



**Notice is hereby given of the Annual General 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 02 December 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 & Art Gallery Trust Board Annual General Meeting



02 December 2021 03:00 PM

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**MINUTES OF THE SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
ANNUAL GENERAL MEETING HELD IN THE COUNCIL CHAMBERS,
INVERCARGILL CITY COUNCIL, 101 ESK STREET, INVERCARGILL ON
THURSDAY 03 DECEMBER 2020 AT 3.00 PM**

PRESENT: Cr D Ludlow (Chair)
Cr R Amundsen
Mayor G Tong
Cr C Menzies (via Zoom platform)
Cr B Highsted (via Zoom platform)
Mrs G Neave
Mr R Eagles
Ms E Cook
Mrs C Henderson

IN ATTENDANCE Mrs C Hadley (Chief Executive)
Mr S Gibling (Group Manager – Leisure and Recreation)
Ms K Stephenson (Museum Collections Manager)
Mr D Dudfield (Museum Curator Manager) (via Zoom platform)
Mr J Botting (Financial Controller)
Mrs T Amarasingha (Secretary)

1. APOLOGY

Cr Paul Duffy

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

2. CONFIRMATION OF MINUTES

A2845241

Moved Mayor Tong, seconded Ms Neave **RESOLVED** that the minutes of the meeting held on 27 February 2020 be accepted as a true and correct record.

3. MATTERS ARISING

Nil.

4. DEPUTY CHAIRPERSON'S REPORT

A3259877

Cr Ludlow read his report.

Moved Cr Ludlow, seconded Cr Amundsen and **RESOLVED** that the Deputy Chairperson's report be received.

5. MANAGERS' REPORT

A3256208

Mr Gibling and Ms Stephenson spoke to the report.

Moved Ms Neave, seconded Ms Cook and **RESOLVED** that the Managers report be received.

6. AUDIT NZ INDEPENDENT AUDITOR'S REPORT TO READERS AND FINANCIAL ANNUAL REPORT AS AT 30 JUNE 2020

A3256279

Mr Botting spoke to the report.

Moved Cr Ludlow, seconded Cr Amundsen and **RESOLVED** that the report be received.

8. CORRESPONDENCE

Outwards: Notice of Annual General Meeting advertised in the Southland Times on Saturday 15 February 2020.

9. APPOINTMENTS TO THE TRUST BOARD

9.1 Chairperson

Ms Neave nominated Cr Ludlow to be reappointed to the role of Chair.

Moved Ms Neave, seconded Mrs Henderson and **RESOLVED** that Cr Ludlow be reappointed as Chair of Southland Museum and Art Gallery Trust Board.

9.2 Deputy Chair

Ms Neave nominated Mr Eagles to be reappointed to the role of Deputy Chair.

Moved Ms Neave, seconded Mrs Henderson and **RESOLVED** that Mr Eagles be reappointed as Deputy Chair of Southland Museum and Art Gallery Trust Board

9.3 Secretary and Treasurer

Cr Ludlow nominated Invercargill City Council to be appointed to the role of Secretary and Treasurer.

Moved Ms Neave, seconded Ms Cook and **RESOLVED** that Invercargill City Council be appointed as Secretary and Treasurer of Southland Museum and Art Gallery Trust Board

10. REGISTER OF TRUSTEE'S INTERESTS

A2531243

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

Note: Mayor Tong left the meeting at 3.24 pm.

11. GENERAL

Cr Ludlow referred Mrs Henderson's question with regard to the valuation of Museum Building in 1995 and the ownership of the building, to the regular SMAG Board meeting.

Meeting closed at 3.27 pm.

Report of the Chair, Southland Museum & Art Gallery (For the 2020-2021 AGM)

Tēnā koutou katoa.

The past year is one that has seen the most significant change in focus for our Trust Board since moving into our current formation in 2003.

Following the discovery that the Trust Board did not own the building the Museum has been based in for so long, we've seen a reset in responsibility that is continuing to evolve.

Firstly, the redevelopment project is now quite clearly the responsibility of the Invercargill City Council (the actual building owners). They have been out to consult on an initial scope for the project, and then drew together the "Museum Governance Group" solely focussed on the project and reporting back to ICC with options for them to take out for consultation.

SMAG staff have worked collaboratively with Invercargill Public Art Gallery staff to open and operate our temporary exhibition space – He Waka Tuia. Community feedback has been very positive and we have seen the space actively filled with interesting and engaging exhibitions that mix art and history. It is a relief to have some space in which we can see people interacting with our taoka, and allow staff the opportunity to experiment with methods of engagement. The exhibition schedule may have been interrupted by another COVID lockdown, and staff have had to cope with the streetscape works in Don Street, but it's there!

Also of significance is the welcome return of Wayne Marriott as ICC's Manager of Museum and Heritage Services. Wayne's in-depth knowledge of museum and art history in our province has been vital in helping to unpack the previous organisational structures, aims, objectives and personalities, which places him ideally to drive ICC progress towards the redevelopment. His experience with similar projects elsewhere reaffirms this.

It would be fair to say trying to come to terms with the role the Trust Board has, now that museum operational matters sit with ICC, and revisiting our governance structure at the same time, has presented challenges.

The board has tried to seek clarity and even looked at the Gryphon Report commissioned by ICC, and wrestled with the suggestions in it, how to proceed, who is involved, and what our future purpose is.

It was useful to receive direction via the Chief Executives of the local Territorial Authorities in late June requesting us to amend the SMAG Trust Deed. Essentially, the future direction is to establish an independent skills-based board through a process similar to appointing company directors, overseen by the three councils. Applications will be open to any member of the public, with up to five board members being appointed.

The only group guaranteed a position (additional to the 5 public) is Runaka. This represents recognition of our responsibilities under Te Tiriti o Waitangi, but also the significance of the taoka we care for on their behalf, and their role in the history of our province.

Councils have also requested the role of the Iwi Liaison Committee is formalised.

Through our discussions, the current Board has also reflected a desire to ensure those appointed have local connections, as well as their business acumen and governance skill-sets.

The new board will be “collections-based” in its aspirations and activities. Care of the collection, appropriate curation following the Collections Policy, and deaccessioning items not relevant or required by the previous owners are to be – in broad terms – the focus. At the time of our AGM, the board is currently going through and reworking the Trust Deed, which will then go to the parent-councils for approval and adoption.

In the meantime, and following our new collections-based focus, we look to encourage and assist however we can the cataloguing process to give us a more accurate idea of what is in the collection; prepare it for removal from the building when redevelopment works commence; give greater clarity around storage requirements for certain items; and look at what items we hold in the collection that are of national significance.

During the year we played a significant role in the relocation of tuatara to Ngati Koata, and I'm grateful for the sensitivity afforded to the transition, and the significant role Evelyn Cook played on our behalf. While the ongoing care of the tuatara under curator Lindsay Hazley now rests with ICC Parks, they are a continued presence in our space in the meantime, and their welfare is always at the front of our minds.

While the staff are no longer part of our (board) responsibilities, I'm grateful for the work of David Dudfield and Kimberley Stephenson who jointly fulfilled the management role following the departure of David Luoni and prior to Wayne's arrival. While both have moved on to other opportunities, it is appropriate I recognise how they stepped up in the interests of the museum and our collection.

We were also shocked at the sudden loss of staff member Erin Tuhura earlier this year. While she too has gone, the gift of her work and passion with our collection is a prized legacy and our thoughts are with her whanau and former colleagues.

From ICC, I need to recognise the support and mahi from Steve Gibling, Group Manager of Leisure and Recreation, at a senior staff level; Simon Craig with financial reporting; and the ever appreciated patience and professionalism of Thilini Amarasingha with administration.

Before I close off, I need to recognise the delay in our audit process this year – which lies with the Office of the Auditor General, but was signalled by them in a recent letter to us. As I understand it, there is nothing more we (the Trust Board) nor ICC could have done, and the issue is a resourcing one at their end. However, understanding their issues and working with them is a priority. We are obliged to hold our AGM before the end of our calendar year, and their report is usually a key part of our meeting. We are having to proceed and deal with all other matters, and intend to hold a Special General Meeting in 2022 to deal with the Audit report.

Finally, my sincere thanks to fellow trustees. It has been a year of challenge and change like no other during my time on the board. I continue to be grateful for your perseverance and mahi.

Ehara koe i a ia!

Darren Ludlow

Chair, Southland Museum & Art Gallery Trust Board

Managers' Report, Southland Museum and Art Gallery

For Year Ending 30 June 2021

Overview

The year has been one of significant change, opportunity and investment for the Southland Museum & Art Gallery Trust Board. During the past twelve months the collection has continued to be the primary focus of work undertaken by the SMAG team. The global pandemic Covid-19 has continued to challenge how we can maintain public access and engagement with our collections on exhibition at He Waka Tuia.

With ownership of the SMAG building determined, Invercargill City Council initiated a public consultation process through the Long Term Plan (LTP) on the possible options for the future of the current facility. In setting the LTP, Invercargill City Council have provided the opportunity for the establishment of a Museum Governance Group (MGG) –which has been charged with a number of vexing questions, including the future of the current facility, the location and whether or not art should be included within any future development. The MGG will report to Invercargill City Council in December 2021.

Building Ownership

Following the receipt of the report - "Ownership of the SMAG Building, The Pyramid" which advised how ICC had reached a position determining ownership of the present Museum & Art Gallery building; December 2020 the Friends of the Museum questioned if ownership by ICC was correct. It was subsequently reconfirmed that ownership of the building rested with Invercargill City Council and that this ownership had been determined as early as 1942.

Cataloguing and Rehousing as at 30 June 2021

| Project Stage | Outline | Total Recorded |
|----------------------|----------------------|----------------|
| Stage 1 | Full documentation | 9,169 records |
| Ready for Relocation | Ready for Relocation | 14,377 records |
| Stage 3 | Photography | 878 records |

Ngākahu – Te Korowai o te Aroha mo ngā Kōiwi Tūpuna

SMAG is acknowledged by its peers as one of the first museums to establish (in consultation with the Iwi Committee, a forerunner of the Liaison Komiti) a Wahi Tapu. Constructed in 1990, the wahi tapu has been used since then to temporarily hold any human remains prior to repatriation (as in the Sorenson Collection) or return to tangata whenua.

Te Papa National Services initiated a project *Ngākahu – Te Korowai o te Aroha mo ngā Kōiwi Tūpuna*, in 2020 which is a national programme to investigate kōiwi tangata. The outcome will ensure appropriate protocols are in place when any cultural facilities are working with tangata whenua on these issues. The Southland Museum & Art Gallery team will continue to work with the Te Papa project team until early 2022 when the project will be delivered.

Minerva

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. Relocated to Gilkison Engineering, there holes were repaired and a new support bracket was constructed for the base. Returning to Pneumatic Contractors, she was re-blasted and a protective coating of paint was applied. Minerva returned to the Southland Museum and Art Gallery for storage pending reinstatement. Subsequent research confirmed that in 1876 Minerva was coated with bronze-green paint, with a layer of bronze-green dust to give the appearance of a bronze sculpture.

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. We were fortunate that three local firms were able to support the project - Freight Haulage Ltd, Pneumatic Contractors Ltd, and Gilkison Engineering.

Outward Loans:

The Tauihu (Z4566), found in May 1996 on Rakiura temporarily returned to Rakiura/Stewart Island for the opening of the new Rakiura Museum on 1 December 2020. The tauihu was subsequently placed at Te Rau Aroha Marae for Te Tiriti Commemorations in February.

William Hodges - A Māori Before a Waterfall (c. 1773/76) was loaned to Te Papa.

Touring Exhibitions

Dawn Raids, co-developed with Miharo was exhibited as part of the Auckland Arts Festival.

Exhibitions held at He Waka Tuia

- Choice
- Te Ara A Kiwa (Foveaux Strait)
- Traded (Michele Beevors)
- Altered Neuro States (Tom Fox).
- William Hodges Maori before a Waterfall
- The Tīfī art project.
- Crate Expectations
- 100 Women, 100 Words (toured by Otago)
- Tokanui School installation
- What I collect...:
- *100 Women, 100 Words (toured by Otago Museum)*
- *Women from our Collections*
- *Women during the War*
- Top Art (held at Southland Girls High School)
- *Coastal Murihiku You, Me and the Sea / Coastal Murihiku You, Me and the Sea / Coastal Murihiku*

Public Events

- Heritage Month
- Southern Scandals and Colourful Characters - organised by Heritage South
- *All in For Arts Breakfast*

Tuatara translocation

Representatives of Ngāti Koata visited SMAG to assist with preparing the tuatara for translocation the week beginning 11 November 2020. These tuatara are now settling into their new homes under the kaitiakitanga of Ngāti Koata and the Department of Conservation Te Papa Atawhai.

Staff Acknowledgments

Collection Technician, Chontelle Syme left the Museum in 2020. In 2021, David Dudfield, Team Leader – Curators resigned to take up a role with Heritage Properties. Ari Edgecombe resigned to relocate to Nelson. Wayne Marriott took up the position of Manager Museum and Heritage Services in January 2021.

After a short battle with cancer, Assistant Registrar, Erin Tuhura passed away in July 2021.

Wayne Marriott – Manager – Museum and Heritage Services

Management Accountant's Report, Southland Museum and Art Gallery

For Year Ending 30 June 2021

Summary

Financial update regarding the Southland Museum and Art Gallery Trust Board (SMAG) annual report for the year ended 30 June 2021 and correspondence received from Audit New Zealand on inability to provide audited accounts for the AGM.

Report

Clause 7.2 of the Trust Deed requires that at the AGM a set of Audited Accounts must be presented. Clause 7.2 also sets out that the AGM must be held between 1 September and 30 December of each year.

Audit New Zealand are the Auditors appointed to provide SMAG audit services for the annual report. They have advised that they cannot provide SMAG with an audited set of accounts in time for the AGM to be held in accordance with the Trust Deed.

The attached letter (Appendix 1 – A3602755) from Audit NZ sets out the Audit NZ position. The Charities Register is also aware of this situation and SMAG have been granted an extension to submit the audited annual report with the Charities Register by 31 May 2022.

In order to comply with the Trust Deed, the AGM is proceeding to ensure that the remaining matters required to be dealt with at the AGM are done so in a timely manner.

Once the Audited Accounts have been received, a Special General Meeting will be convened to receive the Audited Accounts.

Simon Craig – Management Accountant



TABLED AT
04 NOV 2021
MEETING

AUDIT NEW ZEALAND
Mana Arotake Aotearoa

27 October 2021

Level 3, 335 Lincoln Road
Addington
PO Box 2, Christchurch 8140

Councillor Darren Ludlow
Southland Museum Trust Board
C/- Invercargill City Council
Private Bag 90104
Invercargill 9840

Email: Darren.ludlow@icc.govt.nz

Tēnā koe Councillor Ludlow

I am writing to you in your capacity as the Chair of Southland Museum Trust Board.

This letter provides a brief outline of some important changes we are needing to make to the timing of a number of June 2021 audits, as we deal with the ongoing impact of Covid-related disruptions. I appreciate the opportunity to provide more information about the measures we have in place.

Our commitment to providing you with a quality audit remains the same, and the measures we're putting in place are designed to provide you with the best work possible.

Since the statutory extension to reporting deadlines was granted in July, we've all been working with the effects of another national lockdown and ongoing alert level changes. This means it will now be necessary to complete the audit of Southland Museum Trust Board in the first few months of 2022.

This is now unavoidable as we deal with the ongoing challenges posed by Covid-related disruptions to our teams and our clients.

However, I understand you will no doubt have concerns about the possible implications this may have for your organisation and your people and explain more about how we intend to support you through this period.

Addressing unavoidable challenges

In July, [Parliament extended statutory reporting time frames](#) to acknowledge the growing complexities affecting audits due to changing alert levels and an unprecedented [shortage of auditors in New Zealand and Australia](#).

We committed to using this time wisely, by first completing audits that had a major impact on wider public accountability. This includes the financial statements of the Government, government departments, state owned enterprises, and Financial Markets Conduct reporting entities, like Auckland Council.

| | |
|---|----------------------------------|
| Southland Museum & Art Gallery Trust Board Interest Register | Last updated: 29 October 2021 |
|---|----------------------------------|

| 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 | |

| 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 | |

| 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 | |