

**MINUTES**  
**(Open Section)**

**OTAGO MUSEUM TRUST BOARD MEETING**

**1pm, Monday 29 April 2024**

**Graham Crombie Board Room, Otago Museum**

**PRESENT:**

David Hutchinson, Nancy Longnecker, Gaynor Finch, David Benson-Pope, Christine Garey, Cherry Lucas, Laura Black, Rachel Wesley.

**IN ATTENDANCE:**

Ian Griffin (Director)

Murray Bayly (Commercial Director)

Robert Morris (Director Collections, Research & Education)

Rachel Harris (HR Manager)

Jamie Adamson (Deloitte)

Craig Grant (Director VESE)

Jane Gregory (Secretary to the Board)

Craig Scott (Head of Exhibitions and Creative Services)

Paige McPherson (Finance Manager)

**1. APOLOGIES**

Apologies received from: Brigid Casey, Lisa Matisoo-Smith.

**It was moved that the apologies are accepted.**

**Moved by:** Gaynor Finch

**Seconded by:** Nancy Longnecker

**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 28 February 2024.

**It was moved that:** *the minutes of the meeting held on 28 February 2024 are accepted as a true and accurate record of that meeting.*

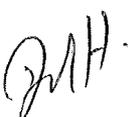
**Moved by:** Nancy Longnecker

**Seconded by:** Gaynor Finch

**CARRIED**

**4. ACTION REGISTER**

There were no actions.



## 5. HEALTH AND SAFETY REPORT

The health and safety charts were noted.

## 6. DIRECTOR'S REPORT

The Director highlighted key points from his written report:

- It had been a busy period again with strong visitor numbers including through the school holidays which had just ended. Visitor numbers are on track to hit a 10-year record of 400,000.
- Two exhibitions were opened this period, the *Director's Choice* stairwell exhibition and the *25 Years Captured* Tūhura Photography exhibition.
- All aspects of the Museum are doing well; trading is good and the science outreach team is travelling all over NZ with the travelling exhibitions which are providing good science communication to communities.
- Last week the Museum hosted Wild Dunedin of which we are a key partner.

The Board congratulated the Museum team on the quality and variety of the events being provided to the public.

In addition to the Director's update it was noted that:

- Seismic testing (assisted by a DCC grant) is an ongoing process.
- The Museum is taking science outreach to Samoa (funded by a MFAT grant) to support the launch of their science centre.

The Director's report was noted.

## 7. KAUPAPA MĀORI

There was nothing to report in the open session.

## 8. TREASURER'S REPORT

The financial reports covered the two-month period and year-to-date to 29 February 2024 were noted and would be discussed in closed session.

## 9. POLICY REVIEWS

### a) Conservation and Collection Care policy

The Conservation and Collection Care policy had been reviewed by the Audit, Finance and Risk Management committee and was taken as read.

**It was moved that:** *the Conservation and Collection Care policy is adopted.*

**Moved by:** Laura Black  
**Seconded by:** Gaynor Finch  
**CARRIED**

**b) Recruitment and Selection Policy**

The Recruitment and Selection Policy had been reviewed by the Audit, Finance and Risk Management committee. All changes that the Committee had requested had been made.

**It was moved that:** *the Recruitment and Selection policy is adopted.*

**Moved by:** Laura Black  
**Seconded by:** Gaynor Finch  
**CARRIED**

**10. REPORT FROM FRIENDS ASSOCIATION OF THE OTAGO MUSEUM**

Due to Brigid Casey's absence there was no update from the Friends Association this time.

**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:*

<b>General subject matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 (1) for the passing of this resolution</b>
<b>MINUTES OF THE LAST OTAGO MUSEUM TRUST BOARD MEETING AND ACTION REGISTER (CLOSED)</b>	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)
<b>HEALTH &amp; SAFETY REPORT</b>	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)

<b>DIRECTORS REPORT</b>	To protect the privacy of natural persons; To enable, without prejudice or disadvantage, commercial activities	7 (2) (a), 7 (2) (h)
<b>KAUPAPA MĀORI</b>	To protect the privacy of natural persons.	7 (2) (a)
<b>FINANCE &amp; GOVERNANCE</b>	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)
<b>OTHER BUSINESS</b>	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:** Cherry Lucas  
**Seconded by:** Gaynor Finch  
**CARRIED**

**Moved into closed session: 1.22pm**

**Meeting closed: 2.22pm**

**Next meeting 1pm, Thursday 27 June 2024**

Signed by:



David Hutchinson  
Trust Board Chair

Date: 27/6/24