**NEW ZEALAND ARMY**

School of Military Engineering (New Zealand)

**MINUTE**

1328/1

22 May 19

Minutes of the rnze charitable trust board meeting
held at the 2 engineer regiment headquarters
at linton camp, on Wednesday 15 may 2019

**Attendance**

1. Present:

Lt Col (Rtd) J.S. Hollander Chair
WO1 (Rtd) H.E. Chamberlain Deputy Chair
Maj (Rtd) C.R. Parker Trustee
WO1 (Rtd) G. Findon Treasurer
Lt Col P.M. Hayward Trustee
Lt Col I. J. Brandon Trustee

WO1 B. McDonald Trustee
2Lt Cotterill-Walker Secretary

2. Apologies:

Nil.

**Opening**

3. The Chair declared the meeting of the RNZE Charitable Trust open at 1443hrs and welcomed all members present.

4. A formal welcome to Lt Col Brandon and WO1 McDonald was extended and they were congratulated on their new appointments.

5. The Chair proposed the motion to formally “march out” and retire Lt Col McDonald, WO1 Hinch and Lt Col T.G. Hart as trustees of the RNZE CT Board.

*Moved: H.E. Chamberlain Seconded: P.M. Hayward* ***Carried.***

6. The Chair proposed the motion to formally “march in” and appoint incoming CO, 2ER, Lt Col Brandon and RSM, 2ER, WO1 McDonald as trustees of the RNZE CT Board.

*Moved: G. Findon Seconded: C.R. Parker* ***Carried.***

The Memorandum of Appointment of Trustees was signed off by the Chair and witnessed by the Secretary, confirming the changes to trustee appointments.

**ACTION:** Treasurer is to update the Charities Services website and “Dashboard Summary” to finalise the appointments and changes.

**Approval of the Previous Minutes**

7. Trustees reviewed the minutes of the previous meeting held on 21 Feb 19 as circulated. These minutes were confirmed as a true and accurate record of that meeting.

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

**Matters Arising from the Previous Minutes**

8. Lt Col Brandon noted that the 2ER CO and 2ER RSM attended the formal centenary commemorations of the Levin RSA. He expressed that it was an enjoyable event and that the relationship between 2ER and the Levin RSA and local community was appreciated.

9. Lt Col Brandon said that he and the RSM, 2ER were working on re-establishing the Corp’s Kaumatua appointment, with more details and information to follow in due course.

10. All other matters would be addressed throughout the conduct of this meeting.

**Correspondence**

11. The Secretary noted that the incoming correspondence is as follows:

* 1. letters of thanks for the book launch,
	2. letters of thanks enclosing donations towards theRNZE CT,
	3. a DIA/LGB letter and plaque for display in the ECMC, and
	4. a new (2019) certificate of membership for the ECMC recognising it as a member of the Museums of Aoteroa attached as Enclosure 2.

12. The outgoing correspondence was as follows:

 a. letters of thanks for support to the Corp’s History Project to all sponsors,

 b. letters of thanks for the book launches, and

 c. donation tax certificates to all 2018-19 donors (x29) to the RNZE CT.

*Moved inwards correspondence be received and outwards approved:*

*P.M. Hayward Seconded: C.R, Parker* ***Carried.***

**Finance**

13. Financial details and specifics for the RNZE CT were provided by the Treasurer as circulated prior to the meeting. The financial report was tabled for the period 01 Feb – 30 Apr 19. Explanations were provided by the Treasurer to the satisfaction of the meeting. The period financial report is shown at Annex A to these minutes.

14. The account balances as at 30 Apr 19 were:

* 1. 00 (RNZE CT Ops) Account = $8,370.97
	2. 02 (ECMC Reserve) Account = $6,095.01
	3. 03 (ECMC Ops) Account = $40,763.36
	4. 04 (RNZE CT Reserve) Account = $10,000.00
	5. Total accounts balance = $65,229.34

15. The 11 accounts requiring approval for payment, from the 00 and 03 accounts totalled$15,412.56.

*Moved: G. Findon* *Seconded: C.R. Parker* ***Carried***

16. The Chair noted that there was $325.00 in petty cash as at 9 May 19. The financial report was received.

*Moved: H.E. Chamberlain Seconded: P.M. Hayward* ***Carried***

**Progress Report**

17. **Bailey (Model) Bridging (BB)** – task not well completed, as the parts containers and garage are a mess and only content lists and a total stock holding has been finished. This needs to be properly sorted and into specific sets, so that shortfalls and surplus holdings can be established. We have had great assistance from our UK contact (Pete Mallett), who is willing to back up with expertise and try to arrange the inventory into logical Bailey model sets. SME (Sgt Ben Langman) extracted a range of model Bailey parts for training purposes late last year and we are trying to determine what that amounted to and how this will impact on set contents. Much more work and assistance is required for this project, before we can determine disposal or other actions required.

**ACTION:** Chair is to discuss with the 2ER CO and SME (NZ) CI the possible COA IOT achieve a proper inventory recording and rationalisation of model BB stocks.

18. **Digitising, Scanning and Post-Processing of Books and Documents** – in the ECMC library continues and is progressing well. Stage Two (including residual funding of $2,579) is well underway to continue to scan, digitise, post-process and upload (to website) all aged archival and heritage material. We will need to consider applying for funds (a further tranche of $5,000 from ECCT) to continue with Stage Three, later this year.

19. **Corps History Project (CHP)** – All pre-ordered books have been distributed and the PN book launch completed at the globe Theatre (just over 100 in attendance). The Parliamentary launch also went well and although CA was unable to attend, there were approximately 130 in attendance from a range of organisations and participants. These events were enjoyed by all and assisted in promoting the Corps and book within the wider community.

 a. **Copies** – to date, we have sold/gifted 281 copies, against the Corps purchase commitment of 350 copies. Remaining stock (73 books – got a few extras), includes 56 unsigned (at ECMC) and the balance of signed copies available for purchase at both the ECMC (x11) and 2ER (x5). Gratis copies have been sent to all (x16) project sponsors and key supporters, under cover of a letter of thanks. Five gratis copies ex-Exisle Publishing have already been approved for distribution to Regt Col, RNZE Office, ECMC Library, Prof Glyn Harper, Dr Ian McGibbon and Clas Chamberlain. A further 650 copies were released country and world-wide in Mar 19 by Exisle. We made our payment for our Corps commitment (350 books at cost = $12,252.10) to Exisle on 5 Mar 19.

 b. **Project Financial Reconciliation and Information** ­– since our last meeting, we have made a payment of $12,252.10 to Exisle (final payment for Corps contribution of 350 books), covered by sales to date ($10,948, plus stock remaining at cost $2,555 = $13,503, indicating a small surplus of $1,251). Selling copies at $60, will realise a surplus of $14,106. Plus, a further expenditure of $758 (from takings of $886, also showing a small surplus of $128) has been paid for PP&H of the pre-ordered books and those ordered to date. An updated reconciliation of project finances shows that we have raised a total of $231,173 (excl GST) and expended $219,300 to date (on project budget/contracted costs, the project target expenditure back in 2013 was $220,000), leaving a residual balance of $11,873 across our two accounts. This is sufficient to cover the cost of the 6 May 19 Parliamentary launch (bus hire, catering and refreshments only), which is likely to cost around $5,500. There has also been some minor donation and interest income of over $9,000, which increases the overall residual amount to over $20,000. Once all bills have been paid and the majority (say 50 of the 73 copies – leaving a reserve stock of 20+ copies for future presentations, etc) of the residual book stocks have been sold, we are likely to close off the project with a surplus income of over $15,500, over expenditure and a stock of (approximately 30) books. A full project completion reconciliation will be prepared for the next Trust Board meeting on 15 Aug 19.

 c. **Future Intentions/Project Plan** –the final accountability report is due to DIA/LGB in Jun 19, after which the project can be closed. Any of the Exisle-supplied books left over from the Parliamentary launch will be signed by the author, purchased at cost (12 = $420) and brought back to the ECMC to boost buffer stocks of signed books. Surplus/residual funds will be absorbed within the “03” (interest bearing) account, available for future use, as determined by the trustees. The project can be finally closed off at the 15 Aug 19 Trust Board meeting.

*CHP action taken to date and as recorded, was approved.*

*Moved: P.M. Hayward Seconded: I.J. Brandon*  ***Carried***

20. **NZ Sapper’s (RNZE CT) Website** – the new website is near development completion and residual funding ($1,800) remains to continue to make incremental improvements. Awaiting material from 2ER to establish a menu slot for them on the website and upload their latest material.

21. **ECMC Assistance tasks** – SMEhas 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). With assistance from 25ESS, an additional three Bailey panels plinths have been completed and the BB panels repainted and installed. An “entrance gate feature” (two concrete “lazy E’s”) adjacent to and either side of the entrance pathway to the ECMC, is nearing completion. Heritage engineer equipment will be mounted on or about these structures and then final lighting installed and a mowing strip about the site. 25ESS and SME have a number of electrical tasks to complete, including fixing display cabinet LED strip lighting contacts and repairing the US hand generator and handle. It is hoped that all of these tasks can finally be completed over the coming months.

22. **Medal Replicas** – are continuing to be prepared for display in the museum. It was noted that a full inventory count has been conducted, all medals have been accounted for.

23. **Barcode/QR Code System** – Discussions with Advantage Computers staff have temporarily stopped. This was to investigate barcode or QR code systems to use with the inventory of the “collection”. As well as this, it was investigated to establish interactive electronic displays for and within the ECMC.

24. **SST Papakura Memorabilia** – WO2 Shaney Porter has provided assistance with identifying the memorabilia from the (now defunct) SST in Papakura**.** These items have been tagged and are now awaiting placing on the collections inventory system and then on display or in storage.

25. **ECMC Collection** – WEF 09 May 19, the updated ECMC inventory record is for 8,065 screens, with over 14,870 individual items (of an estimated 60,000 items) which includes over 4,700 pictures scanned (3,421 catalogued to date) and enhanced (out of the estimated collection of over 16,000 items), with an overall increased collection value of $435,800.

26**. Insurance** – We have tried to follow up with Crombie Lockwood (insurance broker) on their report and options on how to provide effective cover and reduce the ever-increasing insurance policy premium costs, prior to renewal in April 2019. However, this is proving most challenging as the broker is very difficult to engage with and provide answers to all of our queries and appropriate options. Cooperation has waned and correspondence has become quite terse and limited. We have received quotes for renewal, which are an increase on previous years’ premiums and still ignores our location, security situation and specialised nature. Another local broker (Future Risk) has been approached to investigate and provide better options. We have definitive lists and reasonably up to date values for our collections of medals, silverware and weapons, but not for all of our books/documents/maps, or artefacts and memorabilia on display or in storage, this work continues (approximately 24% complete). The trustee liability (indemnity) insurance is not in question, just for the RNZE collection items.

 a. It was proposed by the Chair that the new quote from Future Risk broker is accepted and the contract with Crombie Lockwood be terminated forthwith. This was accepted by trustees and approved.

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

b.It was further noted that a review of what must be insured and the purpose of the insurance needed to be conducted within the next six months.

27. **Visitor Statistics** – as at 09 May 19 were 495 or a total of 7,260 since records commenced in mid-2013 (compared with totals of 436 at the same time last year, 1,267 in 2018, 1,178 in 2017, 1,008 in 2016, 968 in 2015, and 915 in 2014), showing an increasing trend year on year.

 a. Visitors in the last quarter included most of the BCE course (x40 out of 60 pers) and a Rebus (x29) group visited the ECMC in Mar 19, followed by the Cpl Stewart wedding (x23) on 04 May 19 and a Wairarapa group (x10) visit on 09 May 19. A potential visit from the Levin Rovers Club (x34) was due to visit on 16 May 19, but has been cancelled by 1 Bde due to operational issues. We also had visits from NAM staff in Apr and more return on 23 May 19, with particular interest in our model Bailey (& HGB) on display.

 b. We need more visit group hosts, as if these are to continue to occur on a Thursday, then either the writer or Clas act as escort and tour guide, with a commentary (normally 90 mins) about the museum and Chapel. If Clas is unavailable or on a different day of the week, the writer normally provides this service. This will diminish in the future and replacements ar required. These will need to be trained up to provide this service, if trustees want this to continue in the future. Visits remain a source of income as a “koha” of $5 per head is normally charged for group visits, as well as publicity for the Corps and ECMC.

28. **Donors -** Our regular (serving and retired) donorsremain at 27 (comprising 16 x Offr, 7 x WO, 3 x SNCO and 1 x OR), realising a monthly contribution of $351 ($4,212 pa).

29. **Monthly Midday Military History Presentation (MMMHP)** – the series is still proving popular and we have had some excellent presentations thus far. The 11 Apr event was the PN launch for the RNZE CHP book. These activities continue to be a good source of publicity for the ECMC and a fund raiser from attendance donations. We are still trying to have these sessions videoed and uploaded onto our website for future access and reference.

30. **Proposed Corps “Bursary Scheme”** – the scheme got underway In Feb 19 with a grant approved to Cpl Erhie. We are keen to consider other applications for this scheme. The scheme needs to be promulgated widely within the RNZE Corps by CO/RSM, 2ER and via unit SSMs, plus be trialled for a period of 12 months until Dec 19, to determine its success, continuance or otherwise

31. **St Martin’s RNZE and Garrison Chapel** – had its 120th anniversaryon 05 Feb 19, as it was consecrated/dedicated as a church in Makotuku on 05 Feb 1899. It was agreed with the RSM, 2ER that we commemorate the Chapel on its 125th anniversary in Feb 2024 with RNZChD staff, previous parish members and residents of Makotuku, as well as within the Corps and Linton Camp. This needs to remain on our programme for future activities.

32. **RNZE stained glass window** – this is located in St David’s Chapel in Burnham Camp. This needs to be checked IOT see if the lettering and graphics have finally been rectified/repaired. CO, 2ER did this, but it appears that the repairs to lettering still has not been rectified.

33. **Strategic and Succession Planning** **ECMNC and RNZE CT** - CO, 2ER circulated an “options” paper on the future of the ECMC and RNZE CT, which was considered at the last Trust Board meeting and also tabled at a workshop/special meeting of trustees on 07 Mar 19. Notes of the latter have been circulated, along with further thoughts from Paul Hayward on the ECMC. Some of the issues were discussed by trustees prior to this meeting and would be further developed by Paul Hayward and Ian Brandon, in consultation with the Chair. All of these matters will be again be addressed at the next meeting of the RNZE CT TB on 15 Aug 19.

34. **RNZAC Association Assistance** – this has been provided so that they can establish a registered charitable trust similar to the RNZE CT and also complete their own Corps history project. More to follow on this initiative.

35. **RNZE Tukutuku Panel** – now displayed in the Linton Camp Cultural Centre is being updated and will then 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. Any patterns need to be owned and managed by the RNZE Corps Committee.

36. **Museums Aotearoa (MA)** **Membership** – this has been renewed our and a membership certificate has been received and displayed in the ECMC. This also covers inclusion in the MA website and directory of member museums and like establishments about NZ.

37. **RNZE CT TB meeting schedule** – meeting dates for the remainder of 2019 are set for 15 August and 21 November 2019.

38. **External Funding Applications** – no action since the last meeting. This will be reviewed at the next Trust Board meeting on 15 Aug 19.

39. **Expenditure/Funding Priority** – no changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 12 Feb 19.

*Moved: G. Findon Seconded: I.J. Brandon* ***Carried***

**General Business**

40. **ECMC Weapons Holdings** - due to the recent change to law and policy around firearms, an external entity will be required to validate and provide advice around the current ECMC weapon inventory. Chair to discuss further with CO, 2ER and engage our “armourer” and weapons licence license holder, WO2 Paul Cottington, RNZE (DEI – Linton).

41. **ECMC Front Door Keys** - there are supposed to be four copies of the key to the ECMC (with Chair, Dep Chair, Fire Station and the other with either SSM, SME or RSM, 2ER). The latter key is missing and was not handed over to the WO1 McDonald, the incoming RSM, 2ER.

**ACTION:** WO1 McDonald is to try to locate the missing key and report outcome back to the TB at the next meeting. **Footnote** – Chair has agreed since that two new keys need to be cut and held by RSM, 2ER and SSM, SME. Once this action has been taken, all keys are to be signed off through 2ER Q Store register.

**Closure**

42. There being no further business, the meeting was declared closed at 1545hrs. The Chair thanked all those present for their attendance and contribution.

F. cotterill-walker j.s. hollander

2lt LTCOL (Rtd)

secretary CHAIR

**Annex:**

1. Financial Report for quarter ending 30 Apr 19

**Enclosure:**

1. Museums of Aotearoa 2019 Membership Certificate





