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| **Royal New Zealand Engineers Charitable Trust****MINUTES** | **Date:****Time:****Venue:** | **18 Feb 21**1402 - 15172nd 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 (Rtd) HE ChamberlainWO1 (Rtd) G Findon2LT B Jones (COL PJ Curry joined the meeting via Zoom at 1400hrs, from Wellington.Guests: W01 B McDonald(LTCOL Mitchell joined the meeting via zoom at 1405hrs, from Wellington) | SGT R BoyceWO1 T KerekereLTCOL IJ BrandonLTCOL BC Gurney**Moved:** WO1 (Rtd) HE Chamberlain**Seconded:** WO1 (Rtd) G Findon**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 1402hrs and welcomed all members present.
2. As usual, the minutes of the last meeting would be used as the agenda/checklist.
3. Corps Committee meeting postponed to 11 Mar 21.
4. Invitations extended to LTCOLs Al Mitchell and Bryce Gurney to attend this meeting.
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| **2. Minutes form the last meeting** | 1. Minutes from the last meeting held on 10 Dec 20 be approved.

**Moved**: WO1 (Rtd) G. Findon**Seconded**: WO1 (Rtd) HE Chamberlain**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. Credit Account Application for the RNZE CT with Fuji Xerox (Photocopier and related services).
	2. RNZE CT Annual financial report for year ending 31 Dec 20.
	3. Application for Bursary scheme funds: Spr Ropati letter dated 5 Feb 21.
2. All other inwards and outwards correspondence has been via email.

**Moved**: COL PJ Curry**Seconded**: WO1 (Rtd) HE Chamberlain**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 1 Dec 20 – 31 Jan 21.
2. The account balances as at 31 Jan 21 were:
	1. 00 (RNZE CT Ops – Transaction) Account = $8,913.03
	2. 02 (ECMC Reserve – 90 Day) Account = $8,891.03
	3. 03 (ECMC Ops) Account = $17,203.42
	4. 04 (RNZE CT Reserve) Account = $10,076.44
	5. 18 Account (New investment) = $20,105.42
	6. Total account balance = $65,189.34
3. There were eight accounts approved for payment, from the 00 and 03 accounts to a total of $1,891.89.

**Moved**: WO1 (Rtd) G Findon**Seconded**: WO1 (Rtd) HE Chamberlain**Carried**1. Next GST return to be submitted in Apr 21.
2. The Chair mentioned that $191.00 was held in petty cash from other donations to the ECMC.
3. The Treasurer mentioned that the 04 account that matures on 23 Feb will be reinvested for 180 days (to 26 Aug 21) at 0.9% unless there is a reduction in the rates, between now and the 23 Feb 21. Interest (of $92) will go back into the 00 account. The Chair proposed this account be reinvested at this rate and mentioned that accounts are on a low turnaround period for interest rates, in the event that interest rates improve in the coming months.

**Moved**: WO1 (Rtd) G Findon**Seconded**: WO1 (Rtd) HE Chamberlain**Carried**1. The Chair recommended that the 18-investment account which matures on 15 Mar 21 should be rolled over and reinvested at best term and rate available.

**Moved**: COL PJ Curry**Seconded**: WO1 (Rtd) G Findon**Carried**1. The Treasurer mentioned that the annual financial report has been reviewed and that there were no issues, so we should approve and adopt the annual financial report as circulated (Attached as Enclosure 2).

**Moved**: WO1 (Rtd) G Findon**Seconded**: WO1 (Rtd) HE Chamberlain**Carried** |
| **6. Progress on actions/tasks and other activities since last meeting (10 Dec 20) Include:**  | 1. **Bailey (Model) bridging** still waiting for the remainder of the project to be completed and sufficient resources becoming available to finish the task. This will require a project review and re-briefing before further work is undertaken. Significant project data is on the ECMC office computer and that also sourced from our RSME and UK contact. 2 Fd Sqn will pick up the task over the course of 2021, with a view to complete before the end of this year - WIP.
2. **Digitising, scanning and post-processing of books and documents** in the ECMC library continues. Most book items in the library up until the 1930’s have been completed and uploaded to the website. More selections are proceeding - WIP.
3. **RNZE Corps History Project (CHP)** – project closed, only 7 sale books remain in stock. We have received a very positive book review from LTCOL (Rtd) Dr Chris Pugsley in the NZMHS journal (“The Volunteers”).
4. **RNZE CT Website** – This is reasonably up to date, with more information and recent system “plug-ins” completed. A major system update is due in early Mar 21. Chair has been advised that our **external contractor (Amanda Curnow) wants to end her support for us at the end of Feb** **21** and we need to find somebody else sufficiently experienced to do this work. We have been paying a nominal rate of $50/hr for this support over recent years. Amanda is going to try and find a replacement, but there are no guarantees that this will fill such a vacancy. Input has also been sought from other local contacts, in addition to our sponsor Inspire Net. We will also **require trustee assistance** here – WIP.

(**Footnote:** Nathan Satherley of Nyx Software Ltd has agreed to become our replacement webmaster and is working very well since his HOTO).1. **ECMC Assistance tasks** – Continue **painting the remaining** (approx. 50% progress to date) **display cabinets** (x35) in the museum (by 25ESS) 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** (by SME(NZ) and looking at the re-arrangement of the **Patron’s seating** outside the Chapel and adding a fourth seat in memory of the 4th Patron – Hon Col George Butcher, MC, ED (by SME(NZ). More **plaque backing boards** are to be manufactured and installed (25ESS and SME(NZ). Other smaller ongoing tasks will be undertaken during the year, by arrangement with each duty unit. Given the commitment to Op PROTECT, close communication will be required to manage resourcing and progress of these tasks. **Monthly duty unit assistance** **roster** still requires close liaison with unit SSMs to ensure that progress can be made – WIP.
2. 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.
3. Wef 11 Feb 21, the updated ECMC “collection” inventory record is for **9,770** **screens**, with over **17,688** (adjusted) **individual items** (of an estimated 60,000 items or **29.48%**), also comprising **2,114** **books**. This total also includes over **8,724 photos** scanned and catalogued to date of over 26,000 items), with an overall **increased collection** **value of $501,000**.
4. **Insurance cover for the RNZE CT and Corps Collection** is due for renewal on1 May 21. The Chair will resume discussions with broker Future Risk early in Mar 21, to establish any CV19 rebates for lockdown periods and negotiate new premium rates.
5. **Visitor statistics** for the new year as at 11 Feb 21 were **94 or a total of 9,014** since records commenced in 2014 (compared with totals of 103 at the same time last year, (928 for 2020, 1,151 for 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 Covid 19 disruption in 2020**.**
6. **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 has now been completed and a draft is being reviewed for editing and finalisation. This can then be used when 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.
7. 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.
8. The **monthly midday military history presentation (MMMHP)** series resumed on 11 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.
9. **Corps (RNZE CT) “bursary scheme”** continues, with a total of six (6) grants being made or $3,050 being disbursed to eight (8) personnel since the scheme commenced in early 2019. The latest application for Spr T Ropati (SME (NZ) - $300 for a sports tournament) was approved earlier this month.

a. **NOTE:** The Chair noted that the process worked well to put the application through to him, he would then circulate to all trustees for consideration. 1. The **RNZE stained glass window in St David’s Chapel in Burnham** **Camp** has not been repaired yet but will be rectified by 3 Fd Sqn at 2ER CO’s request.

 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 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 in hand - WIP.
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. Clas has continued to contribute plantings to the Chapel garden area. We have started to trim some of the trees encroaching on the main building, garage, and external container about the ECMC grounds.

a. **Action:** The Chair made note of a bee or wasp nest in the Chapel roof and requested that WO1 B McDonald ask Spotless to check on this issue and make sure the problem is rectified, along with the over -grown trees about the area. 1. The 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 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.
2. 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 new appliance has been delivered, commissioned, and is now operating satisfactorily in the ECMC.
3. 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 and Timor L’este RNZE filming, plus others as they come to light. These have been added to the MMMHP and EPLP audio recordings, along with related PowerPoint presentation packages.
4. The2021 **BCE course** (35 pax/3 x groups) will **visit the ECMC** on Fri 9 Apr 21.
5. The **Foxton Rebus Club is to visit** the ECMC in two groups (>21) on Wed 24 Feb 21.
6. An **ECMC (Open Days) programme for 2021** has been confirmed and circulated to trustees.
7. Further improvements to the **computer network (LAN) within the ECMC** have been made, together with enabled **remote access. An** upgrade to the **backup and storage** systems will be implemented shortly, to remedy some current challenges in these areas. Two **UPS devices** will be installed to overcome problems with power outages. Staff are currently investigating a suitable **collection management system** (CMS), incorporating a **library management system** (LMS) to support our operation. Advice is being sought from NAM (Waiouru), PNCL, TM and other similar entities and experts. We are also investigating a **donations portal** for the website, as requested at the last meeting.

a. **Action:** The Chair noted a course of action for a new donation portal (GiveWP). Col Curry suggested a 1-year trial run for the new system. The Chair will circulate information on the system in due course. 1. The Trust **annual (Chair’s) and financial reports for 2020** have been compiled and circulated to trustees. These will require Trust Board approval and then be uploaded to respective Trust and Charities Services websites. The motion was moved to approve and adopt these as our annual reports.

**Moved:** WO1 (Rtd) G Findon**Seconded:** Col PJ Curry**Carried**1. Action required under **Clause 9.2 (“Financial Arrangements”)** of the Trust Deed needs to be resolved/taken, for compliance purposes. Also, as Clas is standing down as a trustee and he also has the EFTPOS card for the “03” (ECMC Ops) account and is a signatory to all Kiwibank accounts, this needs to be re-addressed and confirmed. The Chair suggested that the **current signatories be reappointed** and continue with the current ‘status quo’ as Clas would still be travelling at least once a month to help with the trust. The motion was proposed that future RNZE CT/KB account signatories remain the Chair, Treasurer and Clas. moved. Clas would retain the EFTPOS card for the “03” (ECMC Ops) account.

**Moved:** Col PJ Curry**Seconded:** WO1 (Rtd) HE Chamberlain**Carried**1. Ongoing **liaison with NAM (Waiouru)** curator (Windsor Jones) regarding software exploration and improvements, etc. Expect a visit from NAM Director (Maree Brannigan) and Windsor soon, as well as an open invitation for us to visit NAM to view “behind the scenes” operations, etc. (**Footnote**: Chair and Clas will visit NAM on Wed 17 Mar 21).
2. **Petty cash from donations** to the ECMC remains at **$191.00** as at 11 Feb 21.

28. We still need to find a **licenced weapons curator** to  replace SSGT Stephen Marshall, RNZALR, who was  posted to Papakura in late 2020 and register this with  NZ Police.29. **RNZE CT TB 2021 meeting schedule** – future Trust Board meetings have been scheduled for 20 May, 19  Aug, and 18 Nov 21. |
| **7. Results of External Funding Applications/Resolutions since the last meeting on 10 Dec 20.** | 1. Another funding application (to ECCT for $5,000) for Stage 4 of the digitising and scanning project was made, resulting in $4,000 being granted during the closing stages of Dec 20. Otherwise, there has been no further action during this period. A further review will be made at the next Trust Board meeting on 20 May 21.
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| **8. Expenditure/Funding Priority for Q2-3 of 2021** | 1. Minimalchanges are proposed to the priorities adjusted and set at the last Trust Board meeting held on 3 Dec 20. The following priority order and action is still recommended.
2. **Heritage book and documentation digitisation** – continuation of project as part of Stage 4, now funded by ECCT.
3. Ongoing maintenance and population of the **RNZE CT/ECMC website** as a stand-alone entity will continue, within current funding resources available.
4. New items being the investigation into a range of **IT software improvements**, including a donations portal, collections management system (CMS). This includes a library management system (LMS), security of the power supply (UPS installation) and improved backup system.
5. A variant of “4.” above could also address/resolve 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 further details have been provided by Advantage Computers Ltd or our IC&T advisers.
6. **Remaining signage**, including internal signage for display cabinets (>$2,000), once refreshment, refurbishment and exterior painting of all cabinets has been completed; and
7. Approve above priority and applications/sources and review all at next meeting on 20 May 21.

**Moved:** WO1 (Rtd) HE Chamberlain**Seconded:** WO1 (Rtd) G Findon**Carried** |
| **9. General Business**  | 1. The Chair noted the **120th Corps anniversary in 2022** is a significant milestone. Sappers Day falls on a Saturday, so the weekend 15-16 Oct 22 is an ideal period for the **next** **RNZE reunion**. The last reunion was held in Dunedin in Oct 19. A suggestion was made at this reunion that Alan Johnson and Ian (Podge) Lowe establish a reunion organising committee. The Chair suggested that the Manawatu Sappers mid-winter lunch in June would be an ideal time to commence planning for such a reunion. These matters will be raised at the upcoming Sprs Assn AGM, to be held on 14 Mar 21. The Chair remains the 1994 appointed “Patron of the Engineer Reunion” and will support the organising committee in any way necessary.
2. The Chair raised the issue of **RNZE CT replacement trustees**. Clas has stepped down as a trustee and Col Curry thanked him for his contribution over many years. The Chair recommended that SSGT (Rtd) Alan Johnson, would be a good replacement for Clas, as he would bring diversity and new energy to the Trust. WO1 B McDonald noted that Alan Johnson is based locally at LRSC. On the recommendation of Col Curry, the Chair suggested that we co-opt LTCOL Al Mitchell and LTCOL Bryce Gurney onto the Trust Board. Also, that SSGT (Rtd) Alan Johnson be elected as a replacement trustee for Clas.

**Moved:** Col PJ Curry**Seconded:** WO1 (Rtd) G Findon**Carried**1. The Chair thanked Clas for his **60-year contribution to** **the Corps**, and his work in support of Trust, as a foundation trustee. The Chair also made mention of Clas’s support for the Corps history project and the countless hours of work at the ECMC. CO, 2ER/Regt Col RNZE will make a formal presentation to Clas at a later date.
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| **10. Closure** | 1. The Chair thanked all those present for their attendance and contribution to the meeting. The meeting was declared closed at 1517hrs.
2. Next Trust Board meeting will be held at 1400hrs on Thu 20 May 21 at 2ER HQ.
 |

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

**2LT LTCOL (Rtd)**

**SECRETARY CHAIR**

**18 Feb 21**

**Enclosures:**

1. RNZE CT Financial Report for period ending 31 Jan 21.
2. RNZE CT Annual financial report for year ending 31 Dec 20.
3. RNZE CT Annual (Chair’s) report for year ending 31 Dec 20.