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| **Royal New Zealand Engineers Charitable Trust****MINUTES** | **Date:****Time:****Venue:** | **16 Feb 23**1400 - 1600SME (NZ) Conference Rm |
| **Members** | **In Attendance** | **Apologies** |
| LTCOL (Rtd) JS HollanderTrustee/ChairWO1 CA FairbairnTrustee/Deputy ChairCOL PJ CurryTrusteeWO1 TT KerekereTrusteeWO1 (Rtd) G FindonTrustee/TreasurerSSGT (Rtd) AD JohnsonTrusteeCPL MPJ LincolnTrusteeCol (Rtd) D JonesCo-opted TrusteeLTCOL M NocheteCo-opted TrusteeLTCOL AD MitchellCo-opted TrusteeLTCOL BC GurneyCo-opted Trustee2LT J McMahonSecretary | LTCOL (Rtd) JS HollanderWO1 CA FairbairnCOL PJ Curry (v)WO1 (Rtd) G FindonSSGT (Rtd) AD Johnson2LT J McMahonGuestMAJ M Pettersen(v) = virtual connection | Col (Rtd) D JonesLTCOL BC GurneyLTCOL M NocheteLTCOL AD MitchellWO1 TT KerekereCPL MPJ Lincoln |
| **Topic/Discussion** | **Outcomes/Decisions/Action Items** |
| 1. **Opening**
 | The Chair declared the meeting of the RNZE Charitable Trust Board open at 1400 and welcomed all members present. Apologies from Col (Rtd) D Jones, LTCOL B Gurney, LTCOL M Nochete, LTCOL AD Mitchell, WO1 TT Kerekere, and CPL MPJ Lincoln were accepted.**Moved**: SSGT (Rtd) AD Johnson**Seconded**: WO1 (Rtd) G Findon**Carried** |
| 1. **Minutes from the last Meeting**
 | Minutes from the last meeting held 17 Nov 22 be approved.**Moved**: WO1 CA Fairbairn**Seconded**: SSGT (Rtd) AD Johnson**Carried** |
| 1. **Matters arising from the previous minutes**
 | COL PJ Curry is seeking a second signed copy of *Won by the Spade*. As raised in the previous meeting, he intends to give a signed copy of *Won by the Spade* to his counterparts in Canada (RCE) and Britain (RE). He has managed to obtain one copy but needs a second, which can be provided by the small remaining ECMC stock.  |
| 1. **Correspondence**
 | The Secty/Chair acknowledged inward/outwards correspondence:Outwards Correspondence1. CT Meeting Mins 17 Nov 22 24 Nov 22
2. CT Draft Annual Report 2022 7 Feb 23
3. CT Financial Report 1 Nov 22 - 31 Jan 23 7 Feb 23
4. CT Financial Report for YE 31 Dec 22 7 Feb 23
5. CT Prog Report 18 Nov – 10 Feb 10 Feb 23

Inwards Correspondence1. ECCT Application approval 22 Dec 22
2. CPL MPJ Lincoln Progress Report 14 Nov 22

All other routine inwards and outwards correspondence has been via email. **Moved:** WO1 CA Fairbairn**Seconded:** MAJ M Pettersen**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 Nov 22 – 31 Jan 23, attached at Enclosure 1. The account balances as at 31 Jan 23 were:1. 00 (RNZE CT Ops-Transaction) Account = $3,378.59
2. 03 (ECMC Ops) Account = $8,250.01
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 = $10,000.00
9. Total account balance = $61,703.27

There was a total of eight **accounts approved for payment**, six from the ‘00’ account and two from the ‘03’ account. “00’ Account Internal Transfer = $4,000.00Museums Aotearoa Membership Fee = $124.20FUJIFILM Quarterly Fee = $126.50Nyx Software (IT Upgrades) = $575.01Mint Printing (Anniversary Painting) = $2,692.47Matt Gauldie (Anniversary Painting) = $2,000.00“00” Sub Total Expenditure = $9,518.18“03” AccountInternal Transfer = $2,500.00Bank Fee = $10.00“03” Sub Total Expenditure = $2,510.00The payments totalling were approved: **$12,028.18.****Moved:** WO1 (Rtd) G Findon**Seconded:** SSGT (Rtd) AD Johnson**Carried**The annual Financial Report for year ending 31 December 2022 (Enclosure 2) was tabled and adopted. **Moved:** WO1 (Rtd) G Findon**Seconded**: WO1 CA Fairbairn**Carried** The Charitable Trust investment plan as outlined in the 17 Dec 22 investment report was agreed upon. This plan will continue the current investment strategy, with five term deposits of $10,000, each reaching maturity annually. The maturity is paid out to the trust when the term deposits expire. Term deposits will then be rolled over for a further term. **Moved:** WO1 (Rtd) G Findon**Seconded:** SSGT (Rtd) AD Johnson**Carried**The RNZE CT Board would like to thank Greg Findon for all his hard work compiling the financial reports and to Gordon Reid for reviewing them.  |
| 1. **Progress on actions/tasks and other activities since the last meeting**
 | 1. **Trust Deed Issue** **(Chair Tenure)** – COL (Rtd) Don Jones has become a co-opted trustee and indicated that he is happy to become a full trustee later in 2023 and take over the chair position - WIP;
2. **Model Bailey Bridging** – The Chair has been unable to find paperwork confirming that the NZDF has officially handed the Model Bailey Bridges to the RNZE CT – WIP;

**Action:** WO1 CA Fairbairn to follow up with MAJ Wilson, the former CI SME(NZ). MAJ Wilson was looking into handover paperwork for the model Bailey Bridge, from SME(NZ)/NZDF to the RNZE CT.1. **Digitising, scanning and post-processing and uploading of books and documents** in the ECMC library continues. All copies (x5) of the **WW2 PWD records** of all works undertaken in NZ over the period 1939-48, have been completed and another exchange of books took place on 6 Feb 23 – WIP;
2. **RNZE CT Website** – is up to date, with a further group of photos added of all current museum displays, under the ECMC Museum section. **Total ICR&T expenditure** for 2022 was $4,897.65. A further (“annual”) **grant of $4,000 from ECCT** was received in Jan 23 to support this work and the scanning and digitising of archival material – WIP;
3. **ECMC and Assistance tasks** – SSM, SME(NZ) continues to provide progress reports (update awaited) on an **action plan for 2023**. 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.
4. 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. 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. 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.
5. 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.

**Action:** SSGT (Rtd) AD Johnson to approach local companies that may be able to refurbish these Bailey Panels by sandblasting and hot dip galvanising them. WO1 CA Fairbairn to support. 1. A plan exists for the **refurbishment and renewal of several displays** within the museum area. Final consent on use of the **intermediate area** of the back area of the building is awaited. We are looking at relocating the library into this area, together with taking back the old internal store and kitchen areas. It is understood from LRSC that the **rear of the** **building** (used to be “The Hollander Wing” and the ECMC library), is going to be returned as a multi-media lecture facility – WIP;

Update from WO1 CA Fairbairn - LRSC has given a key for the rear area of the ECMC to the SSM SME. The RNZE CT now has full access, including into the strong room (internal store). Doors have been ordered by 2ER, for installation by SME(NZ). Alarms will be altered to include the new area. Locksmiths will be engaged to update locks to more modern versions. Once renovations have been completed the library will be moved back into this space. 1. The **possum problem within the main building** over recent months, appears to have been resolved, with three animals caught in the external trap. The situation is being monitored by 2ERT from the LMC Fire Station – WIP;
2. Wef 9 Feb 23, 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 during 2023 - WIP;
3. The **annual physical security and system review** has been completed by Advanced Security. We are waiting for the glass break detection system to be fixed and re-commissioned – WIP;
4. **Visitor statistics** as at 9 Feb 23 were **70** (for 2023) **or a total of 10,920** since records commenced in early 2014 (compared with 56 at the same time last year, 1,061 for 2022, 869 for 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 was keen for a RNZE YO group to visit at some stage, as part of their Corps heritage familiarisation, plus there will be BCE visits in late Mar 23;
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 a few new ones 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. A new programme has been released for 2023 and commenced on 9 Feb 23;
7. **Corps (RNZE CT) “bursary scheme”** – No change;
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. CPL Lincoln has continued her attempts to engage Dorothy, the ‘glass lady’, who will be able to fix the window. However, tracking Dorothy down is proving to be a challenge in itself – WIP;
9. The **RNZE tukutuku panel** – No change - WIP:
10. We are still waiting for the recommendations of the **Spotless landscape architect and arborist** (Kathy Bills) to be implemented – No change - WIP;
11. No progress appears to have been made for the **Chapel maintenance** (exterior cladding repairs and repaint, plus roof repaint) 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. A more permanent metal ramp has been installed at the entrance to the Chapel, presumably authorised by the Chaplains and DE&I. Chair spoke with LRSC and DE&I reps re proposed heritage DFI holding up these activities and seeking a way to bypass. Chair also reported on a Scope of Works (SoW) being prepared for these tasks and submitted to 2ER and DE&I for a User Requirement (UR) to be raised for the work - WIP;

**Chapel maintenance** has been logged with Spotless and DE&I, however they’re likely to be very low on the priority list. With limited funding and reduced staffing impacting Spotless and DE&I, the Chapel is unlikely to see progress or repairs any time soon. 2ER as **sponsor unit** for the Chapel will have to keep a watching brief of progress with respect to these outstanding work orders.1. **Replacement centenary totara tree plantings** – No change. No clear solution to the problem of replacement Totara trees and felling/pruning of the existing trees. WO1 CA Fairbairn will continue to seek a solution. This may involve the RNZE CT purchasing its own replacement (x3) trees – WIP;
2. CO, 2ER tabled a proposed future structure paper (dated 21 Nov 22) for the **governance and management of the** **ECMC**, which was adopted at the last TB meeting. We are waiting for MAJ Mike Pettersen to take on the position of ECMC Ops Manager and all that it will encompass and doing a handover of sorts with Clas Chamberlain – WIP
3. Further effort has been spent in the last three months adding to the new **“Past Perfect” (PP5) collections** **management system (CMS)** – WIP;
4. The **annual insurance premium renewal** (likely to be more than $5,000) due in May 23 is looming. Chair has engaged with our insurance brokers (Futurisk), their new advisor (Stephen Mason) visited the ECMC in late 2022 in preparation for the next renewal round – WIP;
5. **Total petty cash from donations** to the ECMC to date, is currently $270.00;
6. **ECMC weapons situation –** No change - WIP;
7. Currently 57 x **RNZE Corps 120th** **anniversary painting prints** have been sold. There are a further 43 x prints awaiting purchase/orders in stock (with Artist Matt Gauldie). RSM, 2ER has suggested that some could be purchased for 2ER UPF and RNZE WO/SNCO Mess presentation stocks. Another push to promote sales is recommended – WIP;

 These copies of the Corps painting have a high stock value and need to be moved to free up this cash for further investment.  Selling these copies of the Corps painting will be pushed on the Spr Facebook page and an email sent out to members of the Sprs Association. 1. **RNZE CT Trust Board 2023 meeting schedule** –it is proposed that future TB meeting dates be Thu 18 May, 17 Aug and 16 Nov 23, for diary entries and room bookings;
2. The suggestion to **recycle and repurpose Corps silver** held in the Kitchener Room – No change – WIP;
3. **St Martin’s RNZE and Garrison Chapel 124th anniversary** occurred on 5 Feb 2023. Previously, 2ER were considering holding a 125th anniversary ceremony, with members of the Makotuku community, on or about 5 Feb 2024 – WIP;

Makotuku community is keen to engage with RNZE and the RNZE CT to build a plaque in Makotuku detailing the how the Chapel was moved from that location to Linton Camp. **Action:** MAJ Petterson to continue engaging with Makotuku community on the possibility of creating a plaque on the original site of the Chapel in Central Hawkes Bay. 2024 will be the 125th anniversary of the Chapels construction. An idea has been raised to invite members of the Makotuku community and others to a service at the Chapel, followed by a morning/afternoon tea.**Action:** COL PJ Curry to progress the idea of planning a 125th Anniversary for the Chapel with the Corps. Will seek to tie in DE&I restoration work before the 125th celebrations. 1. **NZDF DEMO (Disposals) reps** from Trentham visited the ECMC on 2 Feb 23, to discuss procedures for the provision of items of RNZE equipment that have been put up for disposal but required for display purposes. Jocelyn Harris and team, were also accompanied by 2ER RQMS and Q Store staff for the visit and discussions;

Moving forward Jocelyn and the DEMO team have agreed to support RNZE Corps history and the RNZE CT by attempting to save items that may have important historical value to the Corps.1. It was noted that **Andrew Murray Drive** (opposite RHQ) had not been included in the **NZPPT signed streets of significance** within LMC. This has now been rectified and a new poppy sign will be installed by DE&I, plus the street has now been added to the LMC list (of 36) within Camp and uploaded onto the NZPPT website;
2. RSM, 2ER has promulgated the **unit ECMC assistance duty roster for 2023**. Better communications from units is stressed to ensure the success of this process;
3. The **annual (Chair’s) report for 2022** will be tabled for adoption at the 16 Feb 23 TB meeting. Once approved, this and the annual financial report (circulated by the Treasurer), will be uploaded to the Charities Services website, etc – WIP; and

The Chair of the CT Board moved that his annual report for 2022 be adopted. **Moved:** LTCOL (Rtd) JS Hollander**Seconded**: COL PJ Curry**Carried** 1. CO, 2ER has approved the **replacement Trust Board Secretary** to be **2LT Jared McMahon**, the incoming Appr Tp Comd at SME(NZ). Once again, outgoing Secty, **LT Birttany Hogan** is thanked for her work and support during 2022 and we wish her all the best for the future.

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| 1. **Results of External Funding Applications/Resolutions since the last meeting on 17 Nov 22**
 | Only the one funding application to ECCT towards the end of 2022 for $5,000, was raised. **$4,000** has since been **received from ECCT for the ICR&T Stage 5 project**. The Corps Trust Board will conduct a review of funding application requirements at the next meeting on 18 May 23 and again at the following meetings in 2023.**Moved**: SSGT (Rtd) AD Johnson**Seconded**: WO1 td) G Findon**Carried** |
| 1. **Expenditure/Funding Priority for Q2 and Q3 of 2023**
 | Minimal **c**hanges are proposed to the priorities adjusted and set at the last Trust Board meeting held on 17 Nov 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 2023;
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 18 May 23.

**Moved:** WO1 CA Fairbairn**Seconded:** SSGT (Rtd) AD Johnson**Carried** |
| 1. **General Business**
 | 1. The ECMC was opened for 40 guests from the **RNZ Sigs** **Centenary** celebrations on Wed 15 Feb 23. They were all very impressed by the ECMC. They noted an intention to put their soldiers on Sigs Corps basic and other Corps training through the ECMC;
2. The Chair continues to support the **Palmerston North City** **Library** and their **WWII 80th Anniversary** by contributing items for public display alongside books from the library itself;
3. The ECMC has been identified as a resource for **early New** **Zealand history and military history (new schools’ curriculum)**. PN City Library is hosting a teacher’s conference that is occurring in Palmerston North on 15 Mar 23 and will be represented by the ECMC/RNZE CT;
4. On Fri 24 Mar 23, a PN City Library sponsored “**PNCC Heritage** **Month**” visit (AM and PM groups) will be made to the ECMC. LMC Security has already been forewarned;
5. On 7 Mar 23 the Chair will have a meeting with the Palmerston North Mayor and PNCC CEO on the potential for **moving the ECMC into the city**. It will give the ECMC an opportunity for its collection to receive professional and dedicated attention; and
6. **Sappers Ball will occur on 1 Jul 23** (30th anniversary of establishment of 2ER). A planning committee has been established to organise the ball and seek funding for the estimated $30,000.00 that the event will cost. The Corps will likely seek to leverage off the RNZE CT board members contacts for sponsorship.
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| 1. **Closure**
 | The Chair thanked all for their input to the meeting and offered best wishes for a successful 2023. He declared the meeting closed at 1530. |

**JA McMahon JS HOLLANDER**

2LT LTCOL (Rtd)

SECRETARYCHAIR

Enclosures:

1. RNZE CT Financial Report 1 Nov 22 - 31 Jan 23
2. RNZE CT Annual Financial Report for Year Ending 31 Dec 22
3. RNZE Charitable Trust Annual Report for 2022