
CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

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

Present: Michael McEvedy (Chair), David Ayers, Beverley Bolland, Pauline Cotter, David East, Anne Galloway, Annette Harris, Warren Poh, Rod Syme, Tom Thomson

In Attendance: Vicki Blyth, Carmen Marsh, Holly Benson (minutes), Jennifer Storer, Anthony Wright

1 WELCOME

The Chair welcomed Board members to the meeting.

2 APOLOGIES

Apologies were received from Tom Thomson (for lateness, with an arrival time of 2.11 pm), Puamiria Parata-Goodall, and Nigel Tecofsky and Lesley Colsell from the Museum Strategy Team.

17/109 Resolved that the apologies be received.

(Chair)

3 CONFLICTS OF INTEREST & UPDATES OF MEMBERS' INTERESTS

3.1 Members had no changes to report.

4 HEALTH AND SAFETY

4.1 The report by Jennifer Storer, Public Engagement Manager, Deputy Director, dated 1 December 2017, on Health & Safety was reviewed.

17/110 Resolved that the Health and Safety report be noted.

(A Harris/B Bolland)

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.1 The minutes of the meeting held on Monday 13 November 2017 were reviewed.

17/111 Resolved that the minutes of the Canterbury Museum Trust Board meeting held on Monday 13 November 2017 be adopted as a true and correct record.

(P Cotter/R Syme)

5.2 Matters arising

No matters arising were discussed.

6 FINANCE

6.1 The Accounts for Payment for October 2017 were reviewed by the Board. A member asked what the Museum uses Christchurch NZ for? The Director noted that this will be payment of our annual subscription as a member organisation.

17/112 Resolved that the Accounts for Payment for October 2017 be confirmed.

(R Syme/D East)

- 6.2 The report by Nigel Tecofsky, Finance & Services Manager, dated 28 November 2017 on financial statements for the three months ended 30 September 2017 was reviewed.

17/113 Resolved that the financial statements for the three months ended 30 September 2017 be approved.

(D Ayers/T Thomson)

- 6.3 The report by Nigel Tecofsky, Finance & Services Manager, dated 28 November 2017 on Annual Plan submissions and adoption timeline was reviewed.

17/114 Resolved that seeking the Contributing Local Authorities' agreement that the Canterbury Museum's 2018/19 Annual Plan be referred to the Contributing Local Authorities for a period of 6 weeks from Friday 16 March 2018 concluding on Friday 27 April 2018 be approved.

(R Syme/B Bolland)

7 COLLECTIONS ACQUISITION

- 7.1 The report by Lesley Colsell, Museum Best Practice Manager, dated 4 December 2017, on a Request to Exceed KPI 3.1 for the Acquisition of Two Human History Collections was reviewed. It was noted that this is the documentary collection belonging to MR Harrowfield, and that Museum staff are going to assess the collection. It was asked how his collection was formed. The Director advised that the collection is from a lifetime of devotion to Antarctica and exploration. It was asked what would happen with the material that the Museum decides to not take. The Director advised that it would be offered back to the donor in the first instance and any secondary material could potentially be offered to another museum. It was asked that if we are enforcing a cap on the acquisitions for the year, why the Museum has purchased a pounamu boulder worth \$11,500. The Director advised that there is a cap on the number of acquisitions, and not on dollar value. It was asked if the Rock Art Drawings outlined in the report are in pencil or pen, or other form. The Director advised that the originals were crayon tracings and were deteriorating. The artists are now taking the tracings and re-creating them on a new permanent material, as close as possible to the original.

17/115 Resolved that the acquisition of 873 rock art preservation copies to be counted towards KPI 3.1 and catalogued in the 2017/18 financial year, and c6,000 objects in the Harrowfield Collection to be catalogued and counted towards KPI 3.1 in the 2018/19 financial year be approved.

(T Thomson/P Cotter)

8 SCHEDULE OF MEETINGS

- 8.1 The proposed schedule of monthly meetings and annual planning and reporting cycle for 2018 based on second Monday of the month, 2.00 – 5.00 pm was reviewed.

17/116 Resolved that the schedule of meetings for the 2018 year be approved.

(D East/B Bolland)

17/117

PUBLIC EXCLUDED SECTION

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	Confirmation of In Committee Minutes of previous meeting	S7(2)(h) To enable the Museum to carry out, without prejudice or disadvantage, commercial activities and	
10	Risk	s7(2)(i) To enable to Museum to carry on, without prejudice or disadvantage,	
11	Draft Budget	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/A Harris)

17/121 Resolved that the In Committee business having been concluded, the public be readmitted, and the resolutions passed in committee be confirmed and that the non-confidential content of the report at item 11.1 be released and recorded in the minutes of the open part of the meeting.
(A Harris/T Thomson)

11 DRAFT BUDGET

11.1 The report by Nigel Tecofsky, Finance & Services Manager, dated 4 December 2017 on Draft Budget for year ended 30 June 2019 was reviewed. This is the first stage of developing the next annual plan. The Director advised that recent annual funding increases have been limited to 2% as requested by Christchurch City Council, but that this was not sustainable for the Museum with the pressures brought by increasing visitor numbers, so the Museum would request that the funding be increased by 5% for 2018/2019. It was asked what the dollar value of that change would be. The Director noted that each percent was worth approximately \$89,000, of which Christchurch City's share was c.90%.

17/119 Resolved that the draft budget for the year ended 30 June 2019 be approved for referral to the Contributing Local Authorities for their budget planning purposes.
(T Thomson/A Harris)

17/120 Resolved that the appropriate discussion and this resolution, if passed, be recorded in the open meeting minutes.
(P Cotter/T Thomson)

12 GENERAL BUSINESS

12.1 The Chair thanked the board members for their loyalty in attending meetings, the time committed to attending special exhibition openings and partaking in events at the Museum above their Board meeting requirements. The Chair also thanked the Director for his aspirational leadership, senior management and all staff for their efforts in the past year.

13 DATE OF NEXT MEETING

13.1 The next meeting was scheduled for Monday 12 February 2018.

The meeting closed at 2.45pm.

Confirmed as a true and correct record.

..... *M. J. M. Eredy* Chairperson

..... *12/3/18* Date