

# CENTRAL OTAGO HERITAGE TRUST

## Minutes of the Board Meeting

3:30 pm Wednesday 29 April 2022

Clyde Museum Blyth St



**PRESENT:** David Ritchie (Chair), Russell Garbutt, Lynda Gray, Warwick Hawker, Graye Shattky, Ann Rodgers (CODC Liaison). **Maggie Hope** (Heritage Coordinator). **Guest:** Glen Hazelton

**APOLOGIES:** John Kerr, Kristy Rusher, Ross Naylor

### MINUTES OF PREVIOUS MEETING

The Minutes of the Board meeting held on 16 March April 2022 were confirmed as a true and accurate record of this meeting.

*Moved:* David Ritchie

*Seconded:* Graye Shattky

### Matters arising from minutes

#### **ACTIONS:**

Ann Rodgers to :

- Provide feedback on text drafted by Graye on the Council Liaison Role within the 'COHT Roles and Responsibilities' document.
- Give an update at the next Board Meeting on heritage planning priorities and resourcing within the CODC planning team.

### FINANCE

- a. March 2022 Bank Statements
- b. Current Account Balances as at 22/04/2022

COHT Working Account	\$46,670.14
Oral History Working Account	\$23754.90
COHT Debit Card	\$901.00

*Moved:* David Ritchie - Financial Statements be accepted

*Seconded:* Warwick Hawker

### Matters arising from the financial report

- The sixth-monthly GST return has been submitted with an expected return of \$1,446.41 (covering the 1 Oct 2021 - 31 March 2022 period).
- A donation of \$5000 has been received from Promote Dunstan for the Oral History Programme. A letter of thanks has been sent to Promote Dunstan to acknowledge their generosity.

#### CODC Funding Application

- COHT submitted a funding application for the CODC Community Fund on 21 April to cover the 15-month period (1 July 2022 - 30 September 2023).
- Council has since confirmed that all Community Fund applications will now be aligned to 31 October calendar year. Council staff will propose two time-period funding options for our application that align to YE 31 October.
  - i. Funding for the four-month period to cover 1 July 2022 - 31 October 2022; or
  - ii. Funding for the 16-month period to cover 1 July 2022 - 31 October 2023

- David Ritchie and Maggie will attend the public session at the Council meeting on 1 June to speak to our funding application.

## **BUSINESS**

### **1. COHT Heritage Winter Series Programme**

- Maggie outlined the topics and speakers for the proposed Heritage Winter Series and invited Trustees to contribute further ideas. Graye Shatcky suggested that we include aspects of cultural heritage in the programme and approach Kāi Tahu for ideas and feedback.
- Central Stories, Cromwell and Clyde Museum have confirmed their support in providing the venue for the programme.

### **2. ORAL HISTORY PROGRAMME UPDATE**

Now that vaccination mandates have been lifted under the revised Covid Orange Traffic Light setting, Trustees are cautiously optimistic that interviewing and drop-in sessions can resume once the high rates of transmission in the Southern DHB have declined. The Board has tentatively suggested 1 June for resuming interviews and drop-in sessions.

#### **ACTION:**

The Oral History Manager will consult with programme volunteers to clarify how the group would like to operate in face-to-face settings to include:

1. Drop-in and group sessions: preferences for distancing and wearing masks.
2. Interviewing without masks to maintain sound quality of recordings: confirmation from interviewees and interviewers that they are comfortable interviewing without masks once seated for an interview.

### **3. DRAFT HERITAGE PRECINCT GUIDELINES UPDATE**

- David Ritchie welcomed Glen Hazelton who has been contracted to develop the Heritage Precinct Guidelines for CODC.
- Glen presented the draft guidelines to illustrate how this guidance would result in new buildings and renovations being sympathetic to the surrounding character of the designated precinct.

#### Discussion Points:

1. Whether the guidelines should sit outside the District Plan
2. Building design and seasonal shading
3. Heating within medium density heritage zones
4. How resource consents will be managed to ensure guidelines are being met.

#### **ACTION:**

Ann Rodgers will circulate the Draft Guidelines to the Board for further feedback

## **MEETING CLOSED:**

5:30pm

## **NEXT MEETING**

TBC

David Ritchie  
Chair