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| **Royal New Zealand Engineer Charitable Trust Board**  **MINUTES of MEETING** | | **Date:**  **Time:**  **Venue:** | | **16 May 24**  1304 - 1500  George Bridges Room |
| **Members** | **In Attendance** | | **Apologies** | |
| Trustees:  COL (Rtd) DH Jones - Chair  WO1 CA Fairbairn - Deputy Chair  LTCOL (Rtd) JS Hollander COL PJ Curry WO1 (Rtd) G Findon - Treasurer SSGT (Rtd) AD Johnson  WO1 Windleborn  Co-opted Trustees:  LTCOL J Totoro LTCOL AD Mitchell LTCOL BC Gurney  2LT NJ Whyte - Secretary | COL (Rtd) DH Jones  COL PJ Curry (v)  LTCOL BC Gurney  LTCOL (Rtd) JS Hollander  WO1 EL Windleborn  WO1 (Rtd) G Findon  MAJ (Rtd) G Reid  2LT Natasha Whyte (Secretary)  CPL MPJ van der Hoek (v)  (v) = virtual connection | | LTCOL J Totoro  LTCOL AD Mitchell  SSGT (Rtd) AD Johnson  WO1 C Fairbairn | |

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| **Topic/Discussion** | **Outcomes/Decisions/Action Items** |
| 1. **Opening** | The Chair declared the meeting of the RNZE Charitable Trust Board, held in the George Bridges Room open at 1304, and welcomed all members present. Introductions of those present conducted.  Apologies from LTCOL J Totoro, LTCOL AD Mitchell, WO1 C Fairbairn, and SSGT (Rtd) AD Johnson were accepted.  **Moved**: COL (Rtd) DH Jones  **Seconded**: WO1 (Rtd) G Findon  **Carried** |
| 1. **Minutes from the last Meeting** | Minutes from the last meeting held on 9 Feb 24 were approved.  **Moved**: LTCOL (Rtd) JS Hollander  **Seconded**: WO1 EL Windleborn  **Carried** |
| 1. **Matters arising from previous minutes** | Nil, covered in the RNZE CT progress report (see Item 6 below). |
| 1. **Correspondence** | The Secretary/Chair acknowledged inward/outwards correspondence.  Inwards Correspondence:   |  |  | | --- | --- | | 1. RNZE CT Board Priorities MFA Excel – Mike Rendall | 09 Feb 24 | | 1. RNZE CT Board Priorities – Mike Rendall | 15 May 24 | | 1. Tax Invoice – Chapel Window – The Glass Room | 26 Jul 23 |   Outwards Correspondence:   |  |  | | --- | --- | | 1. RNZE CT Fund Application Approval – Eastern & Central Community Trust | 21 Mar 24 | | 1. Tax Receipts – Certificate of Donation x 34 | Apr 24 | |  |  |   All other routine internal and external correspondence has been via email.  **Moved:** MAJ (Rtd) G Reid **Seconded:** CPL MPJ van der Hoek  **Carried** |
| 1. **Finance** | 1. Financial details and specifics for the RNZE CT were provided by the Treasurer, as circulated prior to the meeting. 2. The **RNZE CT Financial Report (For 1 February – 30 April 2024)** was tabled for the period 1 Feb – 30 Apr 24, attached at Enclosure 1. 3. **Bank Account Balances as at 30 Apr 24:**  * 00 (RNZE CT Ops-Transaction) = $4,290.01 * 03 (ECMC Ops) Account = $742.20 * 04 (RNZE CT Inv) Account (5.75% - 22/05/24) = $10,000.00 * 18 (RNZE CT Inv) Account (6.15% - 14/03/25) = $10,000.00 * 19 (RNZE CT Inv) Account (6.15% - 14/12/24) = $10,000.00 * 20 (RNZE CT Inv) Account (5.90% - 25/08/24) = $10,000.00 * 21 RNZE CT Debit Card Account = $223.34 * 22 RNZE CT TD Account (6.15% - 22/11/24) = $10,000.00 * 23 RNZE CT Online Call Account = $12,131.58 * RNZE CT Account Balance as at 30 Apr 24   = $67,387.13   1. **Income and Expenditure:**     1. There was a total of seven **accounts approved for payment from the ‘00’ account.**   Bank Balance ‘00’ Acc as at 1 Feb 24 = **$2,957.67**  ‘00’ Account Income:  Regular Donations = $1,778.00  Other Donations = $150  Book Sales = $60  GST Return = $155.45  Investment Interest Transfer from 18 Account = $540.00  Income Sub Total = $2.683.45  “00’ Account Expenditure  Printer Expenditure = $126.50  Scanning and Digitising = $376.00  Website and Uploads = $55.00  WEB = $162.50  Licences and Membership Fees = $51.11  Transfer from 00 to 21 Account = $200.00  IC & T= $380.00  Expenditure Sub Total = $1,351.11  Bank Balance “00” Acc as at 30 Apr 24 = $4290.01  The payments totalling **$1,351.11** were approved.  **Moved:** MAJ (Rtd) G Reid  **Seconded:** LTCOL BC Gurney **Carried**   1. **Maturing Investment – ‘04’ Account.**     1. The ‘04’ account matures 22 May 24. Treasurer proposed a reinvestment as per investment plan, 12 month reinvestment at best rates offered on the day of reinvestment.    2. The ‘04’ account was approved for a 12 month reinvestment at best rate on maturing.   **Moved:** MAJ (Rtd) G Reid  **Seconded:** LTCOL (Rtd) JS Hollander **Carried**   1. Adoption of the RNZE CT Financial Report for 1 Feb – 30 Apr 24 was accepted.   **Moved:** COL (Rtd) DH Jones  **Seconded:** WO1 EL Windleborn **Carried** |
| **6. Progress report 9 Feb 24 – 16 May 24** | 1. **Progress on actions/tasks and other activities since the last meeting (9 Feb 24) include the following, but not in any priority order. Some items have rolled over and are shown as “No Change” or “NC”, to abbreviate the report:** 2. **Contact with ECMC and volunteers** – there have been no contacts or visits from 2ER or SME staff since the last meeting. Similarly, we no longer get invited to any relevant RNZE unit activities or receive any information on Corps activities. MAJ Pettersen tries to make a fortnightly visit when he can, but we are starting to feel like a leper colony once again;    1. Currently, limited activities involving 2ER have occurred thus far this year.    2. Additionally, manning, exercise demands and time restrictions will continue to make difficulties in creating events outside of scheduled activities.    3. Chair intends to speak with CO 2ER regarding maintaining the link between 2ER and the ECMC. 3. **Trust Deed Issues** **(Chair/Trustee Changes)** – all changes have been made and are up to date;   c. **Model Bailey Bridging** – NC – WIP ?;  d. **Digitising, scanning and post-processing and uploading of books and documents** in the ECMC library continues. A further tranche of archival books are currently undergoing processing – WIP;  e. **RNZE CT Website** – is up to date and the Home Page is currently being refreshed. A further (“annual”) grant ($5,000) was applied for from ECCT for scanning and digitising of archival material, but they only **granted us $2,000**. In early Mar 24, an approach was made to Mainland Foundation, but they rejected our application. A further application was made to ECCT in Apr 24 to make up the shortfall and we are awaiting a response – WIP;  f. **ECMC and Assistance tasks** – a meeting with the new SSM, SME(NZ) and RSM, 2ER is still awaited, to confirm an **action plan for 2024:**   1. 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. We are hoping for more **plaque backing boards** to be manufactured and installed for the ECMC museum area. 2. It is still 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. 3. Final consent on use of the **intermediate area** of the back area of the building has been granted and the new replacement (separating and kitchen) doors and hardware have been completed by SME (NZ). We are considering relocating the library into the **intermediate area**, together with taking back the old internal store and kitchen areas – WIP; 4. Some asbestos was found in the building exterior and a **complete external refurbishment** is supposed to be planned. This will include the **total replacement of the roof** (flat sections currently being redesigned and to be lifted), **new high-level windows** with UV tinting and double glazing to replace existing. All **HVAC equipment** has already been upgraded with compressor units now cantilevered off the lower-level main building walls and off the roof area. The **safety fencing, scaffold and building wrap** has been in place since Oct 23 (at a **cost of $12,000 per month**), but we are still no further ahead in terms of if and when this work will be undertaken. It is understood that the matter is resting with AGS for funding and priority action.    1. Awaiting further budget information from the official Defence Budget release.   g. A further collection of **old maps, plans, RNZE construction as-built plans**, etc, have been sorted and stored in the map and plan drawers in the **garage area**. There is more to add, and another session will be undertaken to complete current holdings. The latter will need to be inventoried and entered on the PP5 CMS, in due course – WIP;  h. Wef 10 May 24, 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 $760,000.** The total minimum estimated (2023) value is still in the order of $863,000, although this changes progressively as item values increase and others are added to the inventory. Strath Holmes is working with Clas to progress the PP5 records for our inventory. This report template will change as we transition further into the **new PP5 CMS** software during 2024 - WIP;  i. **Visitor statistics** as at 10 May 24 were **465** **or a total of 12,201** since records commenced in early 2014 (compared with **425** at the same time last year, **965 total for 2023**, 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 quite a few visit groups, including the recent **BCE** **course**, **Carncot School**, **TTW24 foreign military engineer reps**, **OC LRSC**, etc Several more visit groups are scheduled for the next quarter and between MAJ Pettersen and ECMC Dir, we are managing to cater for these visits reasonably well. The current **SCE course** and **another BCE course** visit are expected in Jun 24, but date confirmation is awaited. Meetings are also being held with **HQ, 1 (NZ) Bde and LRSC** over **community engagement and visit programmes**. We can no longer cater for causal (external) visitors to the ECMC, as **new visitor** **appointment and booking requirements** are in place for LMC (and ECMC). This appears to be working okay, but requires extra admin to process groups and visitors;  j. Our **regular (serving and retired) donor list has dropped to 31** (comprising 13 x Offr, 16 x WO/SNCO, 1 x OR/Civ). This includes 22 serving and 9 retired RNZE. This **contributes** **$7,126** **annually to Trust funds**, or $593.83 per month. We are always on the **lookout for new donors** and ask all TB members to assist in this recruiting process.  k. M**onthly midday military history presentation (MMMHP)** 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 and some scripts/texts, for future reference and research purposes. We get **positive feedback** on presentations and ready access to previous sessions up on our website;  l. **Corps (RNZE CT) “bursary scheme”** – no new applications have been received, or grants made since the last TB meeting. **Total scheme expenditure (granted) is $9,074.25** since the scheme was commenced in late 2018. **Appropriate guidelines** are provided with the application form;  m. The **RNZE tukutuku panel** - NC - WIP:  n. While we are still waiting for the recommendations of the **Spotless landscape architect and arborist** (Kathy Bills) to be implemented by Spotless/Downer – NC. A number of **large trees about the ECMC area have been cut down** (one tree missed), but apparently removing the large stumps was not scoped. RSM, 2ER undertook to work with DE&I to see if this work can be completed properly and the surrounding grounds reinstated – WIP;  o. **Chapel maintenance** (exterior cladding repairs,) and the reroofing work is completed. The **stained glass (RE hat badge) installation** above the altar area has been re-instated, as a back-lit feature, now that the roof has been closed in. The **rear internal wall behind the altar has been repaired/replaced**. Apparently, the **repainting of the exterior** of the building was not scoped, despite the fact that some external cladding has been replaced and the building marked by the scaffolding put in place to support the reroofing project. We are still waiting for advice on a proposed **new NZDF (DE&I) heritage (DFI)** classification regime, which is likely to incorporate the Chapel. Also, the potential **installation of HVAC, plus fire detection, protection and suppression systems** in the Chapel. It appears that the new draft NZDF DFI on heritage buildings is holding up the HVAC works, which the Camp Chaplains are also frustrated with. We need to **get rid of the wall-mounted electric bar** **heaters**, as they are a fire hazard. **LTCOL Bryce Gurney** has advised that a fire protection, system, etc, will not be installed into the Chapel. SME (NZ) can have a look at options to investigate the Chapel from a safety function point of view;  p. **Replacement centenary totara tree plantings** – DE&I (confirmed previously by Doug Griffin) will purchase **three new totara trees** and have these replanted once the tree felling and area refurbishment has been completed. Plinths have already been manufactured by SME(NZ), and **plaques will be made to adhere to the plinths** for each of the five trees, recording who and when they were originally planted. ECMC Dir has the details and will approach Trophy Specialists in PN to manufacture the plaques shortly – WIP;  q. Further effort has been spent in the last quarter 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** through to 2025. Clas Chamberlain is leading the effort with PP5 and with Strath Holmes coming on board as a volunteer, this work can progress further - WIP;  r. **Total petty cash from donations** to the ECMC, is **currently $642-55**, of which $543.00 will be deposited into our KB next week;  s. **ECMC weapons situation –** NC - WIP;  v. Currently 66 x **RNZE Corps 120th** **anniversary painting prints** have been sold. There are 34 x prints awaiting purchase/orders in stock (with Artist Matt Gauldie). As current stocks are held on the RNZE CT books at a **value of $5,100 (incl commission)**, another push to promote sales is essential. SSM SME (NZ) plug on Facebook, WIP;  t. R**NZE CT Trust Board 2024 meeting schedule** –it is proposed that future TB meetings be held quarterly on the third Thu, being, **15 Aug and 21 Nov 2024**, subject to the new Chair’s confirmation - for diary entries and room bookings, etc);  u. 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 to create a Top Section Trophy for 3FD &ERS, but nothing else received from any other RNZE units - WIP;  v. **St Martin’s RNZE and Garrison Chapel 125th anniversary** commemoration was held on Sat 10 Feb 24, with the ECMC open for visitors. MAJ Mike Pettersen is also overseeing some 125th **anniversary commemorative works** to be undertaken at the **old church site in Makotuku**, as well as a service on site to be held later this year. The **cost share for signage** has yet to be reimbursed to the RNZE CT, for the 2ER UPF – WIP;  x. RSM, 2ER has reinforced the **unit ECMC assistance duty roster for 2024**, which he promulgated in Oct 23. Given the fencing and scaffold about the site, we have postponed some assistance activities until access can be improved. A concerted effort will need to be made once the refurbishment work has been completed. Also, to assist internal relocation of the library and improved circulation space in the museum area and store relocation - WIP  y. The ECMC Dir continues to have meetings with the **PNCC Mayor and CEO,** and Cr Mark Arnott, to continue discussions around the space required if the **ECMC museum and RNZE collection is to be relocated into the PN** **CBD**. This is work being undertaken by PNCC to see if the engineer and medical (ex-PN Hospital) museums (and other major unit heritage collections) can be co-located with Te Manawa and closer to the public. This is part of the **Civic and Cultural Precinct Master Plan project**, which the PNCC Mayor is chairing/leading. The matter has also been raised in the current **Draft 2024-34 PNCC Long Term Plan** submission round. – WIP;  z. During the past quarter, we have attended to several more external **requests for information (RFIs)** to **support RNZE and other military history research** and individual family records of WW1 and WW2 NZE personnel, from information held at the ECMC - WIP;  aa. In accordance with the **new Incorporated Societies Act 2022** and from 5 Oct 23, we will need to reregister the Trust with the Companies Office (MBIE) and comply with the new legislative requirements. Our **Trust Deed will require updating** to comply with the new legislation and we have until 2025 to complete this task. **Gordon Reid** (our Reviewer) has been working on the latter and will make some recommendations to the next TB meeting on proposed amendments to our Trust Deed to satisfy compliance requirements – WIP;  bb. ECMC Dir and TB Treasurer compiled the **annual and financial performance reports for 2023** and this has been lodged with Charities Services;  cc. Our **No 1 document safe** has ceased to operate properly and will need to be broken into and disposed of. The two safes were purchased in 2015 and funded externally. A **replacement safe (FOC)** from **Armstrong Security** **(PN) Ltd** has been negotiated and was installed/reinstated on 9 May 24;  dd. It is **insurance policy renewal** time again, and our insurance broker has been approached to consider what is required for the next round and negotiation over providers and premium costs. ECMC Dir met with senior Futurisk staff on 7 May 24 to discuss updated disclosure requirements and details for renewal proposals of both policies – WIP;  ee. A **WW2 80th anniversary display** (Italian and SW Pacific campaigns) was mounted at the PNCL (Level 2 Heritage area Apr-May 24, using items provided from our ECMC collection;  ff. The **ECMC buildings** received a **PNCC BWOF inspection** on 4 Apr 24 and passed;  gg. Our **ECMC computer hardware** is starting to show signs of ageing and will require replacement soon. We commenced a purchase programme back in 2012-13 for 3 x CPUs and a laptop in 2014. ECMC Dir will be looking at a **replacement programme** and the potential for raising funds externally to fund such a programme – WIP;  hh. The **ECMC security system** has been upgraded again and converted from 3G to 4G. There is no more copper wiring involved, which will further improve our system and situation;  ii. The **IT LAN within the ECMC** has been extended to include an outlet in the back intermediate area, to cater for the library relocation, once completed; and  jj **Clas Chamberlain** has advised that he will only come up to the ECMC **once a month**, from Jul 24. He does work remotely from his home in Waikanae, whilst we can maintain connectivity of our IT LAN/system. The **ECMC Dir will be away** from PN over the period 25 Jul to 4 Aug 24 during which the ECMC might have to close.  **Results of External Funding Applications/Resolutions since the last meeting on 9 Feb 24.**   1. An **application to MFL was made in Mar 24 for $4,000, for a continuation of the ICR&T Stage 5** **project** (scanning, digitising, post-processing and upload of archival RNZE heritage material) but was rejected. 2. A **further application was made to ECCT in Apr 24** to make up the shortfall ($4,000), as our expenditure in this area amounts to around $6,000 per annum. A result is awaited from ECCT at this time. A further review will be made at the upcoming Trust Board meeting on 16 May 24 and again at the following meetings in 2024.   **Expenditure/Funding Priority for Q2- Q3 of 2024**.  Minimalchanges are proposed to the priorities adjusted and set at the last Trust Board meeting held on 9 Feb 24. The following priority order and action is still recommended:   1. **Heritage archival book and documentation digitisation, etc** – continuation of project as part of Stage 5, and seek external funding to ensure that this project continues in the future; 2. Ongoing maintenance and population of the **RNZE CT/ECMC website** as a stand-alone entity will continue, within current funding resources available; 3. **Computer hardware replacement programme** – further details TBA; 4. Address/resolve ICR&T Stage 3 remainder comprising **bar code (or QR code) printer, reader and system** (>$4,000) for the ECMC library (source to be investigated), once PP5 software has been bedded in and the CMS is up to date and working properly; 5. Investigate **interactive electronic display equipment and systems** for the ECMC museum displays, using external specialists for advice (possibly use ECCT or Mainland Foundation as a funding source); 6. **Remaining signage**, including internal signage for display cabinets (>$2,000), once refreshment/refurbishment and exterior painting of cabinets has been completed; and   **Approve** funding application to Mainland Foundation for computer hardware replacement.  **Moved:** WO1 (Rtd) G Findon  **Seconded:** LTCOL BC Gurney  **Carried**  **Approve above priority** listed and funding applications/sources and review all again at the next TB meeting on 15 Aug 24.  **Moved**: WO1 (Rtd) G Findon  **Seconded**: COL PJ Curry  **Carried** |
| **7. General Business** | 1. **Legislation review**    1. MAJ (Rtd) G Reid gave an update on the findings of the investigation into the Incorporated Societies Act 2022 and trust deed review. Research excerpts are included at Enclosure 2.    2. Covered disputes processes, role and responsibilities of trustees within Incorporated Societies.    3. Summary of other matters in respect of the Trust Deed is included at Enclosure 3. Key point raised is that Clause 12 likely will need re written and re ordered.    4. The relationship between the ECMC, the RNZE CT and NZDF in relation to the physical building and structures is not currently adequately covered within our documentation.    5. Length of term discussed – changing the lengths of terms allowed as a Trustee.    6. MOU to be created between NZDF and ECMC? Further discussion and research required. To also be included in the trust deed?    7. Chair highlighted the importance to progress the trust deed, COL P Curry to liaise with DCA regarding the National Army Museum considerations when occupying a NZDF building.    8. **MAJ (Rtd) G Reid is to draft an update** to the Trust Deed for approval at the next RNZE CT meeting.   **Moved:** WO1 E Windleborn  **Seconded:** CPL MPJ van der Hoek  **Carried**     1. **Mike Rendall Workshop – Prioritisation**    1. Workshop shows that the RNZE CT is working in the right area, however would be beneficial to bring Mike Rendall to future meeting to discuss results.    2. Require further feedback and input, as four responses is not enough data to form conclusions from. Those who have not completed the response are encouraged to fill out the form from the original workshop.    3. Potential to run a meeting with Mike in July prior to the August RNZE CT Meeting.    4. Noted that Chair will liaise with Mike and confirm next steps. 2. **ECMC Coin Fundraising Concept – CPL MPJ van der Hoek**    1. Suggestion to encourage new donors, a challenge coin as a one off piece of merchandise for supporting the ECMC.    2. One off instead of regular donations to target younger SPRs or those being impacted of the cost of living.    3. Coin with meaning, a talking point, blurb such as “Sappers for Sappers”, or words to that effect. Opportunity to explain the role of the RNZE CT, ECMC and support options the trust has for engineers.    4. Upmarket by a fraction to use for payments/donations fundraising.    5. CPL MPJ van der Hoek to investigate options. 3. **Australian SME Visit**    1. CO and RSM SME (AUS) will be visiting SME (NZ) in June as part of Plan ANZAC, attending the RNZE Corps Training.    2. Intending to visit ECMC, DTG to be confirmed once itinerary has been received. |
| 1. **Closing Address** | Next meeting tentatively forecast for 15 Aug 24, location TBC. The Chair thanked all for their input to the meeting and declared the meeting closed at 1457. |

**NJ Whyte DH Jones**

2LT COL (Rtd)

SECRETARYCHAIR

**Annex:**

1. RNZE Charitable Trust Fund Application dated 9 Feb 24

**Enclosures:**

1. RNZE CT Financial Report (For 1 February – 30 April 2024)
2. Trust Deed Review Research
3. Trust Deed Other Matters
4. RNZE CT Board Prioritisation MFA (Mike Rendall Workshop)
5. RNZE CT Board Priorities Report (Mike Rendall)