

UNCLASSIFIED

Royal New Zealand Engineers Charitable Trust		Date:	18 Nov 21
MINUTES		Time:	1403 - 1523
		Venue:	2ER GB room
Members	In Attendance	Apologies	
LTCOL (Rtd) JS Hollander Trustee/Chair WO1 CA Fairbairn Trustee/Deputy Chair LTCOL M Nochete Trustee COL PJ Curry Trustee WO1 T Kerekere Trustee WO1 (Rtd) G Findon Trustee/Treasurer SSGT (Rtd) AD Johnson Trustee LTCOL AD Mitchell Trustee LTCOL BC Gurney Trustee CPL MPJ Lincoln Trustee LT B Jones Secretary	LTCOL (Rtd) JS Hollander COL PJ Curry (V) LTCOL M Nochete LTCOL AD Mitchell (V) WO1 (Rtd) G Findon SSGT (Rtd) AD Johnson (V) WO1 CA Fairbairn (V) CPL MPJ Lincoln (V) LT B Jones  V = Virtual connection	LTCOL BC Gurney WO1 T Kerekere  <b>Moved:</b> WO1 (Rtd) G Findon <b>Seconded:</b> SSGT (Rtd) AD Johnson <b>Carried</b>	
Outcomes/Decisions/Action Items			
<b>1. Opening</b> <ul style="list-style-type: none"> <li>• <b>Confirm agenda</b></li> <li>• <b>Note apologies; and</b></li> </ul>	1. The Chair declared the meeting of the RNZE Charitable Trust Board open at 1403hrs and welcomed all members present. 2. As usual, the minutes of the last meeting would be used as the agenda checklist.		
<b>2. Minutes form the last meetings</b>	1. Minutes from the last meeting held on 19 Aug 21 be approved.  <b>Moved:</b> COL P Curry <b>Seconded:</b> WO1 (Rtd) G Findon <b>Carried</b>		
<b>3. Matters arising from the previous minutes</b>	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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	<p>2. The following changes to Trust Board appointees were approved:</p> <ul style="list-style-type: none"><li>a. CPL MPJ Lincoln was appointed as a Trustee wef 3 Sep 21</li><li>b. LTCOL IJ Brandon, outgoing CO, 2ER and Regt Col RNZE, stood down as a permanent Trustee, but was co-opted back as a Trustee and corresponding member wef 18 Nov 21</li><li>c. LTCOL M Nochete, incoming CO, 2ER and Regt Col RNZE, became a Trustee wef 18 Nov 21</li><li>d. WO1 CA Fairbairn, incoming SSM, SME(NZ) became a Trustee and Deputy Chair wef 18 Nov 21</li><li>e. WO1 T Kerekere, outgoing SSM, SME(NZ) and incoming RSM, 2ER, will remain as a Trustee.</li></ul> <p>3. All permanent Trust Board appointments and changes were documented in an updated (V12) Memorandum of Appointment of New Trustees, signed off by the Chair and witnessed by the Secretary on 18 Nov 21.</p> <p><b>Moved:</b> COL P Curry <b>Seconded:</b> WO1 (Rtd) G Findon <b>Carried</b></p>
<p><b>4. Correspondence</b></p>	<p>1. The Secretary noted the only significant inwards /outwards correspondence was as follows:</p> <ul style="list-style-type: none"><li>a. Inspire Net sponsorship agreement dated 21 Oct 21</li><li>b. Information regarding presentations from LT COL Peter Wood - "NZ Peacekeeping and Operations since 1945" presented on 11 Nov 21 and "Bombing of Japan by USAAC in WW2", by Dennis O'Rourke on 25 Nov 21).</li></ul> <p>2. All other routine inwards and outwards correspondence has been via email.</p> <p><b>Moved:</b> SSGT (Rtd) AD Johanson <b>Seconded:</b> WO1 CA Fairbairn <b>Carried</b></p>
<p><b>5. Finance</b></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 Aug – 31 Oct 21.</p>

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2. The account balances as at 31 Oct 21 were:
- a. 00 (RNZE CT Ops – Transaction) Account = \$4,176.01
  - b. 02 (ECMC Reserve – 90 Day) Account = \$8,959.07
  - c. 03 (ECMC Ops) Account = \$3,430.10
  - d. 04 (RNZE CT Inv) Account = \$10,000.00
  - e. 18 (RNZE CT Inv) Account = \$10,000.00
  - f. 19 (RNZE CT Inv) Account = \$10,000.00
  - g. 20 (RNZE CT Inv) Account = \$10,000.00
  - h. 21 (RNZE CT Debit Card Account = \$40.09
  - i. Total account balance = \$56,605.27

3. There were nineteen accounts approved for payment, from the 00 and 03 accounts to a total of \$15,540.17

**Moved:** WO1 (Rtd) G Findon

**Seconded:** WO1 CA Fairbairn

**Carried**

4. The proposed investment plan for 02,18,04,20 and 19 accounts as detailed in the investment plan table enclosed as Enclosure 2, was approved.

**Moved:** COL P Curry

**Seconded:** SSGT (Rtd) AD Johnson

**Carried**

5. There are three (3) currently approved signatories for the Kiwibank accounts and investments, Joe and Greg are two, however Clas stood down as a trustee last year and wants to relinquish his position as the third signatory. WO1 Kerekere volunteered to fill this vacancy, which was approved by the Board.

**Moved:** WO1 CA Fairbairn

**Seconded:** COL P Curry

**Carried**

6. It was noted by the chair that Clas held the 03 Account EFTPOS card (ECMC Ops) which has a spend limit of \$5,000.00 per annum. The Board approved that the Chair (Joe) hold this card and operate the account for ECMC Ops and this be changed over with Kiwibank forthwith.

**Moved:** CPL MPJ Lincoln

**Seconded:** WO1 (Rtd) G Findon

**Carried**

	<p>7. It was confirmed that Treasurer Greg holds the Debit Card (21 Account) for future expenditure requirements.</p> <p>8. The financial report was adopted/approved.</p> <p><b>Moved:</b> WO1 (Rtd) G Findon  <b>Seconded:</b> COL P Curry  <b>Carried</b></p>
<p><b>6. Progress on actions/tasks and other activities since last meeting (19 Aug 21) Include:</b></p>	<ol style="list-style-type: none"> <li>1. <b>Trust Board composition</b> – since the last meeting, <b>CPL Molly Lincoln</b> has been inducted as a new trustee. Molly visited the ECMC during Oct 21, to have a briefing on her new role. A <b>Memorandum of Appointment</b> has been prepared for incoming CO, 2ER (<b>LTCOL Michael Nochete</b>) to replace outgoing CO (<b>LTCOL Ian Brandon</b>) as a trustee. Also, the incoming SSM, SME(NZ) (<b>WO1 Carl Fairbairn</b>) is to become a trustee and replace outgoing SSM (<b>WO1 Tom Kerekere</b>) as <b>Deputy Chair of the RNZE CT Trust Board</b>.</li> <li>2. As <b>WO1 Kerekere</b> moves to RSM, 2ER (vice <b>WO1 Brendon McDonald</b>), it is my intention that he remain a trustee, as it is important for the RSM to maintain close contact with the RNZE CT and ECMC, now that the original RNZE Corps Committee reverts to the new 2ER UPF Committee. It is also proposed that <b>LTCOL Brandon</b> become a co-opted trustee, as he fulfils the role as a corresponding member, when he takes up his new appointment in London and as a conduit to the <b>Corps of RE and RE Association (REA)</b>;</li> <li>3. <b>Trust Board Contact Directory</b> – once all appointments have been confirmed, then our Secty will update and circulate the directory;</li> <li>4. <b>CO/Chair HOTO - A handover meeting</b> was held between the Chair and incoming CO, 2ER on 29 Oct 21, covering all of the current RNZE CT and ECMC issues;</li> <li>5. <b>Replacement Secretary</b> – subject to confirmation by CO, 2ER, 2LT Brittany Hogan will replace 2LT Blair Jones, the outgoing Appr Tp Comd, SME(NZ), as our Trust Board Secretary. Brittany has had a brief visit and introduction to the ECMC in Oct 21, but should complete a full HOTO with Blair in Dec 21;</li> <li>6. <b>Forward Investment Plan</b> – Treasurer Greg and Chair have discussed a proposed investment plan for the 2021-23 period. Now that the CMS software has been purchased</li> </ol>

	<p>from the USA for the ECMC, the only major expenditure that is forecasted in 2022, is the insurance policy renewals. Bearing this in mind, we have come up with the proposed plan for adoption at the 18 Nov 21 meeting;</p> <ol style="list-style-type: none"> <li>7. <b>Model Bailey Bridging</b> – still waiting for the remainder of the project to be completed and sufficient resources becoming available to finish the task - this will require a <b>project review and re-briefing</b> before further work is undertaken. Ssgt Nick Moses made contact in Jul 21, but nothing further heard since. It is hoped now that 2 Fd Sqn will pick up the task over the course of 2022, with a view to completing the project before the end of that year – WIP;</li> <li>8. <b>RNZE CT account signatories</b> – current signatories include the Chair and Treasurer, plus Clas. Clas retired as a trustee late last year and also wants to stand down as an account signatory. <b>WO1 Tom Kerekere</b> is already on the Kiwibank books for the Trust and has agreed <b>to replace Clas as the third signatory</b>. The <b>EFTPOS card</b> for ECMC operations ('03' account) will be transferred from Clas to the Chair. Treasurer Greg will complete the necessary paperwork and take action with Kiwibank to make this happen;</li> <li>9. <b>Digitising, scanning and post-processing of books and documents</b> in the ECMC library continues. Most book items in the library and related links from the early 1800's to the 1940's have been completed and uploaded to the website. We are coming up against the challenges of copyright, particularly for the series of RNZE Liaison Letters, which are currently being processed for record. Also more recent books, unless the author died more than 50 years ago – WIP;</li> <li>10. <b>Digitising and scanning of old military maps</b> from our map collection/store is being undertaken at <b>Central Archives in Feilding</b>, as a pro bono task. So far, all of our <b>WW1 maps</b> (x28) have been completed and now some 33 x <b>WW2 maps</b> are under action. We will follow this with other more recent maps from our collection. These will be progressively uploaded to a new map page in the heritage section of our website - WIP;</li> <li>11. <b>RNZE CT Website</b> – is up to date, with more information and recent system “plug-ins” and software updates now completed by webmaster Nathan Satherley (of Nyx Software, Marton) – WIP;</li> </ol>
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	<p>12. <b>ECMC Assistance tasks</b> – we are awaiting the completion of the external <b>“Lazy E” entrance features</b> (by SME(NZ) and looking at the re-arrangement of the <b>Patron’s seating</b> outside the Chapel and <b>adding a fourth seat</b> in memory of the 4<sup>th</sup> 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. A concept for adjustment to the <b>main entrance access to the Chapel</b> is also being explored. More <b>plaque backing boards</b> are to be manufactured and installed (by 25ESS and SME(NZ) for the museum area.</p> <p>13. Refurbishment of the <b>Bailey panels</b> about the exterior of the ECMC is necessary, due to significant paint treatment failure and deterioration from previous RNZAF Base Ohakea action. SSM 25ESS has been in touch and is trying to get this action addressed. Given the commitment to Op PROTECT, close communication will be required to manage resourcing and progress of these tasks. <b>Monthly duty unit assistance roster</b> still requires close liaison with unit SSMs to ensure that progress can be made, although minimal support has only been provided in 2021 by 25 ESS and SME(NZ) – WIP;</p> <p>14. Wef 4 Nov 21, the updated <b>ECMC “collection” inventory record</b> is for approx <b>12,000 screens</b>, with close to <b>20,000 individual items</b> (of an estimated 60,000 items or nearly <b>33%</b>) being catalogued, and with an overall <b>increased collection value of over \$585,000</b>. An <b>updated asset summary list</b> was completed earlier this year for insurance purposes and lists <b>all current ECMC assets</b>, (including the collection, library, medals, silverware, furniture, fixtures and contents, etc) with a total (minimum) estimated value of <b>\$903,398</b> for all items. This report template is likely to change as we transition to the <b>new PP5 CMS</b> software- WIP;</p> <p>15. <b>Insurance cover for the RNZE CT and Corps Collection and trustee indemnity and liability policies</b> are due for renewal in mid-May 22;</p> <p>16. <b>Visitor statistics</b> as at 4 Nov 21 were <b>790 or a total of 9,710</b> since records commenced in 2014 (compared with totals of 837 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 very few <b>group visits</b> in the last quarter and the planned <b>RNZE YOs/SNCOs visit</b> from 2ER was cancelled. It is hoped that this can be rescheduled for early 2022. NZDC has</p>
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	<p>advised that the <b>BCE Corps training course</b> is scheduled to visit the ECMC on 31 Mar 22, and the <b>RNZE Snr Cbt Cse to visit</b> on Thu 21 Apr 22, as part of their Corps heritage familiarisation. <b>Trial recording for escorted visitor briefs</b> (“aide memoire”) has been completed and the Chair has a draft script in progress – WIP;</p> <p>17. Our <b>regular (serving and retired) donors list remains at 32</b> (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;</p> <p>18. The <b>monthly midday military history presentation (MMMHP)</b> series continues to be a good source of publicity and revenue for the ECMC/RNZE CT. All sessions have been recorded and uploaded to our website, along with related PowerPoint presentations, for future reference and research purposes. A <b>new programme for 2022</b> has been finalised and is being promulgated throughout all current networks;</p> <p>19. <b>ECMC Programme</b> – a new ECMC, RNZE CT and MMMHP/EPLP Programme <b>for 2022</b> has been prepared in draft and circulated to trustees for confirmation. Once the latter has occurred, then the programme will be promulgated throughout 2ER, SME(NZ), NZDC and PNCL networks;</p> <p>20. <b>Inspire Net</b> has confirmed that their <b>hosting of our website and sponsorship for the RNZE CT and ECMC’s</b> IC&amp;T and ISP requirements has been renewed and extended though until Oct 23 (an estimated saving of in excess of \$3,500 per annum);</p> <p>21. <b>Corps (RNZE CT) “bursary scheme”</b> approved another grant over the last quarterly period, the latest to Spr A Hemi-Horne, RNZE (SME (NZ) - \$300 as a welfare assistance grant. We have yet to receive an acknowledgement from Spr Hemi-Horne for this grant. This brings the total scheme disbursement to \$3,119.90 to date in 2021, (\$6,169.90 total since the scheme commenced several years ago);</p> <p>22. The <b>RNZE stained glass window in St David’s Chapel in Burnham Camp</b> has not been repaired yet, but will be rectified by 3 Fd Sqn;</p> <p>a. <b>Action.</b> LTCOL Nochette will follow this up.</p>
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	<p>23. The <b>RNZE tukutuku panel</b> master displayed in the Linton Camp Cultural Centre has been completed by Cpl Shaun Taylor, RNZE and we are now awaiting a <b>digital file</b> so that suitable imagery and hard copy/electronic templates can be formulated. This will enable us to use the panel design as a logo, Corps icon, decal, letterhead and masthead for the website and Corps memorabilia and merchandise - WIP;</p> <p>24. We are still waiting for the recommendations of the <b>Spotless landscape architect and arborist</b> (Kathy Bills) for the maintenance of the trees and gardens about the ECMC (including the Chapel gardens) area and scheduling to begin. We have already 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>25. Chair has compiled an <b>“ECMC/RNZE CT desk file”</b> 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 <b>“SOP for the ECMC”</b>. It is hoped that this can be used by the Corps and 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. Outgoing CO, 2ER has discussed this matter with CI SME(NZ) and the Chair, and has compiled a position paper for review by trustees;</p> <p>26. Outgoing CO, 2ER (LTCOL Ian Brandon) prepared a document entitled <b>“RNZE Support to the ECMC”</b> as a future position paper on how the Corps can support the RNZE CT and ECMC in the future. This examines the likely support covering three action areas of <b>“Preservation”</b> (maintenance of the ECMC), <b>“Operations”</b> (visits to the ECMC) and <b>“Projects and Fundraising”</b> (RNZE CT Board functions). The paper was circulated to all trustees on 10 Sep 21 and again on 5 Nov 21 seeking comment and reactions, but nothing has been received to date – WIP;</p> <p>27. <b>ECMC Sub-committee</b> – one of the considerations of the <b>“RNZE Support to the ECMC”</b> position paper, recommends the establishment of a standalone ECMC Sub-committee. This to be made up of trustees/Board members, to further <b>“operationalise”</b> the functioning of the Board and future management of the ECMC. Hopefully this and will be discussed and resolved at the coming Trust Board meeting;</p>
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	<p>28. Significant time has been spent in the last two months installing the new <b>“Past Perfect” (PP5) collections management system (CMS)</b> software covering exhibit display items, photos, books and archives within the ECMC complex. This also includes the conversion of our existing Access database to the new PP5 software and CMS. All volunteers are currently working on this system to ensure that all future items added to our collection are entered into the CMS – WIP;</p> <p>29. <b>Petty cash from donations</b> to the ECMC to date is currently \$297.00;</p> <p>30. WGCDR Peter Hurly, RNZAF (SMO at RNZAF Base Ohakea) has agreed to be our <b>ECMC licenced weapons curator</b>. NZ Police advise that we are now licensed to hold special firearms (# T5261714). Given <b>new firearms legislation</b>, we are now required to <b>hold a dealer’s licence</b>, 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 through. NZ Police Arms Office staff visited the ECMC on 12 Aug 21 for further discussions, but we are waiting for them to finalise the licence holding and other related issues raised earlier this year - WIP; and</p> <p>31. <b>RNZE CT Trust Board 2022 meeting schedule</b> – the Trust Board is scheduled to meet on 17 Feb, 19 May, 18 Aug and 17 Nov 22 in the new year;</p>
<p><b>7. Results of External Funding Applications/Resolutions since the last meeting on 19 Aug 21.</b></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 17 Feb 22. It is proposed to make application to ECCT for Stage 5 of the heritage book and documentation digitisation project. This requires recorded Trust Board approval.</p> <p><b>Moved:</b> LTCOL AD Mitchell  <b>Seconded:</b> SSGT (Rtd) AD Johnson  <b>Carried</b></p>

<p><b>8. Expenditure/Funding Q4 of 2021 and Q1 of 2022.</b></p>	<ol style="list-style-type: none"> <li>1. <b>Heritage book and documentation digitisation</b> – continuation of project as part of Stage 4, already funded by ECCT and make application for Stage 5 in early 2022;</li> <li>2. Ongoing maintenance and population of the <b>RNZE CT/ECMC website</b> as a stand-alone entity will continue, within current funding resources available;</li> <li>3. Address/resolve ICR&amp;T Stage 3 remainder comprising <b>bar code (or QR code) printer, reader and system</b> (&gt;\$4,000) for the ECMC library and “collection” inventory (Mainland Foundation), once PP5 software has been bedded in and the CMS is up to date;</li> <li>4. Renewal of insurance policies through Futurerisk (approx value of \$5,500) in May 2022;</li> <li>5. Investigate <b>interactive electronic display equipment and systems</b> for the ECMC museum displays, using external specialists (Advantage Computers or UCOL) for advice (possibly use Mainland Foundation or Southern Trust as a funding source);</li> <li>6. <b>Remaining signage</b>, including internal signage for display cabinets (&gt;\$2,000), once refreshment/refurbishment and exterior painting of cabinets has been completed; and</li> <li>7. Approve above priority and applications/sources and review all at the next meeting on 17 Feb 22.</li> </ol> <p><b>Moved:</b> - WO1 (Rtd) G Findon  <b>Seconded:</b> – COL P Curry  <b>Carried</b></p>
<p><b>9. General Business</b></p>	<ol style="list-style-type: none"> <li>1. <b>Heritage NZ (Pouhere Taonga)</b> is interested in doing an article on the <b>St Martins RNZE and Garrison Chapel</b>, as it is 123 years old next year. It will likely feature in their future old country church series. It is anticipated that the Corps (and Makotuku community) will celebrate/commemorate the 125<sup>th</sup> anniversary of the Chapel in 2024.</li> <li>2. The Board acknowledged the <b>efforts of WO1 B McDonald</b> and thanked him for the support he has provided to the RNZE CT and ECMC over the last two plus years of his tenure as RSM, 2ER. This has been very much appreciated and recognises the importance of retaining the RSM as a Trustee on the Board. It is noted that WO1 Kerekere will stay on as a Trustee and Trust</li> </ol>

	<p>Board member when he moves into the RSM, 2ER appointment wef 6 Dec 21.</p> <p>3. The Board thanked 2LT Blair Jones, the <b>outgoing Secretary</b> for his work and support over the past year, this has been very much appreciated.</p> <p>4. The Chair raised discussion of the paper <b>“RNZE Support to the ECMC”</b>, prepared by the outgoing CO, 2ER, regarding future support to the ECMC (under the headings of preservation, operations, projects and fund raising):</p> <ul style="list-style-type: none"><li>a. COL Curry noted that <b>professional development</b> could be an opportunity for YO’s or ORs to present historic topics as part of the Corps to groups visiting the ECMC. This could assist with public speaking and Corps history familiarisation. We also need to look at who else is going to provide support to the ECMC in the coming years.</li><li>b. CPL M Lincoln noted that we need to <b>have serving members from the Corps support the ECMC</b>. Molly also noted that it would be a good move forward to <b>create a Facebook page for the ECMC</b> to gain more momentum and publicity and thus may gain more donations etc. Molly also noted that previous members could talk to the items and history on display in the ECMC, this would be especially useful for the younger members visiting the ECMC.</li><li>c. LT COL Mitchell noted that a plan going forward on a <b>Facebook page</b> is a good idea, and an advert on the Linton Community group with support from Lesley Clutterbuck would be beneficial. Kirsty Lawrence who is the <b>DPA Central</b> rep could help support this also. LTCOL Mitchell had to leave the meeting at 1502hrs.</li><li>d. W01 Fairbairn agreed with CPL Lincoln’s proposal to move forward with <b>Facebook</b> as a means of supporting and promoting the ECMC. It is noted that this is the way forward in this day and age and it is great way to reach people.</li><li>e. We also need <b>volunteers from serving and retired Corps members residing in the Manawatu area</b>. Currently, we have Noel Woodley, Bruce McDonald, previously Mike Earley, Clas once or twice a month, plus the chair, who operate the ECMC every Thursday.</li></ul>
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	<p>5. The chair thanked Board members for their ideas and asked that more thought be given to <b>develop strategies</b> for the <b>implementation of the ideas</b> discussed today. The chair also asked that more thought be given to the formation and composition of the <b>proposed ECMC subcommittee</b>. These items would be on the agenda for discussion at the next Trust Board meeting in Feb 22.</p> <p>6. LTCOL Nochete raised the matter of <b>Army regeneration</b> for the next 18 – 36 months. He also suggested initiatives for a <b>sister relationship</b> with the <b>Fijian engineers</b> and to re-establish our relationship with <b>65th Engineer Battalion, 25 Inf Div</b> (Schofield Barracks, Hawaii), to uncover the historical links and re-establish these for the future. This will be on the Regt Col RNZE work plan for later in 2022.</p> <p>7. SSGT (Rtd) AD Johnson noted that planning progress for the <b>RNZE reunion later in 2022</b> is trending nicely and the venue is confirmed for the Friday night registration and ‘do’ on the Sat night, which as at the Awapuni Racecourse. A charter parade is likely to be held in Levin on the Saturday morning and an “open (demo) day” that afternoon in the 2ER Regt lines. A church service will likely occur on the Sunday. Chair noted that the ECMC could also be open for visitors following the church parade.</p>
<p><b>10. Closure</b></p>	<p>1. The Chair thanked all those present for their attendance and contribution to the meeting and also offered best season’s greetings and a good break at the end of the year. He declared the meeting closed at 1523hrs.</p>

**B. JONES**  
LT  
SECRETARY

**J.S. HOLLANDER**  
LTCOL (Rtd)  
CHAIR

**Enclosures:**

1. RNZE CT Financial Report for period ending 31 Oct 21
2. Proposed Investment Plan 2022-23