

MINUTES OF THE MEETING OF THE TRUST BOARD OPEN AGENDA

Meeting held at the Thomas Cheeseman boardroom (Ground Floor, Museum Main building)
 Thursday, 15 April 2021
 (Paengawhāwhā – Rāpare, 15 Āperira 2021)
 8:30am-3:00pm

Present: O Atimalala (Chair), J Judge (Deputy Chair), B Palmer, K Avery, M Binns, M Mariassouce, P M Lua, P Hulse, R Tuwhangai, Prof. R Bedford, and R Carlyon.

By Invitation: Chief Executive and Governance & Risk Manager

By Invitation for the Chief Executive’s Reports: Executive Team members and Stakeholder Relationship Manager

Item No.	MINUTES
1.	<p>HEALTH AND SAFETY WALK-THROUGH The Trust Board undertook a health and safety walk-through in the Main Building that included the loading Dock and incoming handling, workshop areas and exhibitions prep areas.</p> <p>All board members, and the Governance & Risk Manager, took part in the tour apart from P Hulse who was an apology for this pre-meeting activity.</p>
2	<p>WELCOME AND KARAKIA</p>
3	<p>OPENING The Chair, O Atimalala, welcomed the Trust Board and opened the meeting.</p> <p>In particular, O Atimalala welcomed the new Governance & Risk Manager to their first board meeting.</p> <p>3.1 Apologies There were no apologies to record.</p> <p>3.2 Conflicts of Interest Two new potential conflicts of interest were noted as follows:</p> <ul style="list-style-type: none"> • M Binns advised as being the Chair of the Heinz Group • M Mariassouce advised as being a member of the Hauraki Gulf Forum <p>ACTION: Governance & Risk Manager to add the above potential conflicts of interest to the Register.</p>



4.		<p>GOVERNANCE</p> <p>4.1 Minutes of the Previous Meeting The Minutes of the previous Open Agenda meeting held on 25 February 2021 were taken as read.</p> <p>IT WAS RESOLVED THAT: The Minutes of the Trust Board Open Agenda meeting held on 25 February 2021 were approved as a true and correct record.</p> <p style="text-align: right;">Moved: M Binns Seconded: J Judge Carried</p> <p>4.2 Matters Arising There were no matters arising from the Open Agenda meeting of 25 February 2021.</p>
5.		<p>PRESENTATIONS</p> <p>5.1 <i>Sea Monsters</i> Marketing Strategy Director Marketing, Communications & External Affairs introduced the Head of Brand & Customer Engagement.</p> <p>The exhibition is due to open in mid-June. The Head of Brand & Customer Engagement presented the <i>Sea Monsters</i> marketing strategy that included details of the following:</p> <ul style="list-style-type: none">• the role marketing will play• exhibition targets and goals• the 4-step strategic process• demographics of prospective visitors• psychographic segmentation• planning considerations• the product offering• creative rational and concepts• media channels and approach <p>Following a general discussion, the following points were noted:</p> <ul style="list-style-type: none">• variable or discounted pricing may be considered e.g. using Grab-One, particularly in the slow-down time of around August/September• teachers can apply to attend at no cost• school trip packages will be developed• some schools find it difficult to cover the cost of travel to exhibitions. Partnering with funders such as the MoE or AC may assist with this• strategic collaboration with other providers such as Kelly Tarlton and the Auckland Zoo could be considered <p>ACTION: Executive Team to conduct an initial study on accessibility for school groups and other community segments who have difficulty accessing cost effective transport to AWMM, and who may be potential sponsorship partners. This outline study will be presented at next Trust Board Meeting on Thursday 24 June.</p>



6.		<p>ITEMS FOR APPROVAL</p> <p>6.1 Trust Fund Allocation Request – Library Purposes The Trust Fund Allocation Request for Library Purposes as presented by the Director Collections & Research was taken as read.</p> <p>Director Collections & Research spoke to the report with the following points noted:</p> <ul style="list-style-type: none">• a key focus this coming year is the library digitisation and online access of existing collections• \$345,000 of the \$880,000 total is allocated to fund the second year of fixed-term employment contracts which were approved by the Trust Board in 2019/20 so that in effect new approvals in this drawdown request total \$535,000 <p>Director Collections & Research outlined the internal process to determine the priority of funding allocations as being part of the annual planning process. It is generally addresses activities that are outside of the AC levy funding. These activities are no longer discretionary, but core activity.</p> <p>Director Collections & Research advised that the funding split for this project between salaries and capital expenditure is likely be 75% resourcing and 25% Capex.</p> <p>The Board noted that previously funds had been categorised under special purposes in the financials. However, it was agreed at the February Trust Board meeting that in next year’s accounts, these would be moved to general funds. This will provide more visibility to the Board, who can work more easily through potential shortfalls and plan for resource allocation as part of the new 5-year strategic planning process.</p> <p>IT WAS RESOLVED THAT: The Trust Board approves the drawdown of \$880,000 from Trust funds to be applied to Library purposes in the 2021/22 financial year.</p> <p style="text-align: right;">Moved: M Binns Seconded: J Judge Carried</p> <p>6.2 IDEA Programme Fund Allocation Request The IDEA Programme Fund Request as presented by the Director Collections & Research was taken as read.</p> <p>Director Collections & Research advised that, although this project has already been approved in the 5 Year Annual Plan, the allocation request was above the Chief Executive’s delegation authority and required Board approval.</p> <p>IT WAS RESOLVED THAT: The Trust Board approves the allocation of \$1,356,000 from CAPEX funds to deliver the IDEA project between the 2021/22 and 2023/24 financial years.</p> <p style="text-align: right;">Moved: M Binns Seconded: J Judge Carried</p>
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7.	7.1	<p>ITEMS TO RECEIVE</p> <p>Financial Reports The Financial Reports as presented by the Director Enterprise & Finance were taken as read.</p> <p>Director Enterprise & Finance spoke to the reports with the following points noted:</p> <ul style="list-style-type: none">• AWMM self-generated revenue is \$2.2m ahead of budget. This is mainly due to commercial operations, increased grant activities and additional exhibition revenue• correspondingly, operating expenses are above budget by \$1.34m driven mainly by increased cost of sales• the Lego exhibition performed strongly and the YTD profit of \$258k exceeds the projected \$198k• depreciation expense category in the Statement of Revenue and Expense is higher than plan mainly due to the unbudgeted loss on disposal of Portacomms. This loss is a non-cash accounting item (paper-loss). Excluding this loss, the overall depreciation is almost at the plan level.• when Grants are received, they are recorded in the Statement of Financial Position as contract obligations depending on the covenants attached to those grants and the state of the related project. As they are expended, they get recognised in the Statement of Comprehensive Revenue and Expense, either in the Operation or Special Purposes section of the statement. Grants received for capital projects are recognised in the Special Purposes section of the Statement of Comprehensive Revenue and Expense• investment funds continue to deliver a reasonable combined portfolio returns (YTD average of 4%). Endowment funds and some internally generated reserves are managed by Milford Asset Management who provide regular fund and market updates <p>It was proposed at the Audit and Risk Committee meeting that the Museum's Statement of Revenue and Expense be simplified by consolidating the Operating and Special Purposes section of the statement, from FY2022/23 DAP. The impact of this consolidation is being evaluated and analysed. The Management intends to bring the draft revised statement to the Audit and Risk Committee for final approval and recommendation to the Trust Board in due course.</p> <p>ACTION: That the Audit & Risk Committee include the consolidation of the Operating and Special Purposes section in the reporting structure on its agenda for discussion at its next meeting on Tuesday 8 June.</p> <p>Director Enterprise & Finance advised that the March financial reports will soon be available and these will be circulated to the Trust Board.</p> <p>ACTION: Governance & Risk Manager to circulate the March Financial Reports to the Trust Board as soon as they are available.</p> <p>RECOMMENDATION That the Trust Board note the Financial Performance Reports to February 2021.</p>
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	<p>7.2</p> <p>7.3</p>	<p>The Board noted the Recommendation above and the Chair thanked Director Enterprise & Finance for the report.</p> <p>Health and Safety Reports The Health & Safety Report prepared by the Director People & Organisation was taken as read.</p> <p>The Board noted the number of incidents related to the Weird & Wonderful event appeared to be greater than some of the other activities. However, the incident analysis in the graph was somewhat unclear. The Board requested that the graph be reformatted for clarity.</p> <p>ACTION: Amend the ‘People Safety Incidents by Location’ graph be improved so that the data lines up more clearly with the activity.</p> <p>The Chief Executive reported that the barrier erected on the top floor had been a success from a health and safety perspective. There have been no reported incidents and the resourcing needed to monitor the potential risk of falling from Level 3 had been eliminated.</p> <p>RECOMMENDATION That the Trust Board note the Health & Safety Dashboard Reports to March 2021.</p> <p>The Board noted the Recommendation above and the Chair thanked Director People & Organisation for the report.</p> <p>Media Reports (February 2021) The Media Reports prepared by the Director Marketing, Communications & External Relations was tabled as read.</p> <p>No feedback was provided by the Board.</p> <p>RECOMMENDATION That the Trust Board note the Media Coverage Report to February 2021.</p> <p>The Board noted the Recommendation above and the Chair thanked Director Marketing, Communications & External Relations for the report.</p>
<p>8.</p>	<p>8.1</p>	<p>COMMITTEE REPORTS</p> <p>Audit and Risk Committee Report B Palmer, Chair of the Audit & Risk Committee, provided a verbal update.</p> <p>B Palmer has been working on an updated Risk Policy Framework that is more closely aligned with the Statement of Service Performance (SSP). The Policy will bring Health & Safety reporting with this risk management framework.</p> <p>The first draft Risk Policy Framework will be reviewed by the Committee at its June meeting. Board members are invited to attend this meeting planned for Tuesday 8 June.</p>



	8.2	<p>After any amendments are made as a result of this meeting, the draft policy will be presented to the Trust Board at its June meeting planned for Thursday 24 June.</p> <p>Development Committee Report</p> <p>R Carlyon, Member of the Development Committee, provided a verbal update.</p> <p>R Carlyon advised the Board that the April Development Committee meeting had been cancelled. However, the ‘Evening at the Museum’ donors event held on Tuesday 13 April was a great success. Around 25 guests attended and feedback indicated they were impressed with the briefing and tour of Tamaki Herenga Waka.</p> <p>The knowledge and passion communicated by staff appeared to be effective as a motivator for donors. R Carlyon noted that the enthusiasm by donors was palpable and an encouraging indicator of support.</p> <p>The Chief Executive advised the Board that the reconnection with a number of donors who had not been involved with AWMM for some time was encouraging. The Chief Executive thanked the Board members who had attended the event for their support.</p> <p>The Chair thanked R Carlyon for the report.</p>
9.	9.1	<p>PARTNER REPORTS</p> <p>Taumata-ā-Iwi Report</p> <p>M Mariassouce, Taumata-ā-Iwi representative to the Trust Board, provided a verbal update.</p> <p>M Mariassouce advised that the Taumata-ā-Iwi were due to meet the following day i.e. Friday 16 April.</p> <p>Items for discussion include:</p> <ul style="list-style-type: none">• the use of the term ‘mana whenua’• feedback on the building and gallery renewal programmes• the Stonehenge Exhibition in relation to human remains management• the return of taonga, including a paper on the Tairuku Potaka Pataka <p>M Mariassouce advised that the Te Matatini festival for 2022 will be held from Wednesday 23 February through to Saturday 26 February at Eden Park.</p> <p>Tumuaki Māori & Pacific Development believes that the Te Matatini Board has received Covid-19 funding for this event that could potentially be accessed to support AWMM in order to leverage our public learning programmes.</p> <p>ACTION: Tumuaiki Māori & Pacific Development to investigate opportunities for a potential partnership with the Te Matatini Board.</p> <p>The Chair thanked M Mariassouce for the report.</p>



<p>9.2</p>	<p>Auckland Museum Institute (AMI) Report Dr R Lins, President of the AMI, provided a verbal update.</p> <p>This report included the following points:</p> <ul style="list-style-type: none"> • the post graduate scholarship programme is close to confirming of its inaugural scholarship recipients • AMI ran an in-person science café (more recently held online due to Covid-19) • the remodelled website linked to an e-newsletter has been launched, thanks to help from AWMM staff • a key challenge has been to maintain momentum due to the short-term interruptions of Covid-related lockdowns • the next meeting of the Steering Group will review the Museum and AMI relationship objectives <p>The Chair thanked Dr R Lins for the report.</p>
<p>9.3</p>	<p>Pacific Advisory Group (PAG) Report P M Lua, Chair of the PAG, provided a verbal update.</p> <p>This report included the following key points:</p> <ul style="list-style-type: none"> • the PAG is providing input into the transformation of the gallery renewal projects • the Committee is looking for support to make exhibitions more accessible to lower decile communities who find access to AWMM cost-prohibitive • a joint Taumata / PAG meeting is planned for late in June 2021 and M Kolhase (AMI Council member) has been invited as a special guest <p>Aotearoa NZ’s Histories in the National Curriculum Consultation The Chief Executive advised that the deadline for submissions on the draft content for Aotearoa New Zealand’s History curriculum is 31 May 2021. Both the Taumata-ā-Iwi and the PAG are providing input. A draft submission will be circulated to the Board, Taumata-ā-Iwi and PAG for feedback in advance of the deadline.</p> <p>ACTION: Chief Executive to circulate the AWMM draft submission on the National Curriculum to the Trust Board, Taumata-ā-Iwi and the Pacific Advisory Group for their review and feedback.</p> <p>The Chair thanked Pakilau M Lua for the report.</p>
<p>10.</p>	<p>ANY OTHER BUSINESS</p> <p>No other business was raised.</p>
<p>11.</p>	<p>MEETING CLOSE</p> <p>The Chair thanked all attendees and closed the meeting at 3.07pm.</p>