

UNCLASSIFIED

	<p>a. From SPR Rolls National dated 16 Jul 21 re U20 touch trial bursary grant and thank you letter.</p> <p>b. To Kiwi Bank, dated 14 Jul 21 requesting a Visa debit card.</p> <p>c. To NZ Police, dated 19 Jul 21 regarding firearms/weapons license requirements.</p> <p>2. All other routine inwards and outwards correspondence has been via email.</p> <p>Moved: LTCOL B Gurney Seconded: WO1 T Kerekere 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 May – 31 Jul 21.</p> <p>2. The account balances as at 30 Apr 21 were:</p> <table data-bbox="619 857 1374 1126"><tr><td>a. 00 (RNZE CT Ops – Transaction) Account</td><td>= \$3,590.69</td></tr><tr><td>b. 02 (ECMC Reserve – 90 Day) Account</td><td>= \$8,935.22</td></tr><tr><td>c. 03 (ECMC Ops) Account</td><td>= \$17,208.49</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>\$59,734.40</u></td></tr></table> <p>3. There were eleven accounts approved for payment, from the 00 and 03 accounts to a total of \$7,289.44</p> <p>Moved: WO1 (Rtd) G Findon Seconded: LTCOL B Gurney Carried</p> <p>4. Greg mentioned that one investment is maturing in two days' time, research has been done with Kiwi Bank. The Treasurer moved to reinvest the \$10,000 principle for period not greater than a year at 1.2%.</p> <p>Moved: WO1 (Rtd) G Findon Seconded: COL P Curry Carried</p> <p>5. Greg noted that the 03 account has a \$17,000 balance and we will spend another \$800 on Past Perfect software conversion from the USA. However, Greg noted that having this money in that account was only gaining \$2.20 in interest and therefore unwise. Greg suggested that we open another term deposit investment, from the 03 account for 6 – 12 months for</p>	a. 00 (RNZE CT Ops – Transaction) Account	= \$3,590.69	b. 02 (ECMC Reserve – 90 Day) Account	= \$8,935.22	c. 03 (ECMC Ops) Account	= \$17,208.49	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>\$59,734.40</u>
a. 00 (RNZE CT Ops – Transaction) Account	= \$3,590.69														
b. 02 (ECMC Reserve – 90 Day) Account	= \$8,935.22														
c. 03 (ECMC Ops) Account	= \$17,208.49														
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>\$59,734.40</u>														

	<p>another \$10,000. The Chair suggested this is the right time to do this. There were no other queries, so moved.</p> <p>Moved: WO1 (Rtd) G Findon Seconded: SSGT (Rtd) AD Johnson Carried</p> <p>6. LTCOL Gurney noted accounts maturing with long term investments, and having money become available at regular intervals and maturing in different quarters would be advised. Greg agreed and would look into staggering the accounts. The Chair agreed and noted that have having a staged investments provides flexibility.</p> <p>7. The Chair noted that we will continue with the Visa Debit card account with a credit amount of approx \$90.00 and only load it up as required in case of purchases that may be needed.</p> <p>8. COL Curry asked about signatories and if members need to go to Kiwi Bank to provide details? Greg noted that you can verify our account online through 'RealMe' however COL Curry was having issues with this. The Chair noted that 3 forms of ID are usually needed. Photocopy of passport (JP to certify copy), proof of address along with another form of ID if a driver's licence was used.</p> <p>9. The adoption of the financial report was then moved.</p> <p>Moved: WO1 (Rtd) G Findon Seconded: LTCOL B Gurney Carried</p>
<p>6. Progress on actions/tasks and other activities since last meeting (20 MAY 21) Include:</p>	<p>1. We held a special (email) meeting on 13 Jul 21 to approve seeking a Visa Debit Card from Kiwibank and opening up a linked operating account for this card;</p> <p>2. Model Bailey 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. 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 – no change. SSGT Nick Moses has been in touch and it is hoped that this work will continue after lockdown ceases.</p> <p>3. Digitising, scanning and post-processing of books and documents in the ECMC library continues. Most book items</p>

	<p>in the library and related links from the early 1800's to the 1930's have been completed and uploaded to the website. More selections are proceeding, in addition to a range of old WW1 maps from our map collection, to be scanned and digitised at Central Archives in Feilding. This will be followed by WW2 and other maps from our collection - WIP;</p> <p>4. RNZE CT Website – is up to date, with more information and recent system “plug-ins” and software updates now completed – WIP;</p> <p>5. ECMC Assistance tasks – continue painting the remaining display cabinets in the museum (by 25ESS and SME) has been completed. No further assistance has been provided since early this year. 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)). An old seat provided by the Chair is being refurbished and a memorial plaque has been manufactured by Trophy Specialists. More plaque backing boards are to be manufactured and installed (25ESS and SME(NZ)). 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;</p> <p>a. Action: WO1 Kerekere will follow up progress with regards to the seat, however the person refurbishing the seat is running a course at present.</p> <p>6. Wef 12 Aug 21, the updated ECMC “collection” inventory record is for approx 11,795 screens, with over 19,041 individual items (of an estimated 60,000 items or 31.7%) being catalogued, and with an overall increased collection value of over \$584,931. 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 for all items - WIP;</p> <p>7. Insurance cover for the RNZE CT and Corps Collection and trustee indemnity and liability policies have been renewed until mid-May 22;</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

8. **Visitor statistics** as at 12 Aug 21 were **641 or a total of 9,561** since records commenced in 2014 (compared with totals of 484 at the same time last year and 928 for the full (Covid reduced) 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). We have had **group visits** in the last quarter from the Ruahine Antique Arms Association (25) and Bulls Museum Staff (5). We are likely to have a visit of the Coach House Museum staff (Feilding – 8) on 13 Aug 21 and RNZE YO/SNCOs from 2ER on Fri 27 Aug 21, as part of their Corps heritage familiarisation. **Trial recording for escorted visitor briefs** (“aide memoire”) – work is progressing on this task by chair – WIP;
9. Our **regular (serving and retired) donors list has increased to 32** (comprising 18 x Offr, 12 x WO/SNCO, 1 x OR and 1 x Civ). This includes 25 serving RNZE and 7 retired. Regular donations realise \$607.33 per month or \$7,288pa;
10. The **monthly midday military history presentation (MMMHP)** series 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. The **NZ Military History Society (NZMHS)** now advertises our programme to their members nationwide, in addition to local publicity by PNCC/PNCL;
11. **Corps (RNZE CT) “bursary scheme”** has approved another grant over the last quarterly period, the latest to Spr W Rolls (SME (NZ) - \$300 for representation at a national sports tournament – his report and thanks have been circulated). Bringing the total scheme disbursement to \$2,819.90 (\$5,869.90) to date in 2021;
12. 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;
- a. **Acton:** LTCOL B Gurney will talk with MAJ Long, regarding the situation to assist where required.
13. 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 and a recent review of progress was made - WIP;

14. 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;
15. 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 (for approximately 40 weeks each year and for group visits) and for the ongoing ECMC management. CO has met with CI SME(NZ) and will report separately, following the Trust Board meeting;
16. An out-of-session decision was made to purchase the “**Past Perfect**” **collections management system (CMS)** covering exhibit items, photos, books, and archives, plus conversion of our existing Access database. The software arrived on 13 Aug 21 and Installation will commence soon, followed by the database conversion. This is likely to be a NZD\$3,300 investment in improving our operation – WIP;
17. **Petty cash from donations** to the ECMC to date is currently \$217.00;
18. We have appointed WGCdr Peter Hurly, RNZAF as our **ECMC licenced weapons curator**. Peter works as the SMO at RNZAF Base Ohakea, lives in Bunnythorpe, has an extensive weapon collection and a wide range of related licences. He is also a member of the Ruahine Antique Arms Association executive. NZ Police advise that we are licensed to hold special firearms (# T5261714). Given **new firearms legislation**, we are now required to **hold a dealer’s licence**, which could cost up to an additional \$740 pa, to manage. Plus, our inspections change from three-yearly to annual. We are currently in negotiation with NZ Police over this overly rigorous requirement, which may force us to relinquish our collection of firearms (on display or in storage) or run the risk of closing due to becoming an illegal operation from the 23 Aug 21 deadline. This is a serious situation which we are working our way

	<p>through. NZ Police Arms Office staff visited the ECMC on 12 Aug 21 for further discussions and subsequent phone calls advise that the matter is being researched by NZ Police Arms staff - WIP;</p> <p>a. Note: Greg asked if we could get an exemption for being part of the Armed Forces, however the Chair noted that the organisation would need to be under the NZDF, and that is not the case with the Trust. COL Curry suggested that the messes are warned that this policy could come into effect for them regarding firearms on display. WO1 Kerekere will look into the matter and the Chair was asked to contact LRSC to advise the current situation and challenge; and.</p> <p>19. RNZE CT TB 2021 meeting schedule – the next Trust Board meeting is scheduled for 18 Nov 21. Meetings in 2022 should follow the same quarterly sequence of the third Thu in Feb, May, Aug and Nov programme.</p>
<p>7. Results of External Funding Applications/Resolutions since the last meeting on 20 May 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 18 Nov 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 12 May 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. Installation of the Past Perfect CMS software and database conversion, then ongoing use of this system;</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</p>

	<p>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 the next meeting on 18 Nov 21.</p> <p>Moved: - WO1 (Rtd) G Findon Seconded: – WO1 T Kerekere Carried</p>
<p>9. General Business</p>	<p>1. The Chair raised the 120th Anniversary for the Corps and RNZE Reunion and asked for an update from SSGT Johnson on the matter – who noted possible plans - there is a limit of 400 guests including “plus 1’s”. There are some possible venues – PN Distinction Hotel for up to 300 guests, or Awapuni Racecourse for over 300 guests. We are looking at registration very shortly. The Chair noted that Phil Gardyne had suggested the potential for a deposit (\$50) upon registration to try and get some seed funding together. LTCOL Gurney noted this is correct. We also have potential for additional sponsors for transport, etc, to meet requirements to move people to and from the venue. The Chair noted funding can be sought from Veterans’ Affairs, and Community Grants. Depending on per head capitation rates. LTCOL Gurney noted the COL Curry has been in touch with Phil. He noted that Veteran’s Affairs are generally generous for reunions of this type. LTCOL Gurney commented further about what 2ER is doing on the same weekend and that we will look to link in with this function where appropriate.</p> <p>2. The Chair noted that St Davids Church in Auckland is now secure in terms of ownership and the RNZE heritage items contained therein, so no need to recover and relocate these items back to Linton Camp for the time being.</p> <p>3. The RNZE CT Board wishes to take this opportunity to thank LTCOL Brandon for his contribution over the last number of years. This would have been LTCOL Brandon’s last meeting before his imminent posting overseas, however unforeseen circumstances meant LTCOL Brandon could not make the meeting today. The Chair wishes to have another online MS Teams meeting before Ian’s departure, so the board can thank LTCOL Brandon personally for his contribution. This has</p>

UNCLASSIFIED

	<p>been very much appreciated and the board wishes LTCOL Brandon the very best for his future endeavours. The Chair will write to LTCOL Brandon in due course.</p> <p>4. The Chair noted we would like to fill the vacant trustee and assistant treasurer position. CPL Molly Lincoln (RNZE fire fighter with ERS) has shown interest and a note along with her CV will be circulated by LTCOL Brandon. The board agreed that having more diversity and CPL Lincoln joining would benefit the Trust.</p> <p>5. WO1 Kerekere asked about gifting and what the general policy is for thanking members contributions to the Trust. The Chair and board members agreed that the Trust is set up as a charitable organisation and does not normally provide gifts in acknowledgement for members contributions. However, it is normal for the Trust to write or present a memento for long (5 years plus) and faithful service to the Trust. This matter will be considered in the future and discussed at the next meeting.</p> <p>6. The Secretary asked for feedback on MS Teams and how the tool was utilised to hold this meeting. Board members were happy with the functionality and use and noted that this is something we will look to use in the future and to assist attendance and participation. 2LT Jones was thanked for setting this up.</p> <p>7. COL Curry mentioned about a song written by the NZE Tunnelling Company in Belgium during WW1 which was being played and recorded by the NZ Army Band. It would be good to get a copy of the song sheet material and recording for holding in the ECMC.</p>
<p>10. Closure</p>	<p>1. The Chair thanked all those present for their attendance and contribution to the meeting and declared the meeting closed at 1507hrs.</p>

B. JONES
2LT
SECRETARY

J.S. HOLLANDER
LTCOL (Rtd)
CHAIR

Enclosure: 1. RNZE CT Financial Report for period ending 31 Jul 21