

---

**CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND**

---

**Minutes of a meeting held on Monday 12 November 2018  
commencing at 2.00 pm in the Board Room**

**Present:** Michael McEvedy (Chair), Beverley Bolland, Pauline Cotter, David East, Annette Harris, Puamiria Parata-Goodall, Warren Poh, Rod Syme, Tom Thomson

**In Attendance:** Vicki Blyth, Carmen Marsh, Holly Benson (minutes), Jennifer Storer, Nigel Tecofsky

**1 WELCOME**

The Chair welcomed Board members to the meeting.

**2 APOLOGIES**

Apologies were received from Mayor David Ayers, Cr Anne Galloway, Annette Harris, and Anthony Wright, and Puamiria Parata-Goodall for lateness.

**18/64 Resolved that the apologies be received.**

(Chair)

**3 CONFLICTS OF INTEREST & UPDATES OF MEMBERS' INTERESTS**

3.1 David East and Michael McEvedy both passed changes to Holly Benson for amending.

**4 HEALTH AND SAFETY**

4.1 The report by Jennifer Storer, Public Engagement Manager, Deputy Director, dated 1 October 2018, on Health & Safety was noted.

**18/65 Resolved that the Health and Safety report be noted.**

(R Syme/D East)

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

5.1 The minutes of the meeting held on Monday 10 September 2018 were reviewed.

**18/66 Resolved that the minutes of the Canterbury Museum Trust Board meeting held on Monday 10 September 2018 be adopted as a true and correct record.**

(T Thomson/R Syme)

**5.2 Matters arising**

No matters were raised.

**6 QUARTERLY REPORTS**

6.1 The Quarterly Report for July to September 2018 was reviewed. It was asked how the visitor hosts tour pilots were going. Jennifer Storer advised that the pilot ran half the tours as paid, and the other half as koha. Once the pilot is finished, Jennifer will report back to the Board. Jennifer advised the Board that the Museum's visitors love the National Geographic exhibitions and that the Museum sees an increase of nearly 20% in donations during the time of the exhibition.

It was noted that the Museum numbers are continuing to increase, with weekdays becoming busier also. The Chair found it a very encouraging report.

KPI 5.8 was discussed, and it was agreed that a formal meeting with the café should be held and their sustainability addressed in due course.

**18/67 Resolved that the Director's quarterly report be received.**  
(R Syme/T Thomson)

## **7 FINANCE**

7.1 The Accounts for Payment for August and September 2018 were reviewed by the Board.

**18/68 Resolved that the Accounts for Payment for August and September 2018 be confirmed.**  
(R Syme/Chair)

7.2 The report by Nigel Tecofsky, Finance and Services Manager, dated 2 November on liability and indemnity insurance was reviewed. Nigel spoke to the report, providing background on the meeting he had with the Museum's insurance brokers. It was agreed that the level of cover should be kept but the split amended, and that the low premium reflects the low risk nature of this cover.

**18/69 Resolved that the report be noted and the cover of the Trustees Liability be amended to \$1m claim / \$2m defence costs.**  
(P Cotter/W Poh)

## **8 EXECUTIVE COMMITTEE**

8.1 The report by Anthony Wright Director, dated 16 October 2018, on the Executive Committee decision approving an application for a grant to The Lion Foundation was reviewed. It was advised that the Museum has not been advised of the outcome of the claim as yet.

**18/70 Resolved that the Executive Committee decision on the application to The Lion Foundation be noted.**  
(R Syme/D East)

## **9 POLICY AND PROCEDURES**

9.1 The report by Carmen Marsh, Projects Office Manager, dated 1 November 2018, on the review of the Staff Consultancy Fees procedure document was noted. Carmen advised that this was a 20% increase, the same as was applied to the delegations policy earlier in the year. Carmen explained that this is very rarely used, and the increase would not deter using the staff as consultants.

Puamiria joined the meeting at 2.20 pm.

**18/71 Resolved that the report be noted and that the Staff Consultancy Fees increase be approved.**  
(P Cotter/B Bolland)

## **10 INVESTMENT COMMITTEE**

10.1 The draft unconfirmed minutes of the meeting held 7 November 2018 were tabled and reviewed.

18/72 Resolved that the draft unconfirmed minutes of the Investment Committee be noted.

(D East/R Syme)

**PUBLIC EXCLUDED SECTION**

18/73 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
11 12 13 14	Confirmation of In Committee Minutes of previous meeting Risk Audit & Risk Committee Investment committee	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.

Resolved that in accordance with section 48(5) of the Local Government Official Information and Meetings Act 1987 that the staff remain in the public excluded session because of their knowledge of the issues involved.

(D East/T Thomson)

**18/77** Resolved that the In Committee business having been concluded, the public be readmitted, and the resolutions passed in committee be confirmed.

({} )

#### **15 AUDIT & RISK COMMITTEE**

15.1 The draft unconfirmed minutes of the meeting held 5 November 2018 were tabled and reviewed.

**18/78** Resolved that the draft unconfirmed minutes of the Audit & Risk Committee be noted.

(R Syme/P. Parata-Goodall)

15.2 The Terms of Reference for the Audit and Risk Committee were reviewed.

**18/79** Resolved that the Terms of Reference for the Audit and Risk Committee be adopted.

(R Syme/B Bolland)

15.3 The draft representation letter to the Auditors was reviewed.

**18/80** Resolved that the representation letter to the Auditors was approved and signed.

(R Syme/B Bolland)

15.3 The draft Financial Statements for the year ended 30 June 2018 were reviewed by the Board.

**18/81** Resolved that the draft Financial Statements for the year ended 30 June 2018 be adopted and signed.

(R Syme/B Bolland)

15.4 The Audit Report from Grant Thornton was reviewed.

**18/82** Resolved that the audit report produced by Grant Thornton New Zealand be noted.

(P Cotter/P Parata-Goodall)

#### **16 GENERAL BUSINESS**

16.1 Tom Thomson wanted to move thanks to Paul Scofield, Senior Curator Natural History, for assisting his daughter with some moa bones she discovered under her house. Paul advised her family how to care for them and look after them for the time being, and advised her on how best to record the bones provenance in case she decides to gift to the Museum in the future.

Puamiria advised that Canterbury Museum is gaining a reputation as a leader in repatriation, and Puamiria wanted to thank Anthony Wright for his guidance, and the driving of a national framework policy into Government. The Chair asked that the appropriate staff are congratulated on the work they are doing behind scenes as part of the repatriation kaupapa.

**17 DATE OF NEXT MEETING**

17.1 The next meeting was scheduled for Monday 10 December 2018.

The meeting closed at 3.33 pm.

Confirmed as a true and correct record.

..... *M. L. Evedy* ..... Chairperson

..... Date