



TĀMAKI PAENGA HIRA
AUCKLAND WAR MEMORIAL MUSEUM

MINUTES OF THE MEETING OF THE TRUST BOARD, OPEN AGENDA

Meeting held via Zoom video teleconference
Thursday, 30 April 2020
(Haratua – Rāpare, 30 Āperira 2020)
09:00am-1:00pm

Present: O Atimalala (Chair), K Avery, J Brosnahan, M Mariassouce, Prof. R Bedford, J Judge, R Carlyon and B Palmer.

Apologies: Dr S Sandley, M Binns, S Kailahi and P M Lua

In attendance: Chief Executive and Governance and Compliance Manager

Item No.	MINUTES
1.	WELCOME The Chair welcomed J McIntyre from Auckland Museum Institute (AMI) and opened the meeting at 1:30pm.
1.1	Apologies were received from Dr S Sandley, M Binns, S Kailahi and P M Lua.
2.	GOVERNANCE
2.1	Trust Board Interests Declared No conflicts of interest were declared by the Trust Board.
2.2	Minutes of the Previous Agenda Meeting of the Trust Board on 27 February 2020 The Chair tabled the draft Minutes of the Open Agenda Meeting of the Trust Board on 27 February 2020 as a true and accurate record. J Brosnahan / R Bedford – All carried
2.3	Matters Arising The Trust Board noted no matters arising from the previous Open Agenda meeting.



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3.	<p data-bbox="354 226 1010 260">DRAFT ANNUAL PLAN 20/21 (PLANNING COMMITTEE)</p> <p data-bbox="279 302 834 331">3.1 Revision of the Draft Annual Plan 20/21</p> <p data-bbox="354 340 1406 617">The Chair of the Planning Committee reported that the Trust Board had met to discuss proposed changes to the Draft Annual Plan 20/21. It was noted that this had been a major shift from a positive outlook in 20/21 to a depressing outlook that accommodated the large loss of self-generated revenue. The Trust Board had examined the proposed cuts across the Museum for the upcoming 20/21 year and requested that redesign of Maori Court, the Lifeways Galleries and the Land Wars Gallery all be kept on track. The Trust Board had agreed that it was prepared to increase borrowing in order to facilitate continuation of those programmes.</p> <p data-bbox="354 659 1406 936">The Chief Executive explained that the RFA had requested the Museum revise the DAP after initial submission in March and following the outbreak of Covid19. At a special session held on 22 April, the Trust Board had agreed a set of assumptions based on the Treasury-published economic scenarios of alert levels at a special session in April. These assumptions had framed the Revised Draft Annual Plan 20/21 which projected a significant drop in revenue. As a result, the Chief Executive reported that \$8 million in economies had been made to the Draft Annual Plan 20/21. The Museum had identified critical capabilities that would not affect its position.</p> <p data-bbox="354 978 1406 1045">The Chief Executive provided a presentation on the key changes in the Draft Annual Plan 20/21 which included:</p> <ul data-bbox="360 1054 1416 1415" style="list-style-type: none">• Deferment of any major gallery re-developments;• Major reductions made in commercial cost-base;• Reduction in on-site programmes and education for first half of the year, but strengthening of online presence;• No outreach programmes in the first half of the year;• Resizing of operations: which included reduction in headcount resulting in labour cost reduction of \$3 million;• Museum would pivot towards domestic market and local community;• Library hours would be reduced;• Reduction in IT infrastructure re-developments. <p data-bbox="354 1457 1416 1663">The Chief Executive explained that the Trust Board had committed to continuing concept development for redesign of Maori Court, Lifeways Galleries and Land Wars Gallery over the next 12-18 months which would be included in the DAP budget. It was noted that this concept development would likely help generate fundraising. The Chief Executive expressed the importance of conveying to Auckland Council that major reductions in operational cost base of \$8 million had been made in the revised Draft Annual Plan 20/21</p> <p data-bbox="354 1705 1416 1806">At the request of the Trust Board, the Chief Executive explained that staff levels would drop by 27% by December 2020, including a drop of 13% in permanent FTE and 70% drop in fixed term FTE. This meant 80 positions would be impacted over the coming months.</p>
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J McIntyre (AMI) recognised that the situation was dire and acknowledged the hard and difficult work being undertaken. He asked if the Trust Board believed Auckland Council would be happy with the planned reductions and accommodate the levy request given its own revenue will fall? The Chief Executive noted that ARAFA had settled on a 0% increase in its levy so the Museum was largely in line with similar institutions. The Chair of the Planning Committee emphasised that it is important for Auckland Council to receive that narrative about the major cuts and reductions, and if the situation stabilises the Museum will once again begin regenerating revenue.

J McIntyre enquired about the use of Museum volunteers, and asked if they could help support the situation. The Chief Executive and Director of Enterprise and Finance reported that the Museum maintained good connection with volunteers but the challenge is that with low visitor numbers the number of onsite roles has reduced. However, it was emphasised that having the volunteers is a great asset when it comes to stepping back up with onsite visitation.

J McIntyre noted that it was heartening to see research and tertiary programmes continuing under the revised Draft Annual Plan 20/21, including initiatives such as the Noises Islands programme. He enquired how delays to exhibition schedules would affect the roll out of the Membership programme? The Chief Executive noted that the Museum still planned to link the Membership roll out with the reveal of new spaces and new exhibitions. These had been delayed but the Museum would have a better understanding of completion dates and exhibition schedules in the coming months so the Chief Executive would keep in touch.

The Chair of the Planning Committee explained that she would join the Trust Board Chair and R Bedford to engage the Chair of the Taumata-ā-Iwi and Pacific Advisory Group (PAG) and explain the revisions to the Draft Annual Plan 20/21 as soon as possible.

- The Trust Board approved the revised Draft Annual Plan 20/21 with amendments as discussed to continue programmes to re-develop Māori Court, Pacific Lifeways Gallery, Māori Lifeways Gallery and the New Zealand Land Wars Gallery through increased borrowing.

J Brosnahan / O Atimalala – All carried

- The Trust Board permit the Trust Board Chair and Chair of the Planning Committee to sign off any final amendments as agreed, and any final amendments arising from discussions with the Chairs of Taumata-ā-Iwi and PAG.

J Brosnahan / O Atimalala – All carried



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4.		<p>MATTERS FOR DISCUSSION</p> <p>4.1 Taumata-ā-Iwi Report M Mariassouce reported that the Taumata had not met during the Covid19 lockdown so there was not much to add. He noted that iwi across the country had turned inward for internal support during the Covid19 situation.</p> <p>4.2 Auckland Museum Institute Report J McIntyre reported that there was not much activity at AMI over the lockdown period but members were engaging through online meetings. AMI members had also made use of the new online content on AucklandMuseum@Home. AMI was awaiting the next round of Trust Board recruitment and remained in touch with RFA. J McIntyre noted that the recent presentation to AMI by the Chief Executive and Dr S Berry on the Noises Islands Marine Protected Area programme had been well-received by members.</p> <p>4.3 Pacific Advisory Group (PAG) Report PAG had put forward apologies and there was no report.</p>
5.		<p>ITEMS TO NOTE</p> <p>5.1 Finance and Visitation Reports (March 2020) The Director of Enterprise and Finance noted highlights from the finance and visitation reports. The financial outlook had been good by the end of March 2020 and on track for a small surplus but this would be impacted by the Covid19 lockdown. The finances had been supported by the Government’s wage subsidy which meant that the Museum would only break even by end of June 2020. Much work had been done to revise the finances in the revised Draft Annual Plan 20/21.</p> <p>Overall, the Director of Enterprise and Finance reported that the Museum financial position would be reasonably good even as impacts of Covid19 situation start to impact. While investments were fairly volatile, the Investment Committee had discussed how losses have been managed largely due to the move into short term deposits. Milford Asset Management had reported recently to the Investment Committee on their strategy for the Museum investment portfolio.</p> <p>The Director of Enterprise and Finance also reported that the Trust Board had approved the annual trust drawdown for FY20/21 and would be reviewing all the Museum’s trusts and bequests for any potential to leverage additional funds and limit borrowing.</p>
6.		<p>ANY OTHER BUSINESS No other business was raised</p>
7.		<p>AGENDA MEETING CLOSE The Chair closed the Open Agenda meeting of the Trust Board at 2:05pm.</p>