

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

**OTAGO MUSEUM TRUST BOARD MEETING**

**1pm, Thursday 31 October 2024**

**Graham Crombie Board Room, Otago Museum**

**PRESENT:**

David Hutchinson, Cherry Lucas, Christine Garey, David Benson-Pope, Brigid Casey, Nancy Longnecker, Rachel Wesley, Jeff Wilson

**IN ATTENDANCE:**

Ian Griffin (Director)

Jane Gregory (Secretary to the Board)

Catherine Chisholm (Deloitte)

Paige McPherson (Finance Manager)

Gerard O'Regan (Pouhere Kaupapa Māori)

**1. WELCOME TO NEW BOARD MEMBER JEFF WILSON**

Jeff Wilson, the newly appointed fourth representative on the Board for the Dunedin City Council, replacing Laura Black, was welcomed to the meeting. Jeff is a partner at Findex accounting firm, Dunedin.

**2. APOLOGIES**

Apologies had been received from Lisa Matisoo-Smith and Gaynor Finch.

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

**Moved from the Chair:**

David Hutchinson

**CARRIED**

**3. INTEREST REGISTER**

The interest register was noted.

**4. REPORT FOR INFORMATION – TRUST BOARD MEMBERSHIP**

The Trust Board Membership report was noted.

**5. ELECTION OF DEPUTY CHAIR**

With Laura Black's departure the Board needed to elect a new deputy chair.

**Nomination from the Chair:** Cherry Lucas

**Moved/seconded:**

David Hutchinson/Christine Garey

**CARRIED**

Cherry Lucas was duly appointed to the deputy chair role. David Hutchinson thanked Board members for their support.

*DAH*

## 6. MINUTES OF LAST MEETING (open section)

There were no changes to the minutes of the open section of the last meeting held on 28<sup>th</sup> August 2024.

**It was moved that:** *the minutes of the meeting held on 28<sup>th</sup> August 2024 are accepted as a true and accurate record of that meeting.*

**Moved by:** Brigid Casey  
**Seconded by:** Nancy Longnecker  
**CARRIED**

## 7. ACTION REGISTER

There were no actions from the last meeting.

## 8. HEALTH AND SAFETY REPORT

The health and safety charts were noted.

## 9. DIRECTOR'S REPORT

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

- Visitor numbers were slightly down on the same time last year. This could be partly due to timing of the school holidays and that the Museum was closed on 4<sup>th</sup> October due to heavy rain and the subsequent Civil Defence state of emergency declaration due to flooding and slips.
- Funded by a grant from the DCC, seismic testing of some of the Museum's older buildings has been carried out. These buildings might in due course be classified as seismic prone. Further testing is being carried out with cost estimates to strengthen these buildings to follow.
- The Science Centre was closed for five days in mid-October for cleaning, maintenance and upgrades.
- The new chair and CEO of Tāmatea Pokaiwhenua (renamed Heretaunga Tāmatea Settlement Trust) visited to view and discuss the repatriation of the Heretaunga Whare.
- As always, the Outreach team have been busy delivering outreach in the community for various MBIE-funded projects.
- Some new tour offerings are being trialled for the cruise ship season.
- The process is underway to develop a strategic plan for the next five years.

Board members commended Museum staff on the design of the Jane Dodd exhibition and on the Bird of the Year campaign which secured a win for the Hoiho Yellow-eyed Penguin.

Regarding the upcoming LEGO exhibition the Museum confirmed that there will be special merchandise and events focussed on the LEGO theme, including events with the LEGO masters. Auckland Museum which had the exhibition first, had planned for 70,000 visitors and achieved 112,000 visitors, which bodes well for its showing here in Dunedin. Ticketing will include a combo option to combine with entry to the science centre.

It was noted that the Dodd Walls Centre has donated telescopes to Samoan schools and the Museum will receive some credit for this.

Gerard O'Regan was thanked by Nancy Longnecker for his help with the Hou Rongo Moriori exhibition, a Museum collaboration with the University and Hokotehi Trust. Anecdotal evidence suggests the exhibition has been well-received by the community.

A handwritten signature in black ink, appearing to be 'DAH', is located in the bottom right corner of the page.

The Director's report was noted.

## 10. KAUPAPA MĀORI AND TAKATA MOANA

Gerard O'Regan reported that Te Pae Ārahi o Tūhura (the Māori Advisory Committee) have not met since the last Board meeting so there is not much to report. The next meeting will be in November. However, on the agenda will be the timeline and logistics for the deinstallation of the whare in the Tangata Whenua gallery in preparation for its repatriation, and the installation of the rock art exhibition which will run until the gallery is closed for a period for redevelopment.

Now that Leota Meredith is working with Gerard in the Pasifika context, this section will also update on kaupapa Pasifika. Leota has been networking extensively with Dunedin Pasifika communities resulting in a lot of good and exciting Pasifika programmes. These communities are enjoying the opportunity and freedom to run their own events at the Museum.

## 11. ANNUAL REPORT 2023-2024 - ADOPTION

The audit process this year had not gone well. The auditors had received all information from the Museum and Deloitte in good time, but the auditors had not met the deadlines set out in the audit plan. Deloitte have asked them to make an effort to meet the statutory deadline.

Due to the delay in the audit completion the final financial statements for the Annual Report were not ready in time for the Board meeting.

The Museum's section of the Annual Report, the stories and statement of service performance, had been circulated to Board members. The format had been drastically changed to reduce the length of the statement of service performance from previous years. Alice Waterman was commended for the significant work on this project which had made the Report not only shorter but more informative and engaging.

The Board were impressed with the new format and agreed it made the information very accessible and interesting to read. The balance between infographics and information for research, they thought, was good.

Once the financial statements were received the Board Chair and Director would write their introductions to the Report.

**It was moved that:** *the Board approve the process of the final version of the Annual Report being circulated to Board members for approval by email. David Hutchinson and Ian Griffin would then sign off on the Report.*

**Moved by:** David Hutchinson

**Seconded by:** Rachel Wesley

**CARRIED**

## 12. TREASURER'S REPORT

The financial reports covering the two-month period to 31 August 2024 were noted and were to be discussed in closed session.

## 13. POLICY REVIEWS

### a. Volunteer and Honorary Positions Policy

This policy replaced the old Intern and Volunteer Management policy which was last updated in 2012.

The draft Policy had been reviewed by the Audit, Finance and Risk Management committee which had recommended some amendments. These changes have been incorporated into the Policy.

The updated draft Volunteer and Honorary Positions policy had been reviewed again by the Leadership Team.

**b. Health, Safety and Wellbeing policy**

This Policy is reviewed annually and had been revised to provide more information about specific responsibilities. The draft Policy had been reviewed by the Audit, Finance and Risk Management committee which recommended some amendments which had been incorporated into the Policy. The updated draft Health, Safety and Wellbeing policy had been reviewed again by the Leadership team.

**c. Supervision and Care of Children policy**

This Policy had been approved at the August Board meeting but was brought back to the Board with some minor changes to the age brackets applicable for children attending the Museum supervised and unsupervised.

The reason for the amendments was that when the Front of House and Design team had started to put up signage advising of the various age requirements for supervision, it was quickly realized that the categories were confusing and unworkable: under 12s required supervision, 13 and over could be unsupervised and 14 and over could supervise others. It was decided to keep it simple and anyone under 14 requires supervision, and anyone 14 and over can attend on their own (as long as they follow the rules) and can also supervise others.

The amended Supervision of Children Policy had been reviewed again by the Audit, Finance and Risk Management committee and the Leadership Team.

**It was moved that the three policies be approved together and that the following policies are adopted:**

- *Volunteer and Honorary Positions Policy*
- *Health, Safety and Wellbeing*
- *Supervision and Care of Children*

**Moved by:** Cherry Lucas  
**Seconded by:** David Benson-Pope  
**CARRIED**

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

Brigid Casey reported for the Friends:

- Acknowledgement was given to the passing of Dame Elizabeth Hanan who was a past Museum Board Chair and more recently, a patron of the Friends Association. Dame Elizabeth contributed significantly to the Museum and the Friends.
- The Friends council has some new members and now has a total of nine members representing mixed ages and backgrounds.
- The annual HD Skinner Memorial lecture was held last week and featured Nic Rawlence, Director of the Otago Palaeogenetics Lab, speaking on his work which is rewriting the story of New Zealand's extinct and living species, thanks to the priceless collections held in museums.
- The Friends have been supporting the various events around various Pacific Island language weeks.
- An end of year function is planned at the Museum.

The Friends' report was noted.

**15. OTHER BUSINESS**

There was no other business.



## 16. 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:** David Hutchinson  
**Seconded by:** Cherry Lucas  
**CARRIED**

**Moved into closed session: 13.53pm**

**Meeting closed: 3.02pm**

**Next meeting 1pm, Thursday 12 December 2024**

Signed by:



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David Hutchinson  
Trust Board Chair

Date: 12/12/24.....