICC accountant responsible for the SMAG trust has changed from Jaimee Botting to Simon Craig. As such, access to the online banking needs to be approved for Simon Craig in the "Creator" role (can upload invoices but not authorise) and access to the online banking for Jaimee Botting should be removed.

10. **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 of the SMAG Trust Board Meeting held on 11 February 2021

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Minutes of the public excluded session of the SMAG Trust Board Meeting held on 11 February 2021	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.