

MINUTES
(Open Section)

OTAGO MUSEUM TRUST BOARD MEETING

1pm, Thursday 27 June 2024

Graham Crombie Board Room, Otago Museum

PRESENT:

David Hutchinson, Gaynor Finch, Christine Garey, Cherry Lucas, Brigid Casey.

IN ATTENDANCE:

Ian Griffin (Director)

Murray Bayly (Commercial Director)

Rachel Harris (HR Manager)

Jane Gregory (Secretary to the Board)

Jamie Adamson (Deloitte)

Paige McPherson (Finance Manager)

Craig Grant (Director Visitor Experience and
Science Engagement) (attended online for part of
the meeting)

1. APOLOGIES

Apologies received from: Nancy Longnecker, Laura Black, Rachel Wesley, David Benson-Pope, Lisa Matisoo-Smith

It was moved that *the apologies are accepted.*

Moved by: Gaynor Finch
Seconded by: Christine Garey
CARRIED

2. INTEREST REGISTER

The interest register was noted.

3. MINUTES OF LAST MEETING (open section)

There were no changes to the minutes of the open section of the meeting held on 29th April 2024.

It was moved that: *the minutes of the meeting held on 29th April 2024 are accepted as a true and accurate record of that meeting.*

Moved by: Christine Garey
Seconded by: Gaynor Finch
CARRIED

4. ACTION REGISTER

There were no actions.

5. HEALTH AND SAFETY REPORT

The health and safety charts were noted.

Incident #1300 – a visitor fell over due to the uneven cobblestones outside the Hutton Theatre. This land is owned by the DCC. The DCC have been inform about the trip hazard.

The health and safety report was noted.

6. DIRECTOR'S REPORT

The Director highlighted key points from his written report and responded to questions from the Board:

- The Museum is on track to achieve a record number of visitors for this financial year with numbers likely to surpass 400,000 this weekend. This will be a ten-year record and is a tribute to the Museum staff for putting on events that appeal to the public and to the popularity of Precinct café.
- In May the Museum took its touring exhibitions to Parliament for an evening Science Showcase for invited guests. Over 80 people attended including ministers and representatives from government departments. The next day the Showcase was on public display outside Parliament engaging with passers-by ministers and schools. As a result, Hon Mark Paterson (Minister for Rural Affairs) will be visiting the Museum on Monday (1st July) and may be joined by Hon Scott Willis. Hon Paterson is interested in the exhibitions touring to rural communities. Coincidentally, the Labour party will be having an event at the Museum that Monday and an invitation has been extended to Chris Hipkins for a behind-the-scenes tour and a chat. Congratulations were noted to Craig Grant who organised the Science Showcase which was worthwhile due to its success in demonstrating to crown institutions that work that the Museum does and in the follow-up conversations that it has generated.
- Wild Dunedin at the Museum was very successful. The Museum has partnered with Wild Dunedin since its inception and a good relationship exists. The Museum also partners with the Science Festival.
- The archivist, Gareth West, is digitising the archives and thinning out duplications and in the course of his work he is uncovering some valuable stories. The archivist position is important to the Museum but funding for the role runs out in November.
- Whare Karioi digital games exhibition – the Board thought this was an outstanding initiative and a good showcase for the Museum.
- Matariki - at the invitation of Ngāi Tahu, Ian will be attending the national Matariki event in Wānaka and the pre-Matariki dinner with the prime minister and cabinet ministers,
- The Museum has two new Pasifika engagement staff.
- Two staff members attended the TRENZ event in Wellington to promote new activities aimed at the cruise ship market.
- The Regional Development Fund might be an opportunity to apply for funding for the Tropical Forest roof and/or sprinklers. This will provide some relief in the short term but the Museum still needs to secure long-term funding for the collection and databases which are core business.
- The Museum will be restarting conversations with Auckland and Canterbury museums about securing funding for core museum business of metropolitan museums.
- The Tropical Forest is well worth a visit. There are some new parrots, the gardens are looking good and there are frequent activities including a weekly talk by the gardener about the plants in the Forest.

The Director thanked Craig Grant, Director of Visitor Experience and Science Engagement and Murray Bayly, Commercial Director, for their contributions to the Museum over the last 10 years and wish them all the best for the future. Both would be leaving the Museum at the end of the month.

The Director's report was noted.

7. ADOPTION OF THE DRAFT ANNUAL PLAN 2024-2025

The draft Annual Plan had been circulated to the DCC and regional councils in February, for feedback to be sent to us by 31 May. The budget is the budget circulated at that time which was prior to each council deciding on the amount of levy to approve. Therefore levy differences will be reported as variances to the budget. At the six-month mark a 6-month forecast will be given.

The Director acknowledged the 4.3% increase in the levy that the DCC had approved for the 2024-2025 financial year and expressed his gratitude to the councillors for the increase.

It was moved that *the draft Annual Plan 2024-2025 is adopted.*

Moved by the Chair: David Hutchinson
CARRIED

8. KAUPAPA MĀORI

Apologies were noted from Gerard O'Regan who was travelling to Wānaka for Matariki national event.

The Board acknowledged Ian's respect for the relationship with rūnaka. And thought the Museum is a good example of how the relationship should work.

There was nothing to report in the open session.

9. TREASURER'S REPORT

The financial reports covered the two-month period and year-to-date to 30 April 2024 were noted and would be discussed in closed session.

10. REPORT FROM FRIENDS ASSOCIATION OF THE OTAGO MUSEUM

Brigid Casey reported that it had been a busy time of year due to it being the membership renewal period. The process of renewals will be changing to a 1-year expiry from joining time to fit in with the Roller system.

The AGM will be held on 25th July. Three people will be stepping down from Friends' council and they will be looking to recruit to some more Council members. Julie Pearse will be stepping down after about thirteen years on the Council. She has done a huge job, being responsible for a number of projects during her tenure, including sole responsibility for the memorial lecture.

The Friends are looking for an auditor for their accounts. Jamie Adamson offered to help find someone.

The Friends' report was noted.

11. FOR INFORMATION - TRUST BOARD MEMBERSHIP

The Trust Board Membership report was noted.

12. OTHER BUSINESS

There was no general business.

13. MATTERS IN COMMITTEE

Resolution to exclude the public:

That the public be excluded from the following parts 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 this resolution are as follows:

General subject 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
MINUTES OF THE LAST OTAGO MUSEUM TRUST BOARD MEETING AND ACTION REGISTER (CLOSED)	To enable, without prejudice or disadvantage, commercial activities; That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	7 (2) (h), 48 (1) (d)
HEALTH & SAFETY REPORT	To protect the privacy of natural persons; That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	7 (2) (a), 48(1) (d)
DIRECTORS REPORT	To protect the privacy of natural persons; To enable, without prejudice or disadvantage, commercial activities	7 (2) (a), 7 (2) (h)
DEACCESSION PROPOSAL	To protect the privacy of natural persons	7 (2) (a)
KAUPAPA MĀORI	To protect the privacy of natural persons.	7 (2) (a)
FINANCE & GOVERNANCE	To enable, without prejudice or disadvantage, commercial activities; That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies	7 (2) (h), 48 (1) (d)
OTHER BUSINESS	To protect the privacy of natural persons, including that of deceased natural persons. That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in	7(2) (a), 48 (1) (d)

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	private on its decision or recommendation in any proceedings to which this paragraph applies	
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Moved by: David Hutchinson
Seconded by:
CARRIED

Moved into closed session: 1.35pm

Meeting closed: 3.10pm

Next meeting 1pm, Wednesday 28 August 2024

Signed by:



David Hutchinson
Trust Board Chair

Date: 28/08/24