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Royal New Zealand Engineers Charitable Trust		Date: 17 Feb 22
MINUTES		Time: 1001 - 1120
		Venue: SME (NZ) Conference 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 TT Kerekere Trustee WO1 (Rtd) G Findon Trustee/Treasurer SSGT (Rtd) AD Johnson Trustee LTCOL AD Mitchell Trustee LTCOL (Rtd) BC Gurney Trustee CPL MPJ Lincoln Trustee 2LT B Hogan Secretary	LTCOL (Rtd) JS Hollander WO1 TT Kerekere WO1 (Rtd) G Findon CPL MPJ Lincoln (V) 2LT B Hogan (V) LTCOL (Rtd) BC Gurney (V) V = Virtual connection	COL PJ Curry LTCOL M Nochete LTCOL AD Mitchell SSGT (Rtd) AD Johnson WO1 Carl Fairbairn Moved: LTCOL BC Gurney Seconded: 2LT B Hogan Carried
Outcomes/Decisions/Action Items		
1. Opening <ul style="list-style-type: none"> • Confirm agenda • Note apologies; and 	1. The Chair declared the meeting of the RNZE Charitable Trust Board open at 1001hrs 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 meetings	1. Minutes from the last meeting held on 18 Nov 21 be approved. Moved: CPL MPJ Lincoln Seconded: WO1 (Rtd) G Findon Carried	
3. Matters arising from the previous minutes	1. There were no specific matters arising from the previous minutes, as all covered in items below.	
4. Correspondence	1. The Chair acknowledged the Secretary’s email detailing significant inwards /outwards correspondence including:	

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	<ul style="list-style-type: none">a. Kiwibank account change request dated 2 Dec 21b. ECCT Approval of Grant (18 Jan 22)c. 2021 RNZE CT Annual Financial (Reviewed) Report (26 Jan 22)d. ECMC Programme for 2022 (4 Feb 22)e. 2022 Military History Programme (4 Feb 22)f. RNZE CT Quarterly progress report, dated 11 Feb 22g. RNZE CT Corresponding members report (UK – 11 Feb 22) <p>2. All other routine inwards and outwards correspondence has been via email.</p> <p>Moved: 2LT B Hogan Seconded: WO1 T Kerekere Carried</p>
<p>5. Finance</p>	<ul style="list-style-type: none">1. Financial details and specifics for the RNZE CT were provided by the Treasurer, as circulated prior to the meeting.2. The annual financial statement was tabled for the period 1 Jan – 31 Dec 21.3. The account balances as at 31 Dec 21 were:<ul style="list-style-type: none">a. 00 (RNZE CT Ops – Transaction) Account = \$5,385.76b. 03 (ECMC Ops) Account = \$4,020.65c. 04 (RNZE CT Inv) Account = \$10,000.00d. 18 (RNZE CT Inv) Account = \$10,000.00e. 19 (RNZE CT Inv) Account = \$10,000.00f. 20 (RNZE CT Inv) Account = \$10,000.00g. 21 (RNZE CT Debit Card Account) = \$40.09h. 22 RNZE CT Term Deposit Account = \$7,500.00i. Total account balance = <u>\$56,946.50</u>4. The Treasurer noted the 02 account was closed in mid Dec 21, and Term Deposit account was opened as account 22. \$7,500.00 from the closed 02 account was moved into the 22 account, the remaining funds were moved to the 00 and 03 accounts.<p>Moved: WO1 (Rtd) G Findon Seconded: LTCOL BC Gurney Carried</p>5. The quarterly financial report was tabled for the period 1 Nov – 31 Jan 22. The account balances as at 31 Jan 22 were:<ul style="list-style-type: none">a. 00 (RNZE CT Ops – Transaction) Account = \$5,420.96

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	<ul style="list-style-type: none"> b. 03 (ECMC Ops) Account = \$8,021.11 c. 04 (RNZE CT Inv) Account = \$10,000.00 d. 18 (RNZE CT Inv) Account = \$10,000.00 e. 19 (RNZE CT Inv) Account = \$10,000.00 f. 20 (RNZE CT Inv) Account = \$10,000.00 g. 21 (RNZE CT Debit Card Account = \$40.09 h. 22 RNZE CT Term Deposit Account = \$7,500.00 i. Total account balance = <u>\$60,982.16</u> <p>6. The Treasurer noted the 18 account will mature on 15 Mar 22, the highest rate on the day for a period not exceeding one year, will be selected.</p> <p>7. There were ten accounts approved for payment, from the 00 and 03 accounts to a total of \$14,093.03</p> <p>Moved: WO1 (Rtd) G Findon Seconded: WO1 TT Kerekere Carried</p> <p>8. The Chair noted the insurance policies are due for renewal in May 22 at an estimated cost of \$5,000 - \$5,500 for premiums. It was agreed the current investment plan would be continued for the next 12 months. The quarterly financial report for the period ending 31 January 2022 was approved.</p> <p>Moved: WO1 (Rtd) G Findon Seconded: CPL MPJ Lincoln Carried</p>
<p>6. Progress on actions/tasks and other activities since last meeting (18 Nov 21) Include:</p>	<ul style="list-style-type: none"> 1. Trust Deed Issue (Trustee Tenure) – Clause 4.7 states trustees can remain in office up to a max of three terms of three years each, 9 years in total. Greg Findon was originally appointed on 12 Nov 15. 2. Greg Findon to remain as a Trustee for another term, until November 2024. <p>Moved: WO1 T Kerekere Seconded: LTCOL BC Gurney Carried</p> <ul style="list-style-type: none"> 3. Greg Findon was also approved to remain as RNZE CT Treasurer. <p>Moved: WO1 TT Kerekere Seconded: CPL MPJ Lincoln Carried</p>

4. **Joe Hollander** was appointed as a foundation trustee on 6 May 11, once he formed the Trust and was elected Chair at the first meeting held on 4 Aug 11. He has been a trustee for 10.5 years and therefore exceeded his legal tenure.

5. The meeting approved the extension of **Joe Hollander** as a trustee and Chair. A succession plan will be pursued over the next quarter to identify a suitable replacement and will be reviewed at the next Trust Board meeting on 19 May 22.

Moved: WO1 (Rtd) G Findon

Seconded: LTCOL BC Gurney

Carried

6. **The 2021 annual (Chair's) report and reviewed annual financial report** have been circulated and require approval of the meeting, prior to lodging with Charities Services (CS) and uploading to our and CS websites.

7. The 2021 annual (Chair's) report and reviewed annual financial report are approved.

Moved: CPL MPJ Lincoln

Seconded: 2LT B Hogan

Carried

8. **Trust Board Contact Directory** – Secty will update and circulate the directory for 2022 with these minutes.

9. **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. 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.

10. **Digitising, scanning and post-processing of books and documents** in the ECMC library continues – WIP.

11. **Digitising and scanning of WW1 and WW2 military maps** from our map collection/store has been completed by Archives Central in Feilding and have been uploaded to a new map page in the heritage section of the ECMC website.

12. **RNZE CT Website** – is up to date, with more information and recent system software updates now completed by webmaster Nathan Satherley (of Nyx Software, Marton). A full review has been completed with amendments made to the RNZE CT and 2ER sections. Reviews will be undertaken on an annual basis – WIP.
13. **ECMC Assistance tasks** – RSM, 2ER and SSM, SME(NZ) have met with the Chair to deliver an **action plan for 2022** and promulgate a duty unit roster for 2022. A suggested target date for listed task completion is prior to the RNZE Reunion in mid-Oct 22.
14. We are awaiting the completion of the external **“Lazy E” entrance features** (by SME(NZ) and looking at the 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)). A concept for adjustment to the main entrance access to the Chapel is also being explored. More plaque backing boards are to be manufactured and installed for the museum area. R&M review has been sought from DEI and Spotless for the main building and Chapel, as well as an electrical review for the main building, given much of the electrical infrastructure re- is still the original circa 1980 equipment and wiring.
15. SME has completed some **lighting upgrades** within the museum area. Refurbishment of the **Bailey panels** about the exterior of the ECMC is necessary, due to significant paint treatment failure and deterioration from previous RNZAF Base Ohakea action. 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, although minimal support has only been provided to date – WIP.
16. Wef 10 Feb 22, the **ECMC “collection” inventory record** remains at approx 12,000 screens, with close to 20,000 individual items (of an estimated 60,000 items or nearly 33%) being catalogued, and with an overall increased collection value of over \$585,000. The total minimum value is still in the order of \$904,000 for all items. This report template is likely to change as we transition further into the new PP5 CMS software- WIP.
17. **Insurance** cover for the RNZE CT and Corps Collection and trustee indemnity and liability policies are due for renewal in mid-May 22.

18. **Visitor statistics** as at 10 Feb 22 were **56 or a total of 9,845** since records commenced in 2014 (compared with 94 at the same time last year and 869 for the full (Covid-reduced) year of 2021, 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).

19. We have a few **group ECMC visits** scheduled for the **RNZE** Snr Cbt Cse (x8) on 31 Mar 22 and the BCE Corps training course (x30) on 21 Apr 22 as part of their Corps heritage familiarisation. Plus, a possible RNZE YO group from 2ER at some stage later this year. Trial recording for escorted visitor briefs has been completed and the Chair has a draft script in progress – WIP.

20. Our **regular (serving and retired) donors list remains at 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.

21. 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 for 2020 and 2021 have been recorded and uploaded to our website, along with related PowerPoint presentations, for future reference and research purposes. A **new programme for 2022** has been promulgated throughout all current networks. To meet Covid precautionary measures, these presentations are being held in the Globe Theatre. We have made a deal for the hireage cost to be covered by PNCL out of the PNCC military commemorations and heritage budget (not the RNZE CT as previous). The Donation box will be taken to these presentations.

22. **2022 ECMC Programme** – a new ECMC, RNZE CT and MMMHP/EPLP Programme **for 2022** has been circulated to trustees for confirmation. Once the latter has occurred, then the programme can be promulgated throughout 2ER, SME(NZ), NZDC and related networks.

23. **Inspire Net** has confirmed that their hosting of our website and sponsorship for the RNZE CT and ECMC's IC&T and ISP requirements has been renewed and extended through until Oct 23 (an estimated saving of in excess of \$3,500 per annum). They have also assisted in finding us a new contractor to assist with ECMC IC&T infrastructure improvement and problem-solving services. Shane Hardman of Levin did an introductory visit on 3 Feb 22 and will return on 10 Feb 22 for a full survey of our IT installation and equipment – WIP.

24. **Corps (RNZE CT) “bursary scheme”** - no further grants have been requested or made since the last meeting. The total scheme disbursement is \$6,169.90 total since the scheme commenced several years ago. The RSM, 2ER and SSMs will continue to promulgate the availability of the scheme within units.

25. 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. **CPL MPJ Lincoln to follow up with MAJ Lawry.**

26. The **RNZE tukutuku panel** master displayed in the Linton Camp Cultural Centre has been completed by Cpl Shaun Taylor, RNZE and we are now awaiting a **digital file** 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 other Corps memorabilia and merchandise – WIP.

27. 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; **Joe Hollander to contact MAJ Andre Olivier to discuss further.**

28. Further time has been spent in the last two months installing the new **“Past Perfect” (PP5) collections management system (CMS)** software covering exhibit display items, photos, books and archives within the ECMC complex. All volunteers are currently working on this system and will ensure that all future items added to our collection are entered into the CMS – WIP;

29. **Petty cash from donations** to the ECMC to date is currently \$178.00;

30. WGCdr Peter Hurly, RNZAF (SMO at RNZAF Base Ohakea) continues as our **ECMC licenced weapons curator**. NZ Police advised that we are now 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 and in storage) or run the risk of closing due to becoming an illegal operation from

	<p>the 23 Aug 21 deadline. NZ Police Arms Office staff visited the ECMC on 12 Aug 21 for further discussions, but we are still waiting for them to finalise the licence holding and other related issues raised last year. The new legislation came into effect on 1 Feb 22 - WIP; and</p> <p>31. RNZE CT Trust Board 2022 meeting schedule – the Trust Board is scheduled to meet on 19 May, 18 Aug and 17 Nov 22 for the remainder of this year. 2LT B Hogan to book SME Conference room for all scheduled 2022 RNZE CT Trust Board Meetings.</p>
<p>7. Results of External Funding Applications/Resolutions since the last meeting on 18 Nov 21.</p>	<p>1. Chair applied to ECCT at the end of last year for \$5,000 to fund Stage 5 of our ICR&T (digitisation, scanning, post-processing and upload of archival heritage material) project. We expended just over \$6,000 for Stage 4 and other IC&T costs during 2021. ECCT made a grant of \$4,000 towards this project in early Jan 22. No other funding applications have been considered at this time. A review was made at this Trust Board meeting on 17 Feb 22 and will again be considered at the following meeting on 19 May 22.</p>
<p>8. Expenditure/Funding Q1 - Q2 of 2022.</p>	<ol style="list-style-type: none"> 1. Minimal changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 18 Nov 21. The following priority order and action is still recommended: 2. Heritage book and documentation digitisation – continuation of project as part of Stage 5, funded by ECCT and make application for Stage 6 in late 2022; 3. Ongoing maintenance and population of the RNZE CT/ECMC website as a stand-alone entity will continue, within current funding resources available; 4. Address/resolve ICR&T Stage 3 remainder comprising bar code (or QR code) printer, reader and system (>\$4,000) for the ECMC library (Mainland Foundation), once PP5 software has been bedded in and the CMS is up to date and working properly; 5. Renewal of insurance policies through Futurerisk (estimated premium value of \$5,500) in May 22; 6. Investigate interactive electronic display equipment and systems 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);

	<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 19 May 22.</p> <p>Moved: - CPL MPJ Lincoln Seconded: – LTCOL BC Gurney Carried</p>
<p>9. General Business</p>	<p>1. Support to ECMC. Outgoing CO, 2ER (LTCOL Ian Brandon) prepared a document entitled “RNZE Support to the ECMC” 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 “Preservation” (maintenance of the ECMC), “Operations” (visits to the ECMC) and “Projects and Fundraising” (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 only a few comments were made at the last Trust Board meeting. The Chair again acknowledged LTCOL Ian Brandon’s report and thanked him for the support provided to the ECMC. Hopefully trustees will consider the paper further and make the necessary decisions to ensure that the recommendations are implemented for the future.</p> <p>2. Facebook and Website Working Group. Formation was recommended in 1. above. Potential composition – SSM, SME(NZ) as Chair, plus Brittany Hogan, Molly Lincoln and Al Mitchell = 4). Subcommittee to look into providing a Facebook that links to the RNZE CT website and the ECMC, as well as targeting content. The meeting agreed that the subcommittee should engage in the meantime and make recommendations for the next meeting scheduled for 19 May 22.</p> <p>3. ECMC Subcommittee. The Chair discussed the possibility for establishing a subcommittee to assist the ECMC in deciding what content is to be catalogued/displayed/brought into the library and museum. The subcommittee would establish a link between what the Corps wants from the ECMC and further operationalise the functioning of the RNZE CT Board, with respect to the management of the ECMC. Potential composition – RSM, 2ER as Chair, plus Carl Fairbairn, Brittany Hogan, Alan Johnson and Joe Hollander = 5, with powers to co-</p>

	<p>opt further members as required. Further comment could be sought by RSM, 2ER from the upcoming Corps Conference to be held in early Apr 22.</p> <p>4. ECMC Visit Feedback. Liaise with CEW post course visits to gauge how course visits went and how the students felt the experience could be improved. Questionnaire to be handed out post visit IOT support this feedback process. 2LT B Hogan was asked to develop the questionnaire and implement with CEW and other SME(NZ) staff input.</p> <p>5. RNZE Reunion. LTCOL (Rtd) Bryce Gurney reported from the 2022 Reunion Organising Committee. COVID has presented setbacks for planning and booking. Venue has been confirmed, accommodation is being arranged and registrations remain open. Approximately 80 people have registered interest to date. Other matters discussed were :</p> <ul style="list-style-type: none"> a. Go/No-go point will be identified in Jul 22, IOT give personnel from Australia the opportunity to arrange travel. b. The Chair noted it would be beneficial to establish a precise program outline of what the reunion will comprise and what the registration fee covers. c. It is suggested there be a registration options for partner accompaniment to singular events rather than the whole weekend. d. More publicity is required outside of social media for the older retired members of the RNZE. Such information could be uploaded to the RNZE CT website and promoted at the ECMC. e. Bryce was asked to take these suggestions back to the Reunion Organising Committee for consideration and bringing back to the next Trust Board meeting on 19 May 22. <p>6. Corps Centenary Totara Trees. Five trees were planted OTP 14-16 October 2002, only two trees remain. The Chair noted that IOT reinstate the three missing trees, DEI would need to be involved. The Chair has discussed with WO1 Fairbairn the establishment of concrete plinths as markers for the trees prior to the 2022 RNZE Reunion, indicating who planted the trees and when. Chair will take the matter up with DE&I, along with RSM, 2ER and SSM, SME(NZ), for action.</p> <p>7. Corresponding Member Report. Chair acknowledged the report from LTCOL Ian Brandon with thanks and looked forward to</p>
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	more quarterly updates and contact with the RE and REA, in the future.
10. Closure	1. The Chair declared the meeting closed at 1120hrs.

**B. HOGAN
2LT
SECRETARY**

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