



**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 or  
to be conducted by audio / visual link  
via the platform of Zoom  
on Thursday 09 September 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

09 September 2021 03:00 PM



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<b>Southland Museum &amp; Art Gallery Trust Board Interest Register</b>	Last updated: 01 September 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 SIT Creative Media Advisory Committee	Councillor Manager Board Member Board Member Board Member Board Member Director (Shelf Company) Lyndal Ludlow(wife) – Councillor Chair	
Cr Rebecca Amundsen	Trustee	7 Nov 2017		Invercargill City Council Arch Draught Limited BP Orr Limited Task Limited Arts Murihiku Dan Davin Literary Foundation Heritage South Glengarry Community Action Group Great South National Council of Women KIND Women Charitable Trust	Councillor Director Director Director Trustee Trustee / Chair Contractor Events Co-ordinator (Volunteer) Contractor– Events Branch Executive Southland 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 Piermont Holdings Ltd Southland ACC Advocacy Trust Southern District Health Board Southland Warm Homes Trust Southland Food Rescue Trust	Councillor Chair Director Member Member 1% Shareholder Employee Elected Board Member 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 05 AUGUST 2021 AT  
3.02 PM**

**PRESENT:** Cr D Ludlow (Chair)  
Cr R Amundsen  
Cr L Soper  
Mayor G Tong  
Cr C Menzies  
Mr R Eagles  
Ms E Cook  
Mrs C Henderson (Via Zoom platform)

**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)

**1. APOLOGIES**

Ms Neave, Cr Highsted, and Cr Duffy

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

**2. INTEREST REGISTER**

A2531243

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

**3. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 1 JULY 2021**

A3495599

*Amendment to Item 4.1 – Matters Arising from Previous Minutes  
Changed “a person outside of New Zealand” in the second paragraph to “a person outside of the Museum”.*

*Amendment to Item 5 – Action sheet  
Corrected Mr Marriott’s name which was misspelled in paragraphs 1 and 3.*

*Amendment to Item 7.1 – SMAG Managers Report for May 2021  
Changed “Hw Waka Tuia” in paragraph 4 to “He Waka Tuia”.  
Changed “Stewart Jeange” in paragraph 5 to “Stewart Geange”.*

Moved Cr Amundsen, seconded Cr Soper and **RESOLVED** that the minutes of the meeting held on Thursday 1 July 2021 be confirmed as a true and correct record with the amendment.

#### 4.1 Matters Arising from Previous Minutes

Nil.

#### 4. Action Sheet

A3495728

Nil.

### 5. REPORTS

#### 7.1 SMAG Managers Report for June 2021

A3493939

Mr Marriott spoke to the report and noted that the documents signed by the Board at the last meeting have been returned after countersign by the other party.

Mr Marriott informed that Minerva is was purchased by the Athanaeum, and was taken down as an earthquake risk from the Library building and was proposed to be melted down by Council. It has been on long-term loan to the Museum since 1940. Mr Marriott also said that they have found better quality early photographs of Minerva from her unveiling, and it is possible that Minerva was originally gold leafed or bronze leafed when she first arrived in New Zealand.

The Board discussed and indicated their interest in receiving information related to the collection only and the operational information should report to Council.

Moved Cr Soper, seconded Ms Cook and **RESOLVED** that the report "SMAG Managers' Report for June 2021" be received.

### 6. FINANCIALS

#### 8.1 Financial Report

A3493771

Mr Craig spoke to the report and mentioned that the SMAG Trust Board, viz the Management Contract, is no longer responsible for the day-to-day operations of the Museum.

In response to a query about Southland Regional Heritage Committee funding, Mr Craig said that the SMAG Board receives the grant and pays to ICC according to the Management Contact. He further noted that the SMAG Trust Board is responsible for receiving grants from Southern Regional Heritage Committee to maintain the collection.

Moved Cr Amundsen, seconded Cr Menzies and **RESOLVED** that the Southland Museum and Art Gallery Trust Board:

1. Receive the "Financial Report".
2. Approve the amendment to the monthly payment for the ICC Management Contract.

10. **GENERAL BUSINESS**

Nil.

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) Conforming the Minutes of the Public Excluded Session held on 1 July 2021.
- (b) Report - Annual Report for The Financial Year Ending 30 June 2021 (Draft)

<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 held on 1 July 2021	<b>Section 7(2)(i)</b> Enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> 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 - Annual Report for The Financial Year Ending 30 June 2021 (Draft)	<b>Section 7(2)(i)</b> Enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> 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 to public at 4.00 pm.

There being no further business, the meeting closed at 4.00 pm

Next meeting: Thursday 2 September 2021, 3.00 pm in the Council Chambers at Invercargill City Council





**ACTION SHEET**

**Held on 05 August 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
11/03/2021		Workshops	Confirm dates for workshops	SMAG Board	After every meeting

<b>SOUTHLAND MUSEUM &amp; ART GALLERY TRUST BOARD 2021/22 – TIMELINE</b>											
<b>Item Due For Review 2021/22</b>											
	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
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									✓		
Final Statement of Intent [Due to ICC & SDC]											30/6
Trustees review interest register	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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

**FROM: WAYNE MARIOTT – MANAGER – MUSEUM AND HERITAGE SERVICES**

**MEETING DATE: THURSDAY 9 SEPTEMBER 2021**

**SMAG MANAGER’S REPORT FOR JULY 2021**

**RECOMMENDATIONS**

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

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

**CATALOGUING AND REHOUSING**

As at 2 August 2021

<b>Project Stage</b>	<b>Outline</b>	<b>Total Recorded</b>	<b>Monthly increase</b>
Stage 1	Full documentation	9, 203 records	34
Ready for Relocation	Ready for Relocation	14,383 records	6
Stage 3	Photography	878 records	0

The rehousing of the collection has been limited due to staff requirements on the changing exhibition programme, vacancies and the firearms collection. We have advertised for two collection technicians, and will be advertising for a registrar.

**COLLECTION**

We have engaged Museum Collection specialist Bronwyn Simes to undertake a review of the collection storage requirements for the Southland Museum & Art Gallery. Bronwyn will review the collection areas requiring specialist storage vs collection material which does not require specialist storage.

As a part of her brief Bronwyn will also consult with Jo Massey (SDC) and Jim Geddes (GDC) reviewing spatial requirements should a Regional Storage Facility be required. Bronwyn will also meet with the Iwi Liaison Komiti to discuss the same regarding local marae. Bronwyn will liaise with Andrew Irving, Irving Smith Jack Architects, who is providing advice to the MGG on storage to ensure that we have a consistency of language and spatial requirements.

## COLLECTIONS OF NATIONAL IMPORTANCE

Applications for financial assistance to the Ministry for Culture and Heritage will require the Board to present a list of objects which are viewed as of “national importance” – meaning that they have either been responsible for building our story of nationhood and/or their loss would be viewed as a national or international tragedy. As part of the collection storage work we have asked Bronwyn to consider appropriate care for identified items.

A review committee – Jim Geddes (Eastern Southland); David Clark (Lakes District); Gerard O’Regan (Otago Museum); and Bronwyn Simes will be responsible for peer reviewing the list of 100 objects (and their stories). This work will be delivered in August 2022.

## FIRE ARMS COLLECTION

Recent legislation changes have required SMAG to install new 6mm fire arms storage. This work has been partially completed in conjunction with the New Zealand Police. Additional cabinets are required which have been difficult to access due to demand and goods being received into New Zealand. We require an additional two cabinets.

## MINERVA

Quotes have been requested for the “plating” of Minerva.

## VISITOR NUMBERS

Month	Total visitors	Total Open Hours
November 2020	772	148
December 2020	893	136
January 2021	1068	144
February 2021	613	144
March 2021	980	158
April 2021	1030	156
May 2021	1288 (plus 308 off-site children)	183.5
June 2021	1088 (plus 1,419 off-site children)	186
July 2021	1069	190

## FACEBOOK INSIGHTS

	April 13 – May 10	May 11 – June 7	June 8 – July 6	July 14 – Aug 10
Total posts	12	8	9	14
Page views	369	236	233	376
People reached	4105	3314	5381	7251
Post engagements	780	795	713	2236
Page Likes	30	23	18	39

## **SALES FROM EXHIBITIONS**

Museums Aotearoa has recently proposed the adoption of a new Code of Ethics. This may restrict the opportunity for an institution to sell works of art from the exhibition space. Traditionally SMAG has hosted a number of selling exhibitions (IPAG have hosted the Annual Spring Exhibition) which has generated income for the Acquisitions Fund.

The proposal has caused some discussion among smaller and medium sized facilities. It is acknowledged that institutions such as Christchurch Art Gallery, Te Papa, and Auckland War Memorial Museum all have retail outlets through which original works of art and craft are sold. A retail operation would not be affected by the proposed changes.

## **EXHIBITIONS AT HE WAKA TUIA**

Planning for 2022 and 2023 is currently underway. The focus of the exhibition programme is primarily from the collections of Southland Museum & Art Gallery and IPAG. In raising the original number of proposed exhibitions from 4 to 12, the team have been able to access a previously planned exhibition, as well as curating several in-house exhibitions.

In order to present those exhibitions, the art collection has been the most easily available as significant research has been undertaken by previous curators. Unfortunately the Social History and Taoka Maori Collections does not currently have the same level of research and work has begun on developing exhibitions which will provide the opportunity to allow the Social History and Taoka Maori Collections to be presented to the community.

In the interim, we have just received the first 500 images from the Elmwood Collection, which have been digitised. This material will become accessible through ICC Recollect Pilot Project. In September the daguerreotype, ambrotype and early glass plate negatives will be digitised, and by November be available online.

## **OBITUARY**

It is with deep regret that we acknowledge the passing of:

Erin Tuhura, who was Assistant Registrar at Southland Museum and Art Gallery for the past 12 years passed away on 30 July 2021.

Jonathan Robert White MNZM actively supported the Southland Museum and Art Gallery since 1976 passed away on 17 July 2021, prior to the opening of his exhibition at He Waka Tuia.

Marilynn Webb ONZM began her working relationship with the Southland Museum & Art Gallery in 1996. She undertook two major solo exhibitions – *In Hodges Wake*, and *From Hodges to Hodgkins to Here* in partnership with SAF, SMAG and DOC. Later she was part of a group of artists who responded to *Rakiura* becoming a National Park in 2000. Marilynn passed away in Dunedin on 16 August 2021.

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 05 August 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) Confirmation of Minutes of the public excluded session of the SMAG Trust Board Meeting held on 05 August 2021	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.