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| **Royal New Zealand Engineers Charitable Trust****MINUTES** | **Date:****Time:****Venue:** | **10 Dec 20**1400 - 15002nd Engineer RegimentHeadquarters |
| **Members** | **In Attendance** | **Apologies** |
| LTCOL (Rtd) JS HollanderTrustee/ChairWO1 T KerekereTrustee/Deputy Chair WO1 (Rtd) HE ChamberlainTrusteeLTCOL IJ BrandonTrusteeCOL PJ CurryTrusteeWO1 (Rtd) G FindonTrustee/TreasurerSGT R BoyceTrustee/Assistant Treasurer2LT B Jones Secretary | LTCOL (Rtd) JS HollanderWO1 T KerekereWO1 (Rtd) HE ChamberlainWO1 (Rtd) G. Findon2LT B Jones LTCOL IJ BrandonCOL Curry joined the meeting via Zoom at 1400hrs, from Wellington.Guest: W01 B. McDonald | SGT Boyce**Moved:** WO1 (Rtd) G. Findon**Seconded:** WO1 (Rtd) HE Chamberlain**Carried** |
| **Topic/Discussion** | **Outcomes/Decisions/Action Items** |
| **1. Opening*** **Confirm agenda;**
* **Note apologies; and**
 | 1. The Chair declared the meeting of the RNZE Charitable Trust Board open at 1400hrs and welcomed all members present, including the new Secretary 2LT B. Jones**.** He thanked the outgoing Secretary, LT Mike Johnson, for his contribution and efforts.
2. As usual, the minutes of the last meeting would be used as the agenda checklist.
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| **2. Minutes form the last meeting** | 1. Minutes from the last meeting held on 24 Sep 20 be approved.

**Moved**: LTCOL IJ Brandon**Seconded**: W01 T Kerekere**Carried** |
| **3. Matters arising from the previous minutes** | 1. There were no specific matters arising from the previous minutes. All matters would be addressed throughout the conduct of the meeting.
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| **4. Correspondence** | 1. The Secretary noted the only significant inwards correspondence was as follows:
	1. Heads of Agreement between Fuji Xerox and the RNZE CT for the provision of photocopy se5rvices for the ECMC, dated 6 Nov 20.
	2. Credit Account Application for For the RNZE CT with Fuji Xerox.
2. All other inwards and outwards correspondence has been via email.

**Moved**: WO1 (Rtd) HE Chamberlain**Seconded**: W01 B. McDonald**Carried** |
| **5. Finance**  | 1. Financial details and specifics for the RNZE CT were provided by the Treasurer, as circulated prior to the meeting and attached at Enclosure 1. The financial report was tabled for the period Sep 1 – 30 Nov 20.
2. The account balances as at 30 Nov 20 were:
	1. 00 (RNZE CT Ops – Transaction) Account = $5,151.01
	2. 02 (ECMC Reserve – 90 Day) Account = $8,875.97
	3. 03 (ECMC Ops) Account = $17,456.59
	4. 04 (RNZE CT Reserve) Account = $10,047.67
	5. 18 Account (New investment) = $20,054.85
	6. Total account balance = $61,586.09
3. There were four accounts approved for payment, from the 00 and 03 accounts to a total of $1,743.80.
4. Next GST return to be submitted April 2021.
5. The Chair mentioned that the only major item for expenditure next year will be the insurance policy renewals costing approximately $5,000 plus, with negotiations to take place with broker Future Risk early in the New Year.
6. Up to $1,500 in additional expenditure for miscellaneous items was expected before the end of the financial year. One item of note includes the RNZE CT 50% share of the new brass plaques in the Chapel. LTCOL IJ Brandon noted that the invoice had come to the RNZE Corps Fund, which will pay the other 50% share. An invoice from Corps Funds will follow for RNZE CT action.
7. The Treasurer moved the adoption of the financial report for the period 1 Sept – 30 Nov 20 as attached as Enclosure 1 and the approval of accounts for payment.

**Moved**: WO1 (Rtd) G Findon**Seconded**: WO1 T Kerekere**Carried** |
| **6. Progress on actions/tasks and other activities since last meeting (24 Sep 20) Include:**  | 1. **Bailey (Model) Bridging –** Waiting for the remainder of the project to be completed and sufficient resources becoming available to finish the task – this will likely require a project review and re-briefing before further work is undertake – WIP.
2. **Digitising, scanning and post-processing of books and documents** in the ECMC library continues. Most book items in the library up until 1920 have been completed and uploaded to the website. Preparations are in hand for a further funding round application for Stage 4 in 2021 – WIP.
3. **RNZE Corps History Project (CHP)** – project closed, only 11 sale books remain in stock.
4. **RNZE CT Website** – **2ER material** has been provided and added to the website, plus other information and recent system “plug-ins” and updates completed. We have also received **positive feedback** from overseas and about NZ from those accessing the site and using our heritage material for research and interest purposes – WIP.
	1. **NOTE:** COL Curry suggested we use the website to seek more donor support from interested ex-Sappers and utilise a donation portal like other Corps association (eg. NZSAS) websites.
	2. **ACTION:** The Chair noted that we promoted funding support through the “Sponsorship” section on the website but would explore the establishment of an appropriate donation portal in the New Year.
5. **ECMC Assistance tasks** – continue **painting** the remaining (approx 30% progress to date) **display cabinets** (x35) in the museum and completing a new display cabinet (to house SST and MFO Sinai collections). We are also waiting for completion of the **external “Lazy E”** entrance features and looking at the re-arrangement of the **Patron’s seating** outside the Chapel (adding a fourth seat in memory of the 4th Patron – Hon Col George Butcher, MC, ED). Given commitment to OP PROTECT, it is unlikely that these tasks will be completed by the end of this year. **Monthly duty unit assistance** **roster** still requires close liaison with unit SSMs to ensure that progress can be made. It was agreed that the RSM, 2ER call a meeting of unit SSMs early in the New Year, to coordinate support for 2021 – WIP.
6. 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.
7. WEF 3 Dec 20, the updated ECMC “collection” inventory record is for **9,685** **screens**, with over **18,181 individual items** (of an estimated 60,000 items or **30.3%**). These also include over **5,300 pictures** scanned (>4,800 **photos** + 500 **negative**s catalogued to date) and enhanced (out of the estimated collection of over 26,000 items). The overall **increased collection** has an estimated **value of $483,000.**
8. **Insurance cover for the RNZE CT and Corps Collection** is due for renewal on1 May 21. Chair will resume discussions with broker Future Risk early in the New Year, to establish any CV19 rebates for lockdown periods and new policy premium rates.
9. **Visitor statistics** as at 10 Dec 20 were **912 or a total of 8,873** since records commenced in 2014 (compared with totals of 1,137 at the same time last year, 1,151 for all of 2019, 1,267 for 2018, 1,178 in 2017, 1,008 in 2016, 968 in 2015, and 915 in 2014). Obviously well down on previous years due to CV19 lockdown period and access restrictions**.**
	1. **NOTE:** LTCOL IJ Brandon noted this is still a good attendance level noting the Covid situation.
10. **Trial recording of escorted visitor briefs** (“aide memoire”) was made so that a transcript will be prepared for others to conduct visit tours of the ECMC in the future. This is still awaited from our outgoing Secty Mike Johnson and will take the reliance off Clas and Joe for conducting these visit tours and have others involved with this function and further spread the RNZE heritage and NZ history knowledge about the Corps and serving members; currently 70% completed by LT Johnson. Chair will review the completed draft and then pass to 2LT Jones to complete, early in the New Year.
11. Our **regular (serving and retired) donors remains at 32** (comprising 18 x Offr, 13 x WO/SNCO and 1 x Civ), realising a monthly contribution of $556 (or $6,672 pa), CO, 2ER has undertaken to promote the donor scheme about Corps’ seniors.
	1. **ACTION:** LTCOL IJ Brandon will put an advertisement for donations from service Sappers, on the 2ER Facebook page.
12. The **monthly midday military history presentation (MMMHP)** series has concluded for 2020 and was successful. A full programme is in place for 2021 and will resume in Feb 21. These activities continue to be a good source of publicity and revenue for the ECMC/RNZE CT, from the attendance. All 2020 sessions have been recorded and uploaded onto our website, along with related PowerPoint presentations, for future reference and research purposes.
13. **Corps (RNZE CT) “bursary scheme”** continues, with a total of five (5) grants being made to seven (7) RNZE personnel to date or $2,750 being disbursed since the scheme commenced in early 2019. One recent application from WO2 Doyle was declined, as it did not meet the scheme criteria.
14. We still need to confirm correction/repair to the **RNZE stained glass window in St David’s Chapel in Burnham** **Camp** to ensure that the lettering is corrected. Still waiting confirmation from OC/2IC, 3 Fd Sqn that this has been completed.

  a. **ACTION:** LTCOL IJ Brandon would follow this up with OC/2IC, 3 Fd Sqn soonest and confirm outcome.1. We are still waiting for the **RNZE Tukutuku panel** master displayed in the Linton Camp Cultural Centre being updated. This is so that it will eventually become the source of a special RNZE logo that can be used on our new website, as well as decals and presentation plaques in place of the RNZE hat badge-based plaques. We need to secure suitable imagery and hard copy/electronic templates for this purpose. RSM, 2ER has this under action and expects to have it completed early in the New Year.
2. We are still waiting for the recommendations of the **Spotless landscape architect and arborist** (Kathy Bills) for the maintenance of the trees and gardens about the ECMC (including the Chapel gardens) area and scheduling to begin. We may have to start doing our own tree trimming, where tree branches are encroaching on our buildings. Clas has continued to contribute plantings to the Chapel garden area.
	1. **ACTION:** RSM, 2ER to raise the matter with DE&I, to ensure that ECMC buildings are protected from encroachment of trees about the ECMC area.

 1. Chair has compiled an “**ECMC/RNZE CT desk file**” covering all the activities and important information concerning the ECMC, RNZE CT, various projects, infrastructure, points of contact, etc. This has been converted into a “**SOP for the ECMC”** by outgoing Secty Mike Johnson, so that 2ER and SME can become more involved with the future management and maintenance of the ECMC facilities. This will also enable a reduction in the reliance on Clas and Joe to have the ECMC open every week and for the ongoing ECMC management.

 a. **ACTION:** LTCOL IJ Brandon to discuss the matter  with CI and SSM, SME(NZ) in the new year, with a view to resolving ECMC support and management.1. Fuji Xerox has agreed to sponsor a large new (“tower” – multi-drawer) **photocopy appliance** and charge the RNZE CT directly with a modified Government contract rate service fee (min of $110) per quarter. A formal service and sponsorship agreement has been signed and the delivery and installation of the new equipment is awaited (could possibly be Thu 17 Dec 20). We are committed to taking a number of school visits from local Fuji Xerox school customers, each year.
2. A **video section** has been added to the Audio Heritage section of the website, to include **recently located CDs and videos (VHS)**, including the Corps Centenary 2002 activities, WW2 North Africa (NZ Div and Desert Railway Engineers) Interviews, Atiu Harbour Project, Timor L’este RNZE filming, Canadian Div and Engineer organisations and Freyberg, plus others as they come to light. These have been added to the MMMHP and EPLP audio recordings, along with related PowerPoint presentation packages.
3. **Donations from family of Col Ken C. Fenton** (ex-RNZE – was CE, 1964-68) including books on the Italian Campaign in WW2 and others since made by family members on 10 Sep 20, have been added to the ECMC library. Mrs Joan Fenton also donated $500 towards the RNZE CT. Letters of thanks has been sent to Mrs Fenton and family. The Don Smith family (Sister Judith) also provided memorabilia to the ECMC and made a donation of $100 last week.
4. Dates for **BCE course visits to the ECMC** in 2021 will need to be “booked in” soonest.
	1. **ACTION:** WO1 T. Kerekere undertook to liaise

With NZDC to establish suitable dates/timings. 1. An **ECMC (Open Days) programme for 2021** has been compiled and circulated to trustees.
	1. **NOTE:** The Chair advised that the ECMC will be closed every 5th Thursday of the month. (Occurs 3 times next year, in Apr, Jul and Sep 2021).
2. The **new Trust Act 2020 legislation** comes into effect on 30 Jan 21, requiring more compliance in consultation, reporting and transparency areas. The RNZE CT already complies with these new requirements and should not be impacted by the new legislation. Chair also noted that the **new Privacy Act** came into effect on 1 Dec 20, which involves the reporting of privacy breaches and also the management and security of personal information, such as diaries, papers, photos, etc, given and stored in the ECMC.
3. Further improvements to the **computer network (LAN) within the ECMC** have been made, together with enabled remote access and an upgrade to the backup and storage systems will be implemented shortly.
4. Clas has advised that he wishes to **retire from the RNZE CT** as a trustee from Mar 21 onwards. His last Trust Board meeting is going to be the one scheduled for 18 Feb 21. He will try to come to the ECMC a couple of times each month, to continue his curatorial work.
5. **Petty cash from donations** to the ECMC amount to **$60.20,** as at 3 Dec 20; and
6. **RNZE CT TB meeting schedule** – future Trust Board meetings have been scheduled for 18 Feb, 20 May,19 Aug and 18 Nov 21.
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| **7. Results of External Funding Applications/Resolutions since the last meeting on 24 Sep 20.** | 1. Preparations for another funding application (to ECCT for $5,000) for Stage 4 of the digitising and scanning project have been made, ready for submission in early 2021. All supporting documentation has been forwarded to SGT Rachel Boyce for the application to be completed. Otherwise, there has been no further action during this period. A further review will be made at the next Trust Board meeting on 18 Feb 21.
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| **8. Expenditure/Funding Priority for Q1-2 of 2021** | 1. No changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 24 Sep 20. The following priority order and action is still recommended:
2. **Heritage book and documentation digitisation** – continuation of project, Stage 3 funding now used up. Request further supplementation (from ECCT) for an additional >$5,000 in early 2021, for Stage 4.
3. Ongoing maintenance and population of the **RNZE CT/ECMC website** as a stand-alone entity will continue, within current funding resources available.
4. 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.
5. 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).
6. **Remaining signage**, including internal signage for display cabinets (>$2,000), once refreshment/refurbishment and exterior painting of cabinets has been completed.
7. Explore **staffing assistance** for ECMC (>$10,000) later.
8. Approve above priority and applications/funding sources and review all at the next Trust Board meeting on 18 Feb 21.

**Moved:** - WO1 (Rtd) HE Chamberlain**Seconded:** – WO1 B. McDonald**Carried** |
| **9. General Business**  | 1. 175th Anniversary of the NZ Army has been confirmed by CA and will be at Pukeahu Memorial Park in Wellington on 24 Mar 2021.
2. COL Curry expressed his gratitude to Clas, for his sterling efforts over many years as Corps historian and Hon Curator for the ECMC. He also thanked the ECMC team for their work behind the scenes, as well as for keeping the RNZE CT operating successfully. COL Curry also requested Trustees to include him in any conversations on who would be joining the Trust Board as Clas’s replacement.
3. COL Curry had made contact with Sappers Association senior office holders, with a view to improving two-way communications between the two organisations and sharing of information on respective websites and FB pages.
4. COL Curry wished to invite senior military leaders to visit the ECMC museum and Chapel in the future. Chair had tried to encourage same but suggested it be more appropriate for the RNZE Col Cmdt to do this and make invitations to senior military Officers and Warrant Officers (including Staff College staff and students, defence attaches, et al), as he saw fit.
5. COL Curry suggested the idea of having a non-voting member on the Trust Board (possibly a sapper), to broaden the outlook on dealing with RNZE CT and ECMC issues. This was supported by trustees and we await further recommendations from COL Curry.
6. **NOTE:** The RNZE CT Trust Deed limits the number of trustees on the Trust Board to seven (7), however, the Chair advised that we have had up to eight (8) trustees in the past and do have powers to co-opt, as the Board sees fit.
7. LTCOL IJ Brandon and WO1 T Kerekere thanked the Board for their efforts this year.
8. The Chair advised that the ECMC weapons curator has been posted to Papakura Camp and has handed in his ECMC weapons safe keys. We need to find another suitably licenced armorer from within Linton Camp, as this is needed to meet NZ Police and cover legislative requirements. The Chair is working on this matter, as a replacement needs to be being sought as soon as possible.
9. **NOTE:** WO1 Kerekere noted we could utilise an

Armourer from Waiouru, if necessary.  |
| **10. Closure** | 1. The Chair thanked all those present for their attendance and contribution to the meeting. The Chair also wished everyone best festive season’s greetings and a happy new year. The ECMC will close on 17 Dec 20 and reopen on 14 Jan 21. There was no further business, the meeting was declared closed at 1500hrs.
 |

**B. JONES J.S. HOLLANDER**

**2LT LTCOL (Rtd)**

**SECRETARY CHAIR**

**10 Dec 20**

**Enclosure:**  1. RNZE CT Financial Report for period ending 30 Nov 20