

CENTRAL OTAGO HERITAGE TRUST

Minutes of the Board Meeting

4pm Wednesday 2 February 2022

Clyde Museum Blyth St



PRESENT: David Ritchie (Chair), Russell Garbutt, Lynda Gray, Warwick Hawker, John Kerr, Ross Naylor, Kristy Rusher, Graye Shattky. Maggie Hope (Heritage Coordinator).

Guests: David Campbell & Heather Bauchop from Waitaki District Council.

WELCOME & INTRODUCTIONS

David welcomed David Campbell and Heather Bauchop from Waitaki District Council who attended the meeting to share ideas about heritage matters.

MINUTES OF PREVIOUS MEETING

The Minutes of the Board meeting held on 24 November 2021 were confirmed as a true and accurate record of this meeting.

Moved: David Ritchie

Seconded: Russell Garbutt

Matters arising from minutes

- Maggie reported that the role of the CoDC Council representative on the COHT Board has not been included in the Trust Deed.
- The website online form had not yet been completed for existing members. The purpose of this form is to get an update on member heritage activities.

Actions: Maggie to:

- (i) Complete online form for existing members
- (ii) Draft a clause for the Trust Deed regarding the role of CODC representative on the COHT board

CORRESPONDENCE

Inwards:

- (i) New membership application received from Otago Central Rail Trail Trust

Matters arising from correspondence:

- Trustees were pleased to receive the membership application from the Otago Central Rail Trail Trust, noting that their membership will be formally endorsed by members at the next AGM.
- The Otago Central Rail Trail Trust have a particular interest in recording oral histories of those involved in the establishment of the trail.
- Trustees acknowledged the abundance of heritage along cycle trails and the importance of COHT in supporting their heritage endeavours
- Trustees agreed to inviting members to COHT Board meetings to get an update on their heritage-related projects

Actions:

Maggie to:

- (i) Connect the Otago Central Rail Trail Trust to the COHT Oral History Program
- (ii) Invite representatives from the Otago Central Rail Trail Trust (Tania Murphy) and the Central Otago Queenstown Trails Network Trust (Shane O'Connor) to the next COHT Board meeting.

Warwick to give an update on the Otago Goldfields Heritage Trust's Heritage Site Review at the next COHT Board meeting.

FINANCE

- a. December 2021 Bank Statements
- b. Current Account Balances as at 28/01/2022

COHT Working Account			\$55,072.46
Oral History Working Account			\$21,738.69
COHT Debit Card			\$540.83

- Maggie noted that the grant from Lotteries had come through and had subsequently been transferred into the Oral History bank account (\$10,925 GST incl.)

Moved: David Ritchie - Financial Statements be accepted

Seconded: Lynda Gray

BUSINESS**1. Heritage Management at Waitaki District Council**

David Campbell and Heather Bauchop summarised how heritage is managed within the Council's planning team.

- Heather Bauchop is employed 3 days a week as a Heritage Advisor in the planning team at Waitaki District. In this part-time role, Heather advises on heritage-related resource consents, liaises with specialist heritage protection organisations and experts, and administers the Waitaki Heritage Fund which is available to private property owners for retaining and preserving historical buildings and sites in the district.
- The Waitaki team is considering facilitation of an over-arching body to coordinate heritage groups within their region and were interested to understand how the Central Otago Heritage Trust operates.
- Trustees discussed the importance of having a similar Heritage Advisor Role at CoDC noting that this had been a recommendation in COHT's submission on the Long-Term Plan in April 2021.
- CoDC is currently recruiting for a range of roles within the planning department. It was considered timely to advocate for the recruitment of heritage expertise in a submission to the CoDC Annual Plan.

Actions: Maggie to contact CoDC regarding deadlines for submissions to Council's Annual Plan

2. ORAL HISTORY PROGRAM - COVID WORKPLACE RISK ASSESSMENT AND PROPOSED POLICY OPTIONS

The risk assessment and policy options report, which included the Oral History Manager's feedback was tabled for discussion.

Moved: Graye Shattky that the assessment report be accepted

Seconded: Ross Naylor

This assessment using the [Government's Vaccination Assessment Tool](#) concluded the program has high risk factors with participants being especially vulnerable to severe illness from Covid due to the age of both volunteer interviewers and interviewees.

Trustees considered the pros and cons of introducing the vaccination mandates proposed in the two draft policy options.

Ross Naylor moved that Policy Option Two be adopted with the following caveats:

- Vaccination mandates will be reviewed in 3 months (2 May 2022) to reassess if vaccination restrictions associated with the Government's Covid Protection Framework has eased.
- No interviewing will take place at the Red Traffic Light setting.
- Drop-in sessions and other communications with volunteers will take place using remote technologies.
- The Oral History Manager's contracted hours will be reduced to ensure that budget is retained for when interviewing, training and drop-in sessions resume.
- The Board will notify funders and volunteers of this interim decision.

Seconded: Lynda Gray Carried.

3. CENTRAL OTAGO MUSEUMS TRUST UPDATE

Maggie gave an update on the progress of establishing the Central Otago Museums' Trust:

- The Trust is now formally registered with Charities Services and has achieved Incorporation with the Companies Office.
- A Trust bank account is now being opened which will enable access to the CoDC funding (50K)
- Trustees are now finalising the position description for the recruitment of a part-time Museums' Coordinator.

4. OTAGO MUSEUM - TU TONU PROJECT UPDATE

- Maggie completed the Tū Tōnu project survey on behalf of the Trust, advocating for a region-wide focus on Oral Histories and the establishment of an online repository. The Tū Tōnu Project Coordinator, Kimberley Stephenson, has since been in touch to follow-up on our feedback.
- The overall results of the survey and recommendations are expected in March 2022.

5. CENTRAL STORIES SUPPORT FOR THE ORAL HISTORY PROJECT

- Trustees agreed that printing and photocopying undertaken by the Oral History Manager at Central Stories should now be paid from Oral History funding.

MEETING CLOSED:

5:45 pm

NEXT MEETING

TBC

David Ritchie

Chair