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| **Royal New Zealand Engineer Charitable Trust Board**  **MINUTES of MEETING** | | **Date:**  **Time:**  **Venue:** | | **15 Aug 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  LTCOL (Rtd) JS Hollander  WO1 EL Windleborn  WO1 (Rtd) G Findon  MAJ (Rtd) G Reid  WO1 C Fairbairn  CPL MPJ van der Hoek (v)  MAJ Pettersen  Mr. Mike Rendall (v)  LT J McMahon (Secretary) (v) = virtual connection | | COL PJ Curry  LTCOL BC Gurney  LTCOL J Totoro  LTCOL AD Mitchell  SSGT (Rtd) AD Johnson  2LT Natasha Whyte (Secretary) | |

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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 COL PJ Curry, LTCOL BC Gurney, LTCOL J Totoro, LTCOL AD Mitchell, SSGT (Rtd) AD Johnson and 2LT Natasha Whyte (Secretary).  **Moved**: LTCOL (Rtd) JS Hollander  **Seconded**: WO1 C Fairbairn  **Carried** |
| 1. **Minutes from the last Meeting** | It was noted that in future only trustees should move or second items. Some items in the previous minutes had been moved or seconded by attendees that were not trustees. However all present were confident this would not impact their validity, the minutes from the last meeting held on 16 May 24 were then approved.  **Moved**: WO1 C Fairbairn  **Seconded**: WO1 (Rtd) G Findon  **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. SPR Association Mission and Lines of Effort 2024-2026 Document (enclosure 1) | 26 June 24 | | 1. RNZE CT bursary Scheme Application – SPR Le Fey (withdrawn) | 25 Jul 24 | | 1. RNZE Charitable Trust Deed – Gordon Reid | 2 Aug 24 |   Outwards Correspondence:   |  |  | | --- | --- | | 1. Nil |  |   All other routine internal and external correspondence has been via email.  **Moved:** COL (Rtd) DH Jones **Seconded:** WO1 (Rtd) G Findon  **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 May – 31 July 2024)** was tabled, attached at enclosure 2. 3. **Bank Account Balances as at 31 Jul 24:**  * 00 (RNZE CT Ops-Transaction) = $4,458.66 * 03 (ECMC Ops) Account = $742.20 * 04 (RNZE CT Inv) Account (5.75% - 22/05/25) = $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 = $93.19 * 22 RNZE CT TD Account (6.15% - 22/11/24) = $10,000.00 * 23 RNZE CT Online Call Account = $9,747.46 * RNZE CT Account Balance as at 31 Jul 24   **= $65,041.51**   1. **Income and Expenditure:**     1. There was a total of seven **accounts approved for payment from the ‘00’, ‘21’ and ‘23’accounts.**   ‘00’Account:  Bank Balance ‘00’ Acc as at 1 May 24 = **$4,290.01**  ‘00’ Account Income:  Regular Donations = $1,905.00  Other Donations = $543.00  Transfer from 23 Acc = $2,500.00  Interest from 04 Acc = $575.00  Book Sales = $60  Anniversary Painting Sales = $450.00  2 ER share of costs for signage = $172.50  Income Sub Total = $6,205.50  ‘00’ Account Expenditure:  Scanning and Digitising = $243.33  Insurance (Material Damage and Management Liability) = $5,469.70  Website and Uploads = $245.83  IC & T= $77.99  Expenditure Sub Total = $6,036.85  Bank Balance ‘00’ Acc as at 31 Jul 24 = **$4,458.66**  ‘21’ Account:  Bank Balance ‘21’ Acc as at 1 May 24 = **$223.34**  ‘21’ Account Expenditure:  Annual Membership Fee = $127.16  General Expenditure = $2.99  Expenditure Sub Total = $130.15  Bank Balance ‘21’ Acc as at 31 Jul 24 = **$93.19**  ‘23’ Account:  Bank Balance ‘23’ Acc as at 1 May 24 = **$12,131.58**  ‘23’ Account Income:  Interest = $115.88  Income Sub Total = $115.88  ’23’ Account Expenditure:  Transfer to ‘00’ account = $2,500.00  Expenditure sub Total = $2,500.00  Bank Balance ‘23’ Acc as at 31 July 24 = **$9,747.46**  Total Amount Paid for Approval = **$8,667.00**  The payments totalling **$8,667.00** were approved.  **Moved:** WO1 (Rtd) G Findon  **Seconded:** WO1 CA Fairbairn **Carried**  **Investments**   1. **Maturing Investment – ‘04’ Account.**     1. The ‘20’ account matures 25 Aug 24. Treasurer proposed a reinvestment as per investment plan, 12 month reinvestment at best rates offered on the day of reinvestment.    2. The ‘20’ account was approved for a 12 month reinvestment at best rate on maturing. 2. Adoption of the Investment Plan attached as enclosure 3.   **Moved:** WO1 (Rtd) G Findon  **Seconded:** LTCOL (Rtd) JS Hollander **Carried**  LTCOL (Rtd) JS Hollander presented a financial review of routine operational expenditure which was estimated to equate to approximately $11,000.00 annually. The review was adopted. Attached enclosure 4.  **Moved:** LTCOL (Rtd) JS Hollander  **Seconded:** WO1 CA Fairbairn **Carried**   1. Adoption of the RNZE CT Financial Report for 1 May – 31 Jul 24 was accepted.   **Moved:** WO1 (Rtd) G Findon  **Seconded:** WO1 CA Fairbairn **Carried** |
| **6. Progress report 16 May 24 – 15 Aug 24** | 1. **Contact with ECMC and volunteers** – nothing has really changed or improved here, we are still out on a limb in terms of contact and being invited to RNZE Corps activities; 2. As **Clas is only coming up once a month**, his **set of keys and security code have been signed over to Noel** **Woodley**, who attends most Thu. This will ensure that we have another PN-based key set holder available. Currently, keys are held by ECMC Dir, MAJ Pettersen, RSM, 2ER, SSM, SME(NZ), LRSC and the 2ERT (Fire Station). CT Board raised concerns of rear doors into the video teleconferencing portion of the building are routinely left open;   c. **Model Bailey Bridging** – NC – WIP ?;  d. **Digitising, scanning and post-processing and uploading of books and documents** in the ECMC library continues. More tranches of archival books are currently undergoing processing. Noted that this material is frequently accessed, in particular internationally – WIP;  e. **RNZE CT Website** – is up to date and we are continuing to work on refreshing the Home Page. All funding applications made to ECCT and Mainland Foundation this year have been rejected. So this activity is now having to be budgeted for and funded from within our own financial resources at present – WIP;  f. **ECMC and Assistance tasks** – a meeting with the new SSM, SME(NZ) and RSM, 2ER was held back in May 24, 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. 2. More **plaque backing boards** have been manufactured and supplied by SME(NZ) and more plaques have been installed in the museum area, with more to follow - WIP. 3. We have commenced the **refresh,** **refurbishment and renewal of several displays** within the museum area and will continue to work on this in the hope that we can move about some of the display cabinets - WIP. 4. 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 – NC - WIP; 5. 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 $12,500 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. 6. Question was raised over the legal status of ECMC occupation of the current building. Decided the CT Board should investigate a formal arrangement, which could take the form of a MoU between the CT Board and DEI that the ECMC can occupy the building. **AP:** LTCOL B Gurney to investigate and report back.   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 8 Aug 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 $766,000.** 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 - WIP;   1. **Visitor statistics** as at 9 Aug 24 were **720** **or a total of 12,456** since records commenced in early 2014 (compared with **659** 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). There are a number of visit bookings already made for the Aug – Sep 24 period and cleared through Camp security; 2. Our **regular (serving and retired) donor list has increased to 32** (comprising 15 x Offr, 16 x WO/SNCO, 1 x OR/Civ) and includes 22 serving and 10 retired RNZE. This **contributes** **$7,306** **annually to Trust funds**, or $696.28 per month. There were no further donors joining since the plug at the recent RNZE Corps Conference. We are always on the **lookout for new donors** **and ask all TB members to assist in this recruiting process**; 3. M**onthly midday military history presentation (MMMHP)** series continues to be a good source of **publicity and donation revenue** for the ECMC/RNZE CT. We have increased these to 10 monthly midday session and six evening presentations. 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; 4. **Corps (RNZE CT) “bursary scheme”** – no new applications have been received, or grants made since the last TB meeting (a recent request was raised and then cancelled). **Total scheme expenditure (granted) to date is $9,074.25** since the scheme was commenced in late 2018. **Appropriate guidelines** are provided with the application form; 5. The **RNZE tukutuku panel** - NC - WIP: 6. 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. It would be advisable to have the ground surrounding the ECMC restored and have this completed well before the **Corps 125th anniversary celebrations** in 2027 – WIP;   o. **Chapel maintenance** (exterior cladding repairs and reroofing work) is completed. Apparently, the **repainting of the exterior** of the building was not scoped, even though 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 final 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. Discussed options for a wall mounted heat pump style heating unit for the chapel as the most cost effective and safest heating option - WIP;   1. **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, once new plantings and concrete surrounds have been completed. **It would be wise to have this** **work completed before the Corps 125th anniversary in 2027** – WIP; 2. 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 **renewed the AASLH membership** through to 2025 - WIP; 3. **Total petty cash from donations** to the ECMC, is **currently $460-05**; 4. **ECMC weapons situation –** NC - WIP;   v. Currently 66 x **RNZE Corps 120th** **anniversary painting prints** have been sold. There are 31 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 $4,650 (incl commission)**, another push to promote sales is essential –WIP;   1. **RNZE CT Trust Board 2024 meeting schedule** –it is proposed that future TB meetings be held quarterly on the third Thu, being **21 Nov 2024**, subject to the Chair’s confirmation (for diary entries and room bookings, etc). It is suggested that the same quarterly frequency of meetings be held next year with rough 2025 dates being **20 Feb, 22 May, 21 Aug and 20 Nov;** 2. 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 - WIP; 3. **St Martin’s RNZE and Garrison Chapel 125th anniversary** commemoration was held on Sat 10 Feb 24. MAJ Mike Pettersen is also overseeing some 125th **anniversary commemorative works** being undertaken at the **old church site in Makotuku**, as well as a service on site to be held later this year. Works include restoration on the dates that have now been refurbished, but need to be hung. Cutting of the ribbon for the gates in the next couple of months– 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 meet 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. It is particularly important to support the **new school history curriculum** covering early NZ history and development as well as military history. 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 a submission by the ECMC Dir for the **Draft 2024-34 PNCC Long Term Plan** submission round, as well as to the **PN Heritage Trust** annual history group hui held on 4 Aug 24. At a recent meeting with PNCC Mayor and Councillors (4 Aug 24), ECMC Dir highlighted the urgency of such a relocation plan. CT Board suggested that LTCOL B Gurney might be a suitable person to support this line of effort – WIP;  z. During the past quarter, we have attended to 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. All have been successful and well received by inquirers - 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 have prepared an **expenditure budget plan**, to indicate where funding is required for ongoing regular expenditure for ECMC and Trust activities. The Treas will circulate a copy for the meeting to consider on 15 Aug 24;  cc. Our **insurance policies have been renewed,** with some increase in costs. ECMC Dir has met with senior Futurisk staff and discussed a potential discounting process for the 2025 renewal – WIP;  dd. Contact has been made by CAPT (Rtd) Gerry Mitten, RNZE with the Cook Island Government regarding the **50th anniversary of the Atiu Harbour Project next year.** A similar approach has also been made to the NZ Hicom in Rarotonga, but a reply is awaited. It is anticipated that previous project personnel might want to organise a **project reunion on Atiu next year;**  ee. **2ER Photo and video archives** – RSM, 2ER provided a box of old photos and videos (VHS tapes and CD/DVD discs) from his office to the ECMC last year. These have been sorted and are **currently being digitised and edited** by Cr Mark Arnott (who owns the firm “e-Pics”, which specialises in digitising and is likely to complete this work as a **pro bono project**), so that they can be uploaded to the Sappers website;  ff. Our **ECMC computer hardware** is starting to show signs of ageing and will require replacement soon. We commenced an initial purchase programme back in 2012-13 for 3 x CPUs and a laptop in 2015. ECMC Dir is currently investigating a **replacement programme** in consultation with our IT contractor, as well as preparing a user requirement (specification) to seek quotations from local suppliers. The potential for raising funds externally to fund such a programme will also be considered – WIP; and  gg. We are currently trying to obtain copies of all **Charters, relating to RNZE units** and have a copy of the **Levin Borough** (RNZE Corps - 1959) and **Petone** **Borough** (6 Fd Sqn - 1985 ) **Charters.** 3 Fd & ER Sqn has provided a copy of the **Akaroa County** Charter (1974), but we are trying to locate copies of any others, including the one for the **Greymouth County** (2 Wks Sect - 1971) **Charter**.  **Results of External Funding Applications/Resolutions since the last meeting on 16 May 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, but this was rejected. A further review will be made at the upcoming Trust Board meeting on 15 Aug 24 and again at the following meetings in 2024.   **Expenditure/Funding Priority for Q3- Q4 of 2024**. Minimalchanges are proposed to the priorities adjusted and set at the last Trust Board meeting held on 16 May 24. The following priority order and action is still recommended:   1. **Heritage archival book and documentation digitisation, etc** – continuation of this project as part of ICR&T Stage 5 and fund within own available resources; 2. Ongoing maintenance and population of the **RNZE CT/ECMC website** as a stand-alone entity will continue, within current funding resources; 3. **Computer hardware replacement programme** – further details TBC (see Item 1.ff. above); 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 has been completed; and 7. **Approve above priority** and funding applications/sources and review all again at the next TB meeting on 21 Nov 24   **Moved:** COL (Rtd) DH Jones **Seconded:** WO1 (Rtd) G Findon  **Carried** |
| **7. General Business** | 1. **Legislation Review:**    1. MAJ (Rtd) G Reid sent an updated Trust Deed (enclosure 5) to the trustees prior to the CT Board meeting. Several amendments to the Trust Deed were suggested via email and confirmed at the CT Board meeting. These amendments were:       1. 2.2(c) Spelling correction       2. 6.3 new subsection       3. 6.4 new sub section       4. 9.2 (d) substitute the word ‘cheques’  with the words ‘Financial transactions’       5. 15 new section Disputes       6. 15.1 new subsection.    2. MAJ (Rtd) G Reid proposed that the amended Trust Deed be accepted as V3 dated 15 Aug 24.   **Moved:** LTCOL (Rtd) JS Hollander **Seconded:** COL (Rtd) DH Jones  **Carried**   1. **Mike Rendall Workshop – Prioritisation:**    1. Review and confirmation of previous work achieved;    2. Highlighted gaps/areas of interest from the responses, noted only four responses were received, so much of the data and conclusions could be skewed towards a point of view held by only one or two members;    3. Discussed the groups of Trust board, the trust and the ECMC;    4. Discussed Social media presence of the range of RNZE related entities (e.g. SPRs Association, RNZE CT Board and the Corps itself). **AP**: WO1 Fairbairn, LTCOL Mitchel and CPL Van der Hoek to look at the social media presence and where the different entities overlap.    5. Relocation of the ECMC. **AP:** LTCOL (Rtd) JS Hollander and LTCOL Burney to investigate a potential memorandum of understanding for the ECMC in its current building, until such time that the ECMC may wish to relocate to Palmerston North City Council Museum facilities in town. 2. **ECMC Coin Fundraising Concept – CPL MPJ van der Hoek**    1. CPL MPJ van der Hoek presented her own draft mock-up of a potential coin;    2. CPL van der Hoek was given a quote of approximately $250.00 to set up a stamp for the coins, with a run of 50 coins, including materials estimated at $11.70 each; and    3. CPL van der Hoek was endorsed in principle and will continue to investigate an ECMC Coin by requesting a digital mock-up from the provider before seeking final endorsement out of session. 3. **RAE Corps Conference**    1. If a formal invite is received for a member of the RNZE CT Board to attend the RAE Corps Conference, LTCOL (Rtd) JS Hollander has volunteered himself to attend at his own expense. |
| 1. **Closing Address** | Next meeting tentatively forecast for 21 Nov 24, location George Bridges Room. The Chair thanked all for their input to the meeting and declared the meeting closed at 1535. |

**JA McMahon DH Jones**

LT COL (Rtd)

A/SECRETARYCHAIR

**Enclosures:**

1. Sappers Association Mission and Lines of Effort
2. RNZE CT Financial Report (For 1 May – 31 July 2024)
3. Investment Plan
4. Routine Operational Expenditure
5. Charitable Trust Deed – RNZE Charitable Trust