**MINUTE**

Minutes of the rnze charitable trust board meeting held at the 2 engineer regiment headquarters, linton camp

on Wednesday 22 AUGust 2019

**Attendance**

1. Present:

Lt Col (Rtd) J.S. Hollander Chair
WOI (Rtd) H.E. Chamberlain Deputy Chair
Maj (Rtd) C.R. Parker Trustee
WO1 (Rtd) G. Findon Trustee/Treasurer
Lt Col I.J. Brandon Trustee
2LT F. Cotterill-Walker Secretary

Apologies:

Lt Col P.M. Hayward Trustee

WO1 B. McDonald Trustee

WO1 T. Kerekere

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

**Opening**

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

**Approval of the Previous Minutes**

1. Trustees reviewed the minutes of the previous meeting held on 16 May 19 as circulated. These minutes were confirmed as a true and accurate record of that meeting.

*Moved: Lt Col Brandon Seconded: C.R. Parker* ***Carried***

**Matters Arising from the Previous Minutes**

1. There were nil matters arising from the previous minutes. All matters would be addressed throughout the conduct of the meeting.

**Correspondence**

1. The Secretary noted that there was minimal incoming or outgoing correspondence since the last meeting, which included:
2. Incoming:
	1. A card of thanks from the NZWRAC Association 2018 for the loan of a mannequin from the ECMC.
3. Outgoing:
	1. A final accountability report to DIA/LGB for the Corps History Project.

*Moved: G. Findon Seconded: Lt Col Brandon* ***Carried***

**Finance**

1. 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 May – 31 Jul 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.
2. The account balances as at 30 Apr 19 were:
	1. 00 (RNZE CT Ops) Account = $1,161.16
	2. 02 (ECMC Reserve) Account = $6,143.06
	3. 03 (ECMC Ops) Account = $40,694.34
	4. 04 (RNZE CT Reserve) Account = $10,000.00
	5. Total account balance = $57,953.56
3. There were 14 accounts approved for payment, from the 00 and 03 accounts to a total of $15,776.70.

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

1. The Chair noted that there was $192.10 in petty cash. The financial report was approved.

**Progress Report**

1. **Bailey (Model) Bridging (BB)** – task not completed properly. Still requires set composition and shortfall/surpluses to be established. Also, the SME holdings need to be taken into account. RSM, 2ER has seen the current state of the garage and agrees that action needs to be taken to sort this out. More to follow, once staffing and appropriate supervision resources can be made available - WIP.
	1. **ACTION:** RSM is to have a discussion with all SSM’s IOT action ASAP. RSM will discuss with SSM SME (NZ) WRT the need to report SME (NZ) model Bailey stock holdings.
2. **Digitising, Scanning and Post-Processing of Books and Documents** – in the ECMC library continues and is progressing slowly. Will need to consider applying for further funds of $4,000 - $5,000 from ECCT to continue with Stage Three later this year - WIP.
3. **Corps History Project (CHP)** – final report as follows:
	1. The project has now been completed, with DIA/LGB accepting/approving our final accountability report submitted before the due deadline of 30 Jun 19. We have sold 295 books and the current book stock holding is 75, with most having been signed by the author. These have all been paid for and therefore any future sales will be for the additional benefit of Trust funds and adding to the end of project surplus. Up to 20 books will be held back in stock for future Trust presentation purposes. Exisle Publishing has minimal stock left (15 books as at 8 Aug 19 – if we want to order more?) in their NSW warehouse. We haven’t considered either a further print run or a future second edition as yet. The project has made a surplus of $16,132since Stage Three commenced in 2014, these funds are currently being held in the “03” interest bearing account for future use by the Trust. The surplus funds can be used to support the RNZE Corps Fund as required.
	2. The CO 2ER requested additional (x3) books IOT present to personnel.
	3. Approval of this final activity and project closure report was agreed upon.

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

1. **NZ Sapper’s Website** – continuing to upload digitised archival material and other information onto the site. Minimal residual funding 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 - WIP.
2. **ECMC Assistance tasks** – SME(NZ)has committed to completing several 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). Heritage engineer equipment has yet to be mounted on or about the completed entrance structures and then final lighting installed and a mowing strip about the site. 25ESShas commenced tasks 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 before the end of this year - WIP
3. **Medal Replicas** – are continuing to be mounted and added to displays in the museum.
4. **Barcode/QR Code System** – Discussions with Advantage Computers staff have temporarily stopped, 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.
5. **ECMC Collection** – WEF 15 Aug 19, the updated ECMC “collection” inventory record is for 8,477 screens, with over 15,527 individual items (of an estimated 60,000 items, which includes over 4,800 pictures scanned (3,606 catalogued to date) and enhanced (out of the estimated collection of over 16,000 items), with an overall increased collection value of $441,100.
6. **Insurance** – We have successfully renewed insurance policies with our new broker (Future Risk), at a better rate than previous with Crombie Lockwood. We have also ceased our relationship with the latter broker. Our new broker has gone the extra mile to assist us and augers well for the future. Trustees decided not to extend cover for public liability insurance, but we will need to review again what we must insure for and for what purpose. Recent changes in legislation will reduce our future premium renewal costs, as heritage collections are not now required to pay for EQC cover and associated charges. Current collection cover total is for $400,000
7. **Visitor Statistics** – as at 15 Aug 19 were 773 or a total of 7,538 since records commenced in mid-2013 (compared with totals of 779 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.
	1. **Visitors in the past quarter** have included the Awapuni Probus Club, McDonald Family, CO, 2ER, PNCC Events team and others.
	2. **Visitors in the coming months** will include visit groups from the Manawatu-Whanganui History Teachers Association (20 Aug), Fitzherbert Rebus Club (29 Aug), RNZE Lt-Capt Course (10 Sep), Hokowhitu Rebus Club (Sep 19 – TBC) and others. Comd, and Comd SM, 1 (NZ) Bde were to visit on 8 Aug 19, but have had to postpone until later this year. We are still a popular visit site for the lower half of the North Island.
	3. **Visit group guides/hosts** are needed 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 are required. These will need to be trained up to provide this service, if trustees want this activity to continue in the future. Visits remain a source of Trust revenue, as a “koha” of $5 per head is normally charged for group visits, as well as publicity for the Corps and ECMC.
8. **Donors -** reduced from 27 to 25 (comprising 15 Officers, nine WO/SNCO and one civilian), realising a monthly contribution of $326 (or $3,912 pa). The two donors who dropped out have been contacted and have undertaken to reactivate their contributions.
9. **Monthly Midday Military History Presentation (MMMHP)** – the series is still proving popular and we have had some excellent presentations thus far. These activities continue to be a good source of publicity for the ECMC/RNZE CT and a fund raiser from attendance donations. The programme for 2020 is almost full, with a range of excellent speakers and topics for next year. We are still trying to have these sessions videoed and uploaded onto our website for future access and reference – a trial recording was made for the 13 Aug 19 presentation and we are awaiting the results of that activity.
10. **RNZE CT Corps “Bursary Scheme”** – We are keen to consider more applications for this scheme. The scheme needs to be promulgated widely within the RNZE Corps by CO/RSM, 2ER and via unit SSMs, to enable it to be trialled for 12 months until Dec 19 and to determine its success, continuance or otherwise.
11. **RNZE stained glass window** – this is located in St David’s Chapel in Burnham Camp. It needs to be checked IOT see if the lettering and graphics have finally been rectified/repaired. Previous CO, 2ER did this, but it appears that the repairs to the lettering still has not been rectified. Current CO, 2ER will track progress in completing this task.
12. **RNZAC Association Assistance** – assistance has been providedto the RNZAC Association by the writer, so that they can establish a registered RNZAC charitable trust similar to the RNZE CT and also complete their own Corps history project - WIP.
13. **ECMC Security Alarm and Detection System** –operating issues with the have been experienced in the last quarter, indicating that we may have to have the system upgraded or improved/replaced in some way. Writer will explore this with Advanced Security, the current NZDF/Spotless contractor and report back.
	1. **ACTION:** Chair is to follow up with security contractor (Advanced Security) and DEI IOT see if replacement system is required and if the costs for this work is something that DEI can cover.
14. **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.
	1. **ACTION:** CO 2ER is to follow this up with the RSM, 2ER.
15. **Weapons Register** **and Corps Silver Lists** – being updated to ensure that detailed records (including photos and certificates of origin) are available for future reference and asset management. For the former and in relation to recent legislative changes, we have sought advice on our status and any other security requirements from our licenced armourer (WO2 Paul Cottington, RNZE) and the NZ Police Arms Officer in PN. We will need to find a replacement “armourer” for the ECMC and one with a Cat P endorsement, as WO2 Cottington is moving to Waiouru and wants to relinquish this position. We may have to cover the cost of this arms licence endorsement. More to follow on the weapons holdings and security situation once further reports are received.
	1. **ACTION:** CO 2ER is to check the DFO’s IOT ensure that the Trust is complying.
	2. **ACTION:** Chair is to contact SSGT Marshall IOT see if he would be willing to support the ECMC as the replacement licensed armourer.
16. **Grounds Maintenance** – Spotless landscape architect and arborist (Kathy Bills) has surveyed the ECMC area with a view to advising maintenance of the tress and gardens within the area and scheduling this work for Spotless gardeners to complete over the coming seasons. It was noted that Spotless have not been working within the guidelines of work requested.
17. **Archival Collection** – During the last few months, an archival collection has been set up in the external container covering/storing the following items:
	1. RNZE Corps History Project files from 2000, more particularly from 2012 to 2019, including the drafts and final manuscript and proofs;
	2. RNZE CT financial records; and
	3. RNZE CT external funding applications and related documentation.
18. **RNZE CT Chair and CO, 2ER** - meetings arenow held on a monthly basis IOT cover all aspects of ECMC and Trust matters.
19. **RNZE CT Meeting Schedule** – final meeting for 2019 is set for 21 November 2019. A similar schedule for Feb, May Aug and Nov 2020 should follow.
20. **External Funding Applications/Resolutions** – there has been no action during this quarter. A further review will be made at the next Trust Board meeting on 21 Nov 19.
21. **Expenditure/Funding Priority** – the priorities have been adjusted and approved as follows:
	1. Heritage book and document digitisation,
	2. RNZE CT / ECMC website development,
	3. Corps bursary scheme,
	4. ICR&T Stage 3,
	5. interactive electronic display equipment and systems,
	6. signage, and
	7. staffing assistance.

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

**Other Business**

1. The Chair noted that the **Linton Community** have asked to install World War One and Two **rolls of honour** at the St Martin’s Chapel. It was noted that the rear wall would be the most appropriate place to display the rolls. The RSM 2ER is overseeing this task. The targeted timeframe is within November 2019 to have them installed. A blessing and rededication ceremony will be held, with invitations being sent to key members of the local community, Linton Camp and RNZE CT.
2. It was noted by the Chair that units should be encouraged to re-establish and **recycle trophies** that are held within the ECMC. This will be encouraged and passed on by CO 2ER to all RNZE units.
3. A proposed **new Trust Board structure** was presented by the CO 2ER. This is attached as Annex B. This included removing the RSM 2ER and replacing with the SSM SME (NZ). An additional military member at the Junior Officer / SNCO level was proposed as an assistant treasurer and trustee with the area of focus being fundraising. The Chair noted that the Board was allowed no more than seven (7) trustees. Through the adoption of the recommended proposal, requesting Lt Col Hayward to step down, but having him co-opted back to assist with the strategic planning focus for the Board. This will enable compliance with the Trust Deed. It was noted that the Secretary is a non-trustee member of the Board. The new structure was approved by Trustees, with the Chair to contact Lt Col Hayward regarding his co-option.

*Moved: Lt Col Brandon Seconded: H.E. Chamberlain* ***Carried***

1. It was noted that the Board is still awaiting further recommendations from Lt Col Hayward WRT **strategic development of the Trust and Trust Deed**. It was advised by the CO 2ER that these recommendations are unlikely to happen due to the workload currently being undertaken by Lt Col Hayward within HQ NZDF.
2. It was also agreed that the **RNZE CT Trust Deed be amended** to change the status of the Trust as an entity in its own right and as a “sister” organisation to the Sappers Association (NZ) Inc and RNZE Corps Committee. It was agreed that these two latter organisations did not need to be “parent bodies” for the Trust in the future. The RNZE Corps Committee agreed to this approach, as well as providing a legacy clause within the Deed to cover Trust support to the Corps in the future, as part of its objects. Chair to approach the Sappers Association (NZ) Inc Executive Council for feedback on this action, prior to moving towards an amendment of the Trust Deed. If necessary, Chair would also broach this matter at the upcoming RNZE Reunion in Dunedin, 25-27 Oct 19.
3. The Secretary is to capture the **functions and roles** of both the Chair and the Deputy Chair in their work for the Trust and ECMC. This will be recorded IOT begin to establish particularly the work that is conducted in the managing and operating the ECMC.
4. It was recommended by the Treasurer that funds currently being held in the 03 account (earning minimal interest) should be invested, to attract a higher rate of interest. Treasurer to investigate best rates/terms for such an investment. Approval for this may be conducted out of session for an amount up to $20,000. The remainder of the 03-account balance is not to be initiated until the security system and weapons security and compliance issues have been resolved.

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

**Closure**

1. There being no further business, the meeting was declared closed at 1525hrs. The Chair thanked all those present for their attendance and contribution to the meeting.

F. cotterill-walker j.s. hollander

2lt LTCOL (Rtd)

secretary CHAIR

**Annex:**

Period Financial Report





**RNZE Corps Trust**

**Board Structure Proposal**

**Current Structure**

J.S. Hollander Chair / Trustee

H.E. Chamberlain Deputy Chair / Trustee

C.R. Parker Trustee

I.J. Brandon Trustee [tied to CO 2 ER role]

B. McDonald Trustee [tied to RSM 2 ER role]

G. Findon Treasurer / Trustee

T.G. Hart Trustee [posted to the US]

P.M. Hayward Trustee

F. Cotterill-Walker Secretary [2 ER junior Officer]

Total: 9x pers (4x civ, 5x mil)

**Proposed Structure**

J.S. Hollander Chair / Trustee

T. Kerekere Deputy Chair / Trustee [tied to SSM SME(NZ)]

H.E. Chamberlain Trustee

C.R. Parker Trustee

I.J. Brandon Trustee [CO 2 ER]

B. McDonald Trustee [RSM 2 ER]

G. Findon Treasurer / Trustee

T.G. Hart Trustee [posted to the US]

P.M. Hayward Trustee

2 Engr Regt CAPT/SSGT Asst Treasurer / Trustee [focus area: fundraising]

F. Cotterill-Walker Secretary

Total:9x pers (4x civ, 5x mil)