

## MINUTES OF THE MEETING OF THE TRUST BOARD OPEN AGENDA

Meeting held at Apārangi Office, 33 Broadway, Newmarket  
 Thursday, 22 October 2020  
 (Whiringa-a-Nūku – Rāpare, 22 Oketopa 2020)  
 8:30am-3:00pm

**Present:** O Atimalala (Chair), J Judge, Dr S Sandley, R Carlyon, B Palmer, Prof. R Bedford, K Avery, J Brosnahan, M Mariassouce and P M Lua.

**Apologies:** M Binns (arriving late)

**In attendance:** Chief Executive, Governance and Compliance Manager Lead Executive Assistant

Item No.	MINUTES
1.	<p><b>WELCOME AND KARAKIA</b> The Chair welcomed members and Mr M Mariassouce said karakia for the Trust Board meeting.</p>
2	<p><b>STANDING ITEMS</b> The Trust Board Chair opened the meeting at 08:30am.</p> <p><b>2.1 Apologies</b> M Binns gave apologies for late arrival and P M Lua gave apologies for early departure.</p> <p><b>2.2 Conflicts of Interest</b> No conflicts of interest were declared. Trust Board requested that the Register of Interests be reviewed and revised to exclude the Museum Trust Board roles for the list of interests as these were not of relevance and complicated the register.</p> <ul style="list-style-type: none"> <li>○ Governance and Compliance Manager to revise the Register of Interests accordingly for the December 2020 meeting.</li> </ul>
3.	<p><b>GOVERNANCE</b></p> <p><b>3.1 Minutes of the Previous Meeting</b> The Trust Board considered the Minutes of the Previous Meeting held on 20 August 2020.</p> <p>The Trust Board approved the Minutes of the Open Agenda Meeting held on 20 August 2020 as a true and accurate record.</p> <p><b>K Avery / S Sandley – All carried</b></p> <p><b>3.2 Matters Arising</b> There were no matters arising from the Open Agenda meeting of 20 August 2020.</p>



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4.		<p><b>RESEARCH AT TĀMAKI PAENGA HIRA</b></p> <p>The Chair reconvened the Trust Board at 1:00pm and noted that the session was now open to the public. S Sandley and P M Lua were noted as apologies for the afternoon and the Chair welcomed J McIntyre from AMI.</p> <p>The Chair also welcomed the Director of Collections and Research, who introduced members of the Research team at Tāmaki Paenga Hira including the Research Manager, the Head of Natural Sciences, the Curator History, and the Research Support Co-ordinator.</p> <p>The Director of Collections and Research introduced the session noting that the Trust Board had requested more information about the depth and breadth of research on-going at the Museum. The team spoke individually about specific research programmes.</p> <p>The Trust Board acknowledged tne incredible achievement. In particular, R Bedford acknowledged the Rangitahua / Kermadec Islands research project in bringing science and iwi-led, indigenous leadership together. The Trust Board thanked the presenters.</p>
5.	5.1	<p><b>ITEMS FOR DECISION</b></p> <p><b>5.1 Drawdown of the Sir Carrick Robertson Bequest</b></p> <p>The Trust Board considered the proposed drawdown of the Sir Carrick Robertson Bequest. The Chief Executive explained that the dedicated fund had been in place for a long time but hadn't been touched due to its specified purpose to fund research in the Hauraki Gulf. The proposal was for the funds to be used to support the Noises Islands project which ideally suited the original purpose of the bequest.</p> <ul style="list-style-type: none"><li>• <b>The Trust Board approved the drawdown of the total balance of funds from the Sir Carrick Robertson Bequest (\$11,152 at time of writing) to support the scientific research involved in the Noises Marine Restoration and Protection Project.</b></li></ul> <p><b>R Bedford / K Avery – All carried</b></p> <p><b>5.2 Drawdown from the E Earle Vaile Trust</b></p> <p>(J Judge declared a conflict of interest and abstained from voting.) The Trust Board was asked consider a proposed drawdown from the E Earle Vaile Trust Fund for curatorial salary costs in Archaeology.</p> <ul style="list-style-type: none"><li>• <b>Trust Board approved the following drawdowns from the E Earle Vaile Trust Fund: One additional drawdown of \$45,000 for FY20/21 (making the total drawdown for FY20/21 of \$147,500); AND On-going drawdowns of no greater than \$85,000 per annum for curatorial salary costs in Archaeology and related operational costs starting at FY21/22, on the proviso that core capital in the funds is preserved.</b></li></ul> <p><b>J Brosnahan / M Mariassouce – All Carried</b></p>



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	<p><b>5.3 Annual Report FY 2019/20</b></p> <p>The Trust Board was requested to consider the Annual Report for 2019/20 based on the recommendation from the Audit and Risk Committee. The acting Chair of the Audit and Risk Committee reported that the Committee had met with the auditors, Deloitte, at its meeting the previous day. The Deloitte audit report had raised no issues related to finance, and there were only some matters of control that would be monitored by the Audit and Risk Committee in the coming year. No questions were raised and the Committee submitted its recommendations for Trust Board approval, including:</p> <ol style="list-style-type: none"><li><b>1. The Trust Board received and approved the Annual Report FY2019-2020;</b></li><li><b>2. The Trust Board noted Deloitte’s audit report for FY2019-2020;</b></li><li><b>3. The Trust Board received and noted the Representation letter from the Museum management, signed by the Chief Executive and Director Enterprise and Finance;</b></li><li><b>4. The Trust Board authorised the Trust Board Chair and Chair of the Audit and Risk Committee to sign the Trust Board’s Representation letter to Deloitte and to sign the annual financial statements for FY2019-2020.</b></li></ol> <p><b>B Palmer / R Carlyon – All carried</b></p>
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6.		<p><b>ITEMS TO NOTE</b></p> <p><b>6.1 Annual Summary of Loans Activity 2019-20</b> The Trust Board received the Annual Summary of Loans Activity for 2019-20. In discussion, R Bedford expressed interest to see how much material was on-loan. The Chief Executive explained that this was part of the Museum’s strategy to make the collection more accessible. The reported was noted by the Trust Board.</p> <p><b>6.2 Privacy Statement</b> The Trust Board received the Museum’s proposed new Privacy Statement. In discussion, the Board noted that the statement was quite long but seemed to reflect normal practice for privacy statements related to the use of personal information. The Governance and Compliance Manager explained that the statement had been drafted based on best practice and in-line with the principles of the new Privacy Act 2020. The statement had also been reviewed by Brookfields Lawyers.</p> <ul style="list-style-type: none"><li>• <b>The Trust Board approved the proposed Privacy Statement related to the collection, retention and use of personal information, to be published on the Auckland Museum website.</b></li></ul> <p><b>J Judge / O Atimalala – All carried</b></p> <p><b>6.3 Museum Membership Programme Terms and Conditions</b> The Trust Board received and noted the terms and conditions for the new Museum Membership Programme. B Palmer raised a question related to the minimum age of 14, suggesting that this could be lowered in order to allow children to be members and bring along a guardian. The Chief Executive explained that there were optional add-ons for friends and whanau, but this age limit had been set as the minimum age for purchasers. The Trust Board suggested that consideration be given to include children in the membership programme, and further consideration be given for whanau.</p> <p>J McIntyre explained that the AMI membership provided for a three-year drawdown from the existing arrangement into the new programme, noting that AMI members were required to join at the whanau level. The Chief Executive explained that the Friends and Whanau model in the Museum Membership Programme needed to be tested and could be changed in future if required.</p> <p>The Trust Board received and noted the new Museum Membership Programme terms and conditions.</p>
7.		<p><b>ITEMS TO RECEIVE</b></p> <p><b>Financial Reports</b> The Director of Enterprise and Finance introduced the financial reports and noted that they were tracking well. In discussion, it was suggested that the financial updates should sit alongside the SSP measures in the Chief Executive report, which would follow the model of the quarterly report.</p> <p>No questions raised and Trust Board received the Financial Reports.</p>



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	<p>In receiving the Investment Reports, B Palmer reported that the Audit and Risk Committee had discussed a recommendation to reduce the amount of funds invested in bonds, which was standing at \$5 million. The Committee had discussed reducing the bond holdings to cover two years of cash flow; which could also be held in cash as opposed to bonds. The Committee had suggested that the proposal be discussed with Milford Asset Management and any recommended changes to the SIPO would be passed to the Trust Board for approval. The Trust Board received the Investment Reports.</p> <p><b>Visitation Reports – including Visitation Survey Report FY19-20</b> The Trust Board received the Visitation Reports including the Visitation Survey Report for FY 19-20. J Judge expressed that the Trust Board needed to be confident that the Museum is responding to the results of the survey report, which he noted was just a summary of the findings from the Visitor Profile Survey. He recommended that the Trust Board receive more information on any processes or changes that have been undertaken to address the results of the surveys.</p> <p>Trust Board to receive the visitation reports and the Visitation Survey Report FY19-20.</p> <p><b>Health and Safety Reports (Sept 2020)</b> The Trust Board received the Health and Safety Reports which were taken as read.</p> <p><b>Media Reports</b> The Trust Board received the Media Reports which were taken as read.</p>
<p><b>8.</b></p>	<p><b>COMMITTEE REPORTS</b></p> <p><b>8.1 Executive and Governance Committee – J Judge</b> J Judge reported on behalf of the Committee Chair. He reported that the Committee had discussed the Chief Executive Success Agreement, both closing out the agreement for 19/20 and confirming 20/21. These were both to be revised based on discussion with the Committee. The Committee had also discussed some proposals for ex officio membership on the Trust Board, including for the Taumata chair, but no specific proposals had been endorsed. The Committee had agreed to recommend to the Trust Board that co-opted Trust Board members not be allowed to attend committee meetings.</p> <p><b>8.2 Development Committee – J Judge</b> J Judge and R Carlyon reported on behalf of the Committee Chair. They noted that the Development Committee proposed that the Trust Board approve the appointment of Lyndy Sainsbury as a co-opted member of the Committee. R Carlyon provided a brief bio for L Sansbury, noting her family connection with the Sainsbury Horrocks Gallery. She was known to be passionate about the Museum and is a former AMI member.</p> <ul style="list-style-type: none"> <li>• <b>The Development Committee recommended that the Trust Board approve the appointment of Lyndy Sainsbury as a co-opted member of the Development Committee.</b></li> </ul> <p><b>M Binns / R Carlyon – All carried</b></p>



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	<p><b>8.3 Future Museum Capital Programme Committee (FMCC) – K Avery</b></p> <p>The Deputy Chair of the FMCC, K Avery, reported on the recent Committee meeting on behalf of the Committee Chair. She noted that the major works is still on track for the November completion, and that hand-over of the site from Aspec to the Museum was happening. She noted that the Major Works staff was scrutinising all claims to keep within budget and contingency.</p> <p>K Avery reported that the LEGO team were out of quarantine and would be starting their set-up in the special exhibitions area very soon. She also reported that the Portacom buildings outside the South Atrium had been removed and were heading to Ngāti Kuri in Northland to support ecological research and education efforts as had already been reported to the Trust Board. She noted that the Wayfinding project was also set to be completed by mid-November, and both the café and retail spaces were progressing well for the target completion in late November.</p> <p>The FMCC Chair enquired about the schedule of opening events, and the Chief Executive confirmed that the invitations would be going out later in the week.</p>
<p><b>9.</b></p>	<p><b>PARTNER REPORTS</b></p> <p><b>9.1 Taumata-ā-lwi Report (verbal report)</b></p> <p>M Mariassouce reported that the Taumata-ā-lwi had recently met with the Pacific Advisory Group (PAG) to discussed the agenda for the South Atrium opening Karakia and Kava Ceremony on 28 November, and to discuss some proposed names for parts of the Museum as part of the Wayfinding project. He mentioned that the 28 Nov event would have both a formal session and then a lighter agenda, and he encouraged invitees to bring whanau.</p> <p>M Mariassouce also discussed thinking about the notion of cities within cities in terms of Museum outreach and encouraging wider communities to visit the Museum. J Judge suggested that a real effort should be made possibly through the Taumata and PAG to circulate free passes that would encourage communities to attend special exhibitions. The Development Committee could discuss financial support. J Brosnahan also enquired if there was additional help available for transportation, helping bring-in schools and wider communities.</p> <p><b>9.2 AMI Report – J McIntyre</b></p> <p>J McIntyre provided the AMI President’s Report at item 9.3 following the discussion on the new Museum Membership Programme. J McIntyre reported that AMI had adopted and approved the privacy statement and membership terms and conditions at its recent Special General Meeting. He acknowledged Lisa Rudolphe and Christiane Pracht in the Museum Development team for all their work and assistance in putting the new Membership programme together. J McIntyre appreciated the update on the Rangatira ki Rangatira meeting with Auckland Council and had enjoyed reading the Museums Annual Report 2019/20. He reported that he had met with RFA and the Trust Board Chair recently and had been given assurance that the new Board appointments would be made by Auckland Council on 3 November.</p>



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		<p>Following the presentation on Museum research, J McIntyre explained that the AMI had obviously been a long-time supporter of research projects, including the Spotted Shag project. He noted that the AMI had approached the Museum to be a keystone funder of studentships, and likewise looked forward to working with the Trust Board Development Committee.</p> <p>J McIntyre confirmed that he would be stepping down as President of the AMI; a successor had yet to be named. The Trust Board Chair acknowledged J McIntyre's many years of service to Auckland War Memorial Museum and to the AMI. She gave her personal thanks on behalf of the Trust Board for his service.</p>
<b>9.3</b>	<b>Pacific Advisory Group (PAG) – P M Lua</b>	<p>There was no update from PAG as P M Lua was an apology.</p>
<b>10.</b>	<b>ANY OTHER BUSINESS</b>	<p>No other business was raised.</p>
<b>11.</b>	<b>MEETING CLOSE</b>	<p>The Chair thanked all attendees and closed the meeting at 3:00pm.</p>