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<p>Royal New Zealand Engineers Charitable Trust Board</p> <p align="center">MEETING MINUTES</p>		<p>Date: 19 May 22 Time: 1401 - 1601 Venue: SME (NZ) Conference Room</p>
Members	In Attendance	Apologies
<p>LTCOL (Rtd) JS Hollander Trustee/Chair</p> <p>WO1 CA Fairbairn Trustee/Deputy Chair</p> <p>LTCOL M Nochete Trustee</p> <p>COL PJ Curry Trustee</p> <p>WO1 TT Kerekere Trustee</p> <p>WO1 (Rtd) G Findon Trustee/Treasurer</p> <p>SSGT (Rtd) AD Johnson Trustee</p> <p>LTCOL AD Mitchell Trustee</p> <p>LTCOL (Rtd) BC Gurney Trustee</p> <p>CPL MPJ Lincoln Trustee</p> <p>2LT B Hogan Secretary</p>	<p>COL PJ Curry</p> <p>LTCOL M Nochete</p> <p>LTCOL (Rtd) JS Hollander</p> <p>LTCOL (Rtd) BC Gurney</p> <p>WO1 (Rtd) G Findon</p> <p>SSGT (Rtd) AD Johnson (Later)</p> <p>2LT B Hogan</p> <p>WO1 Carl Fairbairn</p> <p>LTCOL AD Mitchell (V)</p> <p>WO1 TT Kerekere (V)</p> <p>CPL MPJ Lincoln (V)</p> <p>V = Virtual connection</p>	<p>Moved: WO1 Carl Fairbairn Seconded: LTCOL M Nochete Carried</p>
Outcomes/Decisions/Action Items		
<p>1. Opening</p> <ul style="list-style-type: none"> • Confirm agenda • Note apologies, and 	<p>1. The Chair declared the meeting of the RNZE Charitable Trust Board open at 1401hrs and welcomed all members present.</p> <p>2. As usual, the minutes of the last meeting would be used as the agenda checklist.</p>	
<p>2. Minutes from the last meeting</p>	<p>1. Minutes from the last meeting held on 17 Feb 22 be approved.</p> <p>Moved: WO1 (Rtd) G Findon Seconded: LTCOL (Rtd) BC Gurney Carried</p>	
<p>3. Matters arising from the previous minutes</p>	<p>1. There were no specific matters arising from the previous meeting minutes, as all covered in items below.</p>	
<p>4. Correspondence</p>	<p>1. The Chair acknowledged the Secretary's email detailing significant inwards /outwards correspondence including:</p>	

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	<ul style="list-style-type: none">a. RNZE CT Minutes, dated 17 Feb 22b. RNZE CT Website Stats, Jan – Mar 22c. Donors List, dated 26 Mar 22d. May 2022 Financial Report, dated 10 May 22e. RNZE CT Prog – TB Report, dated 12 May 22f. Bursary Scheme Application – SPR Prangnell, dated 22 Mar 22g. Bursary Scheme Application – SPR Heard, dated 08 Apr 22h. SPR Prangnell Grant Appreciation Email, dated 13 May 22i. Corresponding Members (IJB) Report, dated 18 May 22 <p>2. All other routine inwards and outwards correspondence has been via email.</p> <p>Moved: COL PJ Curry Seconded: WO1 Carl Fairbairn 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.</p> <p>2. The quarterly financial report was tabled for the period 1 Feb – 30 Apr 22, as attached as Annex A. The account balances as at 30 Apr 22 were:</p> <ul style="list-style-type: none">a. 00 (RNZE CT Ops – Transaction) Account = \$5,311.55b. 03 (ECMC Ops) Account = \$7,875.87c. 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>\$60,727.51</u> <p>3. There were seven accounts approved for payment, from the 00 and 03 accounts to a total of \$2401.74</p> <p>Moved: WO1 (Rtd) G Findon Seconded: WO1 Carl Fairbairn Carried</p> <p>4. The Treasurer noted that up to \$5,000 will be moved from the 03 account to the 00 account to cover insurance premium renewal costs for 2022.</p>

	<p>5. The Chair noted the ESET Virus protection software is due for renewal in the coming weeks (178-53). Also the renewal of our AASLH membership for 2022-23 shortly (USD\$98).</p> <p>6. Financial report OTP 1 Feb – 30 Apr 22 was moved by the Treasurer</p> <p>Moved: WO1 (Rtd) G Findon Seconded: COL PJ Curry Carried</p>
<p>6. Progress on actions/tasks and other activities since last meeting (17 Feb 22) Include:</p>	<p>1. Trust Deed Issue (Trustee and Chair 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. Still awaiting feedback from trustees regarding future trustee succession planning and seeking a replacement Trust Board chair and trustee Joe Hollander.</p> <p>2. Trustees to seek expressions of interest, recommendations and suggestions for the RNZE CT Chair position via Facebook and Sappers Association to identify a suitable replacement by end of 2022.</p> <p>3. The meeting approved the extension of Joe Hollander’s tenure as chair for a further 6 months, or until the process of identifying and handing over the RNZE CT Chair position is complete. Joe is happy to remain as a trustee thereafter to assist continuity with the ECMC and RNZE CT.</p> <p>Moved: LTCOL (Rtd) BC Gurney Seconded: 2LT Hogan Carried</p> <p>4. Trust Board Contact Directory – Secty will update and circulate the directory for 2022 with these minutes.</p> <p>5. 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.</p> <p>6. Digitising, scanning and post-processing of books and documents in the ECMC library continues – WIP.</p>

7. **RNZE CT Website** – is up to date, with more information and recent system “plug-ins” and software updates now completed by our webmaster. Website posts for the first quarter of 2022 were previously circulated to trustees, showing that most access has been for Heritage, History and Archives – WIP.
8. **ECMC Assistance tasks** – RSM, 2ER and SSM, SME (NZ) have met with the Chair to work out an **action plan for 2022** and promulgate a duty unit roster for this year. A suggested target date for listed task completion is prior to the RNZE Reunion in mid-Oct 22. The Deputy Chair noted that maintenance tasks are being undertaken to fix ongoing issues or to rectify health and safety concerns (such as the electric bar heaters being removed). There are more jobs to be completed that will require consideration be given to the heritage building requirements.
9. We are awaiting the 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)). The seat has been complete, just waiting for installation. A concept for adjustment to **main entrance access to the Chapel** is also being explored and supported by current padres. More **plaque backing boards** are to be manufactured and installed for the museum area. A R&M review has been sought from DE&I and Spotless for the main building and Chapel, as well as an electrical review for the main building, given much of the electrical infrastructure is still the original circa 1980 equipment and wiring.
10. 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.
11. Wef 12 May 22, the **ECMC “collection” inventory record** remains at approx **12,000 screens**, with close to **20,000**

	<p>individual items (of an estimated 60,000 items or nearly 33%) being catalogued, and with an overall increased collection value of over \$600,000. The total minimum value is still in the order of \$863,000 (note previous error) for all items. This report template is likely to change as we transition further into the new PP5 CMS software – WIP.</p> <p>12. Insurance cover for the RNZE CT and Corps Collection and trustee indemnity and liability policies are due for renewal on 16 May 22. We have a new person at Futurisk Brokers, as Amanda Kennedy has taken over from Michelle Mackay earlier this year. The Chair met with Amanda on 3 May 22 to confirm that no changes were necessary for our insurance cover and that the Camp has become more secure. Overall cover value for the “RNZE Collection” (library and museum items) is \$500,000, as for 2021. We have received the final quotes from overseas for policy renewal and these show an increase of only \$182 on top of last year’s premium renewal costs. Total cover across the two main policies was offered for a total cost of \$4,807. This includes the following:</p> <ul style="list-style-type: none"> a. general liability cover up to \$1,000,000; b. management liability cover up to \$500,000; c. crime protection up to \$150,000; and d. professional liability for non-profit organisations cover for up to \$500,000. <p>13. Indemnity cover for statutory liability and cyber liability was discussed. Cover for up to \$1,000,000 with an excess of \$500 on each claim will cost \$250 + GST. Having considered the likelihood of requiring this additional cover, the board concluded that indemnity and statutory liability insurance was not required.</p> <p>Moved: LTCOL M Nochete Seconded: COL PJ Curry Carried</p> <p>14. Visitor statistics as at 12 May 22 were 298 or a total of 10,086 since records commenced in 2014 (compared with 308 at the same time last year, 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). We have had both the BCE and Snr Cbt Engr course visit in the last month, these sessions were well received. CO, 2ER is keen for a RNZE YO group to visit at some stage later this year, as part of their Corps heritage familiarisation.</p>
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	<p>Trial recording for escorted visitor briefs has been completed and the Chair still has a draft script in progress – WIP.</p> <p>15. Our regular (serving and retired) donors list has reduced to 30 (comprising 15 x Offr, 11 x WO/SNCO, 4 x OR/Civ). This includes 21 serving and 9 retired RNZE. Regular donations realise \$553.83 per month or \$6,646pa.</p> <p>16. 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 thru 2022 have been recorded and uploaded to our website, along with related PowerPoint presentations, for future reference and research purposes. The 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 and will likely remain there for the foreseeable future. Arrangements have been made for the hireage cost to be covered by PNCL out of the PNCC military commemorations and heritage budget (not the RNZE CT as previous).</p> <p>(SSGT (Rtd) AD Johnson joined the meeting at 1415hrs).</p> <p>17. Corps (RNZE CT) “bursary scheme” – two further grants (each \$500) were made to Sprs Prangnell (SME) and Heard (25ESS) during the last quarter. The total scheme disbursement stands at \$7,169.90 since the scheme commenced several years ago. The RSM, 2ER and SSMs will continue to promulgate the availability of the scheme within units. The Chair reinforced the fact that the grants were from the RNZE CT, not the ECMC and asked trustees to explain this in their promotion of the scheme.</p> <p>18. The RNZE stained glass window in St David’s Chapel in Burnham Camp is under action by 3 Fd and ER Sqn and it is hoped that work will be completed in Jun 22 – WIP.</p> <p>19. 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. The intent is to use the panel design as a logo, Corps icon, decal, letterhead and masthead for the website and other Corps memorabilia and merchandise. File waiting to be enhanced and converted to PDF and JPEG formats.</p>
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	<p>20. 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 surrounding Chapel gardens.</p> <p>21. The Chair met with Padre Jono Holland and SSM, SME(NZ) recently to discuss Chapel maintenance and a new NZDF (DE&I) heritage classification regime, which is likely to incorporate the Chapel. The installation of HVAC, plus fire detection, protection and suppression systems in the Chapel was also discussed. Linton DE&I had previously sought input from the Chair on these system proposals, but we are still awaiting an outcome – WIP.</p> <p>22. Replacement centenary totara tree plantings – three of the five original totara trees planted for the Corps Centenary in Oct 02 have disappeared. Plus, other larger trees surrounding the Chapel are preventing growth of any new replacement trees. This needs to be resolved between DE&I and the Corps, to ensure that all five trees are in place for the Corps 120th anniversary and RNZE Reunion in Oct 22.</p> <p>23. 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.</p> <p>24. Invoices are now coming through for our Fuji printer appliance provided by Fujifilm (was Fuji Xerox). No rental fee was charged for 2021, just \$110.63 for consumables/usage. Chair is in the process of sorting out future billing and costs in accordance with our Heads of Agreement, established in late 2020 – WIP.</p> <p>Moved: COL PJ Curry Seconded: WO1 CA Fairbairn Carried</p> <p>25. Petty cash from donations to the ECMC to date is currently \$421.00, of which \$300 will be banked later this week.</p>
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	<p>26. ECMC weapons situation - we are still waiting for NZ Police to finalise the licence holding and other related issues raised last year – WIP.</p> <p>27. Keeping ECMC staff informed of Camp and Corps events and activities – 2ER and SME to inform ECMC of more activities to further involve ECMC Staff in Corps events. Chair has made contact with OC, LRSC asking for it to be treated as a “lodger unit” and receive “LINTON-ALL” communications.</p> <p>28. RNZE CT Trust Board 2022 meeting schedule – the Trust Board is scheduled to meet next on 18 Aug and 17 Nov 22. Secty to make suitable venue bookings for future meetings this year, in the SME(NZ) Conference Room.</p> <p>29. 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, again on 5 Nov 21, discussed at the last meeting seeking comment and reactions, but only a few comments were made at the last Trust Board meeting.</p> <p>30. Facebook (and website) working group (recommended composition – SSM, SME(NZ) as Chair, plus Brittany Hogan, Molly Lincoln and Al Mitchell = 4). It was agreed to meet prior to next RNZE CT meeting to decide on the content focus for the Facebook Group.</p> <p>31. ECMC Sub-committee (recommended composition - RSM, 2ER as Chair, plus SSM, SME(NZ), Brittany Hogan, Jono Johnson and Joe Hollander = 5) of the Trust Board, both with powers to co-opt further members as required. The concept of the ECMC Sub Committee was discussed with the intent being that they provide guidance from the Corps to the museum on how Sappers want the museum run and what to display. CO, 2ER made a suggestion for using the ARes XO (MAJ) appointment to assist in the management of the ECMC and would explore this opportunity further and advise back. An outcome on how this sub-committee is to operate in the future is yet to be determined - WIP.</p>
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<p>7. Results of External Funding Applications/Resolutions since the last meeting on 17 Feb 22.</p>	<p>1. No other funding applications have been raised at this time. A further review will be made at the next Trust Board meeting on 18 Aug 22 and again at the last meeting later this year.</p>
<p>8. Expenditure/Funding Priorities for Q2 - Q3 of 2022.</p>	<p>a. Heritage book and documentation digitisation – continuation of project as part of Stage 5, funded annually by ECCT and make application for Stage 6 in late 2022;</p> <p>b. Ongoing maintenance and population of the RNZE CT/ECMC website as a stand-alone entity will continue, within current funding resources available;</p> <p>c. Renewal of insurance policies through Futurerisk (estimated premium value of \$5,500) in May 22;</p> <p>d. 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;</p> <p>e. 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> <p>f. Remaining signage, including internal signage for display cabinets (>\$2,000), once refreshment/refurbishment and exterior painting of cabinets has been completed; and</p> <p>g. Approve above priority and applications/sources and review all at the next meeting on 18 Aug 22.</p> <p>Moved: - COL PJ Curry Seconded: – WO1 CA Fairbairn Carried</p>
<p>9. General Business</p>	<p>1. The Deputy Chair tabled a number of invoices and advised that a cost of \$45.04 was required to cover plumbing repair costs (Chapel downpipe) undertaken at the ECMC. The Chair suggested that it be paid, with any additional costs of up to \$100 for electrical (LED lighting remediation to ECMC displays) materials also be approved in advance.</p> <p>Moved: - LTCOL (Rtd) JS Hollander Seconded: – WO1 (Rtd) G Findon Carried</p>

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	<ol style="list-style-type: none">2. Corps Attrition Rate - LTCOL Nochete noted that 2ER is suffering from severe attrition rate, 15% over 12 months which is well over the tolerance rate. It was discussed that this needs to be kept in mind when requesting additional assistance from 2ER, particularly for support to the ECMC.3. RNZE Corps Painting has been estimated to cost around \$11,000. The painting concept was tabled for approval by WO1 TT Kerekere, which was agreed. A contribution will be made by the RNZE CT to cover a share of the cost of the painting commission. The percentage share to be contributed will be determined at a later time, when the full costs and financial plan for this project is revealed - WIP.4. CPL M Lincoln tabled the idea of repurposing existing trophies held by the ECMC, to promote and encourage Corps morale. It was discussed this could be a "RNZE CT Sapper of the Year" trophy, amongst others. Chair mentioned that he had recommended the recycling of existing silverware trophies from the Kitchener Room, some originating from over 100 years ago. We had done this for the "RNZE Best Shot" trophy and it was agreed that we should explore this suggestion further.5. RNZE Reunion (Oct 22). LTCOL (Rtd) Bryce Gurney provided an update on the RNZE Corps (120th Anniversary) Reunion. Approximately 125 people have registered, with an additional 50 expected to register in the coming months. Registration closes at the end of Jul 22. The maximum capacity for the event is 400 people. Final programme details are being confirmed for the event.6. Bursary Scheme Payments are to be confirmed with the Secretary in order for confirmation to be passed onto the recipients. Individuals' bank account details are to be provided in their submission, along with an agreement to acknowledge if and when a grant is made.
10. Closure	<ol style="list-style-type: none">1. The Chair declared the meeting closed at 1601hrs.

B. HOGAN
2LT
SECRETARY

J.S. HOLLANDER
LTCOL (Rtd)
CHAIR