**MINUTES OF THE RNZE CHARITABLE TRUST BOARD**

**MEETING HELD AT THE 2 ENGINEER REGIMENT HEADQUARTERS AT LINTON CAMP, ON THURSDAY 16 NOVEMBER 2017**

**Present:**

 **Members: Appointment:**

|  |  |
| --- | --- |
|  |  |

 J.S. Hollander Trustee – Chair

 H.E. Chamberlain Trustee – Deputy Chair

 C.R. Parker Trustee

T.E. McDonald Trustee
 P.M. Hayward Trustee (by Skype - part)

G. Hinch Trustee

 G. Findon Trustee/ Treasurer

 S. Kinsella Secretary

 B.J. Geen Minute Secretary (for this meeting)

**Apologies:**

 T.G. Hart Trustee

*Moved:* T.E. McDonald *Seconded:* H.E. Chamberlain **Carried**

|  |  |
| --- | --- |
|  |  |

**Item One: Opening**

The Chairman declared the meeting of the RNZE Charitable Trust Board open at 1400hrs and welcomed all members present. The Chairman welcomed B. Geen to his first meeting, as minute secretary for this meeting.

**Item Two:** **Approval of the Previous Minutes**

Trustees reviewed the minutes of the previous meeting held on 17 Aug 17 as circulated and these minutes were confirmed as a true and accurate record of that meeting.

*Moved: C.R. Parker Seconded:* T.E. McDonald **Carried**

**Item Three: Matters Arising the Previous Minutes**

The following matters arising were recorded:

 a. Sourcing of products for the **RNZE Corps supplies** “shop” continues. CO/RSM have been in discussion with SAS Clothing. New products have been discussed with vendors and product publicity and prices will become available soon;

b. We still await an outcome from CO 2ER regarding the **Arras Memorial** **miniature statuettes**; and

c. Chair confirmed that the **“Memorandum of Appointment of New** **Trustees”** had been confirmed and updated, with information being lodged on the Charities Services summary and dashboard and Companies Office websites.

**Item Four: Correspondence**

Inwards and Outwards correspondence was listed and submitted by the Secretary prior to the meeting. **Adoption/approval** of correspondence.

*Moved:* H.E. Chamberlain *Seconded:* T.E. McDonald **Carried**

**Item Five: Finance**

Financial details and specifics for the RNZE CT were provided by the Treasurer as promulgated prior to the meeting.

1. The **financial report** was tabled for the period 1 Aug to 31 Oct 17. Explanations were provided by the Treasurer to the satisfaction of the meeting. The **period financial report** shown at Annex A to these minutes, was approved.
2. The **account balances** as at 31 October 2017 were:

00 (RNZE CT Ops) Account = $6,281.99

02 (ECMC Reserve) Account = $5,806.17

03 (ECMC Ops) Account = $14,450.20

04 (RNZE CT Reserve) Account = $10,000.00

15 (CHP Ops) Account = Closed

Total account balance = $36,538.36

1. Accounts (x7) approved for payment =$10,755.39 (from both 00 and 03 Accounts).

*Moved: G. Findon Seconded:* S. Kinsella **Carried**

**Item Six: General Business**

6. **Progress on actions/tasks and other activities since last meeting include:**

1. **Bailey Bridging (BB):**
	1. **Model Bailey -** plan is for all holdings in the garage adjacent to the Lagoon to be sorted into correct sets, cleaned and inventoried. Assistance from the monthly duty unit will be sought for this activity. Any surplus items/sets will be established and referred back to the Trust Board for disposal/sale consideration. Task to commence in Jan 18; and
	2. **BB 75th Anniversary** – NAM in Waiouru are running a commemorative anniversary display 24-30 Nov 17, to coincide with the 75th on 26 Nov 17. 2ER holding a “commemorative build” competition with Downer staff on Mon 27 Nov 17. Intention is to open the ECMC for a visit by Downer pers prior to the build competition. 2ER were establishing a “private/public partnership (or PPP)” with Downer to share expertise and also use for RNZE reserve recruiting purposes.
2. **Heritage RNZE Artefact Returns** – from KAH/3 Fd Sqn (Dunedin) back to 2ER and ECMC. Concern over previous transfers to local RSAs and museums. Perhaps it is time for all RNZE units to explore and list all heritage items within their care and held on a central register within the ECMC. This action to be explored at the next meeting;
3. **Digitising, scanning and post-processing of books and documents** in the ECMC library (by contractor Craig Manning) has stopped, with the contractor having to relinquish this project due to changes in his employment situation. Approximately 50% of Stage 1 books have been completed and processed. We are looking at how we can recover the situation and once further information is to hand, we will present that to the Trust Board for a decision. It might be possible to purchase suitable equipment (Craig’s offer of $1,800) and continue to scan in-house, as $2,268 remains from the $4,000 raised for this project from ECCT. ECMC team given the authority to resolve this challenge to their satisfaction and within resources currently available. Chair to also make contact with Massey university to seek further advice;
4. **Corps History project** update is shown in para 9. below. Peter Cooke has submitted his 3rd Quarter progress report for 2017, which has been circulated to trustees;
5. **Website and social media** – we are still no further ahead with the Sappers website situation, as the Sprs Assn plods on with their deliberations. We have recovered the $3,500 (plus GST = $4,025 ex Mainland Trust) from the Sprs Assn and as this was for the purpose of updating the website, retain this for similar use. We need to decide where to go from here as far as the RNZE CT and ECMC is concerned, including linkages to social media, as appropriate. CO 2ER undertook at exploring the opportunity of establishing a suitable site as an extension to the current RNZE pages on other social media outlets and report back;
6. **Assistance tasks** – **SME** has committed to a number of tasks, but we are awaiting further progress on these including the painting of display cabinets in the museum area, mounting of additional Bailey panels about the exterior of the ECMC entrance area and other equipment items on the plinths. Other tasks including a duplicate cabinet for the WW1 Roll of Honour in the Chapel, reinstatement of circuitry in the ECMC building (ex-previous wiring fault) lighting upgrade to the interior of the building and a paved assembly area adjacent to the main building entrance. Secretary undertook to discuss these issues with SME staff and report back;
7. **Delivery of 3 x C9 LSW** weapons is still awaited, situation unknown. CO 2ER still examining issues with the holding of weapons for display purposes and also having appropriate persons with a “Cat E” firearms licence to act as “armourer” for any ECMC or Corps collection items;
8. **Medal replicas** are still awaited and again seek assistance from HQ 2ER to recover the situation. Dep Chair to provide information to CO 2ER, including previous correspondence with the Medals Office;
9. The **Honour Roll of NZE/RNZE** personnel in the Chapel has been finalised by Clas as at 8 Nov 17 and comprises the names of 29 who died in service and a further three who were not in service at the time of their death. All pers are remembered by way of an engraved plaque on the ends of the pews in the Chapel. Information had been provided to a Kim Martyn and CO 2ER explained that Lt Martyn was tasked with coming up with a suitable Corps/Regt policy for these forms of memorials for Corps personnel;
10. A detailed (catalogue and photographic record) **listing of all dangerous items including weapons, “sharps” and inert mines/bobby traps** currently housed in the ECMC continues;
11. Discussions continue with Advantage Computers staff to investigate **barcode or QR code systems** to use with the inventory of the “collection” as well as for the library and to explore the establishment of **interactive electronic displays for and within the ECMC**;
12. **2017 MMMHP series** – very successful, attendances ranging from 20 to 60, held in conjunction with the PNL&CS in the City Library and at Te Manawa. This has been a good source of fund raising to support the CHP and ECMC. Final session by Prof Glyn Harper on 75th anniversary of Battle of El Alamein was held on 9 Nov 17 and attended by 62 pers and raised $132 in donations;
13. Wef 16 Nov 17, the updated ECMC “collection” inventory record is for **5,776** **screens**, with over **11,441 individual items** (of an estimated 60,000 items, which includes over **4,000 pictures** scanned and enhanced (out of the estimated collection of over 16,000 items), with an overall increased **value of $358,500.** Current insurance cover is still $310,000;
14. **Visitor statistics** as of 16 Nov 17 are **1,102 for 2017 or 4,676** since records commenced in 2013 (962 at same time last year, plus 1,008 total in 2016, 968 in 2015, and 915 in 2014), showing an increasing trend year on year;
15. **ECMC is to close** on 14 Dec 17;
16. **2018 Programme:**
	1. **ECMC to reopen** on Thu 11 Jan 18;
	2. **MMMHP presentation series** to resume in Feb 18 and have speakers and topics booked through until Sep 18 at this stage. A programme will be circulated shortly, which is the same as that used for the PNDHAG;
	3. **Planned ECMC visits** – Waikanae Club 22 Mar 18, BCE 22 and 28 Mar 18; and
	4. **RNZE CT TB meetings** – 15 Feb, 17 May, 16 Aug and 15 Nov 18.

7. **Results of External Funding Applications/Resolutions since last meeting on 17 Aug 17**:

1. No submissions have been raised in this period, as most of our time has been spent on the Corps History project and ECMC development activity;
2. It is still intended to make further applications to Mainland Foundation, Pub Charity and The Southern Trust in Q1-2, 2018 for additional and high priority items required, as shown in para 3. below; and
3. Review at the next Trust Board meeting on 15 Feb 18.

*Moved: H.E. Chamberlain Seconded: G. Findon* **Carried**

8. **Expenditure/Funding Priority for Q1-2 of 2018.** No major change to those priorities adjusted and set at the last Trust Board meeting held on 17 Aug 17. The following priority order action is still recommended:

1. **RNZE Corps History Project.** We are monitoring funding requirements closely to publish and launch the book. There is still a likely shortfall now of $20k, mainly to support the publishing process book;
2. **Heritage Book and documentation digitisation** is under way by Craig Manning, as our “preferred contractor/supplier”. A proposal will be submitted to ECCT for Stage 2 funding (possibly $8-10,000), once Stage 1 is nearing completion and performance metrics are confirmed;
3. ICR&T Stage 3 remainder comprising **bar code (or QR code) printer, reader and system** (>$3,500) for the ECMC library and “collection” inventory (Mainland Foundation or Southern Trust), once details have been provided by Advantage Computers Ltd;
4. Investigate **interactive electronic display equipment and systems** for the ECMC museum displays, using Advantage Computers for advice (possibly Mainland Foundation or Southern Trust);
5. Further development and population of a **RNZE CT/ECMC website** or as a sub-section of the Sappers websiteand with appropriatelinkage to social media. A further progress report is awaited from the Sprs Assn Exec;
6. **Remaining signage**, including internal signage for display cabinets (>$2,000), once refreshment/refurbishment of cabinets has been completed;
7. Explore **staffing assistance** for ECMC (>$10,000) later; and
8. Review all at next meeting on 15 Feb 18.

*Moved: S. Kinsella Seconded: T.E. McDonald* **Carried**

9. **RNZE Corps History Project Progress Report:**

1. **Updated Project Progress Summary**: Peter Cooke has completed his **second draft review** (now back to 150,000 words) and is now working on footnotes, appendices and indexing. He has submitted his 3rd Qtrly progress report for 2017. Discussions are being held regarding preparation and selection of graphic material to be included in the book. We still anticipate the **publish and release of the book in early 2019.** We believe apre-order salepromotioncould be undertaken at the time of the RNZE Reunion in Petone, 15-17 Jun 18. Several **potential publishers** have been approached, along with the book proposal prepared by the writer. To date, we have received a positive response from **Massey University Press**, along with negotiations currently underway with **Exisle Publishing** (CEO visited the ECMC on 9 Nov 17 for discussions and has undertaken to provide an outline offer by PM 15 Nov 17. They are looking at a print run of 1,500 copies) and **Steele Roberts**. Both Auckland University Press and Random House (Penguin) have received our book proposal, but declined to commit to the project;
2. With the **project (DIA/LGB) expiry date of 29 Nov 17**, an accountability and DIA project funding completion report has now been submitted to LGB/DIA and receipt has been acknowledged by them. This will enable us to apply for the next LGB funding round, which opens in mid-Dec 17 and closes end-Feb 18. The latter result will be announced in Jun 18. It is the writer’s intention to make application for $20k to cover the shortfall necessary to have the book published. The writer continues liaison and negotiations with DIA/LGB advisors, to enable approval of a new funding submission;
3. Project **Financial Reconciliation and Related Financial Information:** A total of **$9,666** has been expended in the period since the last report, as contracted remuneration for Peter Cooke (for the months of Jul, Aug and Sep 17). We have now concluded our contractual responsibilities and extended arrangement with the author. That means we have **expended $179,353** (actual of $182,106.42, with a small differential) on the project to date, **out of the $180,117** **funds raised** for the project. The balance has obviously been an amount of $2,753 paid from RNZE CT funds very early in the project and before the original LGB grant. We still have $10,000 in our publishing seed fund, raised from the NAM Literary Fund. There have been no other significant changes to the financial information since the last Trust Board meeting; and
4. Future **Intentions/Project Plan:** as presented in 9a. and 9b. above. It was agreed that the following action be undertaken:

(1) Subject to final negotiation and resolving a satisfactory outcome by the Chair, that Exisle Publishing was the preferred publisher and that we conclude an agreement for them to publish the book and release by early 2019;

(2) A preferential price of $50 (incl GST) was suggested for serving and retired RNZE, from the 350 books we are required to purchase (at a 50% discounted rate from the full retail price), whereas the pre-publication sale price was to be $60 (incl GST). The recommended full retail price was $69.99 (incl GST);

(3) Once finalised with Exisle, Chair will make contact with both Massey University Press and Steele Roberts, to decline their respective publishing offers;

(4) Chair and Dep Chair will work with author Peter Cooke and Exisle, in the selection and provision of imagery and graphic material which is to accompany the manuscript; and

(5) CO 2ER to circulate the second draft revision via NZDF to seek their concurrence with the manuscript, as there were a few more recent and sensitive entries which required clearance before editing and publishing could take place.

*Moved: P.M. Hayward Seconded: G. Findon* **Carried**

10. **Other General Business Items:**

1. **PNCC Military Heritage Exhibition Facility (MHEF) – Issues and Options Paper**. Chair had previously circulated a copy of a set of recommendations which went to the PNCC Arts, Culture and Heritage Committee (AC&HC) on 13 Nov 17. It also contained a detailed report from Bridget Wellwood, a museum consultant engaged by PNCC to undertake the study back in Sep 17. She has visited the ECMC on a number of occasions and directed a considerable portion of her report on the ECMC, with its benefits and shortcomings, etc. All recommendations were accepted by the AC&HC and will go to a full PNCC meeting on 4 Dec 17 for adoption/approval. Once that occurs, we expect there will be further discussion on the future of the ECMC and how it might relate and contribute to the MHEF and Te Manawa in the future. This will require Trust Board consideration for the future – more to follow;
2. The **need for succession planning** was raised. Dep Chair indicated that he wished to step down from both the Trust Board and his position as Hon Curator of the ECMC by the end of 2018. Chair also indicated that he wished to step down as Trust Board Chair following the launch of the CHP book and conclusion of this project. He indicated that in discussions with Todd Hart, that Col Hart would be prepared to take over as Chair in the future. Also, that Don Jones had indicated that he would rejoin as a trustee, following his return from overseas in 2020-21. The need for a succession plan was highlighted and the future of both the RNZE CT and ECMC will require further discussion and strategic planning by the next meeting. (**Footnote:** Paul Hayward’s link dropped out at this stage as he left the meeting. However, he has emailed to suggest that we set aside time in early 2018 to do some strategic planning and look at the future of both the RNZE CT and ECMC and see what succession planning will be required, as well as the future objects for the Trust and ECMC); and
3. A need for a **new/replacement secretary** was highlighted upon the posting of the current incumbent and will be chosen/advised by CO 2ER by the next meeting in February 2018.

**Item Seven: Closure**

There being no further business, the meeting was declared closed at 1545hrs and the Chair thanked all those present for their attendance and contribution over the past year. He wished everyone happy holidays over the leave break. The next meeting was set for 1400hrs on Thu 15 Feb 18.

Annex: A. Financial Report for the period 1 August to 31 October 17

**B.J. Geen**   **J.S. Hollander**

A/Secretary Chairman

Date: Date: