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Royal New Zealand Engineers Charitable Trust MINUTES		Date: 18 Aug 22 Time: 1402 - 1606 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 SSGT (Rtd) AD Johnson 2LT B Hogan COL PJ Curry (V) LTCOL AD Mitchell (V) CPL MPJ Lincoln (V) Guests: Mike Patterson V = Virtual connection	LTCOL M Nochete LTCOL BC Gurney WO1 Carl Fairbairn (late arrival) Moved: CPL MPJ Lincoln Seconded: SSGT (Rtd) AD Johnson 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 1402hrs 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 19 May 22 be approved. Moved: WO1 (Rtd) G Findon Seconded: 2LT B Hogan 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. RNZE CT Minutes Dated 30 May 22 b. Corps painting Commission email 3 Jun 22 c. Duigan's Circus Publishing Notice – RNZE Book d. Medals, Clasps, and Ribbon gift to the RNZE CT 28 Jul 22 e. RNZE CT Outstanding action list 2 Aug 22 f. RNZE CT Financial Report 6 Aug 22 g. RNZE CT Prog Report 12 Aug 22 h. RNZE Reunion Update 15 Aug 22 i. Updated TB Directory 16 Aug 22 j. RNZE CT Bursary Scheme Application Proposal 16 Aug 22 k. ECMC Curator and Host TORs 17 Aug 22 l. Museum Task Updates 18 Aug 22 m. RNZE CT Bursary Scheme Thank You email from SPR Taripo 17 Jun 22 n. RNZE CT Bursary Scheme Thank You letter SPR Heard 22 Jun 22 o. Project reports for Tokelau Island written by COL DS Moloney, OBE, from Dan Randall (NZSASHC) 28 Apr 22 p. Contact from Corresponding member, LTCOL IJ Brandon (from UK) <p>2. All other routine inwards and outwards correspondence has been via email.</p> <p>Moved: WO1 TT Kerekere Seconded: COL PJ Curry 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 quarterly financial report was tabled for the period 1 May – 31 Jul 22, attached at Enclosure 1. The account balances as at 31 Jul 22 were: <ul style="list-style-type: none"> a. 00 (RNZE CT Ops – Transaction) Account = \$1,272.98 b. 03 (ECMC Ops) Account = \$5,137.03 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 = \$84.67 h. 22 RNZE CT Term Deposit Account = \$7,500.00 i. Total account balance = <u>\$53,994.68</u>

	<p>3. There was a total of 11 accounts approved for payment, eight from the 00 account and three from the 03 account. The approved payments totalled \$17,546.49</p> <p>Moved: WO1 (Rtd) G Findon Seconded: SSGT (Rtd) AD Johnson Carried</p> <p>4. It was agreed that in accordance with the previously approved Investment Plan, that account “20” (\$10,000) due to expire on 22 Aug 22, be reinvested for a further 12 months at 4% interest, with any residual interest being transferred to the “00” account.</p> <p>5. That the financial report OTP 1 May – 31 Jul 22 be 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 May 22) Include:</p>	<p>a. Trust Deed Issue (Trustee and Chair Tenure) – still waiting for feedback from trustees regarding future trustee succession planning and seeking a replacement Trust Board chair. CO, 2ER made an attempt to recruit via social media for a replacement chair, there was one expression of interest from SSGT (Rtd) Gleeson-Long but has since withdrawn his interest. There are no additional takers at this stage, the situation will be reviewed at the next meeting in Nov 22 - WIP;</p> <p>b. 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. 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 this year. – WIP;</p> <p>c. Digitising, scanning and post-processing and uploading of books and documents in the ECMC library continues. All 16 volumes of our WW2 embarkation rolls are currently being worked on, which is where we get many external queries and having an electronic record on the website will assist this process. We are also experiencing more copyright challenges, as we progress from the 1940-50's and into the period of electronic publishing, etc – WIP;</p> <p>d. RNZE CT Website – is up to date, with more information and recent system “plug-ins” and software updates having been</p>

	<p>completed by our webmaster. We have also added to the photo gallery with an “Argo Road” project section, as well as additional engineer equipment and plant-related photos for the record. Total IC&T expenditure to 31 Jul 22 is \$2,538.69, from the late 2021 ECCT grant of \$4,000– WIP;</p> <p>e. ECMC and Assistance tasks – SSM, SME(NZ) continues to provide progress reports on an action plan for 2022. The suggested target date for listed task completion is prior to the RNZE Reunion in mid-Oct 22.</p> <p>We are awaiting the completion of the external “Lazy E” entrance features (by SME(NZ)). Re-arrangement, recycling and refurbishment of the Patron’s seating outside the Chapel is continuing and a fourth seat in memory of the 4th Patron – Hon Col George Butcher, MC, ED (by SME(NZ)) has been added and completed. A concept for adjustment to the 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.</p> <p>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. A plan exists for the refurbishment and renewal of several displays within the museum area. A decision on what is going to happen to the old library and museum space in the rear of the building occupied by HQ, QAMR is awaited. The ECMC main building is currently experiencing a rat infestation and despite requests for Spotless assistance, we have proceeded to setting our own baits and traps to rectify the situation.</p> <p>The 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;</p> <p>f. A new MFO Sinai display has been completed and added to a refurbished display cabinet, recycled from HQ, 25ESS;</p> <p>g. Wef 12 Aug 22, the ECMC “collection” inventory record remains with over 20,000 individual items (of an estimated 60,000 items or nearly 33%) being catalogued, and with an</p>
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	<p>overall increased collection value of over \$660,000. The total minimum value is still in the order of \$863,000. This report template will change as we transition further into the new PP5 CMS software - WIP;</p> <p>h. 32 more (cancelled) medals have been gifted to the ECMC museum by JFHQ (via Col Comdt, RNZE) and will be added to displays and the Kitchener Room medal display. Appreciation was expressed to COL Curry for this gift – WIP;</p> <p>i. Visitor statistics as at 12 Aug 22 were 523 or a total of 10,312 since records commenced in early 2014 (compared with 641 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). CO, 2ER is keen for a RNZE YO group to visit at some stage later this year, as part of their Corps heritage familiarisation. 2 Fd Sqn has also arranged for a number of visits 11 and 18 Aug 22 as part of unit training and Corps familiarisation;</p> <p>j. Our regular (serving and retired) donors list has decreased again to 29 (comprising 17 x Offr, 11 x WO/SNCO, 1 x OR/Civ). This includes 23 serving and 6 retired RNZE. Regular donations realise \$567 per month or \$6,804pa. We lost a few regular donors in the past quarter, but gained two new ones (Brittany Hogan and Al Mitchell), to recoup;</p> <p>k. 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 from 2020 thru 2022 have been recorded and uploaded to our website, along with related PowerPoint presentations, for future reference and research purposes. Presentations are being held in the Globe Theatre and will likely remain there for the foreseeable future, hireage being funded by PNCL out of the PNCC military commemorations and heritage budget (not the RNZE CT);</p> <p>l. Corps (RNZE CT) “bursary scheme” – Two further grants were applied for, with one being declined (Spr Foster) and the other approved for \$450 (Spr Taripo). Letters of thanks have been received from Sprs Prangnell (SME) and Heard (25ESS), made during the previous quarter. A total of \$1,450 has been disbursed in 2022 to date and the scheme total stands at \$7,619.90 since it commenced several years ago. An application checklist and set of guidelines has been prepared by SME(NZ). The RSM, 2ER and SSMs will continue to promulgate the availability of the scheme within units.</p>
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	<p>The Bursary Scheme Application proposal document was tabled for discussion by 2LT Hogan. The application document will be held with the RSM, SSMs, and on the RNZE CT website. It was agreed that there would be four categories within the application to provide additional information for the Trustees:</p> <ul style="list-style-type: none"> i. Category A – Serving Sapper Personal Development ii. Category B – Serving Sapper Welfare iii. Category C – Ex Serving Sapper Development iv. Category D – Ex Serving Sapper Personal Development <p>Members were given until 26 Aug 22 to provide responses on the RNZE CT Bursary Scheme Application for distribution and upload to the website on 29 Aug 22.</p> <p>m. The RNZE stained glass window in St David’s Chapel in Burnham Camp is under action by 3 Fd Sqn and it is hoped that remedial work will be completed soon. CPL Molly Lincoln will contact the Burnham Camp Regional Support Centre and RNZE Col Comdt, once work is completed - WIP;</p> <p>n. The RNZE tukutuku panel master displayed in the Linton Camp Cultural Centre completed by Sgt 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. The panel is currently in storage while the Cultural Centre undergoes construction upgrades. To avoid damaging the panel RSM, 2ER will wait until it is brought out of storage to take any photos for further digital images. It was agreed that the new panel icon could be displayed at the upcoming RNZE Reunion in Oct 22. RSM, 2ER has this in hand - WIP;</p> <p>o. 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 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 surrounding Chapel gardens. SSM, SME(NZ) is continuing to liaise with Spotless to see this work completed – WIP;</p>
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	<p>p. Chair has met again with SSM, SME(NZ) recently to discuss Chapel maintenance and a new NZDF (DE&I) heritage classification regime, which is likely to incorporate the Chapel. Also, the installation of HVAC, plus fire detection, protection and suppression systems in the Chapel. The Chapel roof has been cleaned, presumably awaiting repainting in warmer weather. Repairs to leaks around the flashings to the RE hat badge-stained glass window and internal cladding is awaiting repair and completion. A (temporary) access ramp has been installed by 1RNZIR for the opening of the theatre. Jono Johnson will have a look at its stability for the upcoming RNZE reunion – WIP;</p> <p>q. Replacement centenary totara tree plantings – three of the 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. Spotless has confirmed that six (6) older trees have been identified for “extraction” and SSM, SME(NZ) is monitoring this work. Plinths have been made to mark the trees under the guidance of SSM, SME(NZ) – WIP;</p> <p>r. 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). CO, 2ER has advised that he has MAJ Mike Pettersen drafting ToR for the ECMC curator role and the possibility of using a ResF officer (2ER ResF XO) in this position to assist with the future management of the ECMC. More to follow on this matter.</p> <p>s. Facebook working group (composition – SSM, SME(NZ) as Chair, plus Brittany Hogan, Molly Lincoln and Al Mitchell), It was discussed that the Facebook Page (FBP) should have a different identity and aim to the current Corps of Royal New Zealand Engineers FBP. The intent is to have the FBP linked to the ECMC website to push any updates, events, promotions etc. through both sites. Brittany Hogan will talk to Janine Bevege at 2ER about setting up the ECMC FBP under the current 2ER FBP. The FBP Working Group will establish documentation around establishing an aim and identity for</p>
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	<p>the FBP prior to the next meeting in Nov. It was suggested that contact be made with the RNZE CT “webmaster” (Nathan Satherley of Nyx Software in Marton), seeking his input – WIP;</p> <p>t. ECMC Sub Committee CO 2ER has stated his intent that TORs be developed for a ‘curator’ or a position of a similar description. This position would help establish what displays are developed and would provide a link between what the ECMC displays and what the Corps wants to see.</p> <p>At the request of CO, 2ER, MAJ Mike Pettersen has established two TORs for the curator and visitor host positions as the ECMC prepares for Clas Chamberlain’s retirement from the ECMC at the end of 2022. Due to the scope of responsibilities held within the ‘curator’ role, two Draft TORs were presented for consideration. The first position is the ‘Museum Curator’, with a second position established to host visitors on within the museum, this position is titled the ‘Host Regulator’. These two positions can be merged into one if required. It was stressed that these TORs were not job descriptions, but of a more functional nature. RSM, 2ER recommended this be a conversation for the Corps Review Board (CRB), in terms of what the Corps wants the ECMC to hold and display, etc. Chair to take this matter up with the CO and RSM, 2ER - WIP;</p> <p>u. Further effort has been spent in the last three months adding to the new “Past Perfect” (PP5) collections management system (CMS), 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>v. Charges and invoicing for our Fuji printer appliance have been resolved with Fuji Film (used to be Fuji Xerox). Billing is now being made in accordance with our original Heads of Agreement, established in late 2020;</p> <p>w. Total petty cash from donations to the ECMC to date, is currently \$328.00;</p> <p>x. ECMC weapons situation - we are still waiting for NZ Police to finalise the licence holding and other related issues raised last year. We believe that silence is a result of NZ Police accepting our recommended approach and them not being</p>
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	<p>concerned with the way in which we manage and display our weapons collection - WIP;</p> <p>y. St Davids (Sappers) Church in Khyber Pass Road, Auckland, is now confirmed as the being the property of The Friends of St Davids and our post-WW1 and WW2 RNZE heritage items (flaming grenade-stained glass window, wall plaque and rolls of honour) are now secured within the confines of the Church;</p> <p>z. The Trust paid Artist Matt Gauldie for the deposit (\$4,025) on the RNZE Corps 120th anniversary painting, to recover the GST. Total commission cost is \$12,075 (incl GST), of which the balance (\$8,050) will require settlement upon delivery of the finished product in Oct 22. A VANZ funding grant has been approved for \$5,000 to offset the final cost. A business or project plan is anticipated from the project lead (RSM, 2ER), so that cost-recovery, pre-sale of prints and final payment arrangements can be confirmed – WIP;</p> <p>aa. Keeping ECMC staff/volunteers informed of Camp and Corps events and activities – Chair approached LRSC, who now keeps us informed of local issues and Camp compliance matters. We do get the odd info release or invitation from 2ER and SME(NZ), but ECMC staff still feel left out of Corps activities and celebrations;</p> <p>bb. RNZE CT Trust Board 2022 meeting schedule – the Trust Board is scheduled to meet for its final meeting for the year on 17 Nov 22. Secty is making bookings for the use of the SME(NZ) meeting room, for future TB meetings. A schedule for ECMC opening days and TB meetings for 2023 will be released in Nov 22.</p> <p>cc. QAMR is moving out of the ECMC into their new building. This will create an additional space for use at the end of the ECMC main building, the Chair asked if the ECMC can take some of this space back. CO, 2ER had previously advised that CoS, HQ, 1 (NZ) Bde was considering the future use and allocation of this space. It was also suggested that the space could be used to cater for a morning tea to close off the RNZR Reunion, after the Chapel service on 16 Oct 22; and</p> <p>dd. CPL M Lincoln will contact 3Fd Sqn Q-Store to establish what trophies and silver ware are being held at 3 Fd Sqn. The intent also being to establish a “RNZE CT Sapper of the Year” trophy. The Chair recommended recycling and repurposing of</p>
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	existing trophies from the ECMC Kitchener Room as an alternative.
7. Results of External Funding Applications/Resolutions since the last meeting on 19 May 22.	1. No other funding applications have been raised at this time. A further review will be made at the upcoming Trust Board meeting on 18 Aug 22 and again at the next meeting later this year.
8. Expenditure/Funding Q3 - Q4 of 2022.	<p>a. 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;</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 17 Nov 22.</p> <p>Moved: - CPL MPJ Lincoln Seconded: – WO1 (Rtd) G Findon Carried</p>
9. General Business	1. OP London Bridge is the codename for when HRH Queen Elizabeth II passes away. RSM, 2ER advised that a contingent of RNZE personnel (Col Comdt, CO, and RSM) will move to London on the commencement of OP London Bridge. COL PJ Curry has spoken to the CA and recommended that RNZE wishes to maintain the Sovereign as the RNZE Colonel in Chief should HRH Queen Elizabeth II pass away. COL PJ Curry recently wrote

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	<p>to the Queen on behalf of the RNZE wishing her all the best for her Platinum Jubilee.</p> <p>2. Heritage Ceremony and Protocol HCP in HQ, NZDF) has raised a 'demining history' project to collate information and memories within the Corps IOT preserve RNZE history.</p> <p>3. Congratulations are passed on to CAPT Laura Bayfield for her Mako's selection, MAJ Kenny Long for his CDF commendation, and Tetyana Sanders for winning the Junior Soldier category in the Chief of Army writing competition.</p> <p>4. CPL MPJ Lincoln has requested that the Facebook post requesting submissions of interest for the RNZE CT Chairperson position be reposted to include more striking and capturing images IOT spike interest in this position.</p> <p>5. SSM, SME(NZ) has found an old existing ECMC FBP, he will look into who the 'owner' of this page is to either develop it further or shut it down and start a new one.</p> <p>6. A brief update was provided to the meeting on progress with the upcoming RNZE Reunion, 14-16 Oct 22. Over 300 registrations have been made for attendance at this weekend. The reunion programme has also been confirmed and released.</p>
10. Closure	<p>1. The Chair declared the meeting closed at 1606hrs.</p>

B. HOGAN
2LT
SECRETARY

J.S. HOLLANDER
LTCOL (Rtd)
CHAIR

Enclosures:

1. RNZE CT Financial Report May-Jul 2022