

MINUTES
(Open Section)

OTAGO MUSEUM TRUST BOARD MEETING

1pm, Wednesday 28 February 2024

Graham Crombie Board Room, Otago Museum

PRESENT:

David Hutchinson, Nancy Longnecker, Gaynor Finch, David Benson-Pope, Brigid Casey, Christine Garey, Cherry Lucas, Lisa Matisoo-Smith.

IN ATTENDANCE:

Ian Griffin (Director)

Murray Bayly (Commercial Director)

Robert Morris (Director Collections, Research & Education)

Jamie Adamson (Deloitte)

Rachel Harris (HR Manager)

Jane Gregory (Secretary to the Board)

Craig Scott (Head of Exhibitions and Creative Services)

Whakamaumahara/Remembrance ceremony at 11.30am

The meeting was preceded by a ceremony held in the board room to mark five years since the death while in office of past board chair Graham Crombie. Five members of Graham's family were present: widow, Janet Crombie, sons David and Michael Crombie, Michael's partner Ruth Crombie and their son Arthur.

Officiating on behalf of mana whenua was John Broughton representing Te Pae Ārahi o Tūhura and Gerard O'Regan on behalf of the museum. Speaking in memory of Graham were current Board Chair David Hutchinson, Director Ian Griffin, and Michael Crombie. Also attending in support were Board members, Gaynor Finch, David Benson-Pope, Brigid Casey and members of the executive team and staff.

To mark the anniversary the Museum's board room has been officially named the Graham Crombie Board Room.

The Board meeting opened at 1pm.

1. APOLOGIES

Apologies received from: Laura Black, Rachel Wesley.

It was moved that the apologies are accepted.

Moved from the Chair: David Hutchinson
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 11 December 2023.



It was moved that: *the minutes of the meeting held on 11 December 2023 are accepted as a true and accurate record of that meeting.*

Moved by: Gaynor Finch
Seconded by: Brigid Casey
CARRIED

4. ACTION REGISTER

Policy Reviews: the action to update the Fraud and Corruption Prevention policy and to bring it to the February Board meeting would be discussed under agenda item 11a.

5. CORRESPONDENCE

Outward:

29/1/2024 Vice Chancellor, University of Otago—request for reappointment of one of the two representative positions on the Otago Museum Trust Board.

Inwards:

12/12/2023 Support from three rūnaka (Puketeraki, Moeraki and Ōtākou) for reappointment of Rachel Wesley as the Mana Whenua representative on the Otago Museum Trust Board.

31/1/2024 Vice Chancellor, University of Otago—confirmation of reappointment Lisa Matisoo-Smith to the Otago Museum Trust Board.

It was noted that Hokonui rūnaka have verbally approved Rachel Wesley's appointment.

The Board chair was delighted to hear that both Lisa and Rachel will be continuing in their Trust Board roles for another term.

It was moved to: *receive incoming correspondence and approve outgoing correspondence.*

Moved from the Chair: David Hutchinson
CARRIED

6. HEALTH AND SAFETY REPORT

It was noted that the Museum's Facilities team had re-laid the bricks outside the Museum's main entrance to minimise the risk of trips due to uneven paving.

The health and safety charts were noted.

7. DIRECTOR'S REPORT

The Director highlighted key points from his written report:

- Visitor numbers are trending well and indicate a final figure of close to 400,000 visitors by the year end.
- The Outreach team continues to deliver science across the country through externally funded work.
- The Museum's marketing has been successful across many platforms reaching a variety of audiences.

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- Work is starting on lobbying for increased funding for the Museum. Ian Griffin and Cherry Lucas (who is also the deputy Mayor) had a productive meeting with the Mayor last week to discuss this. Ian has also met with councillors Andrew Wiley, Carmen Houlahan and Kevin Gilbert to discuss funding.
- Due to uncertainty about the continuation of the former government's Three Waters project, the Dunedin City Council have postponed their 10-year long term planning and instead are making a one-year plan this year and a 9-year plan next year.
- *Te Mana o Te Hā - Smokefree Showcase* opened recently at the Museum. Congratulations were noted to Craig Grant and the team who developed this. Other organisations have expressed interest in hosting the Showcase.

In response to a question from the Board about what is being done to attract the cruise ship market, the following were noted:

- Two staff members will be attending TRENZ in Wellington to market to the cruise ships. The Museum is working with staff from Olveston on a joint stand there.
- A high-end tour for the cruise ship market is being developed with initial work being done to establish feasibility of delivery and profit margins.
- Unfortunately some cruise ship tours that we had booked this year were cancelled due to bad weather disrupting ship schedules. It is the nature of the cruise ship market that bookings are susceptible to last minute changes or cancellations.

The Director's report was noted.

8. KAUPAPA MĀORI

A recent meeting with the DCC Events Team Leader Dan Hendra has confirmed a grant to the Museum of \$20,000 to run the DCC component of Matariki Ahuka Nui this year. Longer term funding is still under discussion.

The Kaupapa Māori verbal update was noted.

9. TREASURER'S REPORT

The financial reports covered the two-month period and year-to-date to 31 December 2023.

The reports were noted and would be discussed in closed session.

10. DRAFT ANNUAL PLAN 2024-2025

The Plan covered a period that would be challenging for the Museum due to the increasing financial pressures from rising costs, wages, and capital expenditure.

The draft Plan was noted. Discussions about the financial challenges were deferred to the closed session.

11. POLICY REVIEWS

a) Fraud and Corruption Prevention policy

This Policy had been reviewed at the December Board meeting but some amendments had been requested. The Audit, Finance and Risk Management (AFRM) committee reviewed the Policy again at their

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February meeting made some further suggestions. These amendments have been made. The AFRM committee recommends that the Fraud and Corruption Prevention Policy as circulated with Board papers is adopted.

b) Donations, Sponsorships and Fundraising policy

It was noted that the Policy states that the Board chair would be responsible for decisions about pursuing bequests that are part of a contested estate. The Board discussed whether such decisions should be made by the whole board but decided to leave this clause unchanged thus leaving the responsibility with the Board chair. They noted that a cautious, minimalist approach to these situations would be needed to avoid negative PR.

The clauses in the Policy about complying with the Museum's code of ethics were noted.

It was agreed that the Museum can do better at seeking bequests and raising awareness that the Museum is a charity.

c) Emergency and Crisis Preparedness policy

This Policy was noted.

d) Communications policy

This Policy was noted.

It was moved that all four policies are adopted:

- Fraud and Corruption Prevention policy
- Donations, Sponsorships and Fundraising policy
- Emergency and Crisis Preparedness policy
- Communications policy

Moved: Gaynor Finch
Seconded: Cherry Lucas
CARRIED

12. REPORT FROM FRIENDS ASSOCIATION OF THE OTAGO MUSEUM

Brigid Casey reported that the Friends had had a good start to the year with the first Friends in Focus talk this year given by Professor Greg Dawes (University of Otago). Speakers for the rest of the this year have been organised.

A catered event for the Friends members involving the Museum shop and planetarium is being organised soon in lieu of the 2023 Christmas event.

The Friends council is looking to recruit more members onto the council.

The Museum Director attended the last council meeting and discussed ways that the Friends can help the Museum. Gareth West, the Museum's Archivist will be attending the next council meeting to talk about the Friends' volunteering project.

Thanks were noted to Libby Davis, the Museum's temporary events manager who has been great to work with.

The report from the Friends Association was noted.

13. FOR INFORMATION - TRUST BOARD MEMBERSHIP

The Trust Board Membership report was noted.

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14. OTHER BUSINESS

There was no general business.

15. 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)

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Moved by: Cherry Lucas
Seconded by: Gaynor Finch
CARRIED

Moved into committee: 1.45pm

Meeting closed: 3.24pm

Next meeting 1pm, Monday 29 April 2024

Signed by:



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David Hutchinson
Trust Board Chair

Date: 29th April 2024.