**MINUTES OF THE RNZE CHARITABLE TRUST BOARD**

**MEETING HELD AT THE 2 ENGINEER REGIMENT HEADQUARTERS AT LINTON CAMP, ON THURSDAY 10 MAY 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. Hinch Trustee

 G. Findon Trustee/ Treasurer

 J. Evans A/Secretary

**Apologies:**

 T.G. Hart Trustee

P.M. Hayward Trustee

S. Telford Secretary

*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 15 Feb 18 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 31 Jan to 30 Apr 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 = $2,515.20

02 (ECMC Reserve) Account = $5,900.38

03 (ECMC Ops) Account = $16,483.68

04 (RNZE CT Reserve) Account = $10,186.41

15 (CHP Ops) Account = Closed

Total account balance = $35,085.67

1. Accounts (x8) approved for payment =$27,352.29 (from both 00 and 03 Accounts).

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

1. Annual financial report for the year ending 30 Apr 18 was tabled prior to the meeting and approved, ready for audit/review by Gordon Reid. This has subsequently been submitted to Charities Services and uploaded to their website.

*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 (during EOC Cse in Jun 18) and other 2ER units 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 have been received at the ECMC and being brought onto the inventory. Concern remains over previous transfers to local RSAs and museums. Still propose that all RNZE units explore and **list all heritage** **items** within their care and held on a central register within the ECMC.This is again something for 2ER to consider for 2018;

c. **Digitising, scanning and post-processing of books and documents** - in the ECMC library continues and is progressing. Currently we have completed scanning 40+ 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;

d. **Corps History project** update is shown in para 4. Below;

e. **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;

f. **Assistance tasks** – **SME** has committed to resuming work on several tasks promised in 2017. Discussions continue with SME staff to prepare a programme for this work to complete as much as possible in 2018. The upgrading of the ambient lighting in the library and museums area has been completed, costing $613 (from own resources - a little over the $500 estimated). 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;

g. **Delivery of 3 x C9 LSW** weapons is still awaited, situation unknown. CO advised to stand down on pursuing this;

1. **Medal replicas** – has been actioned by the CO;

i. A **catalogue (with photographic records) of all dangerous items** (weapons, “sharps”, inert mines/booby traps, etc) housed in the ECMC has been completed. CO, 2ER undertook to investigate our **collection status and licensing requirements** so that we were compliant with NZDF and local NZ Police requirements;

j. We are still awaiting the **draft “RNZE memorial” policy** discussed at the last meeting. This was a project being undertaken by Lt Kim Martyn, to cover all memorials and related activities at 2ER, SME and the ECMC, including St Martin’s RNZE and Garrison Chapel. The RSM, 2ER has this in hand and will advise further in due course;

k. Discussions continue with Advantage Computers staff (meeting on 11 Apr 18) 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. Following a comment made by the Base Comd, **RNZAF Base Ohakea** in his 2018 Anzac Day Civic Service address about the origins of the RFC/RAF/RNZAF, Gp Capt Shaun Sexton and senior staff from the Base are likely to make a **visit to the ECMC** within the next couple of months;

m. **Prof Gary Sheffield**, a world-renowned military historian, author and Professor of War Studies at Wolverhampton University (UK) visited the ECMC on 3 May 18, along with **Prof Glyn Harper** and a number of academic staff from **VUW** and College of Creative Arts of **Massey University** at Wellington;

n. Unfortunately we lost a long-time donor, Lt Col (Rtd) Warren Parke, RNZE from our list of **regular contributors**, now back to 21;

o. Boxes of **memorabilia from** the (now defunct?) **SST in Papakura** have been dropped off at the ECMC recently. Unfortunately, the items were just thrown together, without any warning, let alone background information, dates, names, places, etc and therefore difficult to process and catalogue. We would be grateful of some assistance with this task;

p. The next **NZDIA conference is going to be held in PN** (CET Arena) 30 Oct – 2 Nov 18 and the event managers have asked for a loan of items from the ECMC for a military heritage display in their registration area. We will assist where we can and the event managers have promised acknowledgement, security and covering insurance, plus a donation for this service. The **NZ Defence and Security Conference** is also being held in PN in Apr 19 and a similar opportunity might arise out of that event;

q. **Annual financial reports** for 2017 have been reviewed (by Gordon Reid) and returns to Charities Services have been completed. We are all in order and compliant. Copies of the latest Charities Services Annual Return Summary have been circulated to all trustees;

r. Wef 3 May 18, the updated ECMC “collection” inventory record is for **8,744** **screens**, with over **13,401 individual items** (of an estimated 60,000 items, which includes over **4,600 pictures** scanned and enhanced (out of the estimated collection of over 16,000 items), with an overall **increased collection** **value of $366,000**;

s. Our **insurance policy** premiums have been renewed wef 1 Apr 18 and had to be funded from own resources. Unfortunately, we could not obtain external funding, despite several applications. Overall, premiums have increased by over 22% and cost us $5,436 this year. We continue to meet with brokers Crombie Lockwood (latest 20 Apr 18) to explore other options which enable a reduction in premium costs. More to follow, before we seek review and renewal for 2019;

t. **Visitor statistics** as at 3 May 18 are **362 to date for 2018 or a total of 5,202** since records commenced in 2013 (354 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;

u. Following a previous 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 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 have been sourced from the NZ Rugby Museum and NZ Cricket Museum and circulated to trustees for consideration; and

 v. **RNZE CT TB meeting schedule** – 16 Aug and 15 Nov 18.

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

7. **Results of External Funding Applications/Resolutions since the last meeting on 15 Feb 18.** The following funding applications (up to a total of $84,847) have been submitted:

a. ECCT (5) – 19 Jan 18 – Scan, digitising and post-processing Stage 2 - $10,000 – **Partially successful with $4,000 granted** on 9 Apr 18;

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;

c. Infinity Foundation Ltd (5 - Hastings) – 25 Jan 18 – ECMC museum specialised consumables (photo paper and print cartridges) - $3,800 – **Declined outright**;

d. Sappers Association (NZ) Inc – 26 Jan 18 – RNZE Corps History Project publishing and cashflow 2018 - $10,000 – **Exec granted $7,000 and Northern Branch contributed $3,000** in early Apr 18 to make up the full amount;

 e. Mainland Foundation (7 - ChCh) – 15 Feb 18 – Renewal of specialised collection and trustee liability insurance policy premiums - $4,000 – Declined;

 f. 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 – **Awaiting reply/outcome**;

 g. Mainland Foundation (8 – ChCh) – 29 Mar 18 – ECMC museum specialised consumables (photo paper and print cartridges) - $3,047 – **Successful, $3,047 granted** on 12 Apr 18; and

h. Approve applications to date and review all at the next Trust Board meeting on 16 Aug 18.

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

8. **Expenditure/Funding Priority for Q2 - 3 of 2018.** No major changes are proposed to those priorities adjusted and set at the last Trust Board meeting held on 15 Feb 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. There is still a likely shortfall now of $10k, mainly to support the publishing process and cover cashflow during 2018;

 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;

 c. 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 digitised 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;

 d. 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;

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

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

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

 h. Approve above priority and applications/sources and review all at next meeting on 16 Aug 18.

*Moved: G. Findon Seconded: T.E. McDonald* ***C*arried**

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

1. **Updated Project Progress Summary**: The draft manuscript has been copy-edited by Brian O’Flaherty, who is now the **publishing editor and Exisle’s project manager** for the publication. Peter Cooke has completed checking the edit-copy and providing further information requested from the editor. Brian has expressed his satisfaction for the draft and complimented Peter on the depth of research for the history, as well as the general flow and presentation of the manuscript. **Imagery selection** (by us) has been completed with 350 photos provided, plus captions completed and Exisle now has to finalise which images are going to be used. We have 64 pages (4 x sections of 16) of **colour images** provided for and all the rest will be **B&W images**, merged into respective pages and chapters of the book. This could realise more than 200 images throughout the book. At this stage, the **page count** is a total of 514, against a contract target of 512.

1. The Corps has still to **purchase 350 copies** (we have already had requests for around 120 copies from retired-Corps members) at a reduced price and a further 650 copies will be released world-wide in early 2019 by Exisle. A draft **cover design layout** is being considered, along with the internal design for the book. These are being circulated to the Corps History Advisory Group for consideration, but must be finalised by mid-May 18. It is still intended to commence **pre-publication sales** of the book in Jun 18, closing in late 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. Exisle’s pre-publication sale price will be $60. The RRP is still $69.99 (incl GST, plus P&P). We should also look at getting the **author to sign** the 350 copies for Corps purchase, prior to circulation. The process for pre-publication sales and identification of Corps’ members requires further consideration and it is hoped that ordering through Exisle direct will be possible;
2. 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 contracted payment schedule/timetable to meet for Exisle and this will be managed within current Trust finances to cashflow our commitments. The **Sappers Association** has made a contribution of $10,000 towards the project, to assist with cashflow during 2018.
3. A number of **ex-6 Fd Sqn TF personnel** have made generous donations (total of $860 to date) to the CHP fund. Based on the recommendation from CO, 2ER, a request has been sent to the **Downer Group** (9 Mar 18) for a contribution of up to $30,000, but a reply is awaited (addressee is away overseas until 7 May 18). The latter request will cover the project cashflow shortfall (now $10,000) and also provide funding towards a book launch in early 2019.
4. **Project Financial Reconciliation and Related Financial Information:** We have entered into an informal arrangement with author Peter Cooke, to assist with the editing and finalisation of the book content, design and actual contents pages. This will be the equivalent of three months of the original contract ($9,000), plus disbursements for copyright, etc. This includes provision for several liaison trips to Linton during 2018. This has been catered for in the estimated budget for the final phase of this project. Since our last meeting, we have made payments totalling $16,367, to Exisle and Peter Cooke. An **updated reconciliation** of project finances shows that we have **raised a total of $207,173** and **expended $198,473** **to date**, leaving a residual balance of $8,700 across two accounts. This will be sufficient to carry us through until the LGB outcome is known in June;
5. **Future Intentions/Project Plan:** as presented in 4a. above. Early return and clearance of the draft manuscript from Army review is still critical. Arrangements have been made for the **foreword to be provided by Prof Glyn Harper** and a prologue from CA (prepared by CO, 2ER). An **acknowledgment to our RNZE Col in Chief** will also be included, currently being drafted by author Peter Cooke. 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. A request letter was sent to the **Minister of** **Defence** on 28 Mar 18 to co-host (along with Ministers of Building & Construction and Culture & Heritage) a **launch in Parliament** during the period Apr-May 2019. A reply has been received, asking me to put the request to the three host ministers concerned, due to coalition policy requirements (I have now done this). If a launch in Wellington does not eventuate, then the **Mayor of PN** is keen to have the launch here, possibly in conjunction with the **NZ Tattoo** being hosted by the PNCC, 8-14 Apr 19. More to follow; and
6. Approval of quarterly activity and action proposed for the next reporting period.

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

10. **Other General Business Items:**

1. CO, 2ER reported that DPA had requested photos for the RNZE CHP (requested from the ECMC) and that information sharing would be beneficial for all parties;
2. Clas Chamberlain reported that he had received what he believed was a monocular from a WWI Turkish sniper rifle; and
3. CO, 2ER discussed the Regt’s 25th birthday celebrations which was to include the following:
	1. Medals parade on Sunday 01 July at 1000hrs followed by a family day;
	2. 02-06 July Corps Sports;
	3. 07 July Sappers Ball at the Distinction Hotel in Palmerston North. Tickets are on sale with an open invite to Sappers past and present; and
	4. New RNZE Corps port is available @ $40/bottle (from RSM).

1. Corps Reunion – the Sappers Association is still trying to work on a RNZE reunion, now in 2019, subject to raising an organizing committee. It will either be held in Wellington, Palmerston North or Mt Manganui/Tauranga, anywhere from April until July 2019.

**Item Seven: Closure**

There being no further business, the meeting was declared closed at 1547hrs and the Chair thanked all those present for their attendance and contribution. The next meeting was set for 1400hrs on Thu 16 Aug 18.

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

**J Evans**   **J.S. Hollander**

A/Secretary Chairman

Date: Date:



