**MINUTES OF THE RNZE CHARITABLE TRUST BOARD**

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

 F. Cotterill-Walker Dep Secretary

**Apologies:**

 T.G. Hart Trustee

 G. Hinch Trustee

P.M. Hayward Trustee

*Moved: T.E. McDonald Seconded: G. Findon* **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 16 Aug 18 as circulated and these minutes were confirmed as a true and accurate record of that meeting.

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

The Secretary reported that, other than routine email traffic from the Chair, there had been no inwards or outwards correspondence to note.

**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 Aug to 31 Oct 18. Explanations were provided by the Treasurer to the satisfaction of the meeting. The **period financial report** is shown at Annex A to these minutes.
2. The **account balances** as at 31 Oct 2018 were:

00 (RNZE CT Ops) Account = $996.04

02 (ECMC Reserve) Account = $5,997.72

03 (ECMC Ops) Account = $65,380.75

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

Total account balance = $82,374.51

1. Accounts (x6) approved for payment =$13,292.31 (from both 00 and 03 Accounts).

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

1. Financial report. The Treasurer discussed that the IRD GST payment of $2,464.54, which would be claimed back in April of 2019.
2. The financial report was approved.

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

**Item Six: General Business**

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

a. **Bailey Bridging (BB)** - Model Bailey equipment has been assessed and it is intended that 2 Fd Sqn carry out the inventory and refurb work at the end of this year. This will confirm current holdings, set lots and what might be surplus to requirement prior to future disposal/sale consideration - WIP;

b. **Digitising, scanning and post-processing of books and documents** - in the ECMC library continues and is **progressing well.** Currently we have completed scanning 60+ of our oldest books and the heritage material is being up-loaded onto the new website for public access. Some residual funds ($630) remain to complete the Stage 1 (trial). We have a further $4,000 to continue with Stage 2 and into 2019 - WIP;

c. **Corps History project** update is shown in para 4 below.

d. **Website and social media** – the new website ([www.nzsappers.org.nz](http://www.nzsappers.org.nz)) is now live and almost **fully developed**, with only a privacy policy, user instructions and contact template to be added. Heritage photographs have been uploaded to the “Gallery” and scanned/digitized material to the “Heritage Material” page. An invitation was made to the Sappers Association to join the site to replace their old inoperative website, but no response has been forthcoming. We are working to add a 2ER page to the menu and awaiting their material for uploading. Of the $3,500 available from the Mainland Foundation grant, $1,550 has been expended to date (total project budget of $2,500, therefore a residual of $950 and leaving a further $1,000 as an ongoing development contingency). We have had a range of feedback from serving and retired Sappers, both in NZ and abroad, all recommendations have now been implemented. This project has been a success and will serve us well in making the heritage material available to the public, which has been a condition of a number of funding applications and grants;

e. **ECMC 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 now to cost less than $2,000 for materials), an additional three Bailey panels plinths have been completed and the BB panels are away getting treated before assembly. An “entrance gate feature” (two concrete “lazy E’s”) adjacent to and either side of the entrance pathway to the ECMC, is nearing completion. **25ESS** has a number of electrical tasks to complete, including fixing display cabinet LED lighting contacts, repairing hand generator handle and interactive IED displays. It is hoped that all of these tasks can be completed by the end of this year;

1. **Medal replicas** – Thanks to the intervention of CO, 2ER, 46 replica medals have been received and are now being prepared for display in the museum;

g. We are still awaiting the approved **RNZE memorial policy**, so this can be added to the “Chapel” page of the website, alongside the table of memorial plaques. This will also assist the rationalisation of Corps memorials within the 2ER, SME and ECMC areas, including St Martin’s RNZE and Garrison Chapel. The CO 2ER mentioned that a PDF version of the policy would be emailed to the Chair upon completion;

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. Spr Tebbutt (an SME apprentice) who has shown interest, and has past experience in the subject matter, will be requested to help by SME. WO2 Shaney Porter has volunteered to assist with this task on 13 Dec 18;

j. Wef 9 Nov 18, the updated ECMC “collection” inventory record is for **7,660 screens**, with over **14,144 individual items** (of an estimated 60,000 items, which includes over **4,400 pictures** scanned (3,266 catalogued to date) and enhanced (out of the estimated collection of over 16,000 items), with an overall **increased collection value of $381,600;**

k. We are still waiting for the Crombie Lockwood (insurance broker) report and options on how to reduce the ever-increasing **insurance policy** premium costs, prior to renewal in April 2019;

l. **Visitor statistics** as at 9 Nov 18 are **1,202 to date for 2018 or a total** **of 6,048** since records commenced in 2013 (1,088 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 still have few smaller visit groups scheduled before the end of year close down;

m. Our **regular donors have increased** to 27 (comprising 16 x Offr, 7 x WO, 3 x SNCO and 1 x OR), realising a monthly contribution of $351 ($4,212 pa);

n. The **Monthly Midday Military History Presentation (MMMHP)** series being held at Te Manawa’s Wilkins Theaterette throughout 2018 has been a good source of income and publicity for the ECMC and RNZE CT, with attendances being up to 70+ on some months this year. We have had an excellent range of speakers and topics, with others asking to present at future sessions. The last session was delivered by Prof Glyn Harper on the NZ Division at the end of WW1, as part of the Palmerston North Armistice Day Centenary commemorations. We almost have a full panel lined up for the 10 monthly presentations for the 2019 programme. These 2019 presentations will **return to the** **City Library** and will be videoed, with these recordings added to our new website for future reference. We were unable to have live-screening established, as requested by Paul Hayward;

o. **Proposed Corps “bursary scheme”** – it appears that the Sappers Association Executive is not prepared to operate their bursary scheme as intended or follow agreed/approved scheme policy. In the meantime, worthy requests from Corps’ serving members are being declined. Therefore, the RNZE CT should establish and operate a small interim scheme to cater for such requests from Corps’ serving members. It is proposed that **individual grants up to a maximum of $500 each** be made to satisfy those requests from RF and TF serving Sappers which are approved by the CO, 2ER/Regt Col RNZE, up to a maximum **scheme disbursement fund of $2,000 annually**. Requests for grants can be made at any time within a calendar year and be for hardship assistance, extra professional development (not covered by NZDF), adventure training/representation, pursuance of individual or team sports activities and representation and the like. The scheme is to be promulgated within the RNZE Corps by CO/RSM, 2ER and via unit SSMs, plus **be trialled for a period of 12 months** to determine its success, continuance or otherwise. Initiation of the scheme was approved unanimously by the meeting;

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

p. It should be noted that **St Martin’s RNZE and Garrison Chapel** will have its **120th anniversary next year**, as the current structure was dedicated as a church in Makotuku on 5 Feb 1899. This might be an opportunity for a Corps commemoration alongside the local RNZChD staff and previous parish members and residents of Makotuku. CO, 2ER advised that he would pass the matter to the RSM for consideration and resolution;

q. CO, 2ER indicated that a report on the **future of the ECMC and RNZE** **CT** is 50% complete and will likely be presented at our next Trust Board meeting. This report should be an update on the suggested **strategic and succession planning** necessary for the RNZE CT and ECMC. This is important as Clas Chamberlain has indicated that he will reduce his availability and involvement with the ECMC at the end of this year. The writer also indicated that he wanted to scale back his involvement as RNZE CT chair and with the ECMC, once the Corps history project had been completed in mid-2019. Lt Col McDonald advised that it was likely that the Trust deed will have to be changed, given the Trust had been in operation now for over seven years and things had changed in the meantime. He undertook to have the review completed by the end of this year, with a number of options for consideration by trustees - WIP;

r. **The RNZE Tukutuku Panel** now displayed in the Linton Camp Cultural Centre should become the source of a special RNZE logo that can be used on the new website, as well as presentation plaques in place of the RNZE hat-badge based plaques. We need to secure suitable imagery and templates for this purpose. CO, 2ER agreed and was trying to get the centre piece completed so that suitable mater photos could be taken - WIP;

s. **The ECMC** will close after business on Thu 13 Dec 18 and re-open on Thu 17 Jan 19; and

t. **RNZE CT TB meeting schedule** – dates for 2019 are recommended for 21 February, 16 May, 15 August and 21 November 2019. These were agreed to by trustees.

2. **Results of External Funding Applications/Resolutions since the last meeting on 15 Aug 18**. There has been minimal action during this quarter, as most of our focus has been on the Corps history project, establishing the new website and heritage material scanning and digitising, etc. A further review will be made at the next Trust Board meeting on 21 Feb 19.

3. **Expenditure/Funding Priority for Q4 of 2018/Q1 of 2019.** No major changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 16 Aug 18. The following priority order and action is still recommended:

a. **RNZE Corps History Project** is progressing well and we continue to monitor funding requirements closely to publish the book in 2018-19. We have met our funding target to publish and will have some residual funding ($20,000+) available to support the launch of 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 2019, for a Stage 3;

c. Ongoing development and population of the **RNZE CT/ECMC website** as a stand-alone entity. This is now a repository for all digitised archival and heritage material, as well as having appropriate social media linkages. We will probably have sufficient funds in hand to see this project completed within 2018;

e. **New Corps Bursary Scheme**, now approved for trial during 2019, up to a maximum of $2,000 (as in 1o. above);

 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 21 Feb 19.

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

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

1. **Updated Project Progress Summary:** Action has been completed on the final assembly of text and graphical material, book cover, proof reading and indexing for the book. **Print-ready files** are about to be forwarded to the printer so that the contracted timeline target has been met. Exisle advise that advance copies of the book will be in their warehouse by 25 Feb 19, ready to meet the contracted **delivery date of** **10 Mar 19**. The page total of the final proof came to 696, which **exceeded the contract allowance** 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;
2. To date, we have had **214 copies** ordered and paid for, against the **Corps purchase commitment of 350 copies** (due by 30 Sep 18). Only a few serving (or senior) Sappers are amongst purchasers at this stage. Same for senior retired Sappers, including those who were interviewed during the OHI phase. 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. We are due to make payment for our Corps commitment (350 books at cost = approx $12,250 + PP&H) in Jan 19;
3. **Project Financial Reconciliation and Related Financial Information:** Since our last meeting, we have made payments of $9,126.31 to Exisle and Peter Cooke (indexing, etc). A final $12,000 is required to be paid to Exisle once the files have been sent to the printer. That is the last fixed payment required for the publisher, prior to payment of our commitment for 350 books and concludes contract Agreement commitments. An **updated reconciliation** of project finances shows that we have raised a total of $231,173 (excl GST) and expended $207,300 to date, leaving a residual balance of $23,873 across two accounts. We will have sufficient funds on hand to purchase the remainder of our Corps commitment of the 350 books (currently 136 books or $4,760 in value). We are currently finalising reimbursement of Peter Cooke for any remaining project expenses, which are within the agreed project budget. Residual funds of approx $20,000 will be available to support launch events in 2019;
4. **Future Intentions/Project Plan:** A Mayoral launch event is being planned for **Thu 11 Apr 19** at and adjacent to the Globe Theatre in PN for the PNCC and Mayor to host. This will be part of the wrap-around program for and leading up to the **NZ Tattoo**, being held in PN on 12-13 Apr 19 and as a final WW100 commemoration activity for PN. The **Minister of** **Defence** has also agreed to co-host (no funding will be forthcoming) a launch in Parliament early next year, along with his colleague Minister of Building & Construction (Hon Jenny Salesa). It is anticipated that such a **launch at Parliament** would be during May (or June?) 2019. We need to consider the content and format for these launch events, as well as the mechanism to enable the author to sign all 350 of the “Corps’ books” for release early next year. We can also liaise with Exisle to use Bruce McKenzie Bookseller to facilitate book stocks being available locally for sale during the PN launch event;

 It was mentioned that the **Levin RSA** was celebrating its **100th**  **anniversary in May 2019** and this might also offer up another opportunity for a book launch celebration in Levin and in concert with `our “Freedom of the Borough” charter;

In the meantime, we need to continue to throughout the **promote the sale of the book** throughout the Corps, to ensure that we meet the Corps order (x350, now reduced to 136) commitment. As the books will become available from Exisle on 10 Mar 19, the balance of March will involve the distribution of the books to all those who have ordered/purchased them (through the RNZE CT). All serving Sappers who have purchased books will receive these through HQ 2ER internal distribution and the remainder through NZ Post courier mail arrangements with Exisle; and

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

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

5. **Other General Business Items:**

1. Chair showed the poster for the **2019 NZ Tattoo** event to be held in PN 12 and 13 Apr 19;
2. CO, 2ER advised that 2ER would **close down** on 14 Dec 18 and re-open on 14 Jan 19; and
3. There were no other items raised.

**Item Seven: Closure**

6. There being no further business, the meeting was declared closed at 1540hrs and the Chair thanked all those present for their attendance and contribution.

**S. TELFORD**   **J.S. HOLLANDER**

SECRETARY CHAIRMAN

Date: Date:

**Annex:** A. Financial Report for the period 01 Aug 18 to 31 Oct 18



