



**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 04 November 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

04 November 2021 03:00 PM



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<b>Southland Museum &amp; Art Gallery Trust Board Interest Register</b>	Last updated: 29 October 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 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		Invercargill City Council Police Iwi Liaison Museum Iwi Liaison Te Rūnanga o Ngāi Tahu Te Whānau a Neke Trust Rakiura Māori Land Trust Waihōpai Rūnaka Te Rūnaka o Awarua Te Awhi Rito CDEM CEG Otago Emergency Response Iwi Liaison Hui Amorangi o Te Wai Pounamu Trust Board	Mangai - Waihōpai Awarua Awarua AH Rep Waihōpai Rūnaka Owner Owner Executive 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) Southland Justices of the Peace Association (Committee)	Manager – Museum and Heritage Services Historian Chair & Director Vice-President Member Finance Chair & Director Director Director Director Member Member	

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 07 OCTOBER 2021  
AT 3.05 PM**

**PRESENT:** Cr D Ludlow (Chair)  
Cr L 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 (Via Zoom platform)

**IN ATTENDANCE:** Cr P Duffy (Chair – Southland Regional Heritage  
Joint Committee)  
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**

Cr Amundsen  
Ms Neave and Mr Gibling for lateness

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 9 SEPTEMBER 2021**

A3562044

Moved Cr Soper, seconded Ms Cook and **RESOLVED** that the minutes of the meeting held on Thursday 9 September 2021 be accepted as a true and correct record.

**3.1 Matters Arising from Previous Minutes**

Nil.

#### 4. **Action Sheet**

A3562103

Nil.

#### 5. **Items for Review**

A3493547

Mr Craig informed that the "Management fee automatic payment form" was waiting on online banking for approval.

##### 5.1 **Matters Arising for approval**

Mr Craig requested to approve an invoice payment for the SMAG Trust Board to pay back the overpayment of \$11,418.05 for the service contract to ICC.

Moved Ms Cook, seconded Cr Menzies and **RESOLVED** to approve the invoice for repayment of the overpayment of \$11,418.05 for the service contract to ICC.

Mr Marriott informed the Board that the Trust Board received a grant of \$52,769 from ICC for the redevelopment of the Southland Museum and Art Gallery. There were two options for the trust board to take; to return the grant to ICC or to request approval from ICC to use this grant for review of the collection storage.

Moved Ms Cook, Seconded Cr Soper **RESOLVED** that regarding the \$52,769 left from the ICC Redevelopment Fund, the SMAG Board would write to Council and request that the funds be applied to the review of the Collection Storage and also to the Collection for relocation or access.

##### 5.2 **Staff Recruitment Process Update**

Mr Marriott updated the process of staff recruitment for the collection technician job role.

#### 6. **REPORTS**

##### 6.1 **SMAG Managers Report for August 2021**

A3545803

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

- Bronwyn Simes completed the first draft report regarding the current collection and environmental zones for specific collections.
- Provided an update regarding the matter of the Invercargill City storage facility and regional facility.
- It was started the review and deaccessioning of items as a part of the collection review.
- The process for deaccessioning was prescribed within the collection policy and the Trust Board would approve the policy.
- The Board discussed the issues and concerns for the decision-making process to hold a collection or to relocate.

The Board noted that they cannot invite private collectors, private museums, or small Trusts to the deaccessioning process until the Board would finalise the process through the policy and complete the processional deaccessioning.

The Board also noted that if lending items from SMAG collection to any other parties, they have to provide a guarantee that they have the ability to provide the standard care and the same storage conditions that SMAG provides.

Moved Cr Menzies, seconded Ms Neave and **RESOLVED** that the report "SMAG Managers' Report for August 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 9 September 2021.

<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 9 September 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

There being no further business, the meeting closed at 4.17 pm.

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





**ACTION SHEET**

**Held on 07 October 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 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 SEPTEMBER 2021**

**RECOMMENDATIONS**

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

**COLLECTION STORAGE**

Bronwyn Simes has continued to refine the requirements for storage of the collection moving forward. This would provide for the SMAG and IPAG Collections, and takes into account the deaccessioning as well as potential collection growth targeting 2100.

Meetings have been held with Jim Geddes (GDC) and Jo Massey (SDC) regarding potential and actual requirements and demands for storage being faced by Museums and Art Galleries in the wider Southland area. Plans to meet with the four Runaka are being coordinated for the coming month.

**COLLECTIONS OF NATIONAL IMPORTANCE**

Research has continued on identifying potential 100 objects for “Collections of National Importance”. The working draft of the list has been circulated.

Currently we have over 70 identified potential “candidates”. Research is required on each item, and as the collection continues to be examined more items will be highlighted. It is anticipated that we may exceed 250 shortlisted items.

This final shortlist will be presented to the Board in April 2022 prior to external moderation.

## MINERVA

Research on Minerva has resulted in the identification of the original colour, as Minerva arrived in Invercargill in the 1870's.

*When the statuery was unboxed one morning in front of the Athenaeum building and scaffolding erected for hoisting it into position, ...[it was questioned] the value and nature of the material of which the statue was composed. The outward aspect gave to the uninitiated the look of something of a bronze appearance, but inwardly (for the figure is east hollow) it was easily seen that the material was simply cast-iron, the metal of which sash weights and cast-iron pots and pans are composed, the outside surface being painted with bronze green paint, and while in a fresh condition simply dusted with bronze-green powder. This was palmed on to the public subscribers as bronze metal—i.e., a composition of copper, block tin, and zinc, the most durable composition used for statuery purposes.*

H Wilson, Cooper and Wilson. Southern Cross, 6 July 1918

Restoration of Minerva will now be completed with a coat of bronze-green.

## CATALOGUING & REHOUSING

As at 23 September 2021

Project Stage	Outline	Total Recorded	Monthly increase
Stage 1	Full documentation	9, 445 records	171
Ready for Relocation	Ready for Relocation	14,562 records	84
Stage 3	Photography	907 records	23

Records for October will be updated in November following the Collection Technicians start date.

## STAFF

Kayla Brett began work as Collection Technician on 26 October 2021.

Rosemary Jackson-Hunter is currently working on the extensive textile collection.

Interviews have been completed for a second Collection Technician and an appointment is pending.

Advertising additional vacancies will be undertaken in the first week of November.

**HE WAKA TUIA - VISITOR NUMBERS**

<b>Month</b>	<b>Total Visitors</b>	<b>Total Open Hours</b>
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
June 2021	1088 (plus 1,419 off-site children)	186.5
July 2021	1069	190
August 2021	633	104
September 2021	216	114

The impact of Covid-19 and also the upgrade of Don Street has had a direct impact on visitor numbers during August and September. In response He Waka Tuia is launching an on-line exhibition portal.

**EXHIBITIONS AND PUBLIC PROGRAMMES****Our Landscape – through the brush of Jonathan R White MNZM (31st July – 3rd October)**

Jonathan White's exhibition was the last opening prior to the Covid-19 lockdown. Reopening at Level 2 we postponed On Trend – Owen Allison and Spring Exhibition as a result of limited public access.

These events have now been rescheduled for late 2021 and early 2022.

**Our Heritage – Your History – celebrating 150 years of Invercargill City Council**

This exhibition has opened at He Waka Tuia and will close in early November 2021. The exhibition features the watercolours of Robert Park MacGoun, as well as the original blueprints for the Invercargill Water Tower.

A print run of 900 Water Tower “cut-outs” has proved so popular that an additional 500 have also been made. These have been distributed through a number of venues including ICC and City Libraries.

**TO: SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD**  
**FROM: SIMON CRAIG – MANAGEMENT ACCOUNTANT**  
**MEETING DATE: THURSDAY 4 NOVEMBER 2021**

<b>FINANCIAL REPORT</b>
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**SUMMARY**

Financial update.

**RECOMMENDATIONS**

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

- 1. Receive the “Quarterly Financial Report for the 3 months ended 30<sup>th</sup> September 2021”.**
- 2. Approve the payment for authorisation.**

**1) Quarterly Report**

**Financial report for the 3 Months Ended 30 September 2021**

<b><u>Overall Position</u></b>	<i>Actual YTD</i>
<b>Net Operating Profit/(Loss)</b>	<b>(39)</b>
<b>Net Cashflow movements</b>	<b>(5,337)</b>
<b>Cash position</b>	<b>445,614</b> (includes \$208k on term deposit (matures Mar 2022))

<b>Administration</b>			
	<i>Actual YTD</i>	<i>Forecast for year</i>	
<b>Income</b>			
Grant - SRHC	305,423	1,041,000	To be used towards the collection
Service Contract - ICC - Museum open	-	-	To be used to operate a museum
Grant - ICC - Trust operations	-	20,000	To be used to operate Trust
Donations & Bequests	-		Bequest with conditions
Interest - Bank	26		
Interest - Investment Accounts	528		
<b>Total Income</b>	<b>305,976</b>	<b>1,061,000</b>	
<b>Expenditure</b>			
Museum management fee	305,423	1,031,000	Paid to ICC to operate a museum and use towards the collection
Legal fees	-		
General expenses	25	20,000	Forecast to cover all other expenses
Media Support	-		
Bank fees	-		
Audit fees	-	10,000	Accrued at end of year
Depreciation & impairment	568	2,268	
<b>Total Expenditure</b>	<b>306,015</b>	<b>1,063,268</b>	
<b>Net Operating Profit/(Loss)</b>	<b>(39)</b>	<b>(2,268)</b>	
<b>Capital purchases</b>	<b>0</b>	<b>0</b>	

<b>Reserves &amp; Funds</b>		
	<i>Balance</i>	<i>Condition</i>
<b>Restricted reserve</b>		
Estate C F Broadley - Tuatara	50,181	To be spent on Tuatara or Cultural History
Estate D I Alloo - Tuatara	37,445	To be spent on Tuatara
Estate D I Alloo - Natural History	164,172	To be spent on Natural History Gallery
	<b>251,798</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	24,708	To be spent on capital items for the collection
	<b>36,719</b>	
<b>Redevelopment funds</b>		
Unused grants with conditions - ICC	52,769	To be used on museum development
	<b>52,769</b>	

## 2) Payment for Authorisation

Reimbursement to Toni Biddle of \$65 for flowers purchased in previous financial year.

10. **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 07 October 2021
- (b) Objects of National Importance from the Southland Museum & Art Gallery Collection

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 07 October 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.
(b) Objects of National Importance from the Southland Museum & Art Gallery Collection	<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.