



**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 01 July 2021 at 3.00 pm**

Cr D Ludlow (Chair)
Cr R Amundsen
Cr L F Soper
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

01 July 2021 03:00 PM



Agenda Topic

1. Apologies
2. [Interest Register \(A2531243\)](#)
3. [Minutes of the Meeting held on 3 June 2021 \(A3453383\)](#)
 - 3.1 Matters Arising
4. [Action Sheet \(A3453056\)](#)
5. Reports
 - 5.1 [SMAG Manager's Report for May 2021 \(A3442781\)](#)
6. Financials
 - 6.1 [Financial Report \(A3451946\)](#)
 - 6.1.1 [Appendix 1 - Items for Review 2021-2022 \(A3451964\)](#)
7. Correspondence
8. General Business
9. [Public Excluded Session](#)

Southland Museum & Art Gallery Trust Board Interest Register	Last updated: 25 June 2021
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Current						
Full name	Position	From	To	Entity	Interest	Comment
Cr Darren Ludlow	Trustee	17 Nov 2004		Invercargill City Council Radio Southland Healthy Families Invercargill Murihiku Maori Wardens Incorporated Southland Community Law Centre Thrive Community Trust Invercargill Venue & Events Management Limited Environment Southland	Councillor Manager Board Member Board Member Board Member Board Member Director Lyndal Ludlow(wife) - Councillor	
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 Lesley Frances Soper	Trustee	23 Mar 2021		Invercargill City Council Breathing Space Southland Trust (Emergency Housing) Omaui Tracks Trust National Council of Women (NCW) Citizens Advice Bureau Southland ACC Advocacy Trust Southern District Health Board Southland Warm Homes Trust Southland Food Rescue Trust	Councillor Chair Director Secretary / Treasurer Member Board Member Employee Member Member	
Mayor Gary Tong	Trustee	18 Dec 2019		Southland District Council Koha Kai and Borland Lodge	Mayor Trustee	

Southland Museum and Art Gallery Trust Board - Public - Interest Register (A2531243)

A2531243

Current						
Full name	Position	From	To	Entity	Interest	Comment
Cr Christine Mary Menzies	Trustee	18 Dec 2019		Southland Youth One Stop Shop Winton Medical Centre and Central Southland Hospital Trust Southland District Council Barnardos / Ministry of Education Social Workers Registration Board	Trustee Chair Councillor Employee Committee 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 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	Director Director Director Director Director Chair Councillor Trustee Trustee Director Trustee Director Director Director Director Director Director Director Director Employee	
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	

A2531243

Southland Museum and Art Gallery Trust Board - Public - Interest Register (A2531243)

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	
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 Hui Amorangi o Te Wai Pounamu Trust Board	Awarua Awarua Beneficiary Owner Owner Iwi Representative Member Member Representing SMAG Representing Iwi Representing Iwi Representing Murihiku Iwi Trustee	
Steve Gibling	ICC Group Manager			Invercargill City Council	Group Manager – Leisure and Recreation	
Wayne Marriott	Manager – Museum and Heritage Services			Invercargill City Council Horizon Energy Limited Whakatane & District Historical Society Scholarship Trust Whakatane & District Historical Society New Zealand Society of Genealogists Ohope Beach Primary School BOT BOP Acacia Charitable Trust Whakatane Masonic Properties Limited Te Waipounamu Museums Company Limited Art & Acre Limited Judicial Justice of the Peace (Invercargill) Justice of the Peace (EBOP – Committee)	Manager – Museum and Heritage Services Historian Chair & Director Vice-President Member Finance Chair & Director Director Director Director	

A2531243

**MINUTES OF THE SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
HELD IN THE COUNCIL CHAMBERS, INVERCARGILL CITY COUNCIL, 101 ESK
STREET, INVERCARGILL ON THURSDAY 03 JUNE 2021 AT
3.00 PM**

PRESENT:

Cr D Ludlow (Chair)
Cr Amundsen
Cr I Soper
Mayor G Tong (Via Zoom platform)
Cr C Menzies
Cr B Highsted (Via Zoom platform)
Ms G Neave
Mr R Eagles
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 S Craig (Management Accountant)
Mrs T Amarasingha (Secretary)

2. APOLOGIES

Cr Duffy, Cr Amundsen for lateness.

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

3. INTEREST REGISTER

A2531243

Members to review the interest register and send any updates to Thilini Amarasingha.

4. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 6 MAY 2021

A3422892

Moved Cr Soper, seconded Cr Menzies and **RESOLVED** that the minutes of the meeting held on Thursday 6 May 2021 be accepted as a true and correct record.

4.1 Matters Arising from Previous Minutes

Nil.

5. **ACTION SHEET**

A3424300

Ms Neave provided an update on Item No 1 – Discussed with Jane Davis's Family.

Mr Marriot provided an update regarding Hazard Report and mentioned that details attached on the Manger's Report.

6. **ITEMS FOR REVIEW**

A3022453

Nil.

7. **REPORTS**

7.1 **SMAG Managers Report for April 2021**

A3407827

Mr Marriot spoke to the report.

Master list of acquisitions has been reviewed by the Staff Acquisition Committee.

Mr Marriott also updated the board regarding nitrate film and highlighted that the situation should be considered as normal museum conditions.

Note: Cr Amundsen joined the meeting at 3.21 pm.

Moved Ms Cook, seconded Cr Soper and **RESOLVED** that the Southland Museum and Art Gallery Trust Board:

1. Receive the report "SMAG Managers' Report for April 2021".
2. Receive the Acquisition Master List 2020.
3. Note the revised lower risk of the nitrate negative film collection.
4. Approve the nitrate negative film collection remain in current storage, with temperature continuing to be monitored and physical checks of the material every two months.
5. Continue to relocate any nitrate movie film received to Nga Taonga Sound & Vision.

8. **FINANCIALS**

8.1 **Financial Report**

A3422514

Mr Craig spoke to the report and provided update on Term Deposit Renewal.

Moved Cr Soper, seconded Ms Cook and **RESOLVED** that the Southland Museum and Art Gallery Trust Board approve the Term Deposit Renewal for 9 Months.

Mr Craig took the Board through the Prevention of Fraud, Dishonesty and Corruption Policy and suggested minor changes to amend the policy. To add “or ” in between assets collections at the second bullet point under Definitions section. To add “or” in between assets museum collections at the last bullet point under Definitions section.

Moved Cr Amundsen, seconded Cr Soper and **RESOLVED** that the Southland Museum and Art Gallery Trust Board approve the amended Prevention of Fraud, Dishonesty and Corruption Policy (Appendix 1).

Moved Cr Ludlow, seconded Ms Neave and **RESOLVED** that the Southland Museum and Art Gallery Trust Board receive the “Financial Report”.

10. **GENERAL BUSINESS**

Mr Eagles asked three questions as below:

1. What is the quality of the SMAG collection?
2. Going forward, do we have a plan or vision for the SMAG collection?
3. From the above, is it possible for the Board to have a more focussed view about the future?

Mr Marriot provided the brief overview of the question and the following are the main points highlighted.

- Mr Marriot explained the historic factors related to the acquisition and quality of the collection and also mentioned that every collection has its own measurements in relation to the quality.
- Mr Marriot also suggested that independent person should carry the valuation of the collection and decide the relevance of the collections for Invercargill and national interests.
- Acquisition Policy is important for the acquisition process to consider relevancy.
- The weaknesses of the collection such as ability of acquisition of items that come up for sale with the current process, policy and in terms of availability of sufficient funds.
- SMAG has an electronic data base and set of register book volumes to keep the records of the collections.
- SMAG is working on attracting funders for additional bequests for the purpose of acquisition.

Cr Soper mentioned that the importance of having an updated database is to avoid duplicate objects in the museum collection.

Cr Menzies mention that the information has provided in detailed and thanked Mr Marriot for the hard work.

11. PUBLIC EXCLUDED SESSION

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

- (a) Conformation of the Minutes of the Public Excluded Session Held on 6 May 2021.
- (b) Statement of Intent for the Financial Report Ending 30 June 2020 (Draft)

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) Confirmation of the Minutes of the Public Excluded Session Held on 1 April 2021	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
(b) Statement of Intent for the Financial Report Ending 30 June 2020 (Draft)	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 4.19 pm

Next meeting: Thursday 1 July 2021, 3.00 pm in the Council Chambers at Invercargill City Council



ACTION SHEET

Held on 03 June 2021

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	Wayne Marriot to prepare a hazard report in regards to holding nitrate on-site.	Mr Marriot	2021
11/03/2021		Workshops	Confirm dates for workshops	SMAG Board	6 May 2021

TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD

FROM: WAYNE MARIOTT – MANAGER – MUSEUM AND HERITAGE SERVICES

MEETING DATE: THURSDAY 1 JULY 2021

SMAG MANAGER’S REPORT FOR MAY 2021

RECOMMENDATIONS

That the report “SMAG Manager’s Report for May 2021” be received.

SOUTHLAND MUSEUM AND ART GALLERY NIHO O TE TANIWHA

Collection:

Minerva

Minerva is acknowledged the oldest public sculpture in Invercargill. Originally purchased for the Athenaeum in 1874 for the cost of £251 18s 8d (\$34,686.16 in 2021), it was shipped on the Bolden, from London on 10 November 1875, and arrived in Bluff, via Nelson in May 1876, and was unveiled at 1.00 pm on 1 July 1876.

In September 1876, Angus Kerr recommended that Minerva be painted white. In 1940, following a series of earthquakes in the North Island, Minerva was removed from the top of the Athenaeum and was lying in the Invercargill Borough Council yard. Members of the Museum Committee sought permission from Council to have Minerva transferred to the new museum site, which was granted in December 1940. Minerva stood guard outside the Museum while the building was used as an EPS by Invercargill City Council for the duration of the Second World War.

In 2020, the statue of Minerva was assessed by Liz Yuda of Artefacts Conservation Limited. With the support of Invercargill City Council and the New Zealand Lottery Grants Board, Minerva was removed and went to Pneumatic Contractors Limited where the old paint and active corrosion was removed. She was then relocated to Gilkison Engineering, where holes were repaired and a new support bracket was constructed for the base. She returned to Pneumatic Contractors, where she was re-blasted and a protective coating of paint was applied. Minerva has now returned to the Southland Museum and Art Gallery for storage pending reinstatement. The project came in significantly under budget.

Project costs were only \$14,398.56, against an original budget of \$23,954.89. A grant of \$15,970 was received from the New Zealand Lottery Grants Board. Expenditure from the grant was project specific and limited to 2/3 of the total budget. We are required to return \$6,473.76.

We were fortunate that three local firms were able to support the project - Freight Haulage Ltd, Pneumatic Contractors Ltd, and Gilkison Engineering. During the time the work was undertaken, 22 social media posts were made by the Museum which kept the community informed of the project.

Cataloguing and Rehousing as at 2 June 2021

Project Stage	Outline	Total Recorded	Monthly increase
Stage 1	Full documentation	9,102 records	37
Ready for Relocation	Ready for Relocation	14,237 records	88
Stage 3	Photography	873 records	23

He Waka Tuia (HWT) - Visitor Numbers

Month	Total Visitors	Total Open Hours
November 2020	772	148
December 2020	893	136
January 2021	1,068	144
February 2021	613	144
March 2021	980	158
April 2021	1,030	156
May 2021	1,288 (plus 308 off-site children)	183.5

Exhibitions and Public Programmes*You, Me and the Sea / Coastal Murihiku (28 May – 18 July)*

Since 18 May, *You, Me and the Sea* has begun to fill the exhibition space with numerous underwater creatures made from recycled plastic containers by both children and adults. Workshops initially ran onsite, and at the end of May, Janet de Wagt began to work individually with schools throughout the community. The creations made by the schools were then installed as part of the exhibition. There has been a noticeable increase in patronage, especially with young people bringing family and friends in to see their installed work.

The second part of the exhibition, *Coastal Murihiku* opened on the 28 May. With over 100 attendees travelling from Nelson to Stewart Island to attend the event, which was opened by Southland Conservancy Board Member, Alison Broad.

Windows

The HWT windows on Kelvin Street are now under the direction of Visitor Host, Emma Coppin, and the current installation reflects both *You, Me and the Sea* and *Coastal Murihiku*. A window is also being dedicated specifically to local schools for installations, which Emma will work with the schools to complete.

Lighting

Details of additional lighting for He Waka Tuia are being finalised. Additional lighting will meet the approved museum standards.

Social media - Facebook

The combined SMAG and HWT posts for the period ending 7 June was eight which reached 3,314 people. Following the opening of *Coastal Murihiku* on 28 May, artist Janet de Wagt has received significant magazine and national newspaper coverage on the exhibition. These shared posts are not counted as part of our statistics.

	13 April – 10 May	11 May – 7 June	June
Total posts	12	8	
Page views	369	236	
People reached	4105	3314	
Post engagements	780	795	
Page Likes	30	23	

Janet de Wagt's exhibition, *Coastal Murihiku* has continued to attract a wide community audience. Media coverage has been significant with articles appearing in the New Zealand Herald, Otago Daily Times, and Go NZ (NZ Herald) produced with the support of 100% Pure New Zealand. The media coverage was arranged by Janet de Wagt.

Public Programmes

You, Me and the Sea developed a successful in-house and external series of public programmes, led by Janet de Wagt, which reached 308 children between May 18 – 31, in Invercargill and Southland. The programmes will continue for the duration of the exhibition.

Facilities

The average gallery temperature in May for HWT 19.80 degrees.

Gallery 2 (SMAG) has recorded an average temperature of 20.64 and average rh of 49.29 (noting the lowest point has been 42 and highest 55).

Top Store (SMAG) has recorded an average temperature of 19.32 and average rh of 53 (noting the lowest point has been 51 and highest 56).

TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
FROM: SIMON CRAIG – ACCOUNTANT
MEETING DATE: THURSDAY 1 JULY 2021

FINANCIAL REPORT

SUMMARY

Financial update which includes the Annual Timeline.

RECOMMENDATIONS

That the Southland Museum and Art Gallery Trust Board:

- 1. Receive the “Financial Report”.**
- 2. Review and approve the Southland Museum & Art Gallery Trust Board Timeline for the 2021/2022 Financial Year (Appendix 1).**

APPENDIX 1

A3451964

SOUTHLAND MUSEUM & ART GALLERY TRUST BOARD 2021/22 – TIMELINE											
Item Due For Review 2021/22											
	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				
Impairment of Building / Asset Valuation Review										✗	
Fraud Policy / Delegation policy review									✓		
Final Statement of Intent [Due to ICC & SDC]											30/6
Trustees review interest register	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

9. **PUBLIC EXCLUDED SESSION**

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

- (a) Confirmation of Minutes of the Public Excluded Session of the SMAG Trust Board Meeting held on 03 June 2021
- (b) Report - Janice Gill Directive
- (c) Request for support from Chris Henderson

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) Confirmation of Minutes of the public excluded session of the SMAG Trust Board Meeting held on 03 June 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.
(b) Report - Janice Gill Directive	Section 7(2)(a) To protect the privacy of natural persons including that of deceased natural persons.	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) Request for support from Chris Henderson	Section 7(2)(a) To protect the privacy of natural persons including that of deceased natural persons.	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.