



**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 07 October 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

07 October 2021 03:00 PM



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Southland Museum & Art Gallery Trust Board Interest Register	Last updated: 17 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 Member 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 09 SEPTEMBER 2021
AT 3.09 PM**

PRESENT:

- Cr D Ludlow (Chair)
- Cr I Soper (Via Zoom platform)
- Mayor G Tong (Via Zoom platform)
- Cr C Menzies (Via Zoom platform)
- Ms G Neave (Via Zoom platform)
- Mr R Eagles (Via Zoom platform)
- Ms E Cook (Via Zoom platform)
- Mrs C Henderson (Via Zoom platform)

IN ATTENDANCE:

- Mr S Gibling (Group Manager – Leisure and Recreation) (Via Zoom platform)
- Mr W Marriott (Manager – Museum and Heritage Services) (Via Zoom platform)
- Mr S Craig (Management Accountant) (Via Zoom platform)
- Mrs T Amarasingha (Secretary)

1. APOLOGIES

Cr Highsted
Cr Amundsen for lateness

Moved Mrs Henderson, 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 5 AUGUST 2021

A3500287

Moved Cr Soper, seconded Ms Cook and **RESOLVED** that the minutes of the meeting held on Thursday 5 August 2021 be accepted as a true and correct record.

3.1 Matters Arising from Previous Minutes

Nil.

4. Action Sheet

A3525604

Nil.

5. Items for Review

A3493547

Nil.

6. REPORTS

6.1 SMAG Managers Report for July 2021

A3520569

Mr Marriott spoke to the report and highlighted the following points.

- The process has been started to review Collections of National Interests. Jim Geddes (Eastern Southland) David Clark (Lakes District) Gerard O'Regan (Otago Museum), Bronwyn Simes, and Wayne Marriott (The review Committee) would review the list of 100 objects.
- Bronwyn Simes started a review of the collection storage requirements for the Museum in terms of the collection areas requiring specialist storage vs collection material which it does not require.
- Provided an update regarding the proposed new Code of Ethics by the Museums Aotearoa.
- There would be changes to the exhibitions schedule due to Covid Level 2 impacts.
- The Museum received 500 digitised images from the Elmwood Collection.

In response to a query about the strengths and weaknesses of the collection, Mr Marriott said that he would provide a summary of their process to review the collection and also to provide a summary of the collection items of national interests, to the Board. Mr Marriott mentioned that it would be time consuming to provide a comprehensive answer.

Mr Marriott also provided an update about the re-cataloging process.

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

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,

- (a) Conforming the minutes of the public excluded session held on 5 August 2021.
- (b) Verbal Update on Governance Group

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 5 August 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) Verbal Update on Governance Group	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 3.48 pm.

Next meeting: Thursday 7 October 2021, 3.00 pm in the Council Chambers at Invercargill City Council



ACTION SHEET

Held on 09 September 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
11/03/2021		Workshops	Confirm dates for workshops	SMAG Board	After every meeting

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 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 MARRIOTT – MANAGER – MUSEUM AND HERITAGE SERVICES

AUTHORISED BY: STEVE GIBLING – GROUP MANAGER – LEISURE AND RECREATION

MEETING DATE: THURSDAY 7 OCTOBER 2021

SMAG MANAGER’S REPORT FOR AUGUST 2021
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RECOMMENDATIONS

That the Southland Museum and Art Gallery receive “the SMAG Manager’s Report for August 2021”.

SOUTHLAND MUSEUM AND ART GALLERY NIHO O TE TANIWHA

CATALOGUING AND REHOUSING

As at 3 September 2021

Project Stage	Outline	Total Recorded	Monthly increase
Stage 1	Full documentation	9, 274 records	71
Ready for Relocation	Ready for Relocation	14,478 records	95
Stage 3	Photography	884 records	6

Focuses for the month were on finishing a series of large pallets/crates and an audit of the firearms collection. National lockdown prevented data entry on Vernon for last week of month.

Work on the rehousing of the firearms collection has been completed, and will now be subject to a six-monthly review and check by New Zealand Police. Collection Technician, Laura Davies finished work on 20th August. Collection Manager, Kimberley Stephenson will finish on the 23rd September.

Interviews have been completed for the appointment of a Collection Technician, and a recommendation has been made. The second vacancy for a Collections Technician, along with Visitor Host at HWT is being advertised.

COLLECTION

The first draft report has been received from Bronwyn Simes following an onsite visit at Covid Level 2. The report focuses on the current collection and has looked at three Environmental Zones for specialist collections, such as photographic material, for example.

Andrew Irving, Irving Smith Architects has been working with Bronwyn Simes to discuss spatial requirements and options for the collection.

The second stage of the work which Bronwyn Simes will undertake will involve consultation with SDC and GDC, as well as the four Runaka to explore collection needs. This work will focus on potential of collection growth and development, which will include the needs and requirements of SMAG to 2100.

The next part of the process will be the analysis of potential sites within Invercargill City for collection storage. This process will also undertake a risk analysis based on potential locations.

As part of the Collection Review, the appointed Collection Technician has undertaken significant work on the review and deaccessioning of items from another collection. We have identified that for a period a significant amount of material was accepted into the collection without reference to the Collection Policy. Since the mid-1990s the Collection Policy has been implemented and generally adhered to.

The process for deaccessioning is prescribed within the Collection Policy, which includes confirmation by the Board.

COLLECTION OF NATIONAL IMPORTANCE

An additional thirty items have been added to the SMAG list for consideration and review as part of the identification of items considered to be of National Importance.

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	183.5
June 2021	1088	186
July 2021	1069	190
August 2020	633	104

FACEBOOK INSIGHTS

	April 13 – May 10	May 11 – June 7	June 8 – July 6	July 14 – Aug 10	Aug 11 – Sep 4
Total posts	12	8	9	14	15
Page views	369	236	233	376	277
People reached	4105	3314	5381	7251	8314
Post engagements	780	795	713	2236	1196
Page Likes	30	23	18	39	20

EVENTS

Due to Covid-19 lockdowns, the following two events in August were canceled/postponed.

- Thursday August 19th: Platter and Paint
- Saturday 28th August: Women in Work (KIND Women Festival)

EXHIBITIONS

Due to Covid-19 restrictions, the following changes have been made to the exhibition calendar:

Our Landscape – through the brush of Jonathan R White MNZM (31st July – 3rd October)

Jonathan's exhibition was cut short by lockdown. The exhibition has been extended to October 3rd.

Annual Spring Exhibition (8th October – 7th November)

Spring Exhibition has been postponed until March 2022 as a result of low entries attributed to Covid-19 lockdown.

Owen Allison (13th November – 12th December)

Originally scheduled to open on September 11th, due to Covid-19 Level 2 restrictions for openings and events, the exhibition has been postponed until November. Iwi Blessing: 11th November, 2.30pm

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 09 September 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:

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 09 September 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.