

CENTRAL OTAGO HERITAGE TRUST

Minutes of the Board Meeting
4pm Wednesday 24 March 2021
Clyde Museum Blyth St



PRESENT: David Ritchie (Chair), Graye Shattky, Greg Bodeker, Russell Garbutt, Lynda Graye, John Kerr, Kristy Rusher & Ross Naylor, David Campbell (Council Representative), Maggie Hope (Heritage Coordinator)

David Ritchie welcomed the four new Trustees to the Board.

APOLOGIES: None

ELECTION OF CHAIRPERSON

As required by the COHT Trust Deed, the re-election of Chairperson is required after the AGM (9 February 2021). One nomination was received.

*Russell Garbutt nominated David Ritchie for re-election
Seconded by Graye Shattky*

MINUTES OF PREVIOUS MEETING

1. The Minutes of the 13 January 2021 were confirmed as a true and accurate record with the amendment that David Campbell was present at this meeting.

*Moved Graye Shattky
Seconded: Russell Garbutt*

2. The minutes of the AGM (9 February 2021) were confirmed as a true and correct record of proceedings.

*Moved: Russell Garbutt
Seconded: Ross Naylor*

Matters Arising:

Graye noted that in the past Board meetings minutes, once approved, were sent out to Members.

Action: Maggie Hope to send out 13 January and AGM minutes out to members with previous minutes also posted on the COHT website.

CORRESPONDENCE

Inwards:

1. Email from Nikki Aaron (CODC) informing that applications for contestable funding opens on 1 July 2021 and closes on 1 August.
2. Email from Graye Shattky to Otago Regional Council's on draft RPS: Understanding Otago's Historic Heritage -(CC: David Ritchie and Maggie Hope).

Action: Maggie Hope to circulate Graye's email correspondence to ORC to all Trustees

FINANCIAL REPORTS

Current Bank Accounts (requiring two signatories)

Account Balances as at 16/03/21

Oral History working Account	\$8,900.00
Heritage Trust Working Account	\$55,429.61

A new Kiwibank debit card has been set up for Maggie Hope (single signatory) to purchase COHT sundries. Transfers into this account will come from the Heritage Trust working account.

Moved Graye Shattky
Seconded: Greg Bodeker

Discussion Points:

- The two-year Oral History Pilot Project concludes in September 2021 with further funding required to continue this project.
- Trustees acknowledged the great work being done by the Oral History Manager

Trustees agreed to increase the Oral History Managers' hourly contract rate until the end of her contract to reflect the value she brings to the project.

Moved: Greg Bodeker
Seconded: Ross Naylor

Action: Maggie Hope to invite the Oral History Manager to attend the next Board meeting.

BUSINESS

(i) Future of Oral History and MemoryBank Projects

Graye Shattky outlined the background to these two projects and presented a proposal to develop a database repository to store, manage and share both Oral History and MemoryBank digital files. Both projects require additional funding to continue.

Discussion points:

Trustees acknowledged the synergies between the two projects and saw the development of an online database repository as the next logical step for the Oral History Project.

All recommendations presented in the proposal were tabled.

Trustees agreed to proceed with the following recommendation with the proviso that this scoping document is also fit for purpose for Oral History Project Requirements:

Recommendation 3: Approve the funds required to complete Phase 1 of the redevelopment of the MemoryBank database software proposed by Kinski Ltd based on the scoping document prepared by COHT (\$1,140).

Moved: Russell Garbutt
Seconded: Graye Shattky

Trustees also agreed that next steps in funding applications could position the MemoryBank as an extension of the Oral History Project.

Actions:

- Maggie Hope to investigate suitable funding partners and funding application dates.
- Applications will be submitted once the scoping phase (Recommendation 3) has been completed.

(ii) Museum Strategy & Outcomes of Workshop (12 March)

COHT representatives met with Council staff and suggested that a workshop be scheduled with the five museum representatives to work through the draft District Museum Strategy. We also recommended that Ian Griffin, the Director from Otago Museum, facilitate this session. With five museums, COHT and CODC representatives in attendance, the group quickly developed and agreed to eight strategic goals in one session.

Actions:

- Maggie Hope to circulate COHT feedback on the second draft of the strategy to Museums for feedback before sending on to Saskia Righarts.

(iii) COHT submissions on the Council's Long-term

Discussion Points

- COHT to work with the five museums to develop a joint submission on the District Museum Function and propose an alternative option: Move the delivery of the district museum function to an independent body that is coordinated by the museum sector (e.g., A Trust).
- Heritage features in three of the five major proposals Council has highlighted for public discussion in Framing Our Future.

Actions:

- Maggie Hope and Russell Garbutt to work with Museums on developing a joint submission on the District Museum Function
- Graye Shattky and Kristy Rusher to draft a submission responding to other heritage matters within the LTP.

(iv) Oral History Project – Priority themes for interviews

Maggie Hope presented a document summarising priority themes and topics for future oral histories. Trustees agreed with these priorities and suggested names of people who would be excellent candidates for some of these themes.

(v) Review of COHT Heritage Plan - Timing and process

It was agreed that the review of the Plan is undertaken after the LTP submission and hearings process has concluded.

Meeting Closed: 5:45pm

NEXT MEETING

TBC

David Ritchie
Chairman