

CENTRAL OTAGO HERITAGE TRUST

Minutes of the Board Meeting
4pm Wednesday 29 September 2021
Clyde Museum Blyth St



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

APOLOGIES: John Kerr, Kristy Rusher

MINUTES OF PREVIOUS MEETING

The Minutes of the Board meeting held on 14 July 2021 were confirmed as a true and accurate record of this meeting.

Moved: David Ritchie
Seconded: Russell Garbutt

CORRESPONDENCE

Inwards:

- Letters from Central Lakes Trust & Otago Community Trust confirming successful outcomes for funding applications for the Oral History Project (\$21,424 and \$4,500 respectively).
- An email from CODC confirming the successful outcome of our Contestable Fund application for COHT coordination of tasks set out in the Strategic Plan 2021 - 2023 (\$40K)

Moved: Graye Shattky – Correspondence be accepted
Seconded: Ross Naylor

Matters arising from correspondence:

- While the Trust is appreciative of CODC funding for the 2021-2022 financial year, like other applicants to this fund, we are disappointed that funding was not confirmed for the three-year funding application period.
- The OCT acceptance letter outlining conditions of this funding was signed by David Ritchie and Russell Garbutt.

FINANCE

- August 2021 Bank Statement
- Account Balances as at 22/09/21

COHT Account	\$25,228.14
COHT Debit Account	\$775.22
Oral History Account	\$12,216.26

Moved: David Ritchie - Financial Statements be accepted
Seconded: Greg Bodeker

BUSINESS

1. ORAL HISTORY MANAGER & COHT COORDINATOR PROGRESS REPORTS

Moved: Lynda Gray - Progress reports be received
Seconded: Russell Garbutt

Discussion on the COHT Coordinator Progress Report

- The progress report template has been set out to reflect goals and tasks set out in the Draft Strategic Plan
- A meeting with the Trust, CODC and Glen Hazelton has been scheduled for 14th October to discuss the development of Heritage Precinct Guidelines.

- Minutes of the COHT board meetings and submissions need to be sent to members. Trustees agreed that these could be posted on our website rather than via email
- Maggie noted that the Equip Funding for strengthening heritage buildings has ceased.

Actions: Maggie to:

- Investigate whether an alternative fund has been set up to replace Equip
- Establish a webpage dedicated to publishing COHT board meeting minutes and submissions.

Matters arising from the Oral History Project Progress Report

Trustees agreed unanimously that full oral history recordings will be published online once the repository has been implemented:

Motions

Moved: David Ritchie

Oral history recordings produced in the Oral History Project will be published online in their entirety in the COHT agreed online repository. This will require full knowledge and consent from Oral history candidates/interviewees prior to selecting candidates for interview. Should the interviewee divulge information in the recording that she or he later regrets, these audio excerpts and associated abstractions/transcriptions will be removed prior to publishing.

AND

The Oral History Manager continues to work with the Southland Oral History Project and the Clutha District Heritage Project to confirm best practice processes for publishing Oral Histories online to cover recording agreements, copyright, privacy as well as communications to volunteers and potential interview candidates.

Seconded: Russell Garbutt

Carried

2. FEEDBACK ON THE DRAFT STRATEGIC PLAN

The feedback process followed a three-stage approach:

1. A letter was sent to Member Chairs with a hardcopy of the Draft Plan on 23rd July 2021
2. Chairs subsequently received a follow-up email with a web link to the draft plan to share with their wider team
3. On 6 August, Chairs received a link to a short online survey to compile feedback on behalf of the member organisation.

Positive feedback was received from Clyde Museum and the Department of Conservation, with minor recommendations for wording and formatting improvements.

An additional task was also added by COHT Trustees: "Maintain and strengthen relationships with our members and provide advocacy and support to their endeavours"

Moved: David Ritchie - Amendments to the Strategic Plan are approved and the plan is adopted.

Seconded - Greg Bodeker

Actions: Maggie to publish final Strategic Plan on the COHT website

3. COHT END OF YEAR FINANCIAL ACCOUNTS

Maggie presented the draft End of Year Financial Accounts for 30 June 2021

Moved: David Ritchie – that these accounts be accepted

Seconded: Russell Garbutt

4. DISTRICT MUSEUM FUNCTION

- Funding has been approved by CODC for the proposed Central Otago Museums Trust to manage the District Museum Function (\$49K).
- A Performance Agreement has been drafted by Saskia Righarts (CODC) to be presented for discussion at the next sector meeting.
- David Ritchie has arranged for the draft Trust Deed to be reviewed by Jon Cokroft (pro bono)
- The next meeting with the sector is proposed for late October to prepare for Trustee and Chair nominations.
- David Ritchie proposed that Maggie Hope represent COHT as Trustee for 12 months on the newly formed Museum Sector Trust. An additional six hours per month will be allocated for Maggie to undertake work associated with her role as Trustee

Motion

Moved: David Ritchie - Maggie Hope will be COHT's representative on the proposed Museums Sector Trust

Seconded: Russell Garbutt

Carried

5. MUSEUM INVESTMENT FRAMEWORK

- David Ritchie has been invited by CODC to participate in a workshop on mapping the Museum Investment Framework.
- Russell Garbutt questioned why the proposed Museum Sector Trust had not been included in this decision-making forum.
- Discussion followed on potential conflicts with the Museums Sector Trust being able to offer objective input into investment allocation. Trustees sought clarification on whether the Investment Framework included both Capital and Operational expenditure.
- David will report back on workshop outcomes at the next Board Meeting

6. RECENT COHT SUBMISSIONS

- a) Otago Regional Council RPS: Submissions are now subject to the High Court with hearings scheduled for February 2022. These hearings will be heard by Fresh water Management Commissioners. Graye expressed concern that these commissioners may not be qualified or experienced in addressing heritage matters.

Moved: Graye Shattky

A letter is sent from COHT to ORC recommending that suitably qualified heritage commissioners and at least one representative from Ngai Tahu are appointed to the panel when addressing heritage submissions. This letter will be composed by Graye Shattky.

Seconded: David Ritchie

- b) CODC Matangi Mountain Bike Park Submission

Graye Shattky will speak to our submission on the proposed Matangi mountain bike park development on 14 October

7. STRENGTHENING LINKS WITH OUR HERITAGE COMMUNITY

- a) There is currently no representation on the COHT Board from Cromwell. Warwick Hawker, who is involved with the Otago Goldfields Heritage Trust, has expressed interest in attending our Board Meetings. Trustees agreed that having Warwick's expertise on the COHT board would be valuable. While there are currently no positions available for the co-option of elected Trustees, the COHT Trust Deed allows for the 'Co-option of Trustees for specialist advice'.

Moved: David Ritchie - Warwick Hawker is invited to consider being co-opted to the COHT board

Seconded: Ross Naylor

Maggie and David Ritchie will set up a meeting with Warwick to propose this opportunity.

- b) The Trust would like to set up a meeting with Nick Dixon, the newly appointed area manager for Heritage NZ, Otago and Southland. A meeting invitation will be sent to Nick once we get to a Level 1 Covid environment.

8. SUMMER EDITION OF THE COHT NEWSLETTER

Maggie invited Trustees to suggest story topics for the next newsletter.

- History of fruit orchards in the district
- Heritage along the Dunstan Cycle Trail
- The “Ditty Box” shipwrecks and suitcases (item from the Clyde Museums)

MEETING CLOSED:

5:48 pm

NEXT MEETING

TBC

David Ritchie
Chair