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Royal New Zealand Engineers Charitable Trust		Date: 20 May 21
MINUTES		Time: 1405 - 1507
		Venue: 2 nd Engineer Regiment Headquarters
Members	In Attendance	Apologies
LTCOL (Rtd) JS Hollander Trustee/Chair WO1 T Kerekere Trustee/Deputy Chair LTCOL IJ Brandon Trustee COL PJ Curry Trustee WO1 (Rtd) G Findon Trustee/Treasurer SSGT (Rtd) AD Johnson Trustee LTCOL AD Mitchell Co-opted Trustee LTCOL BC Gurney Co-opted Trustee 2LT B Jones Secretary	LTCOL (Rtd) JS Hollander LTCOL IJ Brandon SSGT (Rtd) AD Johnson WO1 T Kerekere (Acting Secretary) (COL Curry and LTCOL Gurney joined the meeting via phone call at 1405 hrs, in lieu of Zoom)	2LT B Jones WO1 (Rtd) G. Findon LTCOL AD Mitchell Moved: LTCOL (Rtd) JS Hollander Seconded: WO1 T Kerekere Carried
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 1405hrs and welcomed all members present. 2. As usual, the minutes of the last meeting would be used as the agenda checklist.	
2. Minutes form the last meeting	1. Minutes from the last meeting held on 18 Feb 21 be approved. Moved: LTCOL IJ Brandon Seconded: WO1 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.	
4. Correspondence	1. The Secretary noted the only significant inwards correspondence was as follows: a. NZ Engineer Tunneling Company images application from Peter Cooke. b. SPR Ropati Touch Nationals grant thank you letter. c. Application for Bursary scheme funds: Spr Solomona dated 12 May 2021. d. SUREPAC management indemnity and public liability insurance – renewal declaration.	

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	<p>e. SUREPAC Museum collection Insurance proposal (Zurich) f. Col Curry - Thank you letter to WO1 (Rtd) HE Chamberlain g. ECMC Asset Summary list, dated 18 Mar 21</p> <p>2. All other inwards and outwards correspondence has been received via email.</p> <p>Moved: WO1 T Kerekere Seconded: SSGT (Rtd) AD Johnson Carried</p>														
<p>5. Finance</p>	<p>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 Feb – 30 Apr 21.</p> <p>2. The account balances as at 30 Apr 21 were:</p> <table border="0"> <tr> <td>a. 00 (RNZE CT Ops – Transaction) Account</td> <td>= \$8,562.73</td> </tr> <tr> <td>b. 02 (ECMC Reserve – 90 Day) Account</td> <td>= \$8,912.74</td> </tr> <tr> <td>c. 03 (ECMC Ops) Account</td> <td>= \$17,206.29</td> </tr> <tr> <td>d. 04 (RNZE CT Reserve) Account</td> <td>= \$10,000.00</td> </tr> <tr> <td>e. 18 (RNZE CT Reserve) Account</td> <td>= \$10,000.00</td> </tr> <tr> <td>f. 19 (RNZE CT Reserve) Account</td> <td>= \$10,000.00</td> </tr> <tr> <td>g. Total account balance</td> <td>= <u>\$64,681.76</u></td> </tr> </table> <p>3. There were ten accounts approved for payment, from the 00 and 03 accounts to a total of \$2,880.34</p> <p>Moved: LTCOL IJ Brandon Seconded: SSGT (Rtd) AD Johnson Carried</p> <p>4. The Chair mentioned that the Treasurer made an error with payment for invoice 1207184 for \$977.50, for the indemnity and liability policies. The Treasurer accidentally paid this bill from his own account. The CT is looking to get the Treasurer reimbursed.</p> <p>5. The next GST return is to be submitted in Oct 21.</p> <p>6. The financial report for the period 1 Feb to 30 Apr 21 was approved and adopted.</p> <p>Moved: WO1 T Kerekere Seconded: COL PJ Curry Carried</p>	a. 00 (RNZE CT Ops – Transaction) Account	= \$8,562.73	b. 02 (ECMC Reserve – 90 Day) Account	= \$8,912.74	c. 03 (ECMC Ops) Account	= \$17,206.29	d. 04 (RNZE CT Reserve) Account	= \$10,000.00	e. 18 (RNZE CT Reserve) Account	= \$10,000.00	f. 19 (RNZE CT Reserve) Account	= \$10,000.00	g. Total account balance	= <u>\$64,681.76</u>
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<p>6. Progress on actions/tasks and other</p>	<p>1. Model Bailey Bridging – still waiting for the remainder of the project to be completed and sufficient resources becoming</p>														

<p>activities since last meeting (18 FEB 21) Include:</p>	<p>available to finish the task - this will require a project review and re-briefing before further work is undertaken. 2 Fd Sqn will pick up the task over the course of 2021, with a view to completing the project before the end of this year - WIP;</p> <ol style="list-style-type: none"> 2. Digitising, scanning and post-processing of books and documents in the ECMC library continues. Most book items in the library and related links up until the 1930's have been completed and uploaded to the website. More selections are proceeding - WIP; 3. RNZE CT Website – is up to date, with more information and recent system “plug-ins” and software updates now completed. Our new webmaster (Nathan Satherley of Nyx Software, Marton) is doing an excellent job and is very responsive to our requests for support – WIP; 4. ECMC Assistance tasks – continue painting the remaining (approx 80% progress to date) display cabinets in the museum (by 25ESS and SME) and completing a new display cabinet (to house SST and MFO Sinai collections). We are 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 the 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; 5. Wef 13 May 21, the updated ECMC “collection” inventory record is for 11,695 screens, with over 18,939 individual items (of an estimated 60,000 items or 31.5%) being catalogued, and with an overall increased collection value of over \$581,325. An updated asset summary list has been completed for insurance purposes and lists all current ECMC assets, (including the collection, library, medals, silverware, furniture, fixtures and contents, etc) with a total estimated value of \$903,398 - WIP; 6. Insurance cover for the RNZE CT and Corps Collection is due for renewal on 16 May 21. The Chair has resumed discussions with broker Future Risk, to negotiate new premium rates. Our
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Trust indemnity and liability policies have been adjusted to cover up to \$500k for “management indemnity” and up to \$1M for public liability, at a slightly lesser premium cost than previous. The collections cover is still being negotiated - WIP; the resolution was moved to approve and adopt these policies as outlined in the insurance proposal forms covered in Correspondence.

Moved: LTCOL IJ Brandon

Seconded: SSGT (Rtd) AD Johnson

Carried

a. **Note:** COL PJ Curry queried the course of action if assets were destroyed in a fire etc, and what the insurance claim money would fund in that instance, noting that not all items can be replaced. LTCOL IJ Brandon noted that the Trust could start to replace any items that could be replaced and bolster RNZE Regt history in the process and with other additional items. This would be up to the Trust Board to decide.

b. **Note:** The Chair mentioned some categories and items for insurance cover as disclosed in the Museum Insurance Proposal forms listed in Correspondence and in the ECMC Asset Summary list dated 18 Mar 21.

7. **Visitor statistics** as at 13 May 21 were **397 or a total of 9,317** since records commenced in 2014 (compared with totals of 229 at the same time last year due to L4 Covid lockdown in 2020, 928 for the full year of 2020, 1,151 for 2019, 1,267 for 2018, 1,178 in 2017, 1,008 in 2016, 968 in 2015, and 915 in 2014); **Trial recording for escorted visitor briefs** (“aide memoire”) – Chair is still working on this task – WIP;
8. Our **regular (serving and retired) donors list has reduced to 29** (comprising 16 x Offr, 12 x WO/SNCO and 1 x Civ). Chair has been in touch with those previous donors asking them to return, plus encouraging other peers to join the scheme. CO, 2ER has also undertaken to promote the donor scheme about Corps’ seniors;
9. The **monthly midday military history presentation (MMMHP)** series has resumed and continues to be a good source of publicity and revenue for the ECMC/RNZE CT. All sessions have been recorded and uploaded onto our website, along with related PowerPoint presentations, for future reference and research purposes;

	<p>10. Corps (RNZE CT) “bursary scheme” has approved a number of grants over the period, including Spr T Ropati (SME (NZ) - \$300 for a sports tournament – his report and thanks have been circulated, \$350 towards the 2ER Memorial Garden, \$750 to the Boyce family, \$519.90 as a cost share for the memorial plaques in the Chapel, \$350 to Peter Cooke towards securing images from the UK for his next book on the NZ Engineer Tunnelling Company and a welfare grant for Spr Solomona (SME) for \$250 has been approved. Bringing the total scheme disbursement to \$2,519.90 (\$5,569.90) to date in 2021;</p> <p>11. The RNZE stained glass window in St David’s Chapel in Burnham Camp has not been repaired yet, but will be rectified by OC, 3 Fd Sqn at 2ER CO’s request;</p> <p>a. Action: The Chair will find out who the vender was that quoted the work and pass these details to CO, 2ER.</p> <p>12. We are still waiting for the RNZE tukutuku panel master displayed in the Linton Camp Cultural Centre being updated. We need to secure suitable imagery and hard copy/electronic templates. RSM, 2ER has this in hand - WIP;</p> <p>13. 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 have trimmed some of the trees encroaching on the main building, garage and external container about the ECMC grounds, as well as looking after the Chapel gardens;</p> <p>14. 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”, so that CO 2ER can look to RNZE units becoming 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 - WIP;</p> <p>a. Note: LTCOL IJ Brandon noted that he and SME(NZ) HQ staff need to discuss taking on roles and responsibilities for ongoing management of the ECMC.</p>
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	<p>b. Note: The Chair noted that he has been in discussions with the PNCC Mayor about his interest in moving part of the museum displays into town. However, this is unlikely until allocation of sufficient space and technical support is provided (possibly from Te Manawa as a council controlled organisation or CCO) and the City’s cultural centre plan has been confirmed. Further discussions need to be undertaken.</p> <p>15. 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 has been implemented. Two UPS devices have been installed to overcome problems with power outages. We 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, Kapiti Coast and Manawatu libraries and museums and other similar entities and experts. The best system reviewed to date is “Past Perfect”, used by a number of establishments in the Kapiti and Manawatu areas. We have also installed a new Donations page/link on the website, as requested at a previous meeting and to encourage financial support to the Trust;</p> <p>16. Ongoing liaison with NAM (Waiouru – with Maree Brannigan, Director and Windsor Jones, Curator) continues to look at software and systems, potential ECMC improvements, etc. Chair, Clas and Andray (IT advisor) visited NAM on 17 Mar 21. NAM team visited the ECMC on 12 May 21 to reacquaint themselves with our setup, with a return visit by the ECMC team to NAM on 26 May 21 to examine “behind the scenes” operations and systems. More to follow - WIP;</p> <p>17. Petty cash from donations to the ECMC to date is currently \$200.10;</p> <p>18. 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 – WIP; and</p> <p>19. RNZE CT TB 2021 meeting schedule – future Trust Board meetings have been scheduled for 19 Aug and 18 Nov 21.</p>
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<p>7. Results of External Funding Applications/Resolutions since the last meeting on 18 FEB 21.</p>	<p>1. No funding applications have been made during this period. A further review will be made at the next Trust Board meeting on 19 Aug 21.</p>
<p>8. Expenditure/Funding Priority for Q3-4 of 2021.</p>	<p>1. Minimal changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 18 Feb 21. The following priority order and action is still recommended.</p> <p>2. Heritage book and documentation digitisation – continuation of project as part of Stage 4, already funded by ECCT;</p> <p>3. Ongoing maintenance and population of the RNZE CT/ECMC website as a stand-alone entity will continue, within current funding resources available;</p> <p>4. Investigation into a range of IT software improvements, including a collections management system (CMS) and library management system (LMS);</p> <p>5. A variant of “c.” 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 and/or our IC&T adviser (Andray Ochkas);</p> <p>6. 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);</p> <p>7. Remaining signage, including internal signage for display cabinets (>\$2,000), once refreshment/refurbishment and exterior painting of cabinets has been completed; and</p> <p>8. Approve above priority and applications/sources and review all at next meeting on 19 Aug 21.</p> <p>Moved: - COL P Curry Seconded: – LTCOL IJ Brandon Carried</p>
<p>9. General Business</p>	<p>1. COL Curry noted the 120th Anniversary for the Corps and an opportunity to look for engineer art in the National Archives, to use for commemorative purposes. This could be a potential source for future reunions and exhibitions. Also, an Engineer</p>

	<p>art exhibition could be possible and the Chair noted that this could be a good idea for the 2022 RNZE Reunion. The Chair also noted that the Trust should support the 2022 Reunion Committee in the role of organising and running this event. The Chair also advised that the Manawatu Sappers midwinter lunch (being held at the Rose & Crown Pub in PN at midday on 20 Jun 21) would be a good time to talk to local Sappers about this event. The 2022 RNZE Reunion would likely be held somewhere in Linton and Palmerston North, 14-16 Oct 22.</p> <p>2. The Chair advised that St David’s Church (Khyber Pass Road in Auckland) and what was on TV One news about invites for a music concert this Sat 29 May 21. He noted that this was the original Sappers church (rom 1929) and how church parades used to be (and still are) held as a reunion location for the Northern Sappers. The Church was downgraded due to the building being seismically unsafe. The Chair participated in a Commissioners Hearing three years ago to declare the building as a high-status heritage classified building, which was successful. The Church however, has now been put up for sale by tender. Funds are trying to be raised by The Friends of St David’s to purchase the building. Inside the church is an Engineer (grenade) stained glass window on the eastern side of building, along with various engineer plaques, WW1 and WWII Rolls of Honour and memorabilia. If the building gets sold and the new owner does not wish to keep this Corps memorabilia, then we/2ER will likely action a work party to retrieve the items. COL Curry and LTCOL Gurney noted that the Trust should telegraph early to those involved with purchasing the church our intentions in obtain the memorabilia and relocate to the Chapel in Linton Camp and so that everyone involved is made aware and can act accordingly.</p> <p>a. Action: The Chair confirmed that he will liaise with Paul Baragwanath (Chair of the Friends of St David’s) to see how we can go about this course of action. Also how the Trust can support them in securing the property for future use.</p>
<p>10. Closure</p>	<p>1. The Chair thanked all those present for their attendance and contribution to the meeting. The meeting was declared closed at 1507hrs.</p>

B. JONES
2LT
SECRETARY

J.S. HOLLANDER
LTCOL (Rtd)
CHAIR

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Enclosure: 1. RNZE CT Financial Report for period ending 30 Apr 21

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