
CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

**Notice is given of a meeting of the
Canterbury Museum Trust Board to be held at 2.00 pm
on Monday 8 August 2016 in the Boardroom at Canterbury Museum**

Please congregate in the foyer at 1.55 pm to be escorted up to the Boardroom

AGENDA

*Agenda number
top right*

*Page number at
bottom right*

- | | | |
|----------|--|-----------------|
| 1 | WELCOME | |
| 2 | APOLOGIES | |
| 3 | CONFLICTS OF INTEREST & UPDATES OF MEMBERS' INTERESTS | |
| 4 | HEALTH & SAFETY | |
| 4.1 | Report by Carmen Marsh, Projects Office Manager, dated 27 July 2016, on Health & Safety | (Attached p 1) |
| 5 | CONFIRMATION OF MINUTES OF PREVIOUS MEETING | |
| 5.1 | Meeting held on Monday 13 June 2016 | (Attached p 4) |
| 5.2 | Seminar meeting held on Monday 11 July 2016 | (Attached p 8) |
| 5.3 | Matters arising | |
| 6 | QUARTERLY REPORTS | |
| 6.1 | Quarterly Report for April – June 2016 | (Attached p 9) |
| 7 | FINANCE | |
| 7.1 | Accounts for Payment for May and June 2016 | To be tabled |
| 8 | EXECUTIVE COMMITTEE | |
| 8.1 | Report by Jennifer Storer, Acting Director, dated 19 July 2016, on Executive Committee decision on renewal of loan | (Attached p 17) |
| 9 | INVESTMENT COMMITTEE | |
| 9.1 | Unconfirmed draft minutes of Investment Committee meeting held on Monday 1 August 2016 (for noting) | To be tabled |

**PUBLIC EXCLUDED SECTION
Resolution to exclude the public**

I move that the public be excluded from the following parts of the proceedings of this meeting.

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 its resolution are as follows:

Agenda Item	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
10	Confirmation of In Committee Minutes of previous meeting	s7(2)(h) To enable the Museum to carry out, without prejudice or disadvantage,	Section 48(1)(a) – The public conduct of this matter would be likely to result in the disclosure of information for which good reason to withhold exists under section 7
11	Risk	commercial activities and	
12	Investment Committee	s7(2)(i) To enable to Museum to carry on, without prejudice or disadvantage,	
13	Insurance renewal	negotiations (including commercial and industrial negotiations)	

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of the Act or sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.

Resolution to readmit the public

I move that the In Committee business having been concluded, the public be readmitted, and the resolutions passed in committee be confirmed.

14 GENERAL BUSINESS

15 DATE OF NEXT MEETING

15.1 The next meeting is scheduled for Monday 12 September 2016

CIRCULATION

Michael McEvedy (Selwyn District Council)
 Beverley Bolland (Canterbury Pilgrims & Early Settlers Assn)
 Cr Pauline Cotter (Christchurch City Council)
 Annette Harris (Friends of Canterbury Museum)
 Warren Poh (University of Canterbury)

Mayor David Ayers (Waimakariri/Hurunui District Councils)
 Charles Crofts (Te Rūnanga o Ngāi Tahu)
 Cr David East (Christchurch City Council)
 Cr Paul Lonsdale (Christchurch City Council)
 Dr Rod Syme (Canterbury Branch, Royal Society of NZ)

REPORT ON HEALTH AND SAFETY

To: Canterbury Museum Trust Board

From: Carmen Marsh, Projects Office Manager

Purpose

To update the Board on key Health and Safety matters for the period 26 May 2016 to 13 July and 2015-2016 full year accident reporting.

Accident Reporting

There were eight accidents reported for this period as follows:

No.	Accident Details	Level*	Actions to Ensure Accident Does Not Reoccur
1	A child attending a school Maori Technology programme hit their thumb with a piece of wood causing it to bleed. First aid treatment was given.	Minor	No further action required.
2	A child visiting the Museum stood up and hit his seated mother giving her a bleeding nose. First aid treatment was given.	Minor	No further action required.
3	A member of staff tripped and fell onto a carpeted concrete floor when a child ran in front of him. The staff member suffered a sore neck, bruised knees and sprained wrists.	Minor	The member of staff has recovered well and no further action is required.
4	A member of staff hurt their neck whilst taking a lengthy public enquiry phone call when they held the phone between their shoulder and neck.	Minor	Physio treatment has been recommended as the neck has not improved after a month. The staff member has been offered the use of a hands free phone headset.
5	A child visiting the Museum tripped over their own feet and hit their cheek on Hit Lab base resulting in a bruise. First aid treatment was given.	Minor	No further action required.
6	A contractor working at the Museum cut the top of their finger whilst using a craft knife. First aid treatment was given.	Minor	No further action required.
7	A child visiting Discovery got sand in their eyes when playing in the palaeontologist pit with other children. First aid treatment was given (eye wash).	Minor	No further action required.
8	A child visiting the Living Canterbury exhibition bumped their head against a handrail causing a small cut. The child's mother declined first aid treatment.	Minor	No further action required.

*How bad was it? - Minor, Serious or Serious Harm

Hazard Reporting

Two hazards were reported for this period as follows:

1. The Level 3 exhibitions hall had loose carpet joins in the centre of room that were no longer glued to the floor and a tear in the carpet leading into the next room creating a potential trip hazard. *Action taken: The carpet was repaired immediately.*

- The light switch in room 1.31 was located on the ceiling. PSO staff had to stand on top of display cases and use a broom handle to use the light switch. This issue created a fall from height and electrical hazard. *Action taken: A new dual light switch on the wall has been installed for Rooms 1.30, 1.31 and 1.25.*

Health and Safety Training

Museum staff participated in the following courses during this period.

Training Type	Total No. Staff
New Staff Health and Safety Inductions	4
First Aid Training	4
Working at Heights Training	1
Ergonomic Assessments	6

Health and Safety Developments / Lead & Lag Indicators

1. Health and Safety Committee Restructuring

The Committee has been restructured from July 2016 onwards to reflect the requirements of the new legislation. It now includes four elected representatives from the different work areas of the Museum (Visitor, Collections, Support Services and Workshop / Kitchen Groups.) In addition The Public Engagement Manager / Deputy Director (Jennifer Storer) has replaced the Projects Office Manager (Carmen Marsh) as the Committee Chairperson as Carmen has completed her two year term on the Committee. The Building Operations Manager (Kelvin Nolly) remains an ex-officio member of the Committee due to his responsibility for operational health and safety at the Museum.

2. New Health and Safety Project

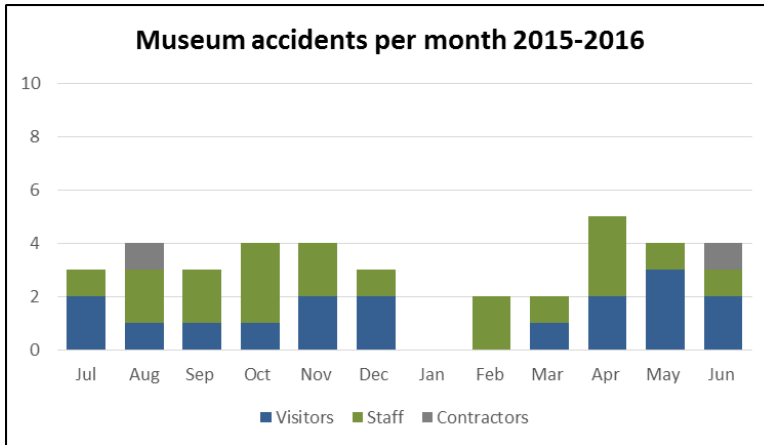
The new health and safety project plan was approved by MMT on 7 June. The project includes all the remaining actions required to meet the new legislation and achieve the ACC Workplace Safety Management Practices Tertiary Accreditation by November 2016. The Building Operations Manager (Kelvin Nolly) will be the project manager for this.

3. Health and Safety Documents for Review

Members of the Health and Safety Committee will review the Health and Safety Policy, Charter, Annual Plan and Committee Objectives over the next month and agree any changes at the next August Committee meeting. The updated documents will then be provided to SMT and all staff for comment. The updated Policy and Charter will be approved by the Board.

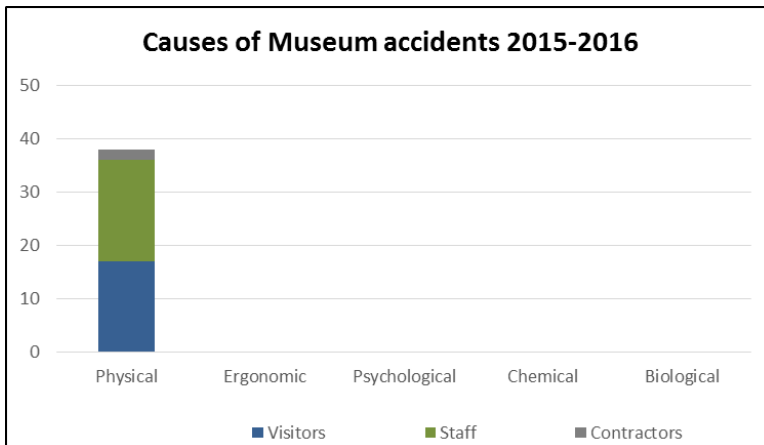
2015-2016 Accident Reporting

Accident Data	2015/2016 Total Year	2014 / 2015 Total Year	2013 / 2014 Total Year
Total accidents	38	40	39
Total serious harm accidents	0	0	0
Total accidents attributable to Museum negligence	0	0	0
Percentage visitor accidents / total visitors	0.002%	0.003%	0.003%
Total staff accidents	19	17	16
Total workdays lost	0	0	0



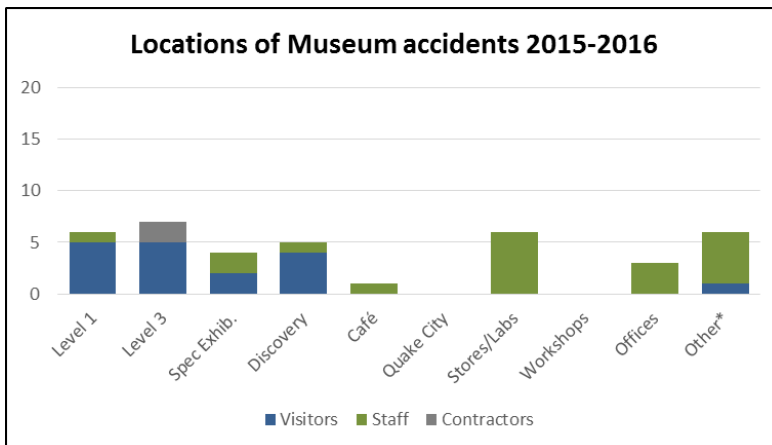
There was a total of 38 accidents for the year:

- Staff - 19
- Visitors - 17
- Contractors - 2



The 38 accidents were all physical accidents as follows:

- Cuts / scratches - 14
- Trips / falls - 10
- Collisions / bangs - 8
- Other - 6



The locations of the accidents for the year were:

- Level 3 galleries - 7
- Level 1 galleries - 6
- Stores/Labs - 6
- Other* - 6
- Discovery - 5
- Special Exhibitions - 4
- Offices - 3
- Café - 1

*Includes staffroom, shop, external Museum areas and Red Bus Tour

RECOMMENDATION

That the report be noted.

Carmen Marsh
Projects Office Manager

27 July 2016

CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

**Minutes of a meeting held on Monday 13 June 2016
commencing at 2.00 pm in the Board Room**

Present: Michael McEvedy (Chair), David Ayers, Beverley Bolland, Pauline Cotter, David East, Annette Harris, Paul Lonsdale, Warren Poh, Rod Syme

In Attendance: Lesley Colsell, Carmen Marsh, Maxine Muscroft, Jennifer Storer, Nigel Tecofsky, Anthony Wright

1 WELCOME

The Chair welcomed Board members to the meeting.

2 APOLOGIES

Apologies were received from Gill Cox and Annette Harris.

16/43 Resolved that the apologies be received.

(Chair)

The Chair reported to Board members that Charles Crofts had been awarded a New Zealand Order of Merit during the Queen's 90th Birthday Honours List and a congratulatory letter has been sent from the Museum.

3 CONFLICTS OF INTEREST & UPDATES OF MEMBERS' INTERESTS

3.1 Members had no changes to report. The Chair felt it would be best practice for members to list any other possible conflicts they might have

4 HEALTH AND SAFETY

4.1 The report by Carmen Marsh, Projects Office Manager, dated 2 June 2016, on Health & Safety was noted.

16/44 Resolved that the report be noted.

(R Syme/B Bolland)

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.1 The minutes of the meeting held on Monday 9 May 2016 were reviewed.

16/45 Resolved that the minutes of the Canterbury Museum Trust Board meeting held on Monday 9 May 2016 be adopted as a true and correct record.

(B Bolland/R Syme)

6 FINANCE

6.1 The Accounts for Payment for April 2016 were reviewed by the Board.

16/46 Resolved that the Accounts for Payment for April 2016 be confirmed.

(D Ayers/D East)

- 6.2 The report by Nigel Tecofsky, Finance & Services Manager, dated 30 May 2016, on financial statements for the nine months ending 31 March 2016. Nigel spoke to his report noting that income was 85% of the annual budget and the total operating expenses were 72.3%. He explained the grants were over budget significantly due to the Lottery Grant received for the rock art digitisation.

16/47 Resolved that the financial statements for the nine months ended 31 March 2016 be approved.

(D Ayers/D East)

7 POLICIES AND PROCEDURES

- 7.1 The report by Carmen Marsh, Projects Office Manager, dated 2 June 2016 on Policy & Procedures documents was noted.

16/48 Resolved that the Policy document be approved and the Procedure documents be noted.

(R Syme/B Bolland)

- 7.2 The report by Lesley Colsell, Museum Best Practice Manager, dated 31 May 2016 on the New Collections Development and Management Policy was noted. Lesley explained that the policy and procedures had been completely re-written so that it would be easier to follow and the appendices referred to were nearly completed.

Paul Lonsdale and Pauline Cotter joined the meeting at 2.21 pm

Lesley advised that the process of de-accessioning or removing objects from the collection was a difficult process and a policy needed to be in place. If an object is removed from the collection, following appropriate approvals, its Vernon record will remain but be suitably amended. A query was raised in relation to the definition of the word 'Deposit' and one member indicated an item had been deposited with the Museum and it was their understanding that the item would be kept in the long term care of the Museum but may be uplifted at some stage in the future by family members.

16/49 Resolved that the new Collections Development and Management Policy be adopted.

(P Lonsdale/W Poh)

8 EXHIBITION RESEARCH

- 8.1 Jennifer Storer, Public Engagement Manager, Deputy Director presented on some formative research that had recently taken place. The Museum is designing a WW1 exhibition and given the existence of other WW1 exhibitions the Museum wanted to ensure the public would be interested in 'another one' and in what had been produced so far. The Museum worked with Morris Hargreaves McIntyre and ran a focus group with 3 key Museum cultural segments – Expression; Affirmation and Essence. Everyone was excited to be asked and fully participated. The group discussed, amongst other things – what title would draw people in; what knowledge point were people starting from; thoughts on exhibition design and content. The results were fascinating and will be used in and the detailed development and design.

9 EXECUTIVE COMMITTEE

9.1 The report by Anthony Wright, Director, dated 25 May 2016 on Executive Committee decision was noted.

16/50 Resolved that the report be noted.

(Chair)

PUBLIC EXCLUDED SECTION

16/51 Resolved to exclude the public from the following parts of the proceedings of this meeting.

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 its resolution are as follows:

Agenda Item	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
10 11 12	Confirmation of In Committee Minutes of previous meeting Risk <i>Quake City</i>	s7(2)(h) To enable the Museum to carry out, without prejudice or disadvantage, commercial activities and s7(2)(i) To enable to Museum to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) – The public conduct of this matter would be likely to result in the disclosure of information for which good reason to withhold exists under section 7

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of the Act or sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.

(P Cotter/D East)

16/57 Resolved that the In Committee business having been concluded, the public be readmitted, and the resolutions passed in committee be confirmed.

(W Poh/D Ayers)

13 GENERAL BUSINESS

13.1 There was no general business.

14 DATE OF NEXT MEETING

14.1 The next meeting was scheduled for Monday 11 July 2016. It will be a seminar comprising visits with the Communications and Exhibitions groups.

The meeting closed at 3.35 pm.

Confirmed as a true and correct record.

..... Chairperson

..... Date

CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

**Notes of a Seminar held on Monday 11 July 2016
commencing at 2.00 pm in the Board Room**

Present: Michael McEvedy (Chair), David Ayers, Beverley Bolland, David East, Annette Harris, Paul Lonsdale

In Attendance: Vicki Blyth, Lesley Colsell, Carmen Marsh, Maxine Muscroft (minutes), Jennifer Storer, Nigel Tecofsky

1 WELCOME

The Chair welcomed Board members to the meeting.

2 APOLOGIES

2.1 Apologies were received from Pauline Cotter and Rod Syme.

3 GROUP VISITS

3.4 Neil Phillips, Exhibitions Manager presented on the upcoming *Air New Zealand 75 Years* exhibition which is due to open on 16 September 2016. He advised that the team were very busy planning the space and how to fit the exhibition in the two galleries, building walls and securing the same whilst leaving sufficient room to move around. There are set up costs for the exhibition which Air New Zealand had agreed to share with the Museum. The Museum will employ additional staff to run the exhibition (and retail shop) as some features will need to be managed by staff, including a virtual cabin experience. Entry to the exhibition will be free.

Neil advised that following the visit by Arts Access Aotearoa earlier in the year certain factors were now being taken into account when planning exhibitions and these included visual, sensory and audio elements. The group had provided a great source of information which the Museum could use in future.

Board members then visited the *Regroup, Reflect Regenerate* exhibition where Neil provided background information on the group on the exhibition and works on display.

Jennifer Storer, Public Engagement Manager, Deputy Director presented on the Draft Strategic Plan. Denise Carter had facilitated sessions with staff and Board members to develop the Plan and the document presented was as a result of these meetings. Jennifer asked the Board members for their comments on the final draft in the hope that it could be brought to the August meeting for approval -

- O Matou Tikanga – needed to be checked this was still correct translation
- Key focus – Working with local communities to tell Canterbury stories – the Museum held international objects including a lot of Antarctic memorabilia. Board members asked staff to consider changing the wording slightly to reflect stories that were important to Cantabrians that might not necessarily be Canterbury stories.
- Engaged with Ngai Tahu – while working with Ngai Tahu and other iwi happened at an officer level we don't have representation at upper level which made being seen to be actively involving Ngai Tahu all the more difficult.

The meeting closed at 3.15 pm

QUARTERLY REPORT FROM THE DIRECTOR FOR APRIL TO JUNE 2016

To: Canterbury Museum Trust Board

From: Anthony Wright, Director

STATISTICS

April	2016	2015
Visitor Numbers	56,219	61,151
Donations Income	\$16,007	\$12,714
Discovery Attendance	5,799	7,245
Discovery Revenue	\$10,626	\$13,774
Quake City		
Admissions	3,107	3,163
Admission Revenue	\$50,780	\$49,562
Merchandise Revenue	\$5,488	\$5,690

May	2016	2015
Visitor Numbers	39,174	39,403
Donations Income	\$8,540	\$7,672
Discovery Attendance	4,144	4,197
Discovery Revenue	\$7,458	\$7,760
Quake City		
Admissions	1,908	1,506
Admission Revenue	\$31,452	\$25,658
Merchandise Revenue	\$4,756	\$2,575

June	2016	2015
Visitor Numbers	32,823	36,563
Donations Income	\$7,460	\$9,622
Discovery Attendance	4,606	4,345
Discovery Revenue	\$8,406	\$8,234
Quake City		
Admissions	1,400	1,247
Admission Revenue	\$21,520	\$19,048
Merchandise Revenue	\$3,322	\$1,572

Year-to-date total	2016	2015
Visitor Numbers	684,154	634,785
Donations Income	\$186,205	\$148,576
Discovery Attendance	56,807	55,012
Discovery Revenue	\$106,640	\$104,182
Quake City		
Admissions	39,074	31,083
Admission Revenue	\$637,200	\$499,383
Merchandise Revenue	\$74,576	\$68,882

PRINCIPAL ACHIEVEMENTS –APRIL TO JUNE

Communications

- 246 media hits (137 positive and 109 neutral), 148% ahead of annual target of 500
- Website visits - 19,000 new visitors and 6,496 returning visitors
- Facebook likes - increased from 5,510 at the end of March to 5,995 at the end of June
- E-newsletter opens - two editions produced with average opening rate of 48.17%
- New website – targeting go live w/c 12 September
- Review of Museum process for editing, and design and production approval awaiting final approval. Update of Writing Style Handbook underway
- Exhibitions and Events - planned and implemented communications and marketing initiatives for:
 - *ANZAC: Photographs by Laurence Aberhart, Medal Art and Night at the Museum*
 - Ongoing promotion of *Alternative Radio*; promotion of *Medal Art* public programmes
 - Marketing and communication plan agreed with Air New Zealand, implementation underway
 - Planning for announcement of Ivan Mauger acquisition event and media opportunity
- Media releases distributed to promote *ANZAC, Medal Art, Night at the Museum* and *World War One* touring exhibition, *Air New Zealand 75 Years*, launch of the Rewi Alley website, record visitor numbers to the Museum and the conservation of Antarctic artefacts at the Museum by AHT.

Collections Registration

- 1,029 objects received as part of 6 separate inwards loans
- 801 Canterbury Museum objects processed as part of 25 separate outward loans
- Arranged the departure checks and loans paperwork for two travelling exhibitions to CLA venues
- Arranged arrival checks and loans paperwork for the *Medal Artists of New Zealand: Regroup, Reflect, Regenerate* exhibition
- Began work on arranging loans paperwork for the *Air New Zealand 75 Years* exhibition
- Participated in discussions for major overhaul of data standards and numbering systems
- Worked on Collections Online including investigations around possible introduction of Creative Commons licensing
- Worked through issues resulting from mercury spill
- Sent rock art collection to Wellington for scanning as part of programme for improved housing of collection.

Best Practice

- Continued work towards settlement of collections insurance
- Worked on project to roll out new file classification system
- Arranged facilitator and prepared meetings for Strategic Plan review
- Worked with staff on group priorities
- Facilitated meetings and started to prepare evidence for upcoming assessment for Investors in People
- Liaised with Ivan Mauger's family around purchase of gold bike and other items from his collection.

Curatorial

- Provided access for our researcher community working on rock art, archaeology, Samoan cultural items, family history, black swans, extinct New Zealand birds, bird eggs, weta, alpine butterflies, caddisflies, mayflies, spiders, native bees, stoneflies, trams, military uniforms, coins and the First World War
- Public programmes delivered to Upper Riccarton Library Staff, Canterbury Embroiderers Guild, Christchurch Patchworkers and Quilters Society, Canterbury Creative Fibre
- Education programmes delivered to University of Canterbury History Postgraduates, Cherry's Early Learning Centre, Hurunui College, Ara Institute(2), Te Whare Tu Tautahi ki Waitaha and University of Canterbury (5)

- Content development, text writing and access for Nukebusters! Display, spiders CLA travelling display, Ivan Mauger display refresh, Quake City display refresh, Air New Zealand 75 Years exhibition, moa exhibit for Cheviot Museum and St Bathans Fossil exhibition
- Processed 3,090 incoming objects through the Acquisitions Team and catalogued 8,172 mayflies, 2,276 other Natural History objects and 3,343 Human History objects. An additional 1,723 items from the Dennistoun collection were processed
- Papers published in New Zealand Journal of Zoology, Molecular phylogenetics and evolution, Zoological Journal of the Linnean Society (x2), Journal of anatomy, Proceeding of the Royal Society, B., New Zealand Journal of History and Royal Society Open Science
- Completed a workshop on curating traumatic events in the Yukon Territory, Canada as well as presenting two international conference papers
- Four team members completed the Service IQ training in Museum Practice.

Public Programmes

- *ANZAC: Photographs by Laurence Aberhart*, temporary exhibition was installed in the L1 Temporary Gallery in April
- A Focus Group was held in May with a group of people with disabilities from our community to test our exhibitions standards and guidelines for accessibility
- *Reflect, Regroup, Regenerate: Medal Artists of New Zealand*, temporary exhibition was installed in the L3 Temporary Gallery in June
- delivered meet and greet service to majority of 128,216 visitors to Museum during the period
- encouraged door donations of \$31,534 from these visitors
- programme highlights included the series of live gigs to accompany the *Alternative Radio* exhibition
- completed set-up and support for 21 functions
- hosted and delivered commentary to 1,417 passengers on Rebuild bus tours
- provided 8,695 individuals with a Museum delivered learning programme
- achieved 5,442 individuals engaging in a Museum organised public programme
- Completed a security risk assessment of operational vulnerabilities
- Started work on updating all security management policy and procedures
- Commenced review of emergency response plans.

Projects Office

- 6 new projects started and 9 projects completed across the Museum during the quarter
- 26 Museum projects in progress as at end June 2016
- Continued to update the Museum's Occupational Health and Safety Manual and other documents as per the new Health and Safety at Work Act 2015
- Developed first draft of new Child Protection Policy and Procedures as per Ministry of Education requirements
- Completed the review of 4 policies and procedures documents
- Attended Disability Awareness Workshop held by Arts Access Aotearoa
- Prepared annual SMT / Group Priorities Presentation.

#	Title	SMT Oversight	Project Manager	Target Start Date	Target End Date	Current Status	Current Status Comments
COMPLETED PROJECTS - APRIL TO JUNE 2016							
CM2 2015 (R)	Visitor Host Staffing Review	Anthony	Jerry	2/03/15	1/05/16 (R)	Complete 25/04/16	A new Visitor Host roster was developed and agreed with the Visitor Hosts. This was implemented from 25 April. New staff were also recruited to fill vacant positions.
CM29 2015	<i>Corrugations</i> Exhibition	Jennifer	Neil	6/08/15	03/12/15 Installed 13/04/16 Completed	Complete 03/05/16	The exhibition opened in early December and was very popular. Three public programmes for the exhibition were held in January. It has now been de-installed and an evaluation completed.
CM10 2015 (R)	<i>Spiders Pūngāwerewere – Up Close!</i> Exhibition	Anthony / Jerry	Neil	7/01/15	18/04/15 Installed 08/05/16 (R) Completed	Complete 14/06/16	The exhibition was successfully on show for a year and was closed on 29 May 2016. Part of it will be redeveloped into a touring exhibition for the Contributing Local Authorities
CURRENT PROJECTS AS AT END JUNE 2016							
CM18 2015 (R)	Website Upgrade	Anthony	Vicki	13/07/15	31/08/16 (R)	Green	Plato Creative have developed the new website structure with the Museum. The website content is currently being populated and it is expected to go live in early September.
CM25 2015	<i>Alternative Radio - RDU at 40</i> Exhibition	Jennifer	Neil	1/07/15	17/03/16 Installed 13/09/16 Completed	Green	The exhibition opened on schedule on 18 March. About two thirds of the public programmes for the exhibition have occurred with positive feedback received. The last public programme will be on 13 August and the exhibition will be de-installed from 15 to 18 August.
CM32 2015 (R)	Quake City Refreshment: Foyer and February 22 Sections	Jennifer	Neil	27/10/15	31/07/16 (R)	On Hold	The update of the foyer / shop window has been completed. The redesign of the updated 22 February section has been completed and approved by SMT. The installation of this section is on hold until the Air New Zealand exhibition has been installed as the Exhibitions team does not have the capacity to complete the project.
CM1 2016	Collections Online Expansion	Lesley	Registrar (TBC)	5/01/16	31/12/16	Green	The project has made good progress but a new project manager will be required to replace the existing project manager (Dan Stirland) who has left the Museum.

CM3 2016	Investors in People Platinum Accreditation	Anthony	Lesley	1/01/16	2/09/16	Green	A number of actions have been completed including the development of the new Strategic Plan, staff survey and a SWOT analysis by all Museum teams. The accreditation is scheduled to occur on 19 September and all preparations for this will be completed in early September.
CM4 2016	Maori Rock Art Tracings and Drawings Preservation	Anthony	Lesley	11/02/16	18/06/17	Green	The first batch of the historic tracings and drawings has been digitalised by New Zealand Micrographics in Wellington and the second batch is in progress.
CM8 2016	Peter Johns Invertebrate Collection Stage 1	Anthony	Cor	1/01/16	18/05/18	Green	Two Technicians have been employed on a two-year fixed term contract for the project. They are making extremely good progress with 9,700 records catalogued to date.
CM9 2016	<i>Quake City</i> Refreshment: Rebuild Section	Jennifer	Neil	11/02/16	31/07/16 (R)	On Hold	The content development and object selection has been completed. The installation of this section is on hold until the <i>Air New Zealand</i> exhibition has been installed as the Exhibitions team does not have the capacity to complete the project.
CM13 2016	Museum Health and Safety Continuous Improvements	Jennifer	Kelvin	1/06/16	31/12/16	Green	The Health and Safety Committee has been restructured to include four elected representatives. The current focus of the project is on completing the update of the Museum's health and safety documentation to meet the requirements of the new legislation.
CM15 2016	Museum Records Phase 3 - Accession Museum Archives	Anthony	Triona	6/06/16	29/06/18	Green	The plan was approved by MMT in June and Triona has just started working on the initial actions for the project.
CM16 2016	<i>Air New Zealand 75 Years: Our nation. The world. Connected</i>	Jennifer	Neil	1/06/16	15/09/16 Installed 19/05/17 Completed	Green	A comprehensive plan has been developed for the project and it is on track as per the action schedule. Project team meetings are being held on a weekly basis and fortnightly calls with Air NZ and WorkshopE.

Finance & Services

- No objections received to 2016/17 draft Annual Plan - approved by the Board and distributed to the contributing local authorities
- Prepared an interim injunction preventing *Quake City* landlord from taking possession of the special exhibition space to carry out non-urgent repairs to the building
- Finalised licence agreement with CCC to allow Rolleston Avenue carpark to continue until Ravenscar House building works begin
- Appointed new insurance brokers and obtained insurance policy renewals (excluding Collections - due in August) within budget
- Attended 'Leading for Organisational Impact' course at Melbourne Business School
- Appointed preferred supplier for new telephone system
- Achieved 918 hours of structured learning and development for the quarter.

The schedule overleaf shows the Museum's actual KPI's for the 2015/16 year with the following colour coding:

Green – achieved (28)

Red – not achieved (7)

The seven red KPI's are explained below:

- 2.9 The Outreach provided to other Canterbury museums and related organisations is somewhat driven by the needs of these external organisations and therefore outside the control of the Museum.
- 3.1 Objects acquired in June were not all fully verified as at 30 June. In addition the Board gave approval to 3 exceptional collections which have also been catalogued and verified in this financial year (Claydon 625 objects in 2014/15, Dennistoun 2130 objects in 2014/15 and Marples and Parker 2259 objects in 2015/16).
- 3.3 Due to limited curatorial resources and a change in focus for cataloguing objects, the Board resolved at the March Board meeting '*That the Board support the cessation of work on KPI 3.3 recognising that this target will not be achieved and that the freed resources are redirected to achieving KPI 3.2.*'
- 3.5 The earthquake assessment team came to the end of their fixed-term appointments in December 2015. Their work has helped inform the settlement claims, however their contracts were not extended. The remediation of three collection stores has therefore not been completed.
- 5.2 The continued low interest rates and the maturing of some long-term fixed interest investments has resulted in a lower than forecast return on investments.
- 5.8 The Qualmark accreditation has been very successful in improving the sustainability culture of the Museum, however we do not believe it is a driver for attracting increased visitation. The Senior Management Team has therefore discontinued the accreditation.

MUSEUM ANNUAL OBJECTIVES REPORT 1 JULY 2015 TO 30 JUNE 2016

Ann. Plan#	Objective 2015-2016	12 month target	Total for year	% of total
1	Our Visitors			
1.1	Achieve visitor numbers	650,000	723,228	111%
1.2	Achieve operational surplus for <i>Quake City</i>	Surplus	Achieved (\$169,696)	
1.3	Achieve door donations	\$155,000	185,732	120%
1.4	Achieve % of visitors rating their Museum experience as satisfied or very satisfied	Over 95%	95%	
1.5	Ensure paid staff have completed relevant customer service training	95%	97%	
1.6	Maintain a healthy, safe and secure facility by achieving IQP reports complying with the Building Act 2004	Monthly	Achieved	
1.7	Provide access to collections or collections expertise in response to 95% of requests (total number to be reported)	95%	100% (421)	
2	Our Programmes			
2.1	Develop, deliver and evaluate 10 special exhibitions	10	14	140%
2.2	Tour an exhibit to the three contributing district council areas to reach a visitor target of	120,000	303,671	253%
2.3	Achieve 29,000 individuals receiving a Museum delivered learning programme (including 24,000 school students)	29,000 (24,000)	29,253 (15,524)	101% (65%)
2.4	Achieve 30,000 individuals engaging in a Museum delivered public programme	30,000	29,102	97%
2.5	Achieve paid admissions to <i>Discovery</i>	50,000	56,807	114%
2.6	Answer 100% of external written/phone/email enquiries within 5 working days (total number to be reported)	100% (Total #)	100% (9,423)	
2.7	Achieve 500 media hits (print, broadcast and on-line media)	500	738	148%
2.8	Actively participate in professional associations/external bodies	35	38	109%
2.9	Provide outreach advice & support to other Canterbury museums and related organisations (# of interactions)	150	147	98%
3	Our Collections			
3.1	100% of newly offered objects processed, with a maximum of 2,500 acquired, added to the database and fully verified	100%	98% (1,891)	
3.2	Vernon records created and fully verified for objects not yet on the database	29,500	30,311	103%
3.3	Convert unverified Vernon records to verified	23,000	9,962	43%
3.4	Process 100% of all approved loan requests (total number of objects loaned)	100%	100% (14,594)	
3.5	Plan and undertake earthquake remediation in 3 collection stores	3 stores	Work ceased	
4	Our Research			
4.1	Peer reviewed research papers accepted for publication	15	30	200%
4.2	Peer review external articles or supervise theses	50	55	110%
4.3	Publish one volume of <i>Records of the Canterbury Museum</i>	1	1	100%
4.4	Present conference papers	7	20	286%
4.5	Adjunct positions held in research institutions	4	4	100%
4.6	Monitor Visitor 360 survey results	6-monthly	Achieved	
5	Our people and working environment			
5.1	Maintain an up-to-date project plan and project-manage planning for The Museum Project	Achieve	Achieved	
5.2	Maximise return on investment funds within the Museum's Investment Policy	>4.31%	3.86%	90%
5.3	Achieve audit with only qualification being agreed departure from NZ IAS 16 as regards valuation & capitalisation of heritage assets	Achieve	Achieved	
5.4	Achieve an end-of-year financial result within budget	Achieve	Achieved	
5.5	Achieve learning and development hours	3,250	4,477	138%
5.6	Ensure the Museum's occupants remain in a safe environment where no accidents are attributable to Museum negligence	Zero accidents	Achieved	
5.7	Retain accreditation as an Investor in People - Gold	Retain	Retained	
5.8	Achieve accreditation as a Qualmark Enviro-Gold organisation	Retain	Withdrawn	

Director's Update

- Presented the Museum Project and 2016/17 draft Annual Plan to Hurunui District Council and Waimakariri District Council
- Julian Columbus appointed as Security & Risk Manager on 27 April 2016
- Exhibition Technician and Visitor Host interviews
- Participated in Staff Strategic Plan workshop
- Insurance meetings
- Brainstorming session on Canterbury Museum book project
- Air NZ exhibition planning meetings
- Visit to Rock Art sites
- Museum Australasia Conference, Metro Museum Directors meeting and CAMD general meeting
- Group Priority presentations to all staff teams.

RECOMMENDATION

That the Director's quarterly report be received.

Anthony Wright
Director

1 August 2016

REPORT ON EXECUTIVE COMMITTEE DECISIONS

To: Canterbury Museum Trust Board

From: Anthony Wright, Director

Purpose

To report decisions taken under delegated authority by the Board's Executive Committee.

The Executive Committee Terms of Reference require these decisions be reported to the next meeting of the Board.

Background

In July 2015 the Board approved the inwards loan of two sculptures by Antony Gormley for the purposes of safekeeping. The loan was from SCAPE Public Art while they prepared the eventual installation locations for the sculptures. The first sculpture, *Stay 2/5*, was removed from the Museum and put on display in the Avon in September 2015.

We have been informed that the final installation location for the second sculpture is still not ready and have been asked if we can extend the loan until 30 November 2016.

Decision made

The Executive Committee unanimously agreed to approve the extension of loan IL2015.7 to 30 November 2016.

RECOMMENDATION

That the report be noted.

Jennifer Storer
Acting Director

19 July 2016