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| **Royal New Zealand Engineers Charitable Trust**  **MINUTES** | | **Date:**  **Time:**  **Venue:** | | **17 Nov 22**  1400 - 1600  SME (NZ) Conference Rm |
| **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 Co-opted Trustee LTCOL BC Gurney Co-opted Trustee CPL MPJ Lincoln Trustee 2LT B Hogan Secretary | LTCOL (Rtd) JS Hollander WO1 CA Fairbairn LTCOL M Nochete COL PJ Curry (v) WO1 TT Kerekere WO1 (Rtd) G Findon SSGT (Rtd) AD Johnson LTCOL AD Mitchell (v) LTCOL BC Gurney  Guests:  Col (Rtd) D Jones (v)  2LT J McMahon (A/Secty)  (v) = virtual connection | | 2LT B Hogan CPL MPJ Lincoln | |
| **Topic/Discussion** | **Outcomes/Decisions/Action Items** | | | |
| 1. **Opening** | The Chair declared the meeting of the RNZE Charitable Trust Board open at 1404 and welcomed all members present.  Apologies from 2LT B Hogan and CPL MPJ Lincoln be accepted.  **Moved**: WO1 TT Kerekere  **Seconded**: WO1 CA Fairbairn  **Carried** | | | |
| 1. **Minutes from the last Meeting** | Minutes from the last meeting held 18 Aug be approved.  **Moved**: WO1 (Rtd) G Findon  **Seconded**: SSGT (Rtd) AD Johnson  **Carried** | | | |
| 1. **Matters arising from the previous minutes** | There were no specific matters arising from the previous minutes. Items covered in the Chair’s progress report. | | | |
| 1. **Correspondence** | The Chair acknowledged the Secretary’s email detailing significant inward/outwards correspondence.  Outwards Correspondence   1. Financials Aug-Oct 2022 6 Nov 22 2. PNCC Mil Comm Prgm 2023-28   (V2-Oct 22) 3 Nov 22   1. Notice of Refund Oct 2022 5 Oct 22 2. GST Return 1 Apr-30 Sep 2022 3 Oct 22 3. RNZE CT Funding Application 15 Sep 22 4. RNZE CT Mins 18 Aug 22 15 Sep 22 5. Investment Plan 2022 22 Aug 2022 22 Aug 22   Inwards Correspondence   1. CPL Lincoln Progress Report 14 Nov 22 2. RNZE CT Progress Report Nov 22 11 Nov 22 3. Secty Correspondence List 10 Nov 22 4. Bio Don jones Sep 2022 8 Nov 22   All other routine inwards and outwards correspondence has been via email.  **Moved:** WO1 CA Fairbairn **Seconded:** LTCOL M Nochete **Carried** | | | |
| 1. **Finance** | Financial details and specifics for the RNZE CT were provided by the Treasurer, as circulated prior to the meeting.  The **quarterly financial report** was tabled for the period 1 Aug – 31 Oct 22, attached at Enclosure 1. The account balances as at 31 Oct 22 were:   1. 00 (RNZE CT Ops-Transaction) Account = $5.228.77 2. 03 (ECMC Ops) Account = $6,616.64 3. 04 (RNZE CT Inv) Account = $10,000.00 4. 18 (RNZE CT Inv) Account = $10,000.00 5. 19 (RNZE CT Inv) Account = $10,000.00 6. 20 (RNZE CT Inv) Account = $10,000.00 7. 21 (RNZE CT Debit Card Account = $74.67 8. 22 RNZE CT Term Deposit Account = $7,500.00 9. Total account balance = $59,420.08   There was a total of eight **accounts approved for payment**, six from the ‘00’ account, one from the ‘03’ account and one from the ‘21’ account. The approved payments totalled $12,170.39  **Moved:** WO1 (Rtd) G Findon **Seconded:** WO1 CA Fairbairn **Carried**  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.  Recommendation from the Treasurer to increase the value of RNZE CT Term Deposit account ‘22’ from $7,500.00 to $10,000.00, with the required funds to come from the ‘03’ account. Reason for this change is Kiwi bank term deposits are at a much higher rate for $10,000.00  **Moved:** WO1 (Rtd) G Findon **Seconded:** SSGT (Rtd) AD Johnson **Carried**  Term deposit account ‘19’ is due to reach maturity on 15 December. Recommendation from the Treasurer that the ‘19’ account be rolled over for a further 12 months at 4.6% interest, with any residual interest being transferred to the ‘00’ account.  **Moved:** WO1 (Rtd) G Findon **Seconded:** LTCOL M Nochete **Carried**  That the **financial report OTP 1 Aug – 31 Oct 22** be approved.  **Moved:** WO1 (Rtd) G Findon  **Seconded**: WO1 CA Fairbairn  **Carried** | | | |
| 1. **Progress on actions/tasks and other activities since last meeting (18 Aug 22):** | 1. **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 tried to recruit via social media for a replacement chair, but unfortunately there are no takers. Col (Rtd) Don Jones indicated some interest at the RNZE Reunion.   Chair noted that the current **Trust Deed** allowed for seven trustees, however the board currently has eight trustees. This hasn’t been an issue, and the extra support on the board has been welcomed.  CO 2ER made a **proposal for changes to the governance** **structure**. Separating the day-to-day operational matters of the ECMC and the strategic role of the charitable trust board. The CO as a co-opted board member provides support to the ECMC Curator, mainly around the workforce for the preservation and maintenance of the ECMC. The ECMC Curator would work to the boards plan.  Col Comdt raised the issue that having that role as a trustee on the trust board was tying them too close to the operational matters of the board and the ECMC.  **Action:** CO 2ER to put together a one-page proposal to outline proposed restructure of relationships, reporting and roles between the ECMC, Trust Board and the Corps.   CO 2ER also recommend that he step down as a trustee and be re-appointed as a co-opted trustee.  **Moved:** WO1 (Rtd) G Findon  **Seconded**: SSGT (Rtd) AD Johnson  **Carried**  The board discussed the **appointment of Col (Rtd) Don** **Jones as a potential trustee** and future board chair. He was accepted as a co-opted trustee, with a view to becoming a trustee and replace the current board Chair at the end of June 2023. The current board Chair would then become a co-opted trustee for the remainder of 2023 to ensure a smooth transition. This transition plan was agreed upon.  **Moved:** COL PJ Curry  **Seconded**: LTCOL BC Gurney  **Carried**  **Action:** Trust Board Chair to circulate an amended Memorandum of Appointment to reflect the changes in trustees and board governance.   1. **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 was hoped that 2 Fd Sqn would pick up the task over the course of 2022, with a view to completing the project before the end of this year. That however is unlikely to occur. If the Corps is serious about finishing this project and seeking income from the sale of surplus parts, then some priority needs to be given to resourcing this project – WIP;   **Action:** Trust board Chair to confirm that there is a paper trail handing the model Bailey Bridge inventory from NZDF (SME (NZ) to the ECMC, as heritage equipment items.   1. **Digitising, scanning and post-processing and uploading of books and documents** in the ECMC library continues. All 16 volumes of our **WW2 embarkation rolls** have been completed and are now on the website. This is already paying dividends from the number of queries we are getting from the public who have accessed these rolls. We are now working on the **WW2 PWD records** of all works undertaken in NZ over the period 1939-48. We are also experiencing more **copyright challenges**, as we progress from the 1940-50’s and into the period of electronic publishing, etc – WIP; 2. **RNZE CT Website** – is up to date, with more information and recent system “plug-ins” and software updates having been 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. A further group will be added with photos of all current museum displays, under the ECMC Museum section. **Total ICR&T expenditure** to 31 Oct 22 is $4,400, from the late 2021 ECCT grant of $4,000, plus own resources – WIP; 3. **ECMC and Assistance tasks** – SSM, SME(NZ) continues to provide progress reports (update awaited) on an **action plan for 2022**. The suggested target date for listed task completion was prior to the RNZE Reunion in mid-Oct 22, however, minimal progress has been made to date.   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.  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 has been made by Comd, 1 (NZ) Bde. It is likely that we will get the intermediate area (adjacent to side entrance, kitchen, and old store) back for an extension to the current museum area. The **monthly duty unit assistance roster** still requires close liaison with unit SSMs to ensure that progress can be made, although minimal support has been provided to date – WIP;  **Updates from SSM SME: Air conditioning** quotes are being sourced **for the Chapel** by DEI.  Quotes for the **ECMC electrical switch board** have been received. Question has been put to DEI if they will fund the switchboard upgrade in the first instance. The current estimate to replace both aged switchboards is $5,000.00  Trust Board Chair asked about Comd, 1 (NZ) Bde approval decision for the ECMC to move back into the intermediate space (it previously occupied) that was previously occupied by QAMR. This would free up space for the current library to move back into that area, along with the use of the internal store. This would allow the museum area to be modified to cater for additional circulation space for existing and any new displays. It was noted that the old library area at the rear of the building would revert to a multi-media lecture facility under LRSC control.  **Action:** CO 2ER to seek confirmation from 1 Bde Comd to re-occupy part of the southern end of the ECMC building and to have the internal doors re-installed and access provided through the keypads in the side entrance and into the storage area.  **Action:** SSM SME(NZ) to look at time block for moving  into and re-occupying the intermediate QAMR end of the  building. This to also reinstate doors taken from the area  and access codes for security doors.   1. We have been experiencing a **possum problem within the main building** over recent months. Spotless and Rentokil have been assisting, but animals are still getting into the museum area and leaving a trail of poo, despite traps being set and baits being laid – WIP; 2. Wef 10 Nov 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 overall **increased collection value of over $700,000.** 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; 3. The **annual physical security and system review** has been completed by Advanced Security. There is a problem with the glass breakage detection system which is being worked on at present and hoped to be rectified before the end of this year – WIP; 4. **Visitor statistics** as at 10 Aug 22 were **947 or a total of 10,736** since records commenced in early 2014 (compared with 717 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 acknowledged intent to re-establish the connection between the current Corps and its history. This is likely to see students visit the Museum as part of coursing. 5. **Our regular (serving and retired) donors list has increased again to 33** (comprising 17 x Offr, 14 x WO/SNCO, 2 x OR/Civ). This includes 23 serving and 10 retired RNZE. Regular donations amount to $647 per month or $7,764pa. We lost a few regular donors in the past quarter, but gained four new ones (Hugh Lawrence, Denise Tanner, Swampy Marshall and Bruce McDonald), to recoup. Lots of promises during the RNZE Reunion, but no new donors at this stage; 6. 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. Most presentations were held in the Globe Theatre this year but will return to the PNCL Heritage Section in 2023. Evening sessions however will continue in the Globe Theatre, funded from the PNCC Military Heritage and Commemoration budget. A new draft programme has been released for 2023; 7. **Corps (RNZE CT) “bursary scheme”** – No further grants have been applied for this 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) and circulated about trustees and units. The RSM, 2ER and SSMs will continue to promulgate the availability of the scheme within units; 8. The **RNZE stained glass window in St David’s Chapel in Burnham Camp** is still under action by 3 Fd Sqn and it is hoped that remedial work will be completed soon - WIP; 9. The **RNZE tukutuku panel** master displayed in the Linton Camp Cultural Centre has been 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. Now that the Cultural Centre refurbishment has been completed, it is hoped that the necessary photographic work can be finished – WIP; 10. 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; 11. No progress appears to have been made for the **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 still awaiting repair and completion (in the meantime, it continues to leak and deteriorate surround wooden elements**). A (temporary) access ramp** was installed by 1RNZIR for an earlier event and DE&I has been asked to dismantle this as it is a safety hazard – WIP; 12. **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 allow all five trees to be 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 – WIP; 13. 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). MAJ (Rtd) Mike Pettersen has drafted 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. There doesn’t appear to be any interest in supporting the Brandon paper proposal – WIP.   The **future of the ECMC**, including its management and resourcing requires serious Corps consideration. Chair has recommended to CO and RSM, 2ER and Col Comdt RNZE that the matter be t**aken up by the Corps Review Board (CRB)**. Given the TB only meets quarterly, perhaps the meeting frequency should be increased to ensure that the effective management of both the Trust and ECMC is maintained. If contemporary Sappers are less/not interested in **Corps heritage**, then the future does look bleak. However, the Corps needs to decide on whether to continue with the ECMC and RNZE CT in their current forms, as this is not the purview of the current RNZE CT chair. More to follow.  We have yet to address/resolve the formation of a **Facebook (and website) working group** (recommended composition – SSM, SME(NZ) as Chair, plus Brittany Hogan, Molly Lincoln and Al Mitchell = 4), although it is understood that there has been some initial discussion amongst this group. Also, the formation of an **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 groups with powers to co-opt further members as required – WIP;   1. 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; 2. The **annual insurance premium renewal** (likely to be more than $5,000) due in May 23 is looming. Chair is engaging with our insurance brokers (Futurisk) for their new advisors to visit the ECMC in preparation for the next renewal round – WIP; 3. **Total petty cash from donations** to the ECMC, is currently $97.00; 4. **ECMC weapons situation** - we are still waiting for NZ Police to **finalise the licence holding**, annual inspection 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 concerned with the way in which we manage and display our weapons collection.   SSM SME provided an update on the challenge of sourcing a STEYR for display. It was suggested that the NZ Army Museum in Waiouru may be able to support us providing weapons for display (on a loan basis if necessary) - WIP;   1. The recent **RNZE Reunion** made a small surplus and $300 was donated to the RNZE CT; 2. The Trust has paid Artist Matt Gauldie for the **RNZE Corps 120th anniversary painting**, to recover the GST. Total commission cost of $12,075 (incl GST), has already been paid. Chair has been working with RSM, 2ER over the sale of prints of the painting. The first 50 prints have been sold and distributed. A further 50 prints have been ordered (from Mint Print in Dunedin), to cater for further orders received from interested purchasers. Chair has purchased a print which will be installed in the ECMC museum area. The original painting is housed in the 2ER HQ. The Trust Board will attempt to reduce the current stock holding of paintings from 45– WIP; 3. **The ECMC will close** on Thu 15 Dec 22 and **re-open** on Thu 19 Jan 23; 4. **RNZE CT Trust Board 2022 meeting schedule** – Once the ECMC staffing issue has been resolved, a schedule for ECMC opening days in 2023 will be released. In the meantime, it is proposed that future TB meeting dates be on Thu 16 Feb, 18 May, 17 Aug and 16 Nov 23.   **Note:** Frequency of meetings will be reviewed at the first trust board meeting of 2023.   1. The suggestion to **recycle and repurpose Corps silver** held in the Kitchener Room has yet to be taken up. Only one item has been recycled to become the annual “RNZE Top Shot” trophy. It also been recommended that all **RNZE units inventory their silver and trophy holdings** so that an all-of-Corps listing can be maintained for future reference. 3 Fd Sqn has commenced such a measure and is researching where items previously held within the unit and HQ have “disappeared” to – WIP; and 2. Subject to CO, 2ER approval, a **replacement Trust Board Secretary** is to be appointed. **2LT Brittany Hogan** will be replaced by **2LT Jared McMahon**, the incoming Appr Tp Comd at SME(NZ). Thanks to Brttany for her work and support during this year and wish her all the best for the future. 3. **Donations QR Code:** The board discussed the possibility of setting up a QR code to allow easy donations to the centre. This could be displayed for guests to the centre and at other events related to the Corps.   **Action:**  Chair to contact webmaster to discuss feasibility of setting up a QR code to enable swift and easy donations. | | | |
| 1. **Results of External Funding applications/Resolutions since the last meeting on 18 Aug 22.** | No other funding applications have been raised at this time. A further review will be made at the upcoming Trust Board meeting on 16 Feb 23 and again at meetings later next year. | | | |
| 1. **Expenditure/Funding Priority for Q4 2022 and Q1 2023.** | Minimal changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 18 Aug 22. The following priority order and action is still recommended:  1**. Heritage book and documentation digitisation** –  continuation of project as part of Stage 5, funded by  ECCT ($4,000) and make application for ongoing Stage 5  ($5,000) in late 2022;  2. Ongoing maintenance and population of the **RNZE**  **CT/ECMC website** as a stand-alone entity will continue,  within current funding resources available;  3. 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;  4. Investigate **interactive electronic display equipment**  **and systems** for the ECMC museum displays, using  external specialists for advice (possibly use Mainland  Foundation or Southern Trust as a funding source);  5. **Remaining signage**, including internal signage for  display cabinets (>$2,000), once  refreshment/refurbishment and exterior painting of  cabinets has been completed; and  6. Approve above priority and applications/sources and  review all at the next meeting on 16 Feb 23.  **Moved:** WO1 (Rtd) G Findon  **Seconded**: LTCOL BC Gurney  **Carried** | | | |
| 1. **General Business** | Col Comdt requested to send his Canadian (RCE) and British (RE) counterparts a copy of the book ‘Won By the Spade’. Chair and CO 2ER offered to backfill presentation stocks from the small holdings at RHQ and ECMC to enable this presentation.  **Moved:** COL PJ Curry  **Seconded**: LTCOL M Nochete  **Carried** | | | |
| 1. **Closure** | The chair thanked all for their input to the meeting and offered best wishes for the upcoming festive season. He declared the meeting closed at 1554. | | | |

**J. McMahon J.S. HOLLANDER**

**2LT LTCOL (Rtd)**

**SECRETARY CHAIR**

Enclosures:

1. RNZE CT Financial Report Aug – Oct 2022
2. Progress Report Q4 2022 – CPL M Lincoln