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<b>Royal New Zealand Engineer Charitable Trust Board</b>		<b>Date:</b> 20 Feb 25
<b>MINUTES of MEETING</b>		<b>Time:</b> 1306-1442
		<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  LT TJ Andrews-Paul - Secretary	COL (Rtd) DH Jones LTCOL (Rtd) JS Hollander WO1 EL Windleborn SSGT (Rtd) AD Johnson MAJ (Rtd) G Reid WO1 (Rtd) G Findon WO2 (Rtd) ED McFarlane LT TJ Andrews-Paul	LTCOL J Totoro LTCOL AD Mitchell LTCOL BC Gurney COL PJ Curry WO1 CA Fairbairn CPL MPJ van der Hoek

<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 1306, and welcomed all members present. Introductions of those present conducted.  Acknowledgement of the passing of Mike Earley. Mike has been a part of the museum for the last ten years. He will be deeply missed.  Apologies from LTCOL J Totoro, LTCOL AD Mitchell, LTCOL BC Gurney, COL PJ Curry, WO1 CA Fairbairn, CPL MPJ van der Hoek.  <b>Moved:</b> WO1 (Rtd) G Findon <b>Seconded:</b> COL (Rtd) DH Jones <b>Carried</b>
<b>2. Minutes from the last Meeting</b>	Minutes from the last meeting held on 21 Nov 24 were approved.  <b>Moved:</b> LTCOL (Rtd) JS Hollander <b>Seconded:</b> SSGT (Rtd) AD Johnson <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:

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	<p>1. Announcement of Constitution Drafting Committee and Call for Involvement (see Item 7 below for more information and shown in enclosure 7).</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> MAJ (Rtd) G Reid  <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 Nov – 31 Jan 25)</b> was tabled, attached at enclosure 3.</p> <p>3. <b>Bank Account Balances as at 31 Jan 25:</b></p> <ul style="list-style-type: none"> <li>• 00 (RNZE CT Ops EXP) = \$3,888.44</li> <li>• 03 (ECMC Ops) Account = \$495.37</li> <li>• 04 (RNZE CT Inv) Account (5.90% - 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 (4.80% - 14/12/25) = \$10,000.00</li> <li>• 20 (RNZE CT Inv) Account (5.45% - 27/08/25) = \$10,000.00</li> <li>• 21 RNZE CT Debit Card Account = \$93.19</li> <li>• 22 RNZE CT TD Account (4.85% - 22/11/25) = \$10,000.00</li> <li>• 23 RNZE CT Online Call Account = \$6,317.56</li> <li>• RNZE CT Account Balance as at 31 Oct 24 = <u><b>\$60,784.56</b></u></li> </ul> <p>4. <b>Income and Expenditure:</b></p> <p>a. There was a total of three accounts approved for payment from the '00', '03', and '23' accounts.</p> <p>'00' Account:</p> <p style="text-align: right;">Bank Balance '00' Acc as at 1 Nov 24 = <b>\$2,782.30</b></p> <p style="text-align: right;">'00' Account Income:</p> <p style="text-align: right;">Regular Donations = \$1,905.00  Other Donations = \$700.00  Interest from 20 Acc = \$1,230.00  Coin Sales = \$1,628.13  Transfer from 23 Acc = \$3,600.00  Income Sub Total = <u><b>\$9,063.13</b></u></p> <p style="text-align: right;">'00' Account Expenditure:</p> <p style="text-align: right;">Scanning and Digitising = \$313.33  Book Reprint = \$3,554.08</p>

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	<p>Website Support = \$908.33 Licences and Membership Fees = \$264.50 Computer Replacement Project = \$715.00 Grant (M Earley Family) = \$500.00 IC &amp; T= \$110.00 Coin Purchases = \$1,591.75 Expenditure Sub Total = <u>\$7,956.99</u></p> <p>Bank Balance '00' Acc as at 31 Jan 25 = <u>\$23,888.44</u></p> <p>'03' Account:</p> <p>Bank Balance '03' Acc as at 1 Nov 24 = <u>\$495.37</u></p> <p>'03' Account Expenditure:</p> <p>Bank Fees = \$10.00 Expenditure Sub Total = <u>\$10.00</u></p> <p>Bank Balance '03' Acc as at 31 Jan 25 = <u>\$485.37</u></p> <p>'23' Account:</p> <p>Bank Balance '23' Acc as at 1 Nov 24 = <u>\$9,851.25</u></p> <p>'23' Account Income:</p> <p>Interest = \$66.31 Income Sub Total = <u>\$103.79</u></p> <p>'23' Account Expenditure:</p> <p>Transfer to '00' account = \$3,600.00 Expenditure Sub Total = <u>\$3,600.00</u></p> <p>Bank Balance '23' Acc as at 31 Jan 25 = <u>\$6,317.56</u></p> <p>Total Amount Paid for Approval = <u>\$11,556.99</u></p> <p>The payments totalling <u>\$11,556.99</u> were approved.</p> <p><b>Moved:</b> WO1 (Rtd) G Findon <b>Seconded:</b> WO1 EL Windleborn <b>Carried</b></p> <p><b>Annual Financial Reports 2024.</b></p> <p>1. Statement of Financial Position/Balance (enclosure 5). a. Opening Balance 1 Jan 24: <u>\$65,483.60</u></p>
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	<ul style="list-style-type: none"> <li>b. Minus Expenditure over Income for period 1 Jan- 31 Dec 24: -\$4,800.93</li> <li>c. Total Receipts: \$15,423.03</li> <li>d. Total Payments: \$20,223.96</li> <li>e. Closing balance as at 31 Dec 24: <b><u>\$60,682.67</u></b></li> <li>f. Routine operational expenditure displayed in enclosure 4.</li> </ul> <ul style="list-style-type: none"> <li>2. RNZE CT Financial Performance Report 2024 is displayed in enclosure 7. A signed version will be available after the next CT RNZE meeting.</li> <li>3. The RNZE CT Annual Financial Reports for 2024 were approved.</li> </ul> <p><b>Moved:</b> LTCOL (Rtd) JS Hollander  <b>Seconded:</b> SSGT (Rtd) AD Johnson  <b>Carried</b></p>
<p><b>6. Progress report 21 Nov 24 – 20 Feb 25</b></p>	<ul 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> <ul style="list-style-type: none"> <li>a. <b>Contact with ECMC and volunteers</b> – MAJ Pettersen, RSM 2ER and SSM SME(NZ) have kept up a visit presence at the ECMC during the last quarter;</li> <li>b. <b>Model Bailey Bridging</b> – WO2 (Rtd) Evan McFarlane is looking into this. Potential for use of SME model bridging equipment, need to explore this further. – overall, still WIP;</li> <li>c. <b>ECMC Volunteers</b> – there are <b>only four current volunteers</b>. We have lost <b>Mike Earley</b> with his passing earlier this month, so we will need somebody to replace him and continue to do the internal <b>scanning, digitising and post-processing</b> of all our collection of photos, negatives, slides, plates, etc. We also need another volunteer to work on our <b>inventory with the PP5 CMS</b> and entering all collection items. <b>Noel Woodley</b> continues to <b>inventory our library items</b>, books and documents and <b>Strath Holmes</b> works on the <b>display refreshment and refurbishment</b> programme. <b>Clas Chamberlain</b> comes up every couple of months now but also works remotely on our <b>gallery collection</b>. So, we are in dire <b>need of some more volunteers</b> from the local PN retired Sapper community. An advertisement was placed on the ‘Sappers Mates’ Facebook page.</li> <li>d. <b>Digitising, scanning, post-processing, uploading and storage of books and documents</b> in the ECMC library continues, with over <b>500 books of all shapes and sizes processed and uploaded</b> since we started in 2016. <b>Rob</b></li> </ul> </li> </ul>

	<p><b>Mooar</b> pulled out from doing this task in late Nov 24. At this stage, we have not been able to find a replacement contractor. Several potential points of contact have been approached to try and find a suitable replacement. In the meantime, this <b>project has temporarily stopped</b>;</p> <p>e. <b>RNZE CT Website</b> – is up to date and the <b>Home Page refresh</b> is complete and other pages (Heritage Section) in the menu adjusted. Once again, <b>Rob Mooar</b> also pulled out as our website support contractor in late Nov 24. I have managed to find a suitable replacement in <b>Steve Bell</b> (a close neighbour, who is interested in our work), who owns <b>Crucial Data &amp; Analytics Ltd</b> (an Australasian IT firm). He has tidied and backed up the website and cleared up a range of errors from his predecessor. As <b>all funding applications were rejected last year</b>, this activity is now having to be budgeted for and <b>funded from within our own financial resources</b> – WIP;</p> <p>f. <b>ECMC and Assistance tasks</b> – a meeting with the SSM, SME(NZ) and RSM, 2ER is required, to confirm an <b>action plan for 2025</b>, once the reroof and external refurbishment is completed:</p> <ol style="list-style-type: none"> <li>1) NC - 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 are continuing to <b>refresh, refurbish and renew displays</b> within the museum area and will move about some of the display cabinets, when the back area is occupied by the library. This will require significant assistance - WIP.</li> <li>3) The <b>reroofing and external refurbishment project in the main building</b>, where <b>tenders closed on 31 Jan 25</b>, and we are awaiting the awarding of a contract and confirmation of the successful contractor. Some design issues have been adjusted, which will be more practicable and save on costs. Some work (removal of asbestos and associated external electrical and light fitting adjustment) is complete. It is anticipated that the main <b>work will commence before the end of Feb 25</b>. We also want to consider the project programme, to ensure that we can work alongside the contractor without</li> </ol>
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	<p>slowing the project. Work <b>must be completed by 30 Jun 25</b> – WIP; and</p> <p>4) A <b>landscape plan</b> is intended to encompass the whole area of the ECMC (including the Chapel), to incorporate gardens, grounds, external displays, replacement Totara trees, etc. This is necessary once the reroof project fencing and scaffold is removed, as well as the external container removed and returned to 25ESS.</p> <p>g. Wef 14 Feb 25, the ECMC “collection” inventory record 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 \$800,000</b>. The total minimum estimated (2023) value is still in the order of \$863,000, although this changes progressively as item values increase and other items are added to the inventory - WIP;</p> <p>h. <b>Visitor statistics</b> as at <b>14 Feb 25</b> were <b>99</b> or a total of <b>13,027</b> since records commenced in early 2014 (compared with 128 at the same time last year). There was a <b>total of 1,150 visitors for 2024</b>, 965 in 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 scheduled visits from the <b>BCE (&gt;60)</b> and <b>RNZE LT-CAPT Prom (&gt;12)</b> courses in Feb/Mar 25, as dates/times are sorted with the refurb project programme for these Corps familiarisation activities. In early Jan 25, we had a <b>professional visit group</b> from the recently appointed <b>PNCC City Archivist</b>, <b>PNCL Programme Coordinator</b>, <b>PNCC Marketing Advisor</b> and <b>Heritage Curator</b> from te Manawa. This will support familiarisation with the ECMC role and contents, for future planning and display purposes;</p> <p>i. Our <b>regular (serving and retired) donor list</b> has remains at <b>34</b> (we lost Rod Masters, but gained the return of Denise Tanner), now comprising 15 x Offr, 17 x WO/SNCO, 2 x OR/Civ) and includes 23 serving and 11 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</b></p>
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	<p><b>donation revenue</b> for the ECMC/RNZE CT, with 17 sessions scheduled for 2025 (these include <b>10 monthly midday and seven evening</b> presentations). <b>Over \$1,000 in donations</b> were received in 2024 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 continue to get <b>positive feedback</b> on all presentations and ready access to previous sessions on our website;</p> <p>k. <b>Corps (RNZE CT) “bursary scheme”</b> – only one new application (for \$500) has been approved, the latest to the <b>Earley family</b> to provide for transport and accommodation assistance with the passing of volunteer Mike Earley in late Jan 25. <b>Total scheme expenditure (granted) to date is \$9,574.25</b> since the scheme was commenced in late 2018. <b>Appropriate guidelines</b> are still provided on the website and with the application form;</p> <p>l. The <b>RNZE Tukutuku panel</b> – NC, the panel is now being used as the masthead on our refreshed website Home Page - WIP;</p> <p>m. Several <b>large trees about the ECMC area have been cut down</b> (one tree missed) and some stumps have been removed. It would be advisable to have the ground surrounding the ECMC restored and complete this well before the <b>Corps 125<sup>th</sup> anniversary celebrations in 2027</b>. Note the intended <b>landscape plan</b> in Item f. 4) above – WIP;</p> <p>n. <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. The chapel is on the list for an air conditioning unit along with SME. The <b>RE hat badge display</b> above the altar ceiling <b>has been fixed</b> – 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 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</p>
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surrounds have been completed. Once again, to be covered under the proposed **landscape plan** (see Item g.4) above). **It would be wise to have this work completed before the Corps 125<sup>th</sup> anniversary in 2027 – WIP;**

- p. 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 need a **volunteer** who can assist with data entry to PP5/CMS - WIP;
- q. The annual **AASLH membership has been renewed**, through to mid-2025. Our **Museums Aotearoa membership** has also been renewed, through to end-2025;
- r. **Total petty cash from donations to the ECMC, is currently \$246-05;**
- s. **ECMC weapons situation – the (Fire) Arms Act 1983 is under review** by the Ministry of Justice and public consultation has been sought. We will await the outcome and hope this won't adversely impact upon the ECMC weapon collection - WIP;
- t. There are still **66 x RNZE Corps 120<sup>th</sup> anniversary painting prints** that have been sold. There are 31 x prints awaiting purchase/orders in stock (with Artist Matt Gaudie). 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. It is understood that NAM (Waiouru) has been approached to sell on our behalf. WO1 CA Fairbairn and COL (Rtd) DH Jones to liaise with **NAM to put a framed print** on display there. Also potential to frame a print and **gift to the ADF RAE for their 125<sup>th</sup> Anniversary – WIP;**
- u. **RNZE CT Trust Board 2025 meeting schedule – it was agreed that future TB meetings be held quarterly on 20 Feb, 22 May, 21 Aug and 20 Nov 2025**, subject to the Chair's confirmation (for diary entries and room bookings, etc);
- v. **St Martin's RNZE and Garrison Chapel 126<sup>th</sup> anniversary at the old church site and gates sanctification in Makotuku**, was commemorated on Sat 25 Jan 25. MAJ M Pettersen did a great job bringing the Makotuku community and the Corps together for this enjoyable and memorable occasion;



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	<p>w. RSM, 2ER is about to release the <b>2025 ECMC duty unit assistance instruction</b>. Chasing up rostered units must still be undertaken, to gain regular assistance. Given the fencing and scaffold about the site, we have postponed some internal 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 container store, library and improved circulation space in the museum area - WIP</p> <p>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 – WIP;</p> <p>y. <b>34 new bios of passed Sappers</b> have been uploaded onto the website, from research work undertaken by WO2 (Rtd) <b>Bruce (“Jacko”) Jackson</b>, RNZE (domiciled in Australia). The bios are forwarded by Bruce, as they are provided by families and as notifications appear on his anniversary memorial application site;</p> <p>z. During the past quarter, we have attended to more external <b>requests for information (RFIs) to 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;</p> <p>aa. In accordance with the <b>new Incorporated Societies Act 2022</b> and from 5 Oct 26, we will need to reregister the Trust with the Companies Office (MBIE) and comply with the new legislative requirements. Gordon Reid (our Reviewer), Treasurer Greg and ECMC Dir have been working together to update the Deed. A final check on <b>Mandatory requirements</b>, as well as <b>version control</b> for this third major</p>
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	<p>amendment to the Deed must be conducted before final submission (further discussion in Item 7, 1.) – WIP;</p> <p>bb. Contact has been made by CAPT (Rtd) Gerry Mitten, RNZE with the Cook Island Government and NZ Hicom in Rarotonga 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>You Tube video clip from the Cook Islands News in Jan 25</b> showed preparations being made on Atiu for the 50<sup>th</sup> anniversary. More information is awaited from the NZ Hicom in Rarotonga and HQ NZDF regarding potential participation in such an event - WIP;</p> <p>cc. <b>Stage 3</b> of our <b>ECMC computer replacement project</b> has now been successfully completed within the approved budget. All machines are now running on <b>Windows 11</b>, with all new CPUs showing much improved speed and capacity. <b>Stage 4</b> involving <b>storage</b> using One Drive and Cloud applications is being investigated for improved and secure storage. <b>Stage 5</b> covering the <b>disposal of old CPUs</b> is progressing. The laptop was gifted to Mike Earley for his grandchildren and the 3 x CPUs will be wiped clean and probably given to the Linton Camp School. <b>Stage 6 (finalisation and clear)</b> will be undertaken before Jun 25 - WIP;</p> <p>dd. The <b>SOP for the ECMC and RNZE CT</b> was last updated in Feb 24. There have been quite a few changes, particularly in the ICR&amp;T areas, which will require further amendment and updating. ECMC Dir will undertake this task over the next few months and table a copy of the updated version in due course – WIP;</p> <p>ee. We gratefully acknowledge that <b>COL Ian Brandon</b> has obtained a <b>numbered replica of the 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), while he was in the UK and for installation in the ECMC;</p> <p>ff. <b>RNZE CT Coin</b> – the coin approach to fund raising for the RNZE CT has been a success and many thanks to <b>CPL Molly van der Hoek</b> for initiating this idea and the coin design. Of the 100 coins initially ordered, there are only 24 remaining (<b>4 at the ECMC</b>) for sale. Require feedback from WO1 C Fairbairn and CPL Molly van der Hoek on the whole process and to gage the viability of another order. As 2ER is</p>
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establishing a merchandise shop with coins, a reorder for another 100 coins may not be required. If a demand is shown (20 people wanting to purchase) then another order can be actioned;

- gg. An order was placed in Nov 24 with Exisle Publishing for a **reprint (100 x copies) of the RNZE CHP book, "Won By The Spade"**. Delivery is due in Apr 25, when the balance of 50% of costs will need to be paid. The likely cost of the reprinted books will be **@\$75 + PP&H**, to cover increased costs. There are at least five names on the current waiting list - WIP;
- hh. **A new Tenancy Agreement (Buildings) between NZDF and RNZE CT** for the ECMC was signed on 12 Nov 24. The new agreement came into effect on 1 Jan 25, with **no rental or outgoing costs** being charged/incurred. The agreement regularises the ECMC occupancy by the RNZE CT and terms and conditions have been kept to a simple and basic understanding between both parties. A copy of the new lease is on the website ("ECMC Intro") and is also attached in enclosure 2;
- ii. **The "Soldiers (or Sappers) Church" known as Kahui St Davids** (on Khyber Pass Road in Auckland) keeps in close contact, since we assisted in securing the property in a Commissioner's Hearing back in 2018-19. An update from their Director, Paul Baragwanath, is attached with this report for your info. Kahui St Davids provide **special services on the eve of ANZAC Day and for RNZE on Sappers Day (special church parade) each year** and have been doing so since the church was established back in 1929. A stained-glass window depicting the NZE/RNZE flaming grenade and Rolls of Honour for 1 Fd Coy from WW1 and 3 Fd Coy in WW2 are installed in the church;
- jj. The RNZE CT Chair completed the **annual report for 2024** (enclosure 1, discussed further in Item 7, 2.), Treasurer, WO1 (Rtd) G Findon has completed the **annual financial report for 2024** (enclosure 5), which was reviewed by MAJ (Rtd) G Reid. The **2024 Annual Performance Report for Charities Services** (enclosure 6) shows the RNZE (and ECMC) performance statistics for 2024. These reports were tabled for review at the TB meeting and once approved, they will be uploaded to our website; and

kk. **Sappers Association (NZ) Inc Page on our Website** – a space has been made on our Home Page **awaiting input** from the Association. It was suggested a brief explanation could be added on the Association, with a link to the separate Sappers Association website. Further information is awaited; - WIP.

2. **Results of External Funding Applications/resolutions since the last meeting held on 21 Nov 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). Unfortunately, this **application was rejected**. A further review will be made at the upcoming Trust Board meeting on 20 Feb 25, however, the availability of **external funding support** is becoming increasingly **more difficult to source** and preparing more applications becomes a nugatory exercise.

3. **Expenditure/Funding Priority for Qs1 and 2 of 2025.** Minimal changes are proposed to the priorities adjusted and set at the last Trust Board meeting held on 21 Nov 24. The following priority order and action is still recommended:

- a. **Heritage archival book and documentation digitisation, etc** – continuation of this project and fund within own available resources (once a new contractor can be found);
- b. Ongoing maintenance and population of the **RNZE CT/ECMC website** as a stand-alone entity will continue with our new replacement website support contractor, from within current funding resources;
- c. **Computer replacement programme** – Stages 4 thru 6, covering secure storage and disposal, plus any other IC&T requirements to close off the project (see Item 1, cc. above);
- d. Address/resolve IC&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 – no rush;
- 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 and relocation have been completed – not urgent; and
- g. **Approve above priority** and funding applications/sources and review all again at the next RNZE CT meeting on 22 May 25.

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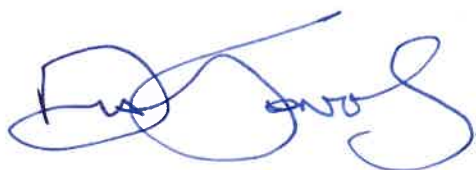
	<p><b>Moved:</b> SSGT (Rtd) AD Johnson <b>Seconded:</b> COL (Rtd) DH Jones <b>Carried</b></p>
<b>7. General Business</b>	<p>1. <b>RNZE Charitable Trust Deed Update (Version 3)</b> – Changes made to the RNZE Charitable Trust Deed out of session.</p> <ul style="list-style-type: none"><li>a. The changes are as follows:<ul style="list-style-type: none"><li>i. Pages 1&amp;2, Version Control added;</li><li>ii. Page 4, Para, 4.7 – Change to time tenure for Board members. Para 4.7.1 – New paragraph, ‘Time tenure for Chairperson’;</li><li>iii. Page 5, Para 5.1 and 5.3 have been deleted as are no longer relevant, remaining paragraphs have been renumbered. Renumbered para 5.1 sets number of Board meetings per year;</li><li>iv. Page 6, Para 6.3 – New paragraph, ‘Powers of Trustees’</li><li>v. Para 6.4 – New paragraphs, ‘Trustee’s Mandatory and Default Obligations’, ‘Indemnity, and Documents’;</li><li>vi. Page 8, Para 9.2(d) – changed ‘Cheques’ to ‘Financial Transactions’;</li><li>vii. Page 10, Para 15 – New paragraph, ‘Disputes and Complaints’;</li><li>viii. Pages 11-14, Changed the order to:<ul style="list-style-type: none"><li>- Signature of Original Board members;</li><li>- Signature of Chairperson for V2 ; and</li><li>- Signature of Chairperson V3.</li></ul></li></ul></li><li>b. These changes were signed off by COL (Rtd) DH Jones and the signed documents are in enclosures, 8, 9 and 10;</li><li>c. Further discussion is in Item 6, aa; and</li><li>d. The changes were approved by the TB.</li></ul> <p><b>Moved:</b> LTCOL (Rtd) JS Hollander <b>Seconded:</b> WO1 (Rtd) G Findon <b>Carried</b></p> <p>2. <b>RNZE CT Annual Report (enclosure 1)</b> – This report covers what the CT RNZE has achieved during 2024 and was approved by the TB.</p> <p><b>Moved:</b> COL (Rtd) DH Jones <b>Seconded:</b> SSGT (Rtd) AD Johnson <b>Carried</b></p> <p>3. <b>Sub Committee for next ‘Won By A Spade’ Project</b></p> <ul style="list-style-type: none"><li>a. Project to further develop Sapper History using a Sub Committee of interested parties to possibly create another book about the corps; and</li><li>b. Potential funding from an alternate stream, such as Veteran Affairs.</li></ul>

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	<p>4. <b>Sappers Association Constitution Drafting Committee (enclosure 7)</b> – COL (Rtd) D Jones to acting as POC for Sapper Association Drafting Committee with MAJ (Rtd) G Reid as a representative.</p> <p>5. <b>Funding for Sappers Ball</b> – Mitre Ten sponsored \$1,750 for the Sappers Ball that was cancelled, RNZE CT still holding these funds for a future Ball.</p> <p>6. <b>Insurance Expiry</b> – ECMC Insurance due to expire on 16 May 25, LTCOL (Rtd) JS Hollander to renew with a potential discount.</p>
<b>8. Closing Address</b>	Next meeting forecasted for 22 May 25, location is George Bridges Room. The Chair thanked all for their input to the meeting and declared the meeting closed at 1442.



**TJ Andrews-Paul**  
LT  
SECRETARY



**DH Jones**  
COL (Rtd)  
CHAIR

**Enclosures:**

1. RNZE CT Annual Report
2. ECMC Tenancy Agreement
3. RNZE CT Financial Report (For 1 Nov 2024- 31 Jan 2025)
4. RNZE CT Routine Operational Expenditure 2024
5. RNZE CT Annual Financial Report 2024
6. RNZE CT Financial Performance Report 2024
7. Announcement of Constitution Drafting Committee and Call for Involvement:  
Sappers Association
8. RNZE Charitable Trust Deed
9. RNZE Charitable Trust Deed V3
10. RNZE Charitable Trust Deed Rules Change