

CENTRAL OTAGO HERITAGE TRUST



Minutes of the Board Meeting 4pm Tuesday 11 February 2025 Clyde Museum Blyth St

PRESENT: David Ritchie (Chair), Marco Creemers, Russell Garbutt, Kate Goodfellow, David Hurd, Warwick Hawker, Pene Morris, Ann Rodgers (CODC Liaison). Joann Leigh (Oral History Manager), Maggie Hope (Heritage Coordinator)

APOLOGIES: Ross Naylor

David Ritchie welcomed Kate Goodfellow as new COHT Trustee

1. MINUTES OF PREVIOUS MEETINGS

The unconfirmed minutes of the Board meeting held on 9 October 2024 were reviewed, with all actions noted as completed.

Motion

Moved: Russell Garbutt – That the minutes be confirmed as a true and accurate record of the meeting.

Seconded: David Hurd

Carried

The minutes of the Annual General Meeting held on 20 November 2024 were also reviewed. These minutes will be confirmed at the 2025 AGM.

2. FINANCE

Kiwibank Statements were circulated to Trustees prior to the meeting.

a) Current Account Balances as at 5 February 2025

COHT Working Account: 38-9009-0215973-00	\$67,883.73
Oral History Account 38-9009-0215973-02	\$20,456.79
COHT Debit Account: 38-9009-0215973-04	\$406.37
Total	\$88,746.89

David Ritchie noted that the final tranche of funding from CLT for the Oral History Project (\$11,400) had recently been transferred from the COHT account into the Oral History account.

Motion:

Moved: Russell Garbutt – That the Financial Statements be accepted.

Seconded: Marco Creemers

Carried

b) Kiwibank Bank Signatories

Due to Maggie Hope's resignation as Heritage Coordinator, she will need to be removed as a signatory from the COHT bank accounts.

Motion

Magdalen Zita Hope be removed as signatory to the following three Central Otago Heritage Trust Bank accounts held with Kiwibank,
38-9009-0215973-00
38-9009-0215973-02
38-9009-0215973-04

Moved: David Ritchie, that the motion be accepted

Seconded: Warwick Hawker

Carried

3. GENERAL BUSINESS

a) Oral History Project Presentation

Joanna Leigh and Maggie Hope gave a presentation giving a snapshot of the project thus far and new ideas for the future direction for the Oral History Project:

Oral History Snapshot:

- 120 total interviews in the repository
- 60 published online
- 24 volunteers
- 43 new interviews over 2023 – 2025 funding period
- 60 interviews audio remastered
- 1,578 plays from online repository

Next Steps for the Oral History Project

Using existing oral history recordings to develop:

- Topic-based podcasts (adults)
- A topic-based web-based resource for teachers and students (Levels 1 -4)

Mock-ups of these two ideas were created on the COHT website to provide Trustees with a preview of how these projects could be accessed via the site. Kate Goodfellow provided an example how the pilot 'Rabbits' topics could link to the NZ School curriculum and commented that the resource could be used in science, english, social studies and history subjects

- Maggie acknowledged the contributions of Joanna, Russell, and Kate in advancing these new ideas.
- Russell noted that good progress had been made on the podcasting process and framework.
- David noted the importance of working closely with local schools to ensure that the educational resource was relevant and useful.
- Trustees were very supportive of the two new ideas. It was agreed that once the pilot **Rabbit Theme** podcast and education resource were completed, the concepts would be presented to the Central Lakes Trust and the Dunstan Kāhui Ako as soon as possible for feedback.

Joanna Leigh left the meeting

b) CODC Funding

Maggie noted that the next round of CODC funding from the contestable **Community Fund** would open on 11 July 2025, with decisions expected in October 2025. COHT has received \$44,000 pa from this fund over the past two years.

c) CODC Long Term Plan

Ann Rodgers outlined the consultation process for the CODC Long Term Plan:

- The draft plan will undergo an audit process in February/March 2025.
- The revised plan will be presented to Council on 19 March 2025 for approval.
- Submissions will close at the end of April 2025.
- Hearings are scheduled for the end of May 2025.

Maggie will send Trustees a link to the Draft Long Term Plan, highlighting references to heritage-related matters

d) Updating Heritage Provisions in the District Plan.

Ann Rodgers summarised the timeline for updating Heritage Provisions in the Longterm Plan:

Action	Indicative Timeline
Scoping	Feb/March 2025
Workshop - Internal Stakeholders/Aukaha/Te Ao Marama	March 2025
Workshops - Community & Key stakeholders	April 2025
Technical Review of Schedule 19.4	May - August 2025
Community Consultation	September 2025 onwards

Discussion:

- CODC will use an expert consultant panel to update **Schedule 19.4** and will draw on experiences from other local authorities and heritage experts. More work is required to identify heritage trees.
- The Heritage Trust will be a Key Stakeholder in the proposed workshops.
- Trustees confirmed that the consultation process provides an excellent opportunity to assess community aspirations for heritage and update the 2012 document *Towards Better Heritage Outcomes*.
- Ann Rodgers agreed that asking the community the same questions posed in 2012 would provide a useful framework for this consultation.
- The response to this community consultation will provide the much-needed information to guide the strategic direction of the Trust.

e) Divestment of Council Properties

The divestment of several community halls and buildings is proposed in the Long Term Plan. Questions were raised about the Trust's role in responding to these divestments.

David Ritchie noted that each property will have its own history and associated preferred outcomes regarding the divestment proposal. However, the Trust needs to consider how it can support its members and the heritage sector in navigating this process.

f) Draft Statements of General Policy: Heritage New Zealand Pouhere Taonga

A summary of the draft Statement of General Policy was circulated prior to the meeting. The Statement of General Policy guides how legislation— in this case, the Heritage New Zealand Pouhere Taonga Act 2014—is implemented. Submissions on this draft document are due by 9 March 2025. The draft document streamlines five existing documents into one.

Trustees agreed that a COHT submission on the draft policy was not required.

g) Recruitment of a Heritage Coordinator (Independent Contractor)

The role has been advertised in CO News, Cromwell Bulletin Central App with applications closing on 20 February

- Trustees reviewed and confirmed the Role Description that was circulated prior to the meeting.
- Maggie will circulate the applications to all Trustees on **21 February**.
- A small panel of Trustees will undertake interviews with shortlisted applicants. David Ritchie will be in contact with Trustees to finalise this.

Meeting closed at 5:45pm

The next meeting is proposed for late March 2025. Maggie will send out a StrawPoll to ascertain the preferred date.