
CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

**Minutes of a meeting held on Monday 11 September 2017
commencing at 2.00 pm in the Board Room**

Present: Michael McEvedy (Chair), Pauline Cotter, David East, Anne Galloway, Rod Syme, Tom Thomson

In Attendance: Vicki Blyth, Lesley Colsell, Julie Robertson-Steel (minutes), Nigel Tecofsky, Anthony Wright

1 WELCOME

The Chair welcomed Board members and those in attendance to the meeting.

2 APOLOGIES

Apologies were received from David Ayers, Beverley Bolland, Annette Harris, David East (for late arrival), Puamiria Parata-Goodall and Warren Poh.

17/72 Resolved that the apologies be received.

(P Cotter/A Galloway)

3 CONFLICTS OF INTEREST & UPDATES OF MEMBERS' INTERESTS

3.1 Tom Thomson advised that he is now a member of the Board of the Forest and Rural Fire Association of New Zealand.

4 HEALTH AND SAFETY

4.1 The report by Jennifer Storer, Public Engagement Manager, Deputy Director, dated 31 August 2017, on Health & Safety was reviewed. It was confirmed that the sample of Autunite containing uranium, when taken off display, will be stored in a container that will prevent any radiation emission.

17/73 Resolved that the Health and Safety report be noted.

(R Syme/T Thomson)

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.1 The minutes of the meeting held on Monday 11 September 2017 were reviewed.

17/74 Resolved that the minutes of the Canterbury Museum Trust Board meeting (Open) held on Monday 14 August 2017 be adopted as a true and correct record.

(P Cotter/T Thomson)

5.2 Matters arising

Two building compliance issues have been encountered at *Quake City* and are being rectified. The air-conditioning ducting has been seismically restrained, to address one issue. The Director will provide a brief summary of facts to David East.

6 CORRESPONDENCE

6.1 The letter from the Ministry of Justice dated 29 August 2017 was reviewed. Board members noted that the Trustee Act 1988 no longer limits the types of securities in which trustees can invest and provides that trustees can invest in any property. The Board agreed that no further action need be taken in respect of the contents of the Ministry of Justice's letter.

17/75 Resolved that the letter from the Ministry of Justice dated 29 August 2017 be noted.

(R Syme/A Galloway)

7 FINANCE

7.1 The Accounts for Payment for July 2017 were reviewed by the Board. Board members noted that details of any payments over \$15k are referred to the Audit & Risk Committee and in addition the Chair of that Committee randomly selects payment items to review.

17/76 Resolved that the Accounts for Payment for July 2017 be confirmed.

(R Syme/D East)

7.2 Board members reviewed the draft, unaudited Consolidated Statement of Financial Performance for the 12 months ended 30 June 2017 and noted the following:

- The capital donation of \$5m is the value of the gift of the Rolleston Avenue car park as advised by the Christchurch City Council. This value will be amended to \$3m as the YHA was inadvertently included in the Council's valuation figure.
- The Fixed Asset purchase figure includes the Council's \$5m current valuation of the Rolleston Avenue car park, to be amended to \$3m. Actual fixed asset purchases were \$354k, well under budget.
- Local Authority Levies are based on the size of the population in each Council area.
- The cafe's lease payment is based on total turnover; there is no claim against floor space.
- Bequests and interest on trust and bequest funds are shown separately from other income as bequest donations often come with certain conditions on what they can be used for. However they will be combined and included in the surplus figure in the November accounts.

The Audit & Risk Committee will meet in late October after which the Consolidated Statement of Financial Performance will be referred back to the Board for its November meeting.

Grant Thornton auditors are currently carrying out their yearly audit, with only one minor change identified to date.

17/77 Resolved that the report on and the draft, unaudited Consolidated Statement of Financial Performance for the 12 months ended 30 June 2017 be approved.

(R Syme/P Cotter)

8 EMPLOYMENT COMMITTEE

8.1 Board members reviewed the unconfirmed draft minutes of the Employment Committee meeting held on 28 August 2017.

17/78 Resolved that the (open) unconfirmed draft minutes of the Employment Committee held on 28 August 2017 be noted.

(Chair/T Thomson)

PUBLIC EXCLUDED SECTION

17/79

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
9 10 11 12	Confirmation of In Committee minutes of previous meeting Risk Report on Auditor appointment Unconfirmed draft minutes of the Employment Committee meeting held on 28 August 2017	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) s7(2)(f) To enable the Museum to maintain effective conduct of public affairs through – (i) the free and frank expression of opinions by or between or to members or officers or employees of the Museum, or any persons to whom section 2 (5) of this Act applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment.	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.

(R Syme/T Thomson)

17/84

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

(P Cotter/D East)

13 DIRECTOR'S STUDY LEAVE

13.1 The Director gave a presentation on highlights from his recent study leave.

14 GENERAL BUSINESS

14.1 It was noted that some Board members would prefer to receive an electronic form of the Board agenda and papers only and this will be trialled going forward.

15 DATE OF NEXT MEETING

15.1 The next meeting was scheduled for Monday 9 October 2017 and will be a seminar meeting.

The meeting closed at 3.36 pm.

Confirmed as a true and correct record.

..... *M. J. McEvedy* Chairperson

..... 13 Nov 2017 Date