**MINUTES OF THE RNZE CHARITABLE TRUST BOARD**

**MEETING HELD AT THE 2 ENGINEER REGIMENT HEADQUARTERS AT LINTON CAMP, ON THURSDAY 15 FEBRUARY 2018**

**Present:**

 **Members: Appointment:**

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 J.S. Hollander Trustee – Chair

 H. E. Chamberlain Trustee/Dep Chair

 C. R. Parker Trustee

T.E. McDonald Trustee

 G. Findon Trustee/ Treasurer

 S. Telford Secretary

**Apologies:**

 T.G. Hart Trustee

P.M. Hayward Trustee

G. Hinch 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. The Chairman welcomed S. Telford to his first meeting, as Secretary.

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

Trustees reviewed the minutes of the previous meeting held on 16 Nov 17 as circulated and these minutes were confirmed as a true and accurate record of that meeting.

*Moved:* C.R. Parker *Seconded:* G. Findon**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. New products have been discussed with vendors and product publicity and prices are now available on social media including Corps and Regimental port;

b. Regarding the **Arras Memorial** **miniature statuettes,** the CO 2ER mentioned he had stepped away from this as they are too cost prohibitive; 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 (13 items) were listed and submitted by the Secretary prior to the meeting. **Adoption/approval** of correspondence.

*Moved:* G. Findon *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 Nov 17 to 31 Jan 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: H. E. Chamberlain Seconded: C. R. Parker* **Carried**

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

00 (RNZE CT Ops) Account = $6,889.44

02 (ECMC Reserve) Account = $5,853.86

03 (ECMC Ops) Account = $18.479.70

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

15 (CHP Ops) Account = Closed

Total account balance = $41.223.00

1. Accounts (x2) approved for payment =$458.75 (from both 00 and 03 Accounts).

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

1. Annual financial report for the year ending 31 Dec 17 was tabled prior to the meeting and approved, ready for audit/review by Gordon Reid.

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

**Item Six: General Business**

6. **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 SME is being sought for this activity. Any surplus items/sets will be established and referred back to the Trust Board for disposal/sale consideration - WIP;

 b. **Heritage RNZE Artefact Returns** – from KAH/3 Fd Sqn (Dunedin) back to 2ER and the ECMC is still awaited. 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 is something for 2ER to consider for 2018;

 c. **Digitising, scanning and post-processing of books and documents** in the ECMC library has resumed, with a contact from the Massey University Library (Amanda Curnow) assisting with this project. Currently we have completed scanning 34 of our oldest books (over 50% of the planned activity) with some residual funds remaining to complete Stage 1 trial. A funding application ($10,000) has been submitted to ECCT for Stage 2, a continuation of this work for up to 250 hours (possibly 160 books) to be scanned, etc - WIP;

e. **Corps History project** update is shown in para 4. below. A key project information sheet is also being provided (separately), to show the key milestones and deliverables for the final phase of the project, through to the release and launch of the book;

f. **Website and social media** – we are still no further ahead with the Sappers website situation, as the Sprs Assn still cannot resolve the situation regarding the redevelopment of the current site. The writer is currently exploring a means to create and develop a stand-alone website for the RNZE CT and ECMC, also as a repository for the scanned and digitised heritage material. The latter is a commitment we made when seeking funding to scan and digitise our heritage holdings and must make this available to the community. We have recovered the $3,500 (plus GST = $4,025 ex Mainland Trust) from the Sprs Assn and will use this to get the new site up and running. It is anticipated that the site will accommodate the current RNZE CT and ECMC site information (brought up to date), heritage information (scanned books and photo gallery as digital assets), as well as have social media linkages as appropriate;

 g. **Assistance tasks** – **SME** has committed to resuming work on several tasks promised in 2017. Discussions are currently under way with SME staff to prepare a programme for this work to complete as much as possible in 2018. First off will be the upgrading of the ambient lighting in the library and museums area, which is likely to cost up to $500 for materials. We are planning on funding this from current resources, as we cannot wait for external funding to be made available. Other tasks include the painting of display cabinets in the museum area, mounting of additional Bailey panels about the exterior of the ECMC entrance area (on three plinths already constructed) and other equipment items on the plinths, a duplicate cabinet for the WW1 Roll of Honour in the Chapel, minor electrical tasks and a paved assembly area adjacent to the main building entrance;

 h. **Delivery of 3 x C9 LSW** weapons is still awaited, situation unknown;

1. **Medal replicas** are still awaited and we again seek assistance from HQ 2ER to recover the situation. RSM 2ER is looking into this matter;

 j. 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 - WIP;

 k. 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** - WIP;

 l. **2018 MMMHP series** – based on the very successful series in previous years and in conjunction with the PNL&CS in the City Library and at Te Manawa, an excellent programme has been prepared for Feb thru Nov 18. We have sourced a range of excellent speakers and topics covering all services and military-related history. This remains another source of funding to support the CHP and the ECMC;

 m. Wef 8 Feb 18, the updated ECMC “collection” inventory record is for **6,576** **screens**, with over **12,376 individual items** (of an estimated 60,000 items, which includes over **4,200 pictures** scanned and enhanced (out of the estimated collection of over 16,000 items), with an overall **increased collection** **value of $364,367**;

 n. Our **insurance policy** premiums are due for renewal on 1 Apr 18 and should be reviewed. At present we have a comprehensive “fine arts” cover of $310,000 (standard $500 excess), together with trustee liability insurance (up to $250,000 and a standard excess of $2,000). Resolved to retain the same insurance cover in 2018-19, as for 2017-18;

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

 o. **Visitor statistics** as at 8 Feb 18 are **96 to date for 2018 or 4,848** since records commenced in 2013 (87 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;

 p. CO 2ER has appointed 2Lt Stu Telford (SME Tp Comd) as the **incoming Secty**, replacing Lt Sean Kinsella, who is now at 2 Fd Sqn. Sean is commended for his interest in the Trust and support and assistance with its administration and associated activities during his tenure;

 q. A submission was made to Auckland Council in support of the registration and protection of **St David’s Church** in Khyber Pass Road, with an amendment/modification to the Auckland Unitary Plan for heritage (A Classification) status;

 r. We continue to receive **publications from kindred Sapper organisations**, including the bi-monthly “TME” or “The Military Engineer (from the Society of Military Engineers or SAME), plus the annual RAE magazine, “Australian Sapper”. All are available for perusal in the ECMC library;

 s. Following the last meeting on 16 Nov 17, Paul Hayward emailed the writer with the suggestion that we set aside time this year to do some **strategic planning** and address both the Trust Deed in terms of the objects of the Trust, as well as the matter of **succession planning,** which was raised at the end of the last meeting. In reply, it was suggested that perhaps Paul, along with CO 2ER and Todd Hart could provide independent consideration and input on this matter. C. Parker suggested at seeking a copy of the job description for a small museum such as the Rugby Museum at Te Manawa – Chair undertook to do this and circulate a copy to trustees; and

 t. **RNZE CT Trust Board meeting schedule** – 17 May, 16 Aug and 15 Nov 18.

7. **Results of External Funding Applications/Resolutions since last meeting on 16 Nov 17**. The following funding applications (up to total of $51,800) have been submitted:

a. ECCT (5) – 19 Jan 18 – Scan, digitizing and post-processing Stage 2 - $10,000 – Awaiting outcome of Mar 18 Board meeting – likely to know result in May 1;

b. LGB/DIA – 23 Jan 18 – RNZE Corps History Project publishing and launch (Stage 4) phase 2018-19 - $24,000 – Awaiting outcome of their committee meeting in May 18, likely to know result in Jun 18;

1. Infinity Foundation Ltd (5 - Hastings) – 25 Jan 18 – ECMC museum specialized consumables (photo paper and print cartridges) - $3,800 – Awaiting outcome of Mar 18 Grants committee meeting, likely to know result in Apr 18;

d. Sappers Association (NZ) Inc. – 26 Jan 18 – RNZE Corps History Project publishing and cash flow 2018 - $10,000 – Awaiting outcome from Exec meeting on 19 Feb 18;

1. Mainland Foundation (7 - ChCh) – 15 Feb 18 – Renewal of specialized collection and trustee liability insurance policy premiums - $4,000 – Awaiting outcome of early Mar 18 Grants Committee meeting, likely to know result in late Mar 18 for a 1 Apr 18 renewal deadline; and

g. These were approved and will be reviewed at the next Trust Board meeting on 17 May 18.

*Moved: G. Findon Seconded: C. R. Parker* **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 16 Nov 17. The following priority order action is still recommended:

1. **RNZE Corps History Project** is progressing well and we continue tomonitor funding requirements closely to publish and launch the book in 2018-19. There is still a likely shortfall now of $20k, mainly to support the publishing process and cover cash flow during 2018;
2. **Heritage Book and documentation digitization** is under way by Craig Manning and Amanda Curnow and stands at just over 50% complete for Stage 1. A proposal has been submitted to ECCT for Stage 2 funding ($10,000);
3. **Improve ambient lighting** in the ECMC library and museum area, with the purchase of materials so that SME electrical apprentices can provide the labor as a skills training task. Sufficient materials to convert the 16 roof outlets is likely to be within $500 and the task should be completed in Feb 18;
4. Creation, development and population of a **RNZE CT/ECMC website** as a stand-alone entity, as the replacement Sappers websitehas not progressed**.** This will be a repository for all digitized heritage material, as well as having appropriate social media linkages. The Sprs Assn Exec is still vacillating over the resolution of this task, now outstanding for over two years;
5. 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;
6. Investigate **interactive electronic display equipment and systems** for the ECMC museum displays, using Advantage Computers for advice (possibly Mainland Foundation or Southern Trust);
7. **Remaining signage**, including internal signage for display cabinets (>$2,000), once refreshment/refurbishment of cabinets has been completed;
8. Explore **staffing assistance** for ECMC (>$10,000) later; and
9. These funding priorities were approved and will all be reviewed at next meeting on 17 May 18.

*Moved: H. E. Chamberlain Seconded: T.E. McDonald* ***C*arried**

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

1. **Updated Project Progress Summary**: A publishing **contract** was signed with Exisle Publishing Ltd of Dunedin on 9 Dec 17, as advised to trustees. The draft **manuscript** was forwarded to Exisle on 19 Jan 18, with the large **appendices section** to follow. Imagery selection up to Chap 5 has concluded, with the remainder to be completed by early Mar 18. Exisle has undertaken to have the **finished product available by 10 Mar 19**. The Corps has to purchase 350 copies at a reduced cost and a further 650 copies will be released world-wide in early 2019 by Exisle. It is intended to commence pre-publication sales of the book in Jun 18, closing on 30 Sep 18. The **special sale price** ($50 incl GST, plus P&P) will be available to all serving and retired members of the Corps, through Exisle. We could also look at getting the author to sign these copies, prior to circulation. The Exisle contract contains a schedule/timetable of key milestones and deliverables, which are also shown in a separate paper covering key project information;

1. An **application for additional funding** ($24,000) has been submitted to **LGB/DIA** toassist with publishing costs. DIA has confirmed that our submission meets all of their requirements and the application will be considered in May, we expect to find out the results in June. In the meantime, there is a payment schedule/timetable to meet for Exisle and this will be managed within current Trust finances to cash flow our commitments. An application has also been submitted to the Sappers Association for $10,000 as their contribution to the project and also to assist with cash flow during 2018. It is anticipated that the latter request will be addressed at a meeting of the Association Exec on 19 Feb 18. These actions will cover the anticipated overall project budget shortfall of up to $20,000, as no contribution is coming from NZDF/Army.
2. **Project Financial Reconciliation and Related Financial Information:** We have concluded our contractual responsibilities and extended arrangement with the author/historian, although he continues to work on refining the manuscript and appendices, as well as assisting with the imagery selection process. We intend to make further payments to Peter to cover his expenses during the editing period (equivalent of up to three months previous payments totalling $9,000, depending upon the outcome of funding applications), along with liaison trips to Linton during 2017-18. This has been catered for in the estimated budget for the final phase of this project. In an interim “washup” to the end of Stage 2 (as at 31 Dec 17), we have **expended $182,106** **out of the $184,117** **funds raised to date** for the project; and

d. **Future Intentions/Project Plan:** as presented in 9a above. Early return and clearance of the draft manuscript from NZDF/Army review is crucial. Planning for the launch also needs to commence soon, as a date is required and commitments around this 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. Also the Chair, in consultation with CO, 2ER, undertook to write to Downer seeking funding support for the project and launch.

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

10. **Other General Business Items:**

1. **Corps Memorial Policy** was discussed. CO, 2ER reported that Lt Kim Martyn was working on this policy document, incorporating the Regt, SME and the ECMC (including the Chapel). This would cover memorial plaques (pews in the Chapel), walls (SME and 2ER) and trees (at 2ER). It was anticipated that a report would be forthcoming by the next meeting;
2. 2017 Annual Report – Chair had compiled a report for year ending 31 Jan 17 and a copy had been circulated prior to the meeting. It was agreed to endorse the adoption of this report for future use; and
3. 2018 ECMC Programme – this had also been circulated (V2 – 17 Jan 18) and was agreed to.

**Item Seven: Closure**

There being no further business, the meeting was declared closed at 1528hrs and the Chair thanked all those present for their attendance and contribution. The next meeting was set for 1400hrs on Thu 17 May 18.

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

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

Secretary Chairman

Date: Date: