

MINUTES
(Open Section)

OTAGO MUSEUM TRUST BOARD MEETING

1pm, Wednesday 28 August 2024

Graham Crombie Board Room, Otago Museum

PRESENT:

David Hutchinson, Gaynor Finch, Cherry Lucas, Brigid Casey, David Benson-Pope, Nancy Longnecker

Attending online: Lisa Matisoo-Smith, Christine Garey, Rachel Wesley

IN ATTENDANCE:

Ian Griffin (Director)

Jamie Adamson (Deloitte)

Rachel Harris (HR Manager)

Paige McPherson (Finance Manager)

Jane Gregory (Secretary to the Board)

1. APOLOGIES

Apologies had been received from Laura Black.

It was moved that *the apology is accepted.*

Moved by: Gaynor Finch

Seconded by: Cherry Lucas

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 last meeting held on 27th June 2024.

It was moved that: *the minutes of the meeting held on 27th June 2024 are accepted as a true and accurate record of that meeting.*

Moved by: Cherry Lucas

Seconded by: Brigid Casey

CARRIED

4. ACTION REGISTER

There were no actions from the last meeting.

5. HEALTH AND SAFETY REPORT

The health and safety charts were noted.

Following the organisational restructure Ian Griffin represents the PCBU at Health and Safety committee meetings.

6. DIRECTOR'S REPORT

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

- The recent unexpected death of staff member Brenda Barron was a shock to staff. There was a good contingent of staff at the funeral where Ian spoke on behalf of staff. Brenda had worked at the Museum for about twenty years as a Facilities Officer.
- Visitor numbers have been tracking at about 6% lower than at the same time last year. The Relics Lego exhibition opening in December might improve the figures. Unfortunately, due to the mix of lift and stair access to other levels, it is not currently possible to measure the traffic going to other levels of the Museum.
- The Museum is working with the council to improve bus routes for visitors wanting to visit Tūhura Otago Museum. Some years ago the Museum funded a trial free bus over two school holiday periods using heritage buses. They travelled a circular route to Dunedin's major cultural attractions (Toitū, DPAG, the botanic gardens and Otago Museum). The trial proved that such a route would be popular and a report of the findings was sent to the DCC at that time. The Board suggested that it might be worth following up with the DCC on this idea.
- The Beautiful Science Gallery continues to host interesting small exhibitions.
- The Education and Outreach teams have now merged into one. Sleepovers continue to be popular (fully booked through term 4), and the Science Outreach team continue to be busy, particularly with the travelling exhibition Te Mana o Te Hā (Smokefree Science Showcase) which is currently in Southland.
- The newly appointed Pasifika Engagement staff have had phenomenal impact in the short time that they have been at the Museum.
- The Jane Dodds exhibition will be opening on 4th October.

The Director's report was noted.

7. KAUPAPA MĀORI

About half a dozen staff and members of Te Pae Ārahi o Tūhura attended the funeral of Pat Hoffman last week. Pat had been a member of Te Pae along with her husband Marshall Hoffman and had had a long involvement with kura in Dunedin.

This year, the national Matariki Ahuka Nui event was held in Wanaka. The Museum, therefore postponed its usual opening event for the City to next year. Instead the Museum, supported by the DCC, held a smaller event for Matariki based around the opening of an exhibition and planetarium show based on Matariki created for an Otago Polytechnic students' project. Thanks were noted to the DCC for a grant which was originally intended for this year's Dunedin Ahuka Nui event but, given the change in circumstances, was repurposed to support the exhibition opening and the work to develop next year's projections.

Celebrations to mark the anniversary of Te Māori were taking place Wellington. The Museum's oral history project on Te Māori had recently received a boost with funding from Te Papa in partnership with Te Rūnunga o Ngāi Tahu.

The Museum's two new recently appointed Pasifika staff, Jonika Edgecombe and Loeta Meredith, have been involved in a number of projects to build relationships with the Pasifika community. They have been particularly active with events for the various language weeks. The key focus of their work has been to lay

the foundations to enable a Pasifika advisory committee to be formed in due course. Both positions are on short-term funding, therefore the Museum will need to find the resource to continue these positions.

In tandem with the Pasifika community work, the Collections team have planned a refresh of the Pasifika gallery to be completed by April 2025. This will be done in two phases. Phase one will be to refresh the gallery by updating the information and cleaning and modernising the current displays. The moai has been moved back into the Pasifika gallery. Following the first phase, phase two will be a more in-depth project to consult with the Pasifika community about how the gallery should be developed.

8. TREASURER'S REPORT

The financial reports covering the year-end to 30 June 2024 were noted and were to be discussed in closed session.

9. POLICY REVIEWS

Supervision and Care of Children Policy

This Policy had been reviewed and approved last year, but given the recent case of a past staff member having been found guilty of sexual offending the policy has been revisited. The only changes were to clarify the wording defining the meaning of children in the policy, and to change the frequency of police checks from three to two years.

It was moved that *the Supervision and Care of Children policy with the above-mentioned changes is adopted.*

Moved by: Gaynor Finch
Seconded by: Nancy Longnecker
CARRIED

Various policies updated for the organisational restructure

Following the restructure, all policies that the Board had reviewed over the past two years had been updated to reflect changed responsibilities and role titles. A list of these policies was provided in the Board papers.

It was moved that *the Board note the changes to the group of policies updated following the restructure.*

Moved by: Gaynor Finch
Seconded by: Nancy Longnecker
CARRIED

10. REPORT FROM THE FRIENDS ASSOCIATION OF THE OTAGO MUSEUM

Brigid Casey reported that the Friends recently held their AGM and annual elections. Nancy Longnecker was elected as the Friends' President, some new members were elected to the Friends' council, including a new treasurer, and Brigid was reconfirmed as the Friends' representative on the Otago Museum Trust Board. Patron Jane Mathus finished her term and Julie Pearse has taken on role of patron.

In other news:

- Membership renewals are due and the process has changed to align with the Museum's systems.
- Monthly talks are going well with good attendance.
- Thanks were noted to Libby Davis, the Museum's temporary Events Manager (filling in for maternity leave). Libby had provided amazing support for the Friends during her time at the Museum.
- The Association's accounts are being audited.

- The HD Skinner Memorial Lecture will be in October.

The Friends' report was noted.

11. FOR INFORMATION - TRUST BOARD MEMBERSHIP

The Trust Board Membership report was noted.

Larua Black would be stepping down soon to take on a new role. The Board Chair had already approached the Mayor to discuss a replacement DCC representative and Jeff Wilson of Findex, a chartered accountant, has been appointed and will be joining the Board for the October meeting.

A farewell function will be held for Laura in combination with the December meeting. The deputy role will be discussed at the next meeting.

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)

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 private on its decision or recommendation in any proceedings to which this paragraph applies	7(2) (a), 48 (1) (d)

Moved by: David Hutchinson
Seconded by:
CARRIED

Moved into closed session: 1.38 pm

Meeting closed: 3.12 pm

Next meeting 1pm, Thursday 31 October 2024

Signed by:



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David Hutchinson
Trust Board Chair

Date: 31/10/2024