**MINUTES OF THE RNZE CHARITABLE TRUST BOARD**

**MEETING HELD AT THE 2 ENGINEER REGIMENT HEADQUARTERS AT LINTON CAMP, ON THURSDAY 16 AUG 2018**

**Present:**

 **Members: Appointment:**

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 J.S. Hollander Trustee – Chair

 H.E. Chamberlain Trustee/Dep Chair

P.M. Hayward Trustee

 C.R. Parker Trustee

T.E. McDonald Trustee

G. Hinch Trustee

 G. Findon Trustee/ Treasurer

 S. Telford Secretary

**Apologies:**

 T.G. Hart Trustee

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

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**Item One: Opening**

The Chairman declared the meeting of the RNZE Charitable Trust Board open at 1400hrs and welcomed all members present.

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

Trustees reviewed the minutes of the previous meeting held on 10 May 18 as circulated and these minutes were confirmed as a true and accurate record of that meeting.

*Moved:* G. Findon *Seconded:* T.E. McDonald**Carried**

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

There were no matters arising from the previous minutes that needed to be addressed.

**Item Four: Correspondence**

Inwards and Outwards correspondence (4 items) were listed and submitted by the Secretary prior to the meeting. There was also further email correspondence between Downer and Inspire Net that was talked about in further detail during the Chairmans Progress Report. **Adoption/approval** of correspondence.

*Moved: H.E. Chamberlain Seconded: C.R. Parker* **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 01 May to 31 Jul 18. 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.

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

1. The **account balances** as at 31 July 2018 were:

00 (RNZE CT Ops) Account = $3,892.80

02 (ECMC Reserve) Account = $5,948.84

03 (ECMC Ops) Account = $47,348.12

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

15 (CHP Ops) Account = Closed

Total account balance = $67,189.76

1. Accounts (x3) approved for payment =$631.39 (from both 00 and 03 Accounts).

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

1. Financial report. The Chairman discussed that currently the Interest Bearing Account is being frontloaded by the Operating Account IOT generate more interest and help cover bank fees. While this has taken a reasonable amount of effort it is currently working successfully.

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

**Item Six: General Business**

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

a. **Bailey Bridging (BB)** - we are still planning to review current Model Bailey holdings in the garage adjacent to the Lagoon, to be sorted into correct sets, cleaned and inventoried. Assistance from 2 Fd Sqn is currently underway and in progress. Cpl Charteris has been proactive in seeking advice and information to aid the project. Any surplus items/sets will be established and referred back to the Trust Board for disposal/sale consideration - WIP;

b. **Digitizing, scanning and post-processing of books and documents** - in the ECMC library continues and is progressing. Currently we have completed scanning 50+ of our oldest books and some residual funds remaining to complete Stage 1 trial. We received $4,000 (of $10,000 requested) from ECCT for Stage 2 - WIP;

c. **Corps History project** update is shown in para 4. below. We received the DIA/LGB publishing grant of $27,600 (incl GST), as originally applied for back in Jan 18;

1. **Website and social media** – The Trust has received sponsorship approval from Inspire Net to establish a new website for the ECMC and RNZE CT. Inspire Net has also confirmed that they will sponsor the MetroLAN system, IC&T infrastructure, email and broadband services at the ECMC and continue this arrangement for three years to be reviewed again in Aug 2021. The new website was registered by Inspire on 31 Aug 18, using the address [www.nzsappers.org.nz](http://www.nzsappers.org.nz)**.** This will enable us to promote both elements, as well as make available all of our archival and heritage material currently held within the ECMC, being scanned and digitized, as well as our photographic material and gallery. Our external scanning contractor (Amanda Curnow) has offered to develop a new website for us and create a “Dummies Guide” with initial training to assist in the maintenance of the website (for a cost of $2,500), which will be customised to accommodate our specific requirements and replace the old Sprs Assn-hosted site. The latter has been down “for maintenance” for some months now. We intend to utilise the $3,500 (ex-Mainland Trust) for this purpose. It is hoped to have the new website up and running fully within the next two months.

Discussion around getting in touch with the Sprs Assn and bringing them on board with the new website and its development was voiced by T.E. McDonald with the Chairman agreeing to develop some correspondence between the Trust and Sprs Assn with the hopes of further benefitting the new website;

1. **Assistance tasks** – SME has committed to completing a number of tasks, including a duplicate cabinet to house the WW1 NZE Roll of Honour in the Chapel (likely to cost $2,000 for materials). A motion was moved to endorse a budget of up to $2,000, subject to funds being available, to complete the project.

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

Current reconstruction of plinths to mount additional Bailey panels about the exterior of the ECMC grounds is underway. This and other structures will establish an “entrance gate feature” alongside the entrance pathway to the ECMC.

1. **Medal replicas** – Thanks was given to the CO 2ER, T.E. McDonald, for the work and commitment put in to the **Medals Project**.

48 of the original 51 medals that were sought have been taken receipt of including citations to accompany each medal. The medals are not replicas. T.E. McDonald made mention that he will be presenting a letter of thanks with the CO’s coin to the medal clerk who has put in a large amount of work on this project.

g. We are still awaiting the **draft “RNZE memorial” policy** discussed at the last meeting and currently with the RSM, 2ER for consideration. This will assist the rationalization of Corps memorial policy for elements within the 2ER HQ, SME and ECMC areas, including St Martin’s RNZE and Garrison Chapel. The RSM, 2ER has this in hand and will promulgate in due course;

h. 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 – low priority WIP;

i. We are still awaiting assistance with identifying the **memorabilia from** the (now defunct) **SST in Papakura**, which was dropped off at the ECMC recently. The Secretary will get in touch with Spr Tebbutt (an SME apprentice) who has showed interest and has past experience in the subject matter.

j. The next **NZDIA conference is going to be held in PN** (at CET Arena) 30 Oct – 2 Nov 18, but despite a visit from the event managers, they have decided to employ a theme company to develop conference displays, rather than using items from the ECMC;

k. Wef 9 Aug 18, the updated ECMC “collection” inventory record is for **7,400** **screens**, with over **13,765 individual items** (of an estimated 60,000 items, which includes over **4,000 pictures** scanned (3,178 catalogued to date) and enhanced (out of the estimated collection of over 16,000 items), with an overall **increased collection** **value of $371,700**;

l. The Trust had a visit from the insurance broker (Crombie Lockwood) on 28 Jun 18 to review assets of the Trust, installation of security measures and respective **insurance policy** premiums. We are awaiting their report and options on how to reduce the ever-increasing premium costs, prior to renewal for 2019;

m. **Visitor statistics** as at 9 Aug 18 are **738 to date for 2018 or a total of 5,578** since records commenced in 2013 (788 at same time last year, plus a total of 1,178 in 2017, 1,008 in 2016, 968 in 2015, and 915 in 2014), showing an increasing trend year on year. We have three more group visits scheduled for 16 Aug (x30) 30 Aug (x15) and 15 Sep (x32) 18;

n. Since the Corps Conference on 5 Jul 18, our **regular donors have increased** to 26 (from 22 – comprising 15 x Offr, 7 x WO, 3 x SNCO and 1 x OR), realising a monthly contribution of $341 ($4,092 pa). A **significant donation** ($500) was received from WO1 (Rtd) Colin (“Willie” or “Lizard”) Williams, ex-RSM, 2ER, along with his recent CHP book order;

o. We had a visit from Steve Leurink, the **UCOL Graphics Arts Programme Coordinator**, firstly to seek information on old-style NZ military uniforms for a sculpture he is working on. He has also offered professional input from students and staff to improve the look of our brochure material, displays, etc, as “industrial” experience for students on the UCOL courses;

p. The **Monthly Midday Military History Presentation (MMMHP)** series being held at Te Manawa’s Wilkins Theatre has been a good source of income and publicity for the RNZE CT and ECMC, with attendances being up to 70+ on most months this year. We have had excellent speakers and topics, with others asking to present at future sessions. The programme for 2018 is full, with all speakers and topics confirmed. We almost have a full panel lined up for the 10 monthly presentations for the 2019 programme. The Chairman was asked if he can forward an updated events list to the CO 2ER to be socialised on social media. Lt Col P.M. Hayward also put forward the idea of possibly live streaming the presentations in the future as a way to further generate donations to the ECMC. Other ideas discussed also included using Facebook Live as a means of streaming directly from the RNZE Facebook page or asking the library if they can film and distribute presentations to gauge interest. The Chairman agreed to follow this up with the City Library and conduct further research into the idea;

q. The writer represented the RNZE CT and ECMC at the **Manawatu History Group** annual workshop hosted by the PN Heritage Trust at Caccia Birch on Sun 29 Jul 18. This included reps from Fielding, Marton, Horowhenua, PN, as well as other archival, education, genealogical, heritage and history organisations, as well as Massey University and PNCC. Most were interested in what the ECMC had to offer and the upcoming RNZE CHP book. The FDCA presented the ECMC Library with their 2014 release of a book covering the “Communities Remember WW1 – Memorials of the Manawatu District”;

r. **Succession Planning -** It was suggested that CO, 2ER, Paul Hayward and Todd Hart could provide independent consideration and input to this matter. Chair had asked CO, 2ER to take the lead on this task and report progress back to future Trust Board meetings. Sample job descriptions had been sourced from the NZ Rugby Museum and NZ Cricket Museum and circulated to trustees for consideration. This will remain a topic for discussion leading into the future as there has not yet been time to come up with an adequate solution to the issue; and

 s. **RNZE CT TB meeting schedule** – 15 Nov 18.

 2. **Results of External Funding Applications/Resolutions since the last meeting on 10 May 18.**

1. LGB/DIA – 23 Jan 18 – RNZE Corps History Project publishing and launch (Stage 4) phase 2018-19 - $24,000 – Received $27,600 (incl GST) in early Jul 18;
2. Downer Group – 9 Mar 18 – Requesting up to $30,000 to assist the RNZE CHP publishing in 2018 and release and launch in early 2019 – **CO, 2ER received advice on 1 Aug 18 that Downer NZ will be contributing $20,000 towards the project and likely to be used to launch the book in 2019;** and

 c. Review at the next Trust Board meeting on 15 Nov 18.

*Moved: T.E. McDonald Seconded: P.M. Hayward*  **Carried**

 3. **Expenditure/Funding Priority for Q3 - 4 of 2018.** No major changes are proposed to those priorities adjusted and set at the last Trust Board meeting held on 10 May 18. The following priority order action is still recommended:

a. **RNZE Corps History Project** is progressing well and we continue tomonitor funding requirements closely to publish and launch the book in 2018-19. We have almost met our funding target to publish, but will require some assistance to launch the book in early 2019;

b. **Heritage book and documentation digitisation** - continuation of Stage 1 and commence Stage 2. Explore further supplementation (possibly from ECCT) for an additional $5,000 later in 2018 for a Stage 3 in 2019;

c. Creation, development and population of a **RNZE CT/ECMC website** as a stand-alone entity. This will be a repository for all digitised archival and heritage material, as well as having appropriate social media linkages. We may still require some funding supplementation to complete future development and expansion stages of this project;

 d. CO, 2ER raised a proposal for **replicas of the RNZE Tukutuku panel** (which is on display in the Camp Cultural Centre) to be made a funding priority by the RNZE CT. These downsized versions of the new panel will be used and presented as awards/gifts by the Corps/Regt. Research for options and likely cost is already underway;

1. CO, 2ER raised discussion around possible **sports grants and funding** in the future made by the RNZE CT to further help and **support Corps sporting teams**. It was agreed to discuss this in future meetings. Chair was asked to provide sample funding applications to CO, 2ER.

At this stage in the meeting Lt Col P.M. Hayward had to leave for another engagement. He thanked the RNZE CT and the Chairman for the work that has so far been done to get the Corps History project to where it is. Discussion around creating correspondence between the RAE and RNZE Corps Museums on the possible trade of items was brought forward as an idea to action in the future.

f. ICR&T Stage 3 remainder comprising **bar code (or QR code) printer, reader and system** (>$4,000) for the ECMC library and “collection” inventory (Mainland Foundation), once details have been provided by Advantage Computers Ltd;

g. Investigate **interactive electronic display equipment and systems** for the ECMC museum displays, using Advantage Computers and UCOL for advice (possibly Mainland Foundation or Southern Trust);

h. **Remaining signage**, including internal signage for display cabinets (>$2,000), once refreshment/refurbishment and exterior painting of cabinets has been completed;

i. Explore **staffing assistance** for ECMC (>$10,000) later; and

 j. Approve above priority and applications/sources and review all at next meeting on 15 Nov 18.

*Moved: G. Findon Seconded: G. Hinch* ***C*arried**

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

1. **Updated Project Progress Summary**: We have finished with **providing imagery** (likely up to 400 graphics and pics) for the draft manuscript. A prologue or preface (originally drafted by CO, 2ER) has been received from CA. NZDF/Army has accepted the current draft manuscript, in particular, Chapters 8-10, where there were some sensitive items, which have now been edited out to the satisfaction of CO, 2ER and author Peter. The **review of the first proof has been completed** by CO, 2ER, writer, Clas and Peter. A proof copy is currently with Glyn Harper for his review and completion of the **Foreword** (return is expected by mid-Aug). A copy of this proof will be held in the ECMC office. This action meets with the milestones set by Exisle and requirements of Brian O’Flaherty, who is the publishing editor and Exisles project manager for the publication.

Peter Cooke is about to commence the **index** for the book and should have this completed by end-Aug 18. We are therefore **on programme** in accordance with the publishing Agreement. The page total of the proof came to 680, which **exceeded the contract target** of 512 pages. With concurrence from the printers, Exisle has agreed to absorb the extra cost of the page increase, so that costings and book prices remain unchanged. They accept that the integrity and quality of the end-product needs to be maintained, without having to trim back the publication;

1. To date, we have had ordered and paid up a total of 66 copies of the book, against the **Corps purchase commitment of 350 copies** (due by 30 Sep 18). Very few serving Sappers are amongst these purchasers at this stage. A further 650 copies will be released country and world-wide in early 2019 by Exisle. **A brochure/order** form was prepared by Exisle and circulation commenced via social and other media networks/outlets on 5 Jul 18. Through a legal restriction, Exisle could not take payment for the ordered books prior to Jan 19, so the writer agreed that the RNZE CT would process orders and payment for the books. This will enable some further interest to be obtained on pre-paid orders between Jul 18 and Jan 19. The **book cover layout** has been confirmed and modified, to ensure that the Corps colours are shown in the title.
2. The **special sale price** ($50 incl GST, plus $9 PP&H) will be available to all serving and retired members of the Corps, now through the RNZE CT. Exisles pre-publication sale price will be $60. The RRP is still $69.99 (incl GST, plus PP&H). We should also look at getting the **author to sign** the 350 copies for Corps purchase, prior to circulation. CO, 2ER has undertaken to ensure that books ordered by serving Corps personnel will be distributed via the RHQ. The writer will look after delivery within the PN area to retired and other PN purchasers, to save the PP&H charge. He will also sort out arrangements for copies to be sent to overseas purchasers. We will use Exisle’s distribution company for distribution elsewhere within NZ (at a cost of $9 per book);
3. The writer and CO, 2ER have agreed that we should **present a book** (FOC) to each of the 12 sponsor individuals/organisations who have contributed more than $1,000 each to the project. This will be funded from the RNZE CT and includes, LGB/DIA copies to ATL and Minister of Defence, George Bunce Family, ECCT, NAMLF, Downer NZ, Mainland Foundation, Pub Charity, Infinity Foundation, Nepia Family (PN), Sappers Association and Engineering NZ (IPENZ). We will also receive **five (5) signed books free from Exisle** and it has been agreed that these copies should go to Regt Col RNZE Office, ECMC Library, Prof Glyn Harper, Dr Ian McGibbon and Clas Chamberlain, “officially” recognising their significant contribution to the project. It is also suggested that the RNZE CT purchase and hold 10 books for **future presentation purposes** and also that 2ER (Corps Funds) might do something similar;
4. The **application for additional funding** ($24,000 or $27,600 incl GST) has been received from **LGB/DIA** to assist with publishing costs. There is a contracted payment schedule/timetable to meet for Exisle and this will be managed within current Trust finances to cash flow our commitments. The project cash flow shortfall (now approximately $2,000) will probably be met within current RNZE CT funding by the end of this year, only requiring additional funds for any book launch activity in early 2019 (estimated to be up to $30,000);
5. **Project Financial Reconciliation and Related Financial Information:** Since our last meeting, we have not had to make any payments, although a further $6,000 is due to Exisle once the proof has been confirmed. **An updated reconciliation** of project finances shows that we have raised a total of $231,173 (excl GST) and expended $198,473 to date, leaving a residual balance of $32,700 across two accounts. Apart from the purchase cost of 350 books (approx $12,250), we are committed to pay Exisle the balance of $18,000 and a further $8,000 for other project (author and royalties, etc) expenses – a total of $38,250. We will receive $17,500 for the 350 book sales, plus residual funds, so any shortfall will balance out. There will be additional funds available from one-off donations and the regular donor scheme, to clear the project budget shortfall and underpin any further funding requirements this year. This will be sufficient to carry us through until the book sales income is finalised as at 30 Sep 18. We will need to make provision for GST within these calculations;

g. **Future Intentions/Project Plan:** **An acknowledgment to our RNZE Col in Chief** has been included in the front of the book. Planning for the launch also needs to commence soon, as a date is required and commitments made to celebrate the occasion. As this is a significant milestone in the Corp’s history, the launch should be a major event and a range of activities commensurate with its importance should be arranged;

h. The **Minister of Defence** has agreed to co-host (no funding will be forthcoming) a launch in Parliament early next year, along with his colleague the Minister of Building & Construction (Hon Jenny Salesa). Nothing heard back from the Minister of Arts, Culture & Heritage (PM) as yet. It is anticipated that such a **launch in Parliament** would be during the period Apr-May 2019. The **Mayor of PN** (Grant Smith) is also keen to have a launch event in PN, possibly in conjunction with or the run-up to the **NZ Tattoo** being hosted by the PNCC, 8-14 Apr 19. It is suggested that an approach to the Mayor’s office to lock this in as soon as possible, otherwise the PNCC Events Team who are organising the 2019 NZ Tattoowon’t include this in the wrap-around programme for the NZ Tattoo;

i. In the meantime, we need to **promote the pre-publication sale of the book**, to ensure that we meet the Corps order (x350) commitment. As the **books will become available** from the printer about **10 Mar 19**, the balance of March would involve the distribution on the books to all those who have ordered/purchased them (through the RNZE CT); and

j. Approval of quarterly activity and action proposed for the next reporting period.

*Moved: H.E. Chamberlain Seconded: C.R. Parker* **Carried**

**Other General Business Items:**

1. CO, 2ER mentioned that he and the RSM would be travelling north to Opotiki in the following week, accompanied by a bearer party, as part of the overseas repatriation (“Te Auraki”) of deceased military personnel currently underway; and
2. There were no other items raised.

**Item Seven: Closure**

7. There being no further business, the meeting was declared closed at 1520hrs and the Chair thanked all those present for their attendance and contribution. The next meeting was set for 1400hrs on Thu 15 Nov 18.

**Annex:**

A. Financial Report for the period 1 Nov 17 to 31 Jan 18

**S. Telford**   **J.S. Hollander**

Secretary Chairman

Date: Date:



