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<b>Royal New Zealand Engineer Charitable Trust Board</b>		<b>Date:</b>	<b>21 Nov 24</b>
<b>MINUTES of MEETING</b>		<b>Time:</b>	1310 -1535
		<b>Venue:</b>	George Bridges Room
<b>Members</b>	<b>In Attendance</b>	<b>Apologies</b>	
<u>Trustees:</u> 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  <u>Co-opted Trustees:</u> LTCOL J Totoro LTCOL AD Mitchell LTCOL BC Gurney  2LT NJ Whyte - Secretary	COL PJ Curry COL (Rtd) DH Jones LTCOL (Rtd) JS Hollander LTCOL BC Gurney WO1 EL Windleborn MAJ (Rtd) G Reid WO1 (Rtd) G Findon WO1 C Fairbairn CPL MPJ van der Hoek (v) 2LT Andrews-Paul (Incoming Secretary)  (v) = virtual connection	LTCOL J Totoro LTCOL AD Mitchell SSGT (Rtd) AD Johnson	

<b>Topic/Discussion</b>	<b>Outcomes/Decisions/Action Items</b>
<b>1. Opening</b>	The Chair declared the meeting of the RNZE Charitable Trust Board, held in the George Bridges Room open at 1310, and welcomed all members present. Introductions of those present conducted.  Apologies from LTCOL J Totoro, LTCOL AD Mitchell, and SSGT (Rtd) AD Johnson.  <b>Moved:</b> LTCOL (Rtd) JS Hollander <b>Seconded:</b> WO1 C Fairbairn <b>Carried</b>
<b>2. Minutes from the last Meeting</b>	Minutes from the last meeting held on 15 Aug 24 were approved.  <b>Moved:</b> LTCOL (Rtd) JS Hollander <b>Seconded:</b> WO1 (Rtd) G Findon <b>Carried</b>
<b>3. Matters arising from previous minutes</b>	Nil, covered in the RNZE CT progress report (see Item 6 below).
<b>4. Correspondence</b>	The Secretary/Chair acknowledged inward/outwards correspondence.  Inwards Correspondence: <ol style="list-style-type: none"> <li>1. RNZE CT Challenge Coin quote (enclosure 1) 15 Aug 24</li> </ol>

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	<p>2. RNZE CT Challenge Coin Proof (enclosure 2) 2 Oct 24</p> <p>3. MD330 – Tenancy Agreement RNZEC (enclosure 3)</p> <p>Outwards Correspondence:</p> <p>1. Computer Replacement Request for Quotes 23 Aug 24</p> <p>2. Correspondence of Appreciation – LTCOL Rod Masters and WO1 Matt Doyle Aug 24</p> <p>All other routine internal and external correspondence has been via email.</p> <p><b>Moved:</b> COL (Rtd) DH Jones  <b>Seconded:</b> WO1 C Fairbairn  <b>Carried</b></p>
<p><b>5. Finance</b></p>	<p>1. Financial details and specifics for the RNZE CT were provided by the Treasurer, as circulated prior to the meeting.</p> <p>2. The <b>RNZE CT Financial Report (For 1 Aug – 31 Oct 24)</b> was tabled, attached at enclosure 5.</p> <p>3. <b>Bank Account Balances as at 31 Jul 24:</b></p> <ul style="list-style-type: none"> <li>• 00 (RNZE CT Ops-Transaction) = \$2,782.30</li> <li>• 03 (ECMC Ops) Account = \$495.37</li> <li>• 04 (RNZE CT Inv) Account (5.75% - 22/05/25) = \$10,000.00</li> <li>• 18 (RNZE CT Inv) Account (6.15% - 14/03/25) = \$10,000.00</li> <li>• 19 (RNZE CT Inv) Account (6.15% - 14/12/24) = \$10,000.00</li> <li>• 20 (RNZE CT Inv) Account (5.90% - 25/08/24) = \$10,000.00</li> <li>• 21 RNZE CT Debit Card Account = \$93.19</li> <li>• 22 RNZE CT TD Account (6.15% - 22/11/24) = \$10,000.00</li> <li>• 23 RNZE CT Online Call Account = \$9,851.25</li> <li>• RNZE CT Account Balance as at 31 Oct 24 = <u><b>\$63,222.11</b></u></li> </ul> <p>4. <b>Income and Expenditure:</b></p> <p>a. There was a total of three <b>accounts approved for payment from the '00', '03', and '23'accounts.</b></p> <p>'00'Account:</p> <p style="text-align: right;">Bank Balance '00' Acc as at 1 Aug 24 = <b>\$4,458.66</b></p> <p style="text-align: right;">'00' Account Income:</p> <p style="text-align: right;">Regular Donations = \$1,902.00  Other Donations = \$460.00  Interest from 20 Acc = \$593.24  Book Sales = \$160  GST Return = \$103.63</p>

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	<p>Misc = \$1.71 Income Sub Total = <u>\$3,220.58</u></p> <p>'00' Account Expenditure:</p> <p>Scanning and Digitising = \$560.00 Website and Uploads = \$50.00 WEB = \$362.00 Licences and Membership Fees = \$45.00 Publication and General Expenditure = \$543.95 IC &amp; T= \$3,335.99 Expenditure Sub Total = <u>\$4,896.00</u></p> <p>Bank Balance '00' Acc as at 31 Oct 24 = <u>\$2,782.30</u></p> <p>'03'Account:</p> <p>Bank Balance '03' Acc as at 1 Aug 24 = <b>\$742.00</b></p> <p>'03' Account Expenditure:</p> <p>General Expenditure = \$246.83 Expenditure Sub Total = <u>\$246.83</u></p> <p>Bank Balance '03' Acc as at 31 Oct 24 = <u>\$495.37</u></p> <p>'23' Account:</p> <p>Bank Balance '23' Acc as at 1 Aug 24 = <b>\$9,747.46</b></p> <p>'23' Account Income:</p> <p>Interest = \$103.79 Income Sub Total = <u>\$103.79</u></p> <p>'23' Account Expenditure:</p> <p>Transfer to '00' account = \$0.00 Expenditure sub Total = <u>\$0.00</u></p> <p>Bank Balance '23' Acc as at 31 Oct 24 = <u>\$9,851.25</u></p> <p>Total Amount Paid for Approval = <u>\$5,143.77</u></p> <p>The payments totalling <u>\$5,143.77</u> were approved.</p> <p><b>Moved:</b> WO1 (Rtd) G Findon</p>
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	<p><b>Seconded:</b> WO1 CA Fairbairn <b>Carried</b></p> <p><b>Investments</b></p> <ol style="list-style-type: none"> <li>1. <b>Maturing Investment – ‘22’ Account.</b> <ol style="list-style-type: none"> <li>a. The ‘22’ account matures 22 Nov 24. Treasurer confirmed this would be reinvested at the best rate on the day.</li> <li>b. Discussion around interest transferring to the “00” account, Kiwibank contacted 21 Nov 24. TBC.</li> </ol> </li> </ol> <p><b>6 Month expenditure</b></p> <ol style="list-style-type: none"> <li>2. Discussion around donations to the “00” account, recent as not shown in financial report.</li> <li>3. Projected expenditure of next 6 months of \$7,250.00. LTCOL (Rtd) JS Hollander is monitoring resources and planning for the next 6 months of expected expenditure.</li> <li>4. Additionally, the RNZE CT Coin Project has been paid for but is also not reflected in the financial report due to how recent this was.</li> <li>5. There were no other outstanding invoices.</li> <li>6. Adoption of the RNZE CT Financial Report for 1 Aug – 31 Oct 24 was accepted.</li> </ol> <p><b>Moved:</b> WO1 (Rtd) G Findon <b>Seconded:</b> LTCOL (Rtd) JS Hollander <b>Carried</b></p>
<p><b>6. Progress report 15 Aug 24 – 21 Nov 24</b></p>	<ol style="list-style-type: none"> <li>1. <b>Progress on actions/tasks and other activities since the last Trust Board meeting (15 Aug 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:</b> <ol style="list-style-type: none"> <li>a. <b>Contact with ECMC and volunteers</b> – still minimal, apart from 2024 Sappers Day activity invitation and support;</li> <li>b. <b>Model Bailey Bridging</b> – Chair is to approach Charlie McFarlane for ongoing discussion.</li> <li>d. <b>Digitising, scanning and post-processing and uploading of books and documents</b> in the ECMC library continues, with <b>456 books processed and uploaded</b> since we started in 2016. More tranches of archival books are currently undergoing processing. <b>Rob Mooar</b> (from ITS, MU) is the replacement external contractor for this activity, and he is now operating with the latest tranche of books – WIP;</li> <li>e. <b>RNZE CT Website</b> – is up to date and the Home Page refresh is completed. Once again, <b>Rob Mooar</b> (from ITS,</li> </ol> </li> </ol>

	<p>MU) is our external contractor for website support, replacing Amanda Curnow. As our 2024 funding applications have been rejected, this activity is now having to be budgeted for and <b>funded from within our own financial resources</b> at present. A recent review of site use revealed that following the Home Page refresh, <b>over 1800 hits</b> occurred on the day after the refresh went live – WIP;</p> <p>f. <b>ECMC and Assistance tasks</b> – a meeting with the new SSM, SME(NZ) and RSM, 2ER was held back in May 24, to confirm an <b>action plan for 2024</b>:</p> <ol style="list-style-type: none"> <li>1) We are still awaiting the completion of the external <b>“Lazy E” entrance features</b> (by SME (NZ)). A concept for adjustment to the <b>main entrance access to the Chapel</b> is also being explored.</li> <li>2) We have almost completed 50% of the <b>refresh, refurbishment and renewal of displays</b> 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.</li> <li>3) Final consent on use of the <b>intermediate area</b> of the back area of the building has been granted. We are considering relocating the library into the <b>intermediate area</b>, together with taking back the old internal store and kitchen areas – WIP;</li> <li>4) The <b>reroofing and partial external refurbishment of the main building</b> has been approved, but scoping and design is being revisited to ensure that work can be undertaken within a reduced budget. It is hoped that work might commence early in 2025 – WIP;</li> </ol> <p>g. Ref 14 Nov 24, 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 over \$780,000</b>. 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;</p> <p>h. <b>Visitor statistics</b> as at 14 Nov 24 were <b>1,047 or a total of 12,818</b> since records commenced in early 2014 (compared with <b>901</b> at the same time last year, <b>965 total for 2023</b>, 1,061 for 2022, 869 for 2021, 928 for 2020, 1,151 for 2019,</p>
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	<p>1,267 for 2018, 1,178 in 2017, 1,008 in 2016, 968 in 2015, and 915 in 2014);</p> <p>i. <b>Our regular (serving and retired) donor list has increased to 34</b> (with the addition of Rod Masters and Matt Doyle, now comprising 16 x Offr, 17 x WO/SNCO, 1 x OR/Civ) and includes 24 serving and 10 retired RNZE. This <b>contributes \$7,486 annually to Trust funds</b>, or \$711.28 per month. We are always on the <b>lookout for new donors and ask all TB members to assist in this recruiting process</b>;</p> <p>j. <b>Monthly midday military history presentation (MMMHP)</b> series continues to be a good source of <b>publicity and donation revenue</b> for the ECMC/RNZE CT, with 16 sessions recorded in 2024. In 2025, we have increased these to <b>10 monthly midday and seven evening presentations</b>. <b>Over \$1,000 in donations</b> have been received through this source. 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 <b>positive feedback</b> on presentations and ready access to previous sessions up on our website;</p> <p>k. <b>Corps (RNZE CT) “bursary scheme”</b> – no new applications have been received, or grants made since the last TB meeting (a recent request was raised and then cancelled). <b>Total scheme expenditure (granted) to date is \$9,074.25</b> since the scheme was commenced in late 2018. <b>Appropriate guidelines</b> are provided on the website and with the application form;</p> <p>l. The <b>RNZE tukutuku panel</b> – NC, although the panel is now being used as the masthead for our Home Page refresh - WIP;</p> <p>m. Several <b>large trees about the ECMC area have been cut down</b> (one tree missed) and all stumps have been removed. It would be advisable to have the ground surrounding the ECMC restored and have this completed well before the <b>Corps 125<sup>th</sup> anniversary celebrations</b> in 2027 – WIP;</p> <p>n. <b>Chapel maintenance</b> (exterior cladding repairs and reroofing work) is completed. Apparently, the <b>repainting of the exterior</b> 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.</p>
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	<p><b>New NZDF (DE&amp;I) heritage (DFI)</b> classification information has been made available by the TB Chair. Also, the potential <b>installation of HVAC</b> in the Chapel has stalled. We need to <b>get rid of the wall-mounted electric bar heaters</b>, as they are a fire hazard - WIP;</p> <p>o. <b>Replacement centenary totara tree plantings</b> – RSM, 2ER is looking at the purchase of three new trees, ready for planting next season. Plinths have already been manufactured by SME (NZ), and <b>plaques will be made to adhere to the plinths</b> for each of the five trees, recording by 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. <b>It would be wise to have this work completed before the Corps 125<sup>th</sup> anniversary in 2027</b> – WIP;</p> <p>p. Further effort has been spent in the last quarter adding to the new <b>“Past Perfect” (PP5) collections management system (CMS)</b>, particularly our library collection and some display items. We <b>renewed the AASLH membership</b> through to 2025 - WIP;</p> <p>q. <b>Total petty cash from donations</b> to the ECMC, is <b>currently \$69.00</b>. A deposit of \$700.00 will be made on 18 Nov 24;</p> <p>r. <b>ECMC weapons situation</b> – NC - WIP;</p> <p>s. Currently <b>66 x RNZE Corps 120<sup>th</sup> anniversary painting prints</b> 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 <b>value of \$4,650 (incl commission)</b>, another push to promote sales is essential. It is understood that NAM (Waiouru) has been approached to sell on our behalf, but unsure of what has been done here. Further discussion with WO1 Fairbairn and LTCOL (Rtd) J Hollander to liaise with WOs &amp; SNCOs Mess around donating a print which the ECMC will then frame. – WIP;</p> <p>t. <b>RNZE CT Trust Board 2025 meeting schedule</b> –it is proposed that future TB meetings be held quarterly on the third Thu in <b>Feb, May, Aug and Nov 2025</b>, subject to the Chair’s confirmation (for diary entries and room bookings, etc);</p>
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	<ul style="list-style-type: none"><li>u. 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 any other RNZE units. This item has been closed off.</li><li>v. <b>St Martin’s RNZE and Garrison Chapel 125<sup>th</sup> anniversary</b> at the <b>old church site in Makotuku</b>, is to be held later this year. Awaiting further advice from MAJ Mike Pettersen, who is managing this project – WIP;</li><li>w. RSM, 2ER has reinforced the <b>unit ECMC assistance duty roster for 2024</b>, which he promulgated in Oct 23. Chasing up rostered units still must be undertaken, to gain regular assistance. 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 reroof and 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</li><li>x. The ECMC Dir continues to meet with the <b>PNCC Mayor and CEO</b>, and Cr Mark Arnott, to continue discussions around the space required if the <b>ECMC museum and RNZE collection is 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 (and other major unit heritage collections) can be co-located with Te Manawa and closer to the public. This is part of the <b>Civic and Cultural Precinct Master Plan project</b>, which the PNCC Mayor is chairing/leading. Further scope to research unit history rooms or similar across NZDF for comparison - WIP;</li><li>y. During the past quarter, we have attended to more external <b>requests for information (RFIs)</b> to <b>support RNZE and other military history research</b> 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. We also continue to receive <b>items of interest</b> from families who have <b>donated NZE/RNZE memorabilia</b> for display and addition to the “Corps collection” in the ECMC - WIP;</li><li>z. In accordance with the <b>new Incorporated Societies Act 2022</b> and from 5 Oct 23, we will need to reregister the Trust with the Companies Office (MBIE) and comply with the new</li></ul>
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	<p>legislative requirements. Gordon Reid (our Reviewer), Treasurer and ECMC Dir have been working together to update the Deed. A draft is being tabled at the next TB meeting, but we need to do a final check on <b>Mandatory requirements</b>, as well as <b>version control</b> for this third major amendment to the Deed, before final submission – WIP;</p> <p>aa. Contact has been made by CAPT (Rtd) Gerry Mitten, RNZE with the Cook Island Government regarding the <b>50<sup>th</sup> anniversary of the Atiu Harbour Project next year</b>. It is anticipated that previous project personnel might want to organise a <b>project reunion on Atiu in 2025</b>. A <b>video clip from Jun 24</b> was uploaded to our website of a storm hitting the harbour. The day after upload, there were 513 hits on the website, indicating interest being shown;</p> <p>bb. <b>2ER Photo and video archives</b> – 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 <b>digitised and edited</b> by Cr Mark Arnott (who owns the firm “e-Pics”, which specialises in digitising and is likely to complete this work as a <b>pro bono project</b>). They have now been uploaded to our website and much interest is being shown on this historical record;</p> <p>cc. <b>Stage 1</b> of our <b>ECMC computer replacement project</b> has now been successfully completed within the approved budget. Now running on <b>Windows 11</b>, all new CPUs are showing much improved speed and capacity across the all three desktop and one laptop equipment replacements. <b>Stage 2</b> involving software review, <b>Stage 3</b> storage (cloud, etc) and <b>Stage 4</b> for disposal of old equipment are being considered;</p> <p>Move to dispose of items as discussed, at no cost.  <b>Moved:</b> COL (Rtd) DH Jones  <b>Seconded:</b> WO1 (Rtd) G Findon  <b>Carried.</b></p> <p>dd. CO, 2ER provided copies of the <b>AAMME Strategic Plan (2024-28)</b>, <b>Collections Policy (2023-28)</b> and <b>Disaster Plan (2023)</b>, all from his recent visit to the SME (Aust), together with a point of contact on the AAMME staff. It is interesting to note how similar our ECMC collection policy and plan are to the AAMME, but on a much smaller scale, see enclosure 8 - 9;</p>
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	<p>ee. An <b>updated brochure for the ECMC</b> was reprinted in Oct 24 and available in bulk from the ECMC. Samples will be circulated at the TB meeting for information. Recommend copies be held at <b>reception for HQ, 2ER and SME (NZ)</b> for future use;</p> <p>ff. The <b>annual ECMC security inspection</b> was conducted by Advanced Security in Sep 24, with PIRs throughout the main building being replaced. No major issues arose;</p> <p>gg. We gratefully acknowledge that <b>LTCOL Ian Brandon</b> has obtained a signed copy of the <b>RE History (Vol 13, 2000-2020) book</b> for the ECMC library. He has also managed to secure a numbered replica of the <b>RAF Plate</b> (which has the RE hat badge at top centre, signifying that the RAF [and RFC] originated from the RE back in 1915);</p> <p>hh. We have also received a <b>second copy of the RE History (Vol 13) book</b> from <b>MAJGEN Peter Rowell (ex RE</b> and current Chief Exec/Commandant of the UK Defence Academy at Shrivenham, UK), via his father-in-law, Don Scott (a retired Rhodesian Sapper from Ashhurst);</p> <p>ii. A quote has been received from Exisle Publishing for a <b>reprint of the RNZE CHP book, “Won By The Spade”</b>. Costs have increased (@\$62, printed in India) significantly since the original (@\$35) print run (in China) back in 2018. A separate proposal will be tabled at the next TB meeting for approval, recommending funding (\$6,200 for 100 copies) be taken from the surplus achieved from the sale of the original print run.</p> <p>Move to place second order of 100 books. <b>Moved:</b> LTCOL (Rtd) J Hollander <b>Seconded:</b> COL P Curry <b>Carried.</b></p> <p>jj. Discussions have progressed with DE&amp;I over a <b>lease for the ECMC</b>. A draft copy of the lease document will be tabled for discussion at the next TB meeting. We have been trying to keep the terms and conditions as simple as possible. Discussion around trust deed and tenancy agreements. Discussion around development and implementation of a contingency plan in the event of eviction notice. 3 months minimum would be required.</p> <p>Move to enter tenancy agreement, with the condition of para 6.2b changed to 6 months/no less than 3 months.</p>
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**Moved:** WO1 C Fairbairn

**Seconded:** LTCOL (Rtd) J Hollander

**Carried.**

2. **Results of External Funding Applications/Resolutions since the last meeting on 15 Aug 24.** An application to the **Manawatu (Mercury) Community Fund** was made in Oct 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). We are awaiting an outcome on our application. A further review will be made at the upcoming Trust Board meeting on 21 Nov 24 and again at the following meetings in 2025.

3. **Expenditure/Funding Priority for Q4 of 2024 and Q1 of 2025.**

Minimal changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 15 Aug 24. The following priority order and action is still recommended:

a. **Heritage archival book and documentation digitisation, etc** – continuation of this project as part of ICR&T Stage 5 and fund within own available resources;

b. Ongoing maintenance and population of the **RNZE CT/ECMC website** as a stand-alone entity will continue, within current funding resources;

c. **Computer replacement programme** – Stages 2 thru 4, covering a software review cloud storage and disposal of old computer equipment (see 1 cc. above);

d. 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;

e. Investigate **interactive electronic display equipment and systems** for the ECMC museum displays, using external specialists for advice;

f. **Remaining signage**, including internal signage for display cabinets (>\$2,000), once refreshment/refurbishment has been completed; and

g. **Approve above priority** and funding applications/sources and review all again at the next TBC meeting on 20 Feb 25.

**Moved:** WO1 (Rtd) G Findon

**Seconded:** COL (Rtd) DH Jones

**Carried**

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<b>7. General Business</b>	<p><b>1. Coins</b></p> <ul style="list-style-type: none"><li>a. CPL Van der Hoek provided an update on the coin project.</li><li>b. From first order, 20 to remain in Burnham, with 80 en route to RSM 2ER.</li><li>c. Ordering/information poster developed, tracker developed on excel spreadsheet, with project ready to go live once all of the coins have arrived.</li><li>d. CPL Van der Hoek confirmed she would remain on as a trustee during her maternity leave period.</li></ul> <p><b>2. Extending tenure.</b></p> <ul style="list-style-type: none"><li>a. WO1 (Rtd) G Findon – Treasurer extended in position till Dec 25.</li><li>b. LTCOL (Rtd) J Hollander – confirm extension once the trust deed updates have been completed, with a succession plan developed. (See enclosure 4 and 6)</li></ul> <p><b>Moved:</b> COL (Rtd) DH Jones <b>Seconded:</b> LTCOL (Rtd) J Hollander <b>Carried:</b></p> <p><b>3. Secretary Position Handover</b></p> <ul style="list-style-type: none"><li>a. 2LT Teagan Andrews-Paul, incoming TP CMD at TTW, SME (NZ) will be taking over the role of Secretary RNZE CT on posting, WEF 9 Dec 24.</li><li>b. CI SME (NZ) and REGT COL approved, and as required historically of SME(NZ) TTW TP Commanders.</li></ul> <p><b>4. ECMC Closedown period</b></p> <ul style="list-style-type: none"><li>a. Closed from 19 Dec, with final presentation in Palmerston North on 12 Dec, see enclosure 10 for the 2025 program.</li></ul>
<b>8. Closing Address</b>	Next meeting tentatively forecast for 20 Feb 25, location George Bridges Room. The Chair thanked all for their input to the meeting and declared the meeting closed at 1535.

**NJ Whyte**  
LT  
SECRETARY

**DH Jones**  
COL (Rtd)  
CHAIR

**Enclosures:**

- 1. Challenge Coin Quote

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2. RNZE Challenge Coin Proof
3. MD330 – Tenancy Agreement RNZEC
4. Charitable Trust Deed (Nov 24 Update)
5. RNZE CT Financial Report (For 1 May – 31 July 2024)
6. Term of Officer for RNZE CT Update – G Findon
7. Investment Plan 2025
8. AAMME Collection Policy
9. AAMME Strategic Plan
10. 2025 Military History Presentation Program