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| **Royal New Zealand Engineer Charitable Trust Board****MINUTES of MEETING** | **Date:****Time:****Venue:** | **18 May 23**1300 - 1500SME (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 FairbairnWO1 TT Kerekere (v)CPL MPJ van der Hoek (v)WO1 (Rtd) G FindonSSGT (Rtd) AD JohnsonCOL (Rtd) D Jones (v)LTCOL M NocheteLTCOL BC GurneyLTCOL AD Mitchell (v)2LT J McMahon(v) = virtual connection | COL PJ Curry |
| **Topic/Discussion** | **Outcomes/Decisions/Action Items** |
| 1. **Opening**
 | The Chair declared the meeting of the RNZE Charitable Trust Board open at 1302 and welcomed all members present. Apologies from COL PJ Curry were accepted.**Moved**: LTCOL (Rtd) JS Hollander**Seconded**: WO1 CA Fairbairn**Carried** |
| 1. **Minutes from the last Meeting**
 | Minutes from the last meeting held 16 Feb 23 were approved.**Moved**: WO1 (Rtd) G Findon**Seconded**: WO1 CA Fairbairn**Carried** |
| 1. **Matters arising from the previous minutes**
 | Nil. |
| 1. **Correspondence**
 | The Secretary/Chair acknowledged inward/outwards correspondence.Inwards Correspondence:

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| 1. Letter from COL P Curry, COL COMDT RNZE re: copies of order of service UK state funeral for the late HM the Queen
 | 02/03/2023 |
| 1. Letter from Manawatu Korean War Veterans Group re: closure and donation
 | 13/04/2023 |
| 1. RNZE CT Bursary Scheme Application - SPR Johnson-Walker
 | 13/04/2023 |
| 1. RNZE CT Bursary Scheme Application - CPL McFelin
 | 13/04/2023 |
| 1. RNZE CT Bursary Scheme Application - SPR Stewart
 | 14/04/2023 |
| 1. RNZE CT Bursary Scheme Application - CPL Hutton
 | 26/04/2023 |
| 1. Appreciation Letter from SPR Stewart
 | 03/05/2023 |
| 1. Appreciation Letter from CPL McFelin
 | 15/05/2023 |

Outwards Correspondence:

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| 1. Tax Receipts – 36 x Certificates of Donation to the RNZE CT (See Correspondence Report Dated 18 May 23 for Details)
 | 10/04/2023 |
| 1. RNZE CT Bursary Scheme Approved - SPR Johnson-Walker
 | 21/04/2023 |
| 1. RNZE CT Bursary Scheme Approved - CPL McFelin
 | 21/04/2023 |
| 1. RNZE CT Bursary Scheme Approved - SPR Stewart
 | 21/04/2023 |

All other routine internal and external correspondence has been via email. **Moved:** 2LT J McMahon**Seconded:** WO1 CA Fairbairn**Carried** |
| 1. **Finance**
 | 1. 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 Feb 23 – 30 Apr 23, attached at Enclosure 1. The account balances as at 30 Apr 23 were:* 00 (RNZE CT Ops-Transaction) Account = $5,551.26
* 03 (ECMC Ops) Account = $7,981.55
* 04 (RNZE CT Inv) Account (3.0% - 23/05/23) = $10,000.00
* 18 (RNZE CT Inv) Account (5.4% - 14/03/24) = $10,000.00
* 19 (RNZE CT Inv) Account (5.2% - 15/12/23) = $10,000.00
* 20 (RNZE CT Inv) Account (4.0% - 24/08/23) = $10,000.00
* 21 (RNZE CT Debit Card Account = $74.67
* 22 RNZE CT TD Account (4.6% - 23/11/23) = $10,000.00
* Total account balance = $63,607.48

 There was a total of nine **accounts approved for payment**, seven from the ‘00’ account and two from the ‘03’ account.  “00’ Account Charities Services = $51.11FUJIFILM Quarterly Fee = $126.50Nyx Software (IT Upgrades) = $345.01Amanda Curnow = $540.00J M Intense Ltd (Sappers Ball) = $155.37Misc (Print) (G Boyd) = $150.00GRANTS (McFelin, Johnson-Walker, Stewart) = $1,454.25 “00” Sub Total Expenditure = $2,822.24 “03” AccountInk Post – Printer Cartridge = $152.05PB Technologies – Hard Drive & Flash Drives = $118.96“03” Sub Total Expenditure = $271.01 The payments totalling were approved: **$3,093.25****Moved:** WO1 (Rtd) G Findon**Seconded:** SSGT (Rtd) AD Johnson**Carried**1. Term deposit in ‘04’ account is due to mature on 23/05/23. According to the approved investment plan, this account will be rolled over for 12 months at best interest rate.

Discussion arose over a suggested change to the ‘03’ ECMC Ops Account. In summary, the ‘03’ account holds at any one time approx. $7-8,000. The funds are held in this account for use when required to fund the ECMC EFTPOS card. However, the card is used infrequently, and the purchases are generally within the hundreds of dollars value. Because the ‘03’ account is a transactional account, the interest rates are very low. The Treasurer recommends that the bulk of the funds in the ‘03’ account be moved to a separate ‘online saver’ account which accrues interest at a much higher rate. The ‘online saver’ account will still allow a transfer of funds (“top up”) to the ‘03’ account when required. The values discussed were leaving $1,000 in the ‘03’ account and the remainder, approx. $7,000, would be transferred into the new ‘online saver’ account. The same approved signatories would be used for the new ‘online saver’ account. The Treasurer so moved.**Moved:** WO1 (Rtd) G Findon**Seconded:** WO1 CA Fairbairn**Carried**1. The financial report for the period Feb – Apr 23 was adopted.

**Moved:** WO1 (Rtd) G Findon**Seconded:** LTCOL BC Gurney**Carried** |
| 1. **Progress on actions/tasks and other activities since the last meeting held on 16 Feb 23.**
 | 1. **Trust Deed Issue** **(Chair Tenure)** – COL (Rtd) Don Jones has agreed to step up as a full trustee wef 17 Aug 23 and take over the chair position at the 16 Nov 23 TB meeting - WIP;
2. **Model Bailey Bridging** – NC. Perhaps CEW, SME(NZ) should take this task over and make some progress, as nothing has been done by 2 Fd Sqn since 2019. Documentary proof/a record of the SME(NZ) handover to the ECMC has not been located (yet ?) – WIP;

The Chair suggested that combat Engineering Wing (CEW) at SME may be a better fit for managing the Model Bailey Bridge inventory task. The RSM 2ER acknowledged that 2FD SQN had limited pers available to support this task due to other demands. RSM 2ER also noted he has a folder of historical documents that relate to the Model Bailey Bridge, he will return this to the ECMC.**Action:** SSM SME will look into the potential of CEW progressing the Model Bailey Bridge project. 1. **Digitising, scanning and post-processing and uploading of books and documents** in the ECMC library continues. A second tranche has been completed and we are about to commence the third group of NZEF (WW1) news sheets and other old (1897 – 1907) RNZE and Submarine and Mining Corps record books from the early 1900’s – WIP;

**RNZE CT Website** – is up to date, with more info and photos being added. A further (“annual”) **grant of $4,000 from ECCT** was received in Jan 23 to support this work, of which $1,834 has been expended to date for the scanning and digitising of archival material. ECMC will seek a further grant towards the end of 2023 – WIP;1. **ECMC and Assistance tasks** – a progress report is awaited from SSM, SME(NZ) and an **action plan for 2023**.

We are awaiting the completion of the external **“Lazy E” entrance features** (by SME(NZ). The **Patron’s seating (outside the Chapel) refurbishment project** has been completed and we thank Jason Fletcher and his team for this great work. 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 ECMC museum area. A **R&M review** has been sought from DE&I and Spotless/Downer for the main (ECMC) building and Chapel, as well as an **electrical review** for the main building, given that much of the electrical infrastructure is still the original circa-1980 equipment and wiring.It is intended to **refurbish and renew several displays** within the museum area once we can get onto this and also move about some of the display cabinets. Final consent on use of the **intermediate area** of the back area of the building has been granted, but we are waiting for the missing doors to be replaced and installed, some electrical work to be completed and the leak in the rear of the building repaired, with replacement of rotting carpet. Despite logging the leak and a repair request back in Jan 23, there was **increased activity later on 11 May 23**, to check the electrical and fire alarm systems, to avoid any problems caused by the leak. A roofing contractor has also covered the internal roof drain to stop the leak. It is understood that DE&I is arranging for another **reroofing of the entire main building**. We are considering 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;SSM, SME(NZ) advised that the doors will be installed within the next few weeks when access can be coordinated for SME Carp Wing and the apprentices can allocate time. SME Elec Wing will also conduct an electrical survey on a TBC date.1. The **possum problem within the main building** over recent months, appears to have been temporarily resolved, with 8.5 animals caught in the external trap. The situation is being monitored by 2ERT from the LMC Fire Station – WIP;
2. Wef 11 May 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 approx $735,000.** 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 and the glass breakage detection system was reinstated earlier this year and all appears to be working okay– WIP;
4. **Visitor statistics** as at 11 May 23 were **425** **or a total of 11,272** since records commenced in early 2014 (compared with 297 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). We had the **RNZ Sig centenary reunion visit** (x40+) on 15 Feb, **BCE visits** (x48) in late Mar 23, along with the **PNCC Heritage Week visit** (x16) on 24 Mar 23, plus several other booked groups and casual individual visits;
5. Our **regular (serving and retired) donors list remains at 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. Donations have also been received from the **Auckland Sapper Officers Mess of $375** and **Manawatu Korean War Vets of $175.00**  Receipts and letters of thanks have been sent to these two organisations. **Annual donation tax certificates** have also been sent to all donors for the 2022-23 FY;
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 to the present have been recorded and uploaded to our website, along with related PowerPoint presentations, for future reference and research purposes. The 2023 programme is working well, and attendances are reasonable;
7. **Corps (RNZE CT) “bursary scheme”** – Three new grants have been approved this year (CPL McFelin and SPR Johnson-Walker from 2 Fd Sqn and SPR Stewart from 25ESS, to a total of $1,454.25. A **letter of thanks** has been received from SPR Stewart and the same are anticipated from the other two recipients. **Total scheme expenditure** (granted) is $9,074.125 since the scheme was commenced in late 2018. There needs to be further understanding by those assisting applicants of the other sources of funding support eg. from Linton Welfare Hub, MSD, PNRSA Trust, etc;

A letter of thanks was also received from CPL McFelin for his support from the bursary scheme. The meeting discussed the suitability of the RNZE CT and the bursary scheme as being a part of the welfare support available to members of the RNZE. LTCOL Nochete commented that the Linton Community Board is conducting a review of RSA Poppy and other Welfare generally.LTCOL Gurney questioned if the bursary scheme is the right scheme to support welfare issues. Asking if we should be supporting welfare from this scheme or would the money go towards higher education and personal/professional development as a better use of the scheme. Discussion continued on the correct use of the scheme. Concern being that if pers within RNZE rush to make applications based on welfare needs and hardship, then potentially those seeking support towards higher education and professional development will miss out. The Chair raised that the Trust Deed does not rule out Bursary Scheme support above the current annual 30% of donation revenue guideline. Should the RNZE CT Board receive an application that is suitably deserving after it has already paid out to the 30% limit, then the RNZE CT Board has the flexibility to make additional payments. It was agreed to leave the scheme as it is at this stage, but the number of welfare applicants should be monitored. **Action:** SSM, SME(NZ) to collate list of welfare support sources available to members of RNZE and distribute to RNZE units for their awareness and for them to steer those in need towards the most appropriate organisation/source. A bursary scheme application (Enclosure 2) to the RNZE CT from CPL Hutton for the full amount of $500 was circulated, discussed and approved.**Moved:** SSGT (Rtd) AD Johnson**Seconded:** LTCOL M Nochete**Carried**1. 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 van der Hoek has made contact with the firm that originally made the stained-glass window - WIP;

CPL van der Hoek advised the meeting that Dorothy from the glass repairers has been for a recce at St David’s Chapel. CPL van der Hoek is seeking a quote for the cost of the remedial works. It is anticipated that once the quote has been accepted, work will proceed over the next few months.1. The **RNZE tukutuku panel** - NC - WIP:
2. We are still waiting for the recommendations of the **Spotless landscape architect and arborist** (Kathy Bills) to be implemented by Spotless/Downer. We have been doing our own gardening and tree trimming in the meantime – NC;
3. Some progress appears to have been made for the **Chapel maintenance** (exterior cladding repairs, but no final repaints, or 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. It also appears that a new draft NZDF DFI on heritage buildings is holding up the HVAC and fire protection works, which the Camp Chaplains are also frustrated with. A more permanent metal ramp has been installed at the entrance to the Chapel - WIP;
4. **Replacement centenary totara tree plantings** – NC– WIP;
5. CO, 2ER tabled a proposed future structure paper in Nov 22 for the **governance and management of the** **ECMC**, which was adopted in principle at the 17 Nov 22 TB meeting. We are waiting for MAJ Mike Pettersen to take on the position of ECMC Ops Manager and all that it will encompass, whilst an initial handover with Clas Chamberlain to cover **curatorial duties** was initiated on 11 May 23. The latter is likely to be limited, particularly in terms of **inventory and CMS input** and management. Administration of both the Trust and ECMC are still tasks being undertaken by the Chair and will need to be addressed in the near future – WIP
6. Further effort has been spent in the last three months adding to the new **“Past Perfect” (PP5) collections** **management system (CMS)**, particularly our library collection and some display items. We will **renew the AASLH membership** (annual subs = USD$98), which gives us 20% discount on PP5 software, etc (initially a saving of over NZD$700)– WIP;
7. The **annual insurance premium renewal** (likely to be more than $5,000) due on 16 May 23 is emerging. Chair has engaged with our insurance brokers (Stephen Mason of Futurisk) in Mar and Apr 23 in preparation for the next renewal round and signed off new annual policy declarations – WIP;
8. **Total petty cash from donations** to the ECMC to date, is currently $751.00 and a bank deposit (of $650) will be done soon by the Chair - WIP;
9. **ECMC weapons situation –** NC - WIP;

Update from SSM, SME(NZ) - The ECMC is not currently compliant with the new legislation that is coming. It might be possible for SGT Stewart to update his license to collector category so he can assist with the cover of the collection. 1. Currently 61 x **RNZE Corps 120th** **anniversary painting prints** have been sold. There are 39 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. As current stocks held on the RNZE CT books at a **value of $4,850 plus commission**, another push to promote sales is recommended – WIP;
2. R**NZE CT Trust Board 2023 meeting schedule** –it is proposed that future TB meeting dates be held at 1400hrs on Thu 17 Aug and Thu 16 Nov 23 (for diary entries and bookings);
3. The suggestion to **recycle and repurpose Corps silver** held in the Kitchener Room is progressing slowly, with CPL Molly van der Hoek making some recent recommendations, but nothing else received from any other RNZE units. We are also recommending a **Corps-wide** **inventory of Corps silver and trophies,** so that there is a record of what units are holding and locations, value, insurance ,etc - WIP;

**St Martin’s RNZE and Garrison Chapel 125th anniversary** will occur on 5 Feb 2024. 2ER is considering holding a 125th anniversary ceremony, with members of the Makotuku community present, on or about 5 Feb 2024. MAJ (Rtd) Mike Pettersen has also prepared a proposal for some 125th **anniversary commemorative works** to be undertaken at the **old church site in Makotuku.** MAJ Petterson is leading the charge on the Chapel 125th celebrations – WIP;1. RSM, 2ER has reinforced the **unit ECMC assistance duty roster for 2023**, which he promulgated in Jan 23. To date, **2ERT has done a lot of work** about the exterior of the buildings and gardens, which has been appreciated. Better communication from units is stressed to ensure the success of this assistance and programme;
2. **External Bailey panel refurbishment** – quotes from Valmont Coatings ($2,160 + GST but excluding sand blasting) and TripleR ($525 +GST, including sand blasting) have been received, together with information on the proposed process. It has been recommended that we **accept the Triple R quote** and proceed with this work, to be managed by either SME(NZ) or 2ER Wksp. We appreciate the work that Alan Johnson has done in seeking quotes and bringing this matter to the TB - WIP;

**Moved:** SSGT (Rtd) AD Johnson**Seconded:** LTCOL M Nochete**Carried****Action:** The SSM, SME(NZ) will arrange with TTW to uplift the four panels and drop these off to Triple R, have them sand-blasted, sprayed and refurbished and returned to the ECMC by SME(NZ). 1. **Displays** have been mounted at **Te Manawa** (WW1) and the **PN City Library** (WW2 80th anniversary – 1943) over the Apr-May 23 period with items being provided from the ECMC collection. Positive feedback has been received, along with some good publicity for the ECMC and RNZE CT;
2. The Chair represented the ECMC and RNZE CT at the **annual history teacher’s symposium**, (“Ka mua, Ka muri”) hosted by the PN City Library on 15 Mar 23. This was to promote awareness of resources available for teaching **early NZ and military history**, as part of the **new school** **curriculum**;
3. Following on from a positive meeting with the PNCC Mayor and CEO on 7 Mar 23, the CEO (Waid Crockett) and Cr Mark Arnott visited the ECMC on 21 Apr 23. This was to gauge the space required if the **ECMC museum and RNZE collection was to be relocated into the PN** **CBD**. This is work being undertaken by PNCC to see if the engineer and medical museums can be co-located with Te Manawa and closer to the general public – WIP;
4. **Cr Mark Arnott** referred to the ECMC in an introductory article in the Guardian community newspaper (Thu 4 May 23), where he stated “**the little known and world-class Engineer Corps Memorial Centre**” at LMC. A more detailed article is to follow from him on the ECMC and the medical museum at the PN Hospital;
5. RNZE CT (Chair and Treas) is assisting HQ, 2ER with **financial management for the upcoming Sprs Ball** on 1 Jul 23, with seeking sponsorship and managing ticket proceeds and event costs and payments thereof;
6. During the past quarter, we have attended to over 12 **requests for information (RFIs)** to **support RNZE history research** and individual family photos and records of WW1 and WW2 NZE personnel, from information held at the ECMC;
7. **Our volunteers** continue to attend on a Thu at around 2-3 times per month, including **Clas Chamberlain** (PP5 CMS display item, documents, and photo input), **Noel Woodley** (PP5 input of library books), **Mike Earley** (photo, slide and negaive scanning and digitisation), **Bruce McDonald** (display work and PP5 input), plus **the writer** on a weekly basis. Treasurer **Greg Findon** also continues a weekly monitor of the accounts and financial matters and Charities Services reporting requirements; and
8. **Significant items donated to the ECMC** during this period included the (original 1940) SD jacket (and medal ribbons) and officer’s peaked cap for **BRIG (Rtd) FMH Hanson**, CDE, 2NZEF during WW2 and also Commissioner of Works for PWD/MWD, post-WW2. Survey equipment (2 x service levels) from the estate of **CAPT (Rtd) Hugh Mawson, RNZE** were donated by local family to the ECMC. A **RE Monopoly Set** in excellent order, has also been donated to the Museum.

SSM (SME) and RSM (2ER) offered apologies and left for the WO&SNCO Mess AGM.  |
| 1. **Results of External Funding Applications/Resolutions since the last meeting on 16 Feb 23**
 | **Results of External Funding Applications/Resolutions since the last meeting on 16 Feb 23.**  Only the 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 RNZE CT will make a funding application to ECCT later in 2023, for the continuation of the ICR&T project. A further review will be made at the upcoming Trust Board meeting on 17 Aug 23 and again at the following meetings in 2023. **Moved**: WO1 (Rtd) G Findon**Seconded**: LTCOL M Nochete**Carried** |
| 1. **Expenditure/Funding Priority for Q3 of 2023**
 | Minimal **c**hanges are proposed to the priorities adjusted and set at the last Trust Board meeting held on 16 Feb 23. The following priority order and action is still recommended:1. **Heritage archival book and documentation digitisation** – continuation of project as part of Stage 5, funded by ECCT ($4,000) and make a further 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 funding applications/sources and review all again at the next TB meeting on 17 Aug 23.

**Moved:** SSGT (Rtd) AD Johnson**Seconded:** WO1 (Rtd) G Findon**Carried** |
| 1. **General Business**
 | The meeting discussed if there will be an opportunity for ex-SPRs to attend the **SPRs Ball**. Given that only about 10% of the required tickets have been purchased, this might be possible or even required. **Action:** CO 2ER will ask the SPRs Ball Committee if they are willing to allow former SPRs to attend. CO 2ER will advise on a likely cut-off date for SPRs to purchase tickets. CO 2ER advised that there will be a **RNZE Corps senior appointment** **handover parade on 19 October 2023**, to include the SSM SME(NZ), RSM, 2ER and CO, 2ER/Regt Col RNZE.**The RNZE Corps Conference** will be held 22-23 Jun 23 and the **RNZE Corps Sports** week in the following week, commencing 26 Jun 23. 2ER, XO will oversee the Corps Conference programme and timelines and whether or not there will be an opportunity for the inclusion of any aspects of Corps heritage and history. **Action**: Secretary to ask 2ER, XO if Corps heritage will be discussed. Discussion continued around asking the **Sappers Association (NZ)** **Inc for a** **contribution to support our bursary scheme** and serving sapper welfare requests made to the RNZE CT Board. This was originally an Object of the Association, but they had declined to support serving sappers and the bursary scheme in recent years. Chair was asked to consider writing a letter to the Sappers Association (NZ) Inc.**Footnote:** The Chair has written to the Association, following further advice from Treasurer and some CT Board members. The Association has acknowledged receipt of the emailed letter and will raise the matter at their forthcoming Executive Committee meeting in early Jun 23. |
| 1. **Closure**
 | The Chair thanked all for their input to the meeting and declared the meeting closed at 1437. |

**JA McMahon JS HOLLANDER**

2LT LTCOL (Rtd)

SECRETARYCHAIR

Enclosures:

1. RNZE CT Financial Report 1 Feb – 30 Apr 23
2. RNZE CT Bursary Scheme Application CPL Hutton