

UNCLASSIFIED

Royal New Zealand Engineer Charitable Trust Board		Date: 24 Aug 23
MINUTES of MEETING		Time: 1400 - 1541
		Venue: 2ER RHQ GBR
Members	In Attendance	Apologies
LTCOL (Rtd) JS Hollander Trustee/Chair WO1 CA Fairbairn Trustee/Deputy Chair COL PJ Curry Trustee WO1 TT Kerekere Trustee WO1 (Rtd) G Findon Trustee/Treasurer SSGT (Rtd) AD Johnson Trustee CPL MPJ Van Der Hoek Trustee  Co-opted Trustees: COL (Rtd) D Jones LTCOL M Nochete LTCOL AD Mitchell LTCOL BC Gurney  2LT J McMahon Secretary	LTCOL (Rtd) JS Hollander WO1 TT Kerekere WO1 (Rtd) G Findon (V) SSGT (Rtd) AD Johnson SGT M Stewart (SME(NZ) COL PJ Curry COL (Rtd) D H Jones LTCOL M Nochete LTCOL BC Gurney  2LT BP Howatson (Acting Secty)  <u>Observers (Sprs Assn):</u> Owen Smith - Pres Vail Hubner – Secty Peter Mallalieu – Northern branch Chair  (V) = virtual connection	WO1 CA Fairbairn  2LT J McMahon  CPL MPJ Van Der Hoek  LTCOL AD Mitchell
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. Introductions were made, including our observers from the Sprs Assn (NZ) Inc.  Apologies from LTCOL AD Mitchell, 2LT J McMahon, WO1 CA Fairbairn and CPL M Van Der Hoek were accepted.  Moved: WO1 TT Kerekere Seconded: WO1 (Rtd) G Findon Carried	

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<b>2. Minutes from the last Meeting</b>	<p>Minutes from the last meeting held 18 May 23 were approved.</p> <p><b>Moved:</b> SSGT (Rtd) AD Johnson  <b>Seconded:</b> COL (Rtd) D Jones  <b>Carried</b></p>
<b>3. Matters arising from the previous minutes</b>	<p>Nil – covered in Chair’s progress report and below, under Item 6.</p>
<b>4. Correspondence</b>	<p>The Secretary/Chair acknowledged inward/outwards correspondence, as listed by the A/Secty.</p> <p>Inwards Correspondence: x 9</p> <p>Outwards Correspondence: x 2</p> <p>All other routine internal and external correspondence has been via email.</p> <p><b>Moved:</b> COL PJ Curry  <b>Seconded:</b> WO1 TT Kerekere  <b>Carried</b></p>
<b>5. Finance</b>	<p>1. Financial details and specifics for the RNZE CT were provided by the Treasurer, as circulated prior to the meeting.</p> <p>The <b>quarterly financial report</b> was tabled for the period 1 May 23 – 31 Jul 23, as attached at Enclosure 1. The account balances as at 31 Jul 23 were:</p> <ul style="list-style-type: none"> <li>• 00 (RNZE CT Ops-Transaction) Account = \$2,054.05</li> <li>• 03 (ECMC Ops) Account = \$955.44</li> <li>• 04 (RNZE CT Inv)Account (5.75% - 22/05/24) = \$10,000.00</li> <li>• 18 (RNZE CT Inv) Account (5.4% - 14/03/24) = \$10,000.00</li> <li>• 19 (RNZE CT Inv) Account (5.2% - 15/12/23) = \$10,000.00</li> <li>• 20 (RNZE CT Inv) Account (4.0% - 24/08/23) = \$10,000.00</li> <li>• 21 (RNZE CT Debit Card Account = \$33.34</li> <li>• 22 RNZE CT TD Account (4.6% - 23/11/23) = \$10,000.00</li> <li>• 23 RNZE CT Online Call Account = <u>\$7,798.68</u></li> <li>• Total account balance = <u>\$60,841.51</u></li> </ul>

There was a total of eleven **accounts approved for payment**, eight from the '00' account, one from the '03' account, one from the "21" account and one from the "23" account.

"00' Account:

Amanda Curnow (Scan/Dig)= \$833.33  
 FUJIFILM Quarterly Printer Fee = \$126.50  
 Nyx Software (Website) = \$416.88  
 CPL Hutton Bursary Grant= \$500.00  
 3 Fd Sqn, Flags = \$160.00  
 Futurisk General Insurance Ltd = \$4,782.75  
 A Fisher Ecostock Suppliers Ltd = \$2,500.00  
 Sappers Ball ticket sale refund (As per list) = \$6,628.00  
 "00" Sub Total Expenditure = \$15,947.46

"03" Account:

Stationery expenditure = \$26.97  
 "03" Sub Total Expenditure = \$26.97

"21" Account:

AASLH Subscription = \$166.33  
 "21" Sub Total Expenditure = \$166.33

"23" Account:

Internal transfer to 00 Acc = \$3,000.00  
 "23" Sub Total Expenditure = \$3,000.00

The payments totalling was approved: **\$19,140.76**

**Moved:** WO1 (Rtd) Findon

**Seconded:** SSGT (Rtd) AD Johnson

**Carried**

2. Term deposit in '20' account is due to mature on 24/08/23. According to the approved investment plan, this account will be rolled over for 12 months at best interest rate of 5.9%;
3. Discussion regarding present and future commitments/payments for RNZE CT projects. Payments such as such as the next print commission to be paid to Army artist in relation to 120<sup>th</sup> anniversary prints, scanning and digitising project, website management, website gallery, electrical work in ECMC building, printer charge and annual domain name fee;
4. Discussion also regarding the status of certain financial matters, including petty cash held at \$406.00 with additional SPR's Ball sponsorship of \$1,750.00 remaining in an account

	<p>earning interest. It was also noted that the RNZE CT has 35 x 120<sup>th</sup> anniversary prints in stock, valued at \$5,250.00;</p> <p>5. Change of Account signatory will require approval to be transferred to WO1 CA Fairbairn following the departure of RSM, 2ER, WO1 TT Kerekere.</p> <p><b>Moved:</b> COL (Rtd) D Jones  <b>Seconded:</b> WO1 (Rtd) G Findon  <b>Carried</b></p> <p>6. The financial report for the period May – Jul 23 was adopted.</p> <p><b>Moved:</b> WO1 (Rtd) G Findon  <b>Seconded:</b> LTCOL BC Gurney  <b>Carried</b></p>
<p><b>6. Progress on actions/tasks and other activities since the last meeting held on 18 May 23.</b></p>	<p>1. <b>Trust Deed Issue (Chair Replacement)</b> – COL (Rtd) Don Jones to be appointed as a full trustee wef 24 Aug 23 and take over the Chair position at the 16 Nov 23 TB meeting. A HOTO will take place during Oct 23. Current chair will remain a trustee and account signatory, to ensure a smooth handover/transition and also for the administration of both the Trust and the ECMC - WIP;</p> <p><b>Moved:</b> WO1 TT Kerekere  <b>Seconded:</b> LTCOL M Nochete  <b>Carried:</b></p> <p>A copy of the <b>Memorandum of Appointment of Trustees</b>, updating the trustee appointment record is attached as Enclosure 2.</p> <p>2. <b>Model Bailey Bridging</b> – NC. Waiting for SME(NZ) to confirm that it will take this task over and make some progress, as nothing has been done since 2019. We are back in contact with our RAE and UK contacts, who are assisting with this project. Documentary proof/a record of the SME(NZ) handover to the ECMC has not been located (yet?) – WIP;</p> <p>3. <b>Digitising, scanning and post-processing and uploading of books and documents</b> in the ECMC library continues. A 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 have been undergoing processing – WIP. A furth tranche is about to follow;</p>

4. **RNZE CT Website** – is up to date, with more info and photos being added. We are likely to lose our current webmaster (Nathan Satherley of Nyx Software Ltd) and working on a replacement. A further (“annual”) **grant of \$4,000 from ECCT** was received in Jan 23 to support this work, of which \$2,264 has been expended to date (\$1,836 remaining) for the scanning and digitising of archival material – WIP;
5. **ECMC and Assistance tasks** – a progress report is still awaited from SSM, SME(NZ) and an **action plan for 2023-24**.
6. We are awaiting the completion of the external **“Lazy E” entrance features** (by SME(NZ)). 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 (currently underway), given that much of the electrical infrastructure is still the original circa-1980 equipment and wiring. **Lighting and switching has been upgraded** in the intermediate area by SME(NZ) electricians. **Expression of thanks** to ECMC volunteers Mike Earley and Noel Woodley also noted;
7. It is intended to **refurbish and renew several displays** within the museum area once we can get onto this and 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 newly installed doors to be rectified, some electrical work to be completed and the roof leak in the rear of the building repaired, with replacement of rotting carpet. The site is being prepared for action (safety fence and scaffolding up) and it is understood that DE&I is arranging for another **reroofing (flat roof sections only?) of the 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 revert back to being a multi-media lecture facility – WIP;
8. The **possum problem within the main building** over recent months, appears to have been temporarily resolved. The situation is being monitored – WIP;

	<p>9. Wef 24 Aug 23, the <b>ECMC “collection” inventory record</b> remains with over <b>20,000 individual items</b> (of an estimated 60,000 items or nearly <b>33%</b>) being catalogued, and with an overall <b>increased collection value of approx \$735,000</b>. The total minimum value is still in the order of \$863,000. This report template will change as we transition further into the <b>new PP5 CMS</b> software during 2023 - WIP;</p> <p>10. <b>Visitor statistics</b> as at 24 Aug 23 were <b>668 or a total of 11,522</b> since records commenced in early 2014 (compared with 534 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 have had reps from the <b>Waikanae Museum</b> and PNCC Cr Mark Arnott visit on 3 Aug 23 and a reciprocal visit is planned for 25 Aug 23;</p> <p>11. <b>Account Signatories</b> – currently the Chair, Treas and RSM, 2ER are the authorised account signatories. Given the changeover of RSM 2ER and WO1 Kerekere heading overseas, we need to replace him as an authorised account signatory with the incoming RSM, 2ER (WO1 Carl Fairbairn - current RNZE CT Dep Chair). This will require a formal approval and same with Kiwibank (see Finance 5. above);</p> <p>12. Our <b>regular (serving and retired) donors list has increased (SSGT Ryan Walmsley) to 34</b> (comprising 17 x Offr, 15 x WO/SNCO, 2 x OR/Civ). This includes 24 serving and 10 retired RNZE. The RNZE WOs &amp; SNCOs Mess <b>donated \$500</b> towards the Trust. <b>Annual donation tax certificates</b> have been sent to all donors for the 2022-23 FY;</p> <p>13. The <b>monthly midday military history presentation (MMMHP)</b> series continues to be a good source of publicity and donation 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. Planning will commence soon for the 2024 programme;</p> <p>14. <b>Corps (RNZE CT) “bursary scheme”</b> – Four new grants have been approved this year (CPL McFelin and SPR Johnson-Walker from 2 Fd Sqn, SPR Stewart from 25ESS and Cpl Hutton from 2 Fd Sqn to a total of \$1,954.25. <b>Letters of thanks</b> have been received from all recipients to date. A</p>
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	<p>recent application from CPL Robertson-Raupita of 3 Fd &amp; ER Sqn was declined, due to deviation from the RNZE CT Bursary Scheme intent and the unsustainable precedent that an approval would establish. <b>Total scheme expenditure</b> (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, PNRS Trust, etc. SSM, SME(NZ) was going to prepare a guideline document advising of <b>potential funding sources</b> for those in need of support. Although a guideline document was circulated previously, the <b>priority order</b> for consideration is welfare and hardship support, then cultural and professional development, followed by adventurous training and representational sport. It was advised that <b>RNZE CT Bursary Scheme funding</b> should be given <b>on the basis of merit</b> and the importance of individual necessity. It was also noted that it is necessary to maintain financial flexibility with the scheme which enables the CT to fund beyond the capped amount, if required;</p> <p>15. The <b>RNZE stained glass window in St David's Chapel in Burnham Camp</b> has been completed and we are awaiting invoicing and payment advice from 3 Fd &amp; ER Sqn. CPL Molly van der Hoek has been thanked for her efforts in having this issue resolved - WIP;</p> <p>16. The <b>RNZE tukutuku panel</b> - NC - WIP;</p> <p>17. We are still waiting for the recommendations of the <b>Spotless landscape architect and arborist</b> (Kathy Bills) to be implemented by Spotless/Downer. We have been doing our own gardening and tree trimming in the meantime – WIP – NC;</p> <p>18. Some progress has been made for the <b>Chapel maintenance</b> (exterior cladding repairs, but no final repaints, or roof repaint) and a new NZDF (DE&amp;I) heritage classification regime, which is likely to incorporate the Chapel. Also, the <b>installation of HVAC, plus fire detection, protection and suppression systems</b> in the Chapel. It appears that a new <b>draft NZDF DFI on heritage buildings</b> is holding up the HVAC and fire protection works, which the Camp Chaplains are also frustrated with. <b>LTCOL BC Gurney will follow up</b> on these issues and report back to the TB. A more permanent metal ramp has been installed at the entrance to the Chapel - WIP;</p> <p>19. <b>Replacement centenary totara tree plantings</b> – NC– WIP;</p>
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	<p>20. Further effort has been spent in the last three months adding to the new <b>“Past Perfect” (PP5) collections management system (CMS)</b>, particularly our library collection and some display items. We have <b>renewed the AASLH membership</b>;</p> <p>21. The <b>annual insurance premium renewal</b> (expected to be more than \$5,000) was due on 16 May 23 and has been renewed. Despite considerable research, no new providers were sourced, but our premium was reduced to \$4,783 for this year. All okay now until May 24;</p> <p>22. <b>Total petty cash from donations</b> to the ECMC to date, is currently \$406.00;</p> <p>23. <b>ECMC weapons situation</b> – NC - WIP;</p> <p>24. Currently 66 x <b>RNZE Corps 120<sup>th</sup> anniversary painting prints</b> have been sold. There are 35 x prints awaiting purchase/orders in stock (with Artist Matt Gauldie). As current stocks are held on the RNZE CT books at a <b>value of \$5,250 (incl commission)</b>, another push to promote sales is essential, the potential for the SPR’s Association to advertise the paintings was also discussed – WIP;</p> <p>25. <b>RNZE CT Trust Board 2023 meeting schedule</b> –it is proposed that the next TB meeting be held at 1400hrs on Thu 16 Nov 23. Incoming Chair (COL (Rtd) Don Jones agreed that the <b>2024 meetings</b> should be held on the third Thu of Feb, May, Aug and Nov (for diary entries and bookings);</p> <p>26. The suggestion to <b>recycle and repurpose Corps silver</b> held in the Kitchener Room is progressing slowly, with CPL Molly van der Hoek making some recent recommendations, but nothing else received from other RNZE units. We are also recommending a <b>Corps-wide inventory of Corps silver and trophies</b>, so that there is a record of what units are holding and locations, value, insurance, etc. CPL van der Hoek is working on this task and has forwarded a progress report to trustees - WIP;</p> <p><b>Action:</b> RSM, 2ER will reach out to RSM 3/6 to locate additional silverware and trophy inventory;</p> <p>27. <b>St Martin’s RNZE and Garrison Chapel 125<sup>th</sup> anniversary</b> will occur on 5 Feb 2024. 2ER is considering holding a 125<sup>th</sup> anniversary ceremony, with members of the Makotuku</p>
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	<p>community, on or about 5 Feb 2024. MAJ (Rtd) Mike Pettersen has also prepared a proposal for some 125<sup>th</sup> <b>anniversary commemorative works</b> to be undertaken at the <b>old church site in Makotuku</b> – WIP;</p> <p>28. RSM, 2ER has reinforced the <b>unit ECMC assistance duty roster for 2023</b>, which he promulgated in Jan 23. We are still struggling to get the necessary support; SME was not present for much of July, and we haven't seen anything from 2ERT in Aug to date? Better communication from units is stressed to ensure the success of this assistance and programme;</p> <p>29. <b>External Bailey panel (x4) refurbishment</b> – this task has been completed by TripleR, at a total cost of \$604 (incl GST). The contractor has also been on site to explain the process and some of the challenges in achieving a perfect finish to the panels. We appreciate the work that Alan Johnson has done in seeking quotes and bringing this action to a close;</p> <p>30. A 70<sup>th</sup> <b>anniversary of the Korean War Armistice display</b> was mounted at the PN City Library (Level 2, Heritage Section) over the Jul-Aug 23 period. Positive feedback has been received, along with some good publicity for the ECMC and RNZE CT. The ECMC will continue to support such commemorative military history displays at both the PNCL and Te Manawa;</p> <p>31. The Chair had a further meeting with the <b>PNCC Mayor and CEO</b>, and Cr Mark Arnott on 2 Aug 23 to continue discussions around the space required if the <b>ECMC museum and RNZE collection was to be relocated into the PN CBD</b>. This is work being undertaken by PNCC to see if the engineer and medical (ex-PN Hospital) museums can be co-located with Te Manawa and closer to the general public, as part of the <b>Civic and Cultural Precinct Master Plan project</b>, which the PNCC Mayor is chairing/leading. At the 28 Jun 23 meeting of the <b>PNCC Culture and Sport Committee</b> meeting, PNCC councillors publicly thanked the RNZE CT for its support to the PNCL and Te Manawa for military heritage displays, etc – WIP;</p> <p>32. RNZE CT (Chair and Treas) assisted 2ER with <b>financial management for the postponed Sprs Ball</b> on 1 Jul 23. This included seeking sponsorship and managing ticket proceeds and event costs and payments thereof. A deposit for a DJ was paid and \$1,750 of sponsored funding is still held in the Trust accounts in the event that the Ball goes ahead in 2024;</p>
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	<p>33. During the past quarter, we have attended to over 10 <b>requests for information (RFIs) to support RNZE history research</b> and individual family photos and records of WW1 and WW2 NZE personnel, from information held at the ECMC. We also had a book on the <b>Italian military engineer history</b> given to the ECMC by its author, LTCOL Federico Pirola, who is currently serving as the Italian SNO at Eurocorp (NATO) HQ in Strasbourg;</p> <p>34. The Chair made a presentation on the RNZE CT and ECMC at the <b>RNZE Corps Conference</b> on 22 Jun 23. We only achieved <b>one addition regular donor</b> from the plea for funding support, but the <b>RNZE WO &amp; SNCO Mess did donate \$500 towards the RNZE CT</b> following the conference;</p> <p>35. <b>RNZE Corps 125<sup>th</sup> anniversary in 2027</b> will require planning to commence soon, given that this is not that far away. Col Comdt RNZE has already raised this matter at the recent Corps Conference. It was noted that consideration needs to be taken to align with the Spr's Association which could be achieved through a centralised committee to coordinate the event;</p> <p>36. The Sprs Assn is considering holding a <b>RNZE Reunion</b> in the Waikato (Paeroa Racecourse) <b>in 2025</b>, they will probably explain more later in the TB meeting;</p> <p>37. The Chair is currently updating the <b>RNZE CT/ECMC SOP (Aide Memoire)</b> document from Apr 20, to cover changes in info since that time. This will become available for the next meeting in Nov 23;</p> <p>38. Col Comdt RNZE mentioned at the recent Corps Conference of the potential for the ECMC assisting in <b>supporting the new school history curriculum</b> covering early NZ history and military history. Both these topics are contained within the new curriculum at differing levels. We have already participated in number of local engagement sessions with school history teachers over this support and provision of resources;</p> <p>39. The Chair and Treas have worked on updating the <b>new Trust performance reporting template</b> required by Charities Services and this will be used for the next annual report covering the 2023-24 financial year;</p>
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	<p>40. In accordance with the <b>new Incorporated Societies Act 2022</b>, we will need to reregister the Trust with the Companies Office (MBIE) and comply with the new legislative requirements. Our <b>Trust Deed will require updating</b> to comply with the new legislation and we have until late 2025 to complete this task – WIP; and</p> <p>41. The Chair has continued to liaise with members of the <b>Sprsn Assn Exec</b> following previous discussions at the last TB meeting. Members of the Exec (President [Owen Smith] and Secty [Vail Hubner], plus Northern Branch Chair [Peter Mallalieu]) <b>will visit the ECMC and attend the Trust Board meeting</b> on 24 Aug 23 as observers and will be given some time to speak to the meeting about their future aspirations, plans, etc. A copy of their agenda sheet is attached as Enclosure 3.</p>
<p><b>7. Results of External Funding Applications/Resolutions since the last meeting on 18 May 23</b></p>	<p><b>Results of External Funding Applications/Resolutions since the last meeting on 18 May 23.</b> Only the funding application to ECCT towards the end of 2022 for \$5,000, was raised. A further review will be made at the upcoming Trust Board meeting on 24 Aug 23 and again at the following meeting in Nov 23.</p> <p><b>Moved:</b> COL (Rtd) D Jones  <b>Seconded:</b> WO1 (Rtd) G Findon  <b>Carried</b></p>
<p><b>8. Expenditure/Funding Priority for Q4 of 2023</b></p>	<p><b>Expenditure/Funding Priority for Q4 of 2023.</b> Minimal changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 18 May 23. The following priority order and action is still recommended:</p> <ol style="list-style-type: none"> <li><b>Heritage archival book and documentation digitisation</b> – 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;</li> <li>Ongoing maintenance and population of the <b>RNZE CT/ECMC website</b> as a stand-alone entity will continue, within current funding resources available;</li> <li>Address/resolve ICR&amp;T Stage 3 remainder comprising <b>bar code (or QR code) printer, reader and system</b> (&gt;\$4,000) for the ECMC library (Mainland Foundation), once PP5 software</li> </ol>

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	<p>has been bedded in and the CMS is up to date and working properly;</p> <ol style="list-style-type: none"> <li>4. Investigate <b>interactive electronic display equipment and systems</b> for the ECMC museum displays, using external specialists for advice (possibly use Mainland Foundation or Southern Trust as a funding source);</li> <li>5. <b>Remaining signage</b>, including internal signage for display cabinets (&gt;\$2,000), once refreshment/refurbishment and exterior painting of cabinets has been completed; and</li> <li>6. <b>Approve above priority</b> and funding applications/sources and review all again at the next TB meeting on 16 Nov 23.</li> </ol> <p><b>Moved:</b> SSGT (Rtd) AD Johnson  <b>Seconded:</b> COL (Rtd) D Jones  <b>Carried</b></p>
<b>9. General Business</b>	<ol style="list-style-type: none"> <li>1. <b>Collective appreciation</b> was expressed by the RNZE CT Board members towards the <b>2ER Command Team</b> (current CO/Regt Col RNZE and RSM) for their support to the Trust and ECMC over the duration of their command;</li> <li>2. CO, 2ER gave an update on the <b>current situation of 2ER</b>, noting that attrition has stabilised at 16% placing the Regiment in a better position for future prospects. It was noted that <b>Corps heritage remains a focus point</b> for the Regiment. It was also noted that 2ER has the capacity to advertise and circulate information for the Spr's Association and RNZE CT via its FB page, if required;</li> <li>3. COL PJ Curry indicated that there is the potential to <b>support demining history</b> incorporating RNZE demining worldwide from 1989 onwards which will be facilitated by COL (Rtd) John McLeod (Head of HCP, in NZDF HQ). Support was also expressed by the incoming Chair of the RNZE CT, COL (Rtd) D Jones for this project;</li> <li>4. Chair handed over to Owen Smith, President of the <b>Spr's Assn (NZ) Inc</b>, to address the TB. A separate list of discussion items was circulated and spoken to by the Assn visit team. A copy has been attached as Enclosure 3.</li> </ol>
<b>10. Closure</b>	

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	The Chair thanked all for their input to the meeting and declared the meeting closed at 1543.
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**BP HOWATSON**  
2LT  
Stand-In SECRETARY

**JS HOLLANDER**  
LTCOL (Rtd)  
CHAIR

Enclosures:

1. RNZE CT Financial Report 1 May – 31 Jul 23
2. Memorandum of Appointment of Trustees, dated 07 Aug 23
3. Sprs Assn (NZ) Inc Discussion Points for Meeting with RNZE CT Board



**MEMORANDUM OF APPOINTMENT OF TRUSTEES**

**MEMORANDUM OF THE CHOICE AND APPOINTMENT OF TRUSTEES OF THE  
PROPERTY AND ASSETS OF THE ROYAL NEW ZEALAND ENGINEERS  
CHARITABLE TRUST (or RNZE CT) INCORPORATED** at a Meeting of the Trust  
duly convened and held for that purpose and of which Joseph Simon Hollander was  
appointed as Chairman

Names and Description of all the Trustees on the Constitution or first appointment of  
Trustees made on the 6th day of May 2011.

George William Butcher (\*)  
"Fernleigh"  
658 Upper Plain Road  
R D 8  
Masterton 5888

Howard Earle Chamberlain (\*)  
470 Te Moana Road  
Waikanae 5036

Joseph Simon Hollander  
8 the Oaks  
Awapuni  
Palmerston North 4412

Donald Hastings Jones (\*)  
46 Lombard Street  
Palmerston North 4410

Michael Allen Pettersen (\*)  
680 Main Street  
Palmerston North 4414

Anthony Edwin Wilson (\*)  
"Willerby"  
61 Ridgewood Drive  
R D 1  
New Plymouth 4370

Brent Douglas Wilson (\*)  
3 Roseash Lane  
Levin 5510

Names and Description of all the Trustees in whom the said property now becomes legally vested -

First: Old continuing trustees from last change on 14th November 2013 –

George William Butcher (\*)  
"Fernleigh"  
658 Upper Plain Road  
R D 8  
Masterton 5888

Howard Earle Chamberlain (\*)  
470 Te Moana Road  
Waikanae 5036

Joseph Simon Hollander  
8 the Oaks  
Awapuni  
Palmerston North 4412

Donald Hastings Jones (\*)  
52 Anne Street  
Wadestown  
Wellington 6012

Michael David Owen (\*)  
24 Surrey Crescent  
Hokowhitu  
Palmerston North 4410

Benjamin William Pitt (\*)  
151 Pacific Drive  
Fitzherbert  
Palmerston North 4410

Darrin James Waitere (\*)  
5 Dunk Place  
Milson  
Palmerston North 4414

Anthony Edwin Wilson (\*)  
"Willerby"  
61 Ridgewood Drive  
R D 1  
New Plymouth 4370

Second: Trustees retiring as at 12 February 2015 –

Benjamin William Pitt (\*)  
151 Pacific Drive  
Fitzherbert  
Palmerston North 4410



Darrin James Waitere (\*)  
5 Dunk Place  
Milson  
Palmerston North 4414

Anthony Edwin Wilson (\*)  
"Willerby"  
61 Ridgewood Drive  
R D 1  
New Plymouth 4370

Third: New replacement trustees chosen and appointed on 12 February 2015 –

Paul Maxwell Hayward (\*)  
105 Watersons Line  
RD1  
Carterton 5791

Lyll Vincent Mooney (\*)  
310 Hewitts Road  
RD2  
Palmerston North 4472

Fourth: Trustees retiring as at 8 October 2015 –

George William Butcher (\*)  
"Fernleigh"  
658 Upper Plain Road  
RD8  
Masterton 5888

Michael David Owen (\*)  
24 Surrey Crescent  
Hokowhitu  
Palmerston North 4410

Fifth: New replacement trustees chosen and appointed on 12 November 2015 –

Gregory Findon  
16 Medallion Drive  
Kelvin Grove  
Palmerston North 4414

Clifford Raymond Parker (\*)  
9 Lakemba Mews  
Palmerston North 4410

Sixth: New additional trustee now chosen and appointed on 16 February 2017 –

Terrence Ewen McDonald (\*)  
40/2 Poto Road  
Normandale  
Lower Hutt 5010

Seventh: Trustees retiring as at 17 August 2017 –

Donald Hastings Jones (\*)  
52 Anne Street  
Wadestown  
Wellington 6012

Lyall Vincent Mooney (\*)  
310 Hewitts Road  
RD2  
Palmerston North 4472

Eighth: New replacement trustee now chosen and appointed on 18 May 2017 –

Gregory Charles Hinch (\*)  
29 Rodeo Drive  
Kelvin Grove  
Palmerston North 4414

Ninth: New replacement trustee now chosen and appointed on 17 August 2017 –

Todd Gregory Hart (\*)  
55 Jordan Road  
Waingawa, RD1  
Carterton 5791

Tenth: Trustees retiring as at 14 May 19 –

Terrence Ewen McDonald (\*)  
40/2 Poto Road  
Normandale  
Lower Hutt 5010

Gregory Charles Hinch (\*)  
29 Rodeo Drive  
Kelvin Grove  
Palmerston North 4414

Todd Gregory Hart (\*)  
55 Jordan Road  
Waingawa, RD1  
Carterton 5791

Eleventh: New replacement trustees now chosen and appointed on 15 May 19 –

Ian James Brandon  
7 Tower Place  
Fitzherbert  
Palmerston North 4410

Brendon McDonald (\*)  
26 Lacebark Drive  
RD2  
Palmerston North 4472

Twelfth: Trustees retiring as at 21 November 2019 –

Paul Maxwell Hayward (\*)  
105 Watersons Line  
RD1  
Carterton 5791

Brendon McDonald (\*)  
26 Lacebark Drive  
RD2  
Palmerston North

Thirteenth: New replacement trustees now chosen and appointed on 21 November 2019 –

Thomas Tamati Kerekere  
23 Miro Street  
Takaro  
Palmerston North 4410

Rachel Anne Boyce  
16 Charles Cross Street  
Longburn  
Palmerston North 4412

Fourteenth: Trustee retiring as at 24 September 2020 –

Clifford Raymond Parker (\*)  
9 Lakemba Mews  
Palmerston North 4410

Fifteenth: New replacement trustee now chosen and appointed on 24 September 2020 -

Paul James Curry  
14 Liverpool Street  
Trentham  
Upper Hutt 5018

Sixteenth: Trustee retiring as at 18 February 2021 –

Howard Earle Chamberlain (\*)

Seventeenth: New replacement trustee now chosen and appointed on 18 February 2021 –

Alan Douglas Johnson  
77 York Street  
Ashhurst  
Palmerston North, 4810

Eighteenth: Trustee retiring as at 11 April 2021 –

Rachel Anne Boyce (\*)

Nineteenth: New replacement trustee now chosen and appointed on 3 September 2021 –

Molly Pattinson Lincoln  
24 Slate Street  
Rolleston  
Selwyn, 7614

Twentieth: Trustee retiring as at 18 November 2021 –

Ian James Brandon

Twenty First: New replacement trustees now chosen and appointed on 18 November 2021 –

Michael Nochete  
5 Conway Place  
Terrace End  
Palmerston North, 4414

Carl A Fairbairn  
110 Fairs Road  
Milson  
Palmerston North, 4414

Twenty Second: Trustee retiring as at 17 November 2022 –

Michael Nochete

Twenty Third: New (returning) additional trustee chosen and appointed on 24 August 2023 –

Donald Hastings Jones  
52 Anne Street  
Wadestown  
Wellington, 6012

Dated this 07 day of September 2023




Chairman of the Meeting/Trust Board

**Signed** by the said  
Joseph Simon Hollander  
as Chairman of the said Meeting  
in the presence of –

(\*) = Trustees since “retired”

)  
)  
)  
)

  
(Baileigh Paul Howatson)  
ZLT  
Acting secretary



Sappers Association (NZ) Inc  
**Discussion Points for Meeting with RNZE CT Board, 2023-09-23**

**Matters arising from RNZE CT board meeting dated 18th May 2023**

Item 24b. St Martin's Chapel. 5 Feb 2024 is the 125 yr anniversary. Mike Pettersen is leading the charge. The Association will be in contact with him later on.

**Expenditure/ Funding**

Sappers Association Inc has been invited by ECME and the CT to contribute towards funding of their Bursary Scheme. The letters received by the Association are scheduled for discussion at our next executive meeting.

**Zoom Meetings**

All Sappers meeting. Monday 28<sup>th</sup> August 2023. Any sapper may participate.  
Executive Meeting. Tuesday 29<sup>th</sup> August 2023. Monthly

**Progress Report**

RNZE Corps 125<sup>th</sup> Anniversary in 2027. The matter is on our agenda for discussion at our August Executive Meeting.

RNZE Reunion Friday 24<sup>th</sup> to 26<sup>th</sup> October 2025 (Labour Weekend). This is envisaged to be an family event with a multi choice of events. Motorhomes , caravans and tents welcome. Fundraising is intended to keep participation costs by members modest.

**Future aspirations and plans**

The future plan is an evolving work in progress. A key immediate focus is to promote regular events that are happening arising from our own efforts and those events from allied associations likely to be of interest to our current and prospective members.

Communications. Monday night Zoom meetings have been a successful tool for members to talk with each other. Matters have included identifying event opportunities, brainstorming ideas for development, and helping event organizers prepare reports for approval for the executive committee.

The Tunnellers Group Anniversary Day is now fixed for 11<sup>th</sup> November each year, Armistice Day. This date avoids conflict with other major functions in Waihi on this day.

Membership. We are on a recruiting drive which is working with 21 new members awaiting to join. This is a major turn around compare to the previous years.

I wish to thank all the members who are stepping forward to keep the Sappers Associate running.

Owen Smith  
President

