

MINUTES OF THE MEETING OF THE TRUST BOARD, OPEN AGENDA

Meeting held at Apārangi Office, 33 Broadway, Newmarket
 Thursday, 10 December 2020
 (Hakihea – Rāpare, 10 Tihema 2020)
 8:30am-3:00pm

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

Apologies: R Tūwhāngai (arriving late), B Palmer and P Hulse (for early departures)

In attendance: Chief Executive and Governance and Compliance Manager

Item No.	MINUTES
1.	<p>WELCOME AND KARAKIA The Chair welcomed members and thanked the Museum staff for the successful opening events through the week.</p> <p>A Karakia was said by P M Lua.</p>
2.	<p>AGENDA OPENING The Trust Board Chair opened the meeting at 08:38am.</p> <p>2.1 Apologies R Tūwhāngai was an apology for late arrival and both P Hulse and B Palmer gave apologies for early departures.</p> <p>2.2 Conflicts of Interest No conflicts of interest were declared. The Governance and Compliance Manager noted the new, simplified format of the Register of Interests. J Judge requested that his interest as a Trustee with the Dean Endowment Trust be added to the register. M Binns requested that his previous role with Metlifecare interest be removed from register.</p> <p>2.3 Mihimihi / Pepeha for New Trust Board Members The Chair welcomed the new members P Hulse and R Tūwhāngai. P Hulse provided an introduction.</p> <p>2.4 Confirmation of Trust Board Officer Elections The Governance and Compliance Manager announced the results of the Trust Board officer elections that had been undertaken remotely prior to the meeting. The officer positions had been un-contested but all nominees had received the required majority votes from Trust Board members.</p> <p>The Trust Board officers and committee assignments from 10 December 2020 through to the next annual election in October 2021 included:</p>



	<p>Trust Board Chair – O Atimalala Trust Board Deputy Chair – J Judge</p> <p>Planning Committee Planning Committee Chair – P Hulse Planning Committee Deputy Chair – Prof R Bedford</p> <p>Executive and Governance Committee Committee Chair - R Carlyon Committee Deputy Chair – R Tūwhāngai Member (ex officio) – O Atimalala Member (ex officio) - J Judge</p> <p>Audit and Risk Committee Committee Chair – B Palmer Committee Deputy Chair – M Binns Member – K Avery Member – Prof R Bedford Member (ex officio) - O Atimalala</p> <p>Future Museum Capital Programme Committee Committee Chair – M Binns Committee Deputy Chair – K Avery Member – B Palmer Member (ex officio) – O Atimalala</p> <p>Development Committee Committee Chair – J Judge Committee Deputy Chair – R Tūwhāngai Member – P Hulse Member – R Carlyon Member (ex officio) – O Atimalala Co-opted Member – L Sainsbury</p> <p>B Palmer raised concern about the existence of the Executive and Governance Committee, noting that the Committee held largely two key roles including monitoring the Chief Executive Success Agreement and overseeing the Governance policies. He suggested that regular monitoring of the CE Success Agreement could be undertaken directly between the Chief Executive and the Trust Board Chair and Deputy Chair. He also suggested that overseeing the governance policies was a responsibility of the full Trust Board and should not be held by a specific committee.</p> <p>In discussion, the Trust Board discussed how other boards had seemingly similar permanent sub-committees that could deal directly with immediate matters or personal grievances. However, it was also noted that an ad hoc sub-committee could be formed in the event of a specific issue such as a personal grievance. However, under normal circumstances, the management of the Chief Executive Success Agreement could be undertaken by the Chair and Deputy Chair and the full Trust Board.</p>
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		<ul style="list-style-type: none"> ○ The Trust Board agreed that the Executive and Governance Committee will meet as scheduled on 24 February 2021 and discuss if the Committee is still fit for purpose and where its responsibilities were best situated. <p>B Palmer / R Carlyon – All carried</p> <p><i>R Tuwhangai entered 8:50am and provided an introduction.</i></p>
<p>3.</p>	<p>3.1</p> <p>3.2</p>	<p>GOVERNANCE</p> <p>Minutes of the Previous Meeting The Trust Board considered the Minutes of the Open Agenda Meeting held on 22 October 2020 and approved them as a true and accurate record.</p> <p>R Bedford / M Binns – All carried</p> <p>Matters Arising The Trust Board reviewed the list of matters arising from the meeting of 22 October 2020 noting that many actions had been completed or were being addressed in the agenda items.</p> <p>R Carlyon expressed disappointment that the invitation list for the recent Te Ao Mārama opening event on 1 Dec had been circulated to the Development Committee very late, and with the lack of consultation with the Committee on invitees. It was requested that the Development Committee needed greater insight into invitation lists for major Museum events well in advance.</p> <ul style="list-style-type: none"> ○ The Trust Board Development Committee to be given greater insight and input into the invitations lists well in advance of major Museum events.
<p>4.</p>	<p>4.1</p>	<p>RESOLUTIONS FOR APPROVAL <i>The Chair welcomed John McIntyre, Rae Nield and Marilyn Kohlhase from the Auckland Museum Institute to the Trust Board meeting.</i></p> <p>Electricity Contract Renewal The Chair moved to agenda item 9.4 (out of sequence) so it could be addressed the Trust Board while the Director of Enterprise and Finance was present.</p> <ul style="list-style-type: none"> ● The Trust Board noted the process Museum is currently under-going to secure the most favourable deal on electricity pricing, and delegated the authority to sign the contract with the successful bidder (electricity supplier) to the Chief Executive Dr David Gaimster. <p>J Judge / M Binns – All carried</p>



<p>5.</p>	<p>COLLECTIONS DEVELOPMENT AT TĀMAKI PAENGA HIRA</p> <p>The Chair moved to agenda item 8 (out of sequence), in the open session of the Trust Board meeting and welcomed the Director of Collections and Research.</p> <p>The Director of Collections and Research introduced what he described as largely an information session but noted that it would provide better context to the deaccession request addressed by the Trust Board in the meeting. He explained that the Museum took a holistic approach to collections development from acquisition all the way through deaccession or potential disposal. This was framed by the 1996 Auckland War Memorial Museum Act (1996 Act), the Governance Policy and the Collections Development Plan (CDP).</p> <p>The Director of Collections and Research explained that the CDP included an overarching Executive Summary which then guided the series of resulting operational policies, plans and procedures. These are all then reflected in each of the Museum’s annual plans. The CDP Executive Summary was reviewed regularly by the Trust Board, while the detailed operational plans were amended accordingly and updated as required.</p> <p>The Director of Collections and Research stated that the Executive Summary of the CDP defines the scope of collections development and draws objectives directly from the 1996 Act. These allow the Museum to prioritise donations and acquisitions for possible accession into the collection. He also mentioned that prioritisation and acquisition was aligned with other museums in New Zealand. J Judge enquired about how much cooperation was between the museums. Director of Collections and Research explained that cooperation between museums tends to be by discipline, although in general Auckland Museum tended to focus from Taupo north. The museums had different focuses although there were some overlaps, including some deliberate overlaps to ensure continuity of collections.</p> <p>The Director of Collections and Research outlined that the Museum has a Collection Development Committee which helps oversee the CDP and is composed of representatives from across the Museum teams, and was not just made up of curators, which meets every six weeks or on a case-by-case basis. He continued to outline the criteria and priorities for acquisitions that were in the Executive Summary of the CDP.</p> <p>The Trust Board received the CDP Executive Summary and the presentation by the Director of Collections and Research.</p>
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<p>6.</p>	<p>6.1</p>	<p>RESOLUTIONS FOR APPROVAL</p> <p>W Levingston Cooke Family Trust Fund Allocation Request The Chair introduced agenda item 9.3 out of sequence for resolution, regarding the request for an allocation from the W Levingston Cooke Family Trust Fund for a paper/photographic conservator role. The Director of Collections and Research explained that normally the W L Cooke Family Trust Fund requests came to the Trust Board annually in April/May. However, this was an extraordinary request that had been brought forward because visa conditions for the incumbent candidate required urgent attention.</p> <p>He explained that the Museum had previously only contracted paper and photography conservators on an ad hoc basis, but the scale of the role had grown to the point that it required a permanent full-time role. The allocation request was to fund the role for two years, and potentially beyond subject to confirmation and later requests. The incumbent and preferred candidate who had been recruited from Canada in 2019 required confirmation of the permanent role in order to secure a visa under the current border restrictions.</p> <p>K Avery enquired if there were any home-grown conservators with the required skillset. The Director of Collections and Research explained that there was no domestic tertiary programme so specialists had to either be recruited from overseas, or domestic specialists had to be trained overseas. The Chief Executive further explained that the lack of tertiary programmes in the conservation field was being pitched to the Government but at the moment there was no central funding. The Museum had recently discussed this situation with the Vice Chancellor at University of Auckland. K Avery asked if the Museum could potentially lead such a programme, suggesting that it could be attractive to funders. The Director of Collections and Research noted that the Museum would need to scope such a programme and it would still require partnership with an academic institution.</p> <p>The Director of Collections and Research confirmed that this was any extraordinary request and there would still be the normal annual request for drawdown from the W L Cooke Family Trust Fund later in 2021.</p> <ul style="list-style-type: none"> • The Trust Board approved the allocation of a total of \$170,000 from the W Levingston Cooke Family Trust over two years to enable the continued employment of a Paper/Photographic Conservator. <p>M Binns / R Carlyon – All carried</p>
<p>7.</p>	<p>7.1</p>	<p>ITEMS TO RECEIVE</p> <p>Financial Reports The Director of Enterprise and Finance introduced the financial reports, reporting that year to date the Museum was tracking well. She explained that the Auckland community had responded better than expected following the Covid lockdowns, as there were strong bookings for events and good response to the opening of the new café and shop. She noted that the Museum would reforecast financial projections in February.</p>



	9.3	<p>Museum for supporting that partnership and bring up that particular opportunity for the AMI to be an adjunct supporter. K Avery recognised that the post-graduate programme facilitated through the partnership would open up career pathways into the Museum disciplines, which was a key objective for both the Trust Board and AMI.</p> <p>Pacific Advisory Group (PAG) – P M Lua</p> <p>P M Lua on behalf of the Kava Aotearoa team thanked the Tumuaki and the Māori and Pacific Development Team and the Museum for trusting them with leading the kava ceremony to open Te Ao Mārama. He believed that the situation was culture-evolving and showed the Museum putting a flag in the sand in terms of respecting tangata whenua and the Pacific community. P M Lua also reflected on the connection between Pukekawa and ‘kava’ and emphasised how appropriate it had been for the kava ceremony to be held in Te Ao Mārama on Pukekawa. He noted that even-though the event had lots of moving parts, the whole occasion seemed to flow very well.</p>
10.		<p>ANY OTHER BUSINESS</p> <p>No other business was raised.</p>
11.		<p>MEETING CLOSE</p> <p>The Chair thanked all attendees and wished everyone an enjoyable Christmas. Meeting was closed at 2:49pm.</p>