

**MEETING NO. 218
MINUTES OF A MEETING OF THE
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD
13 MAY 2020**

PRESENT	Hon. Dame Fran Wilde	Chair
	Mr. James Daniels	
	Prof. Sir Peter Gluckman	
	Mr. Cameron Harland	
	Ms. Jackie Lloyd	Chair People and Org. Culture Committee
	Mr. Andy Lowe	
	Ms. Caren Rangi	Chair Assurance and Risk Committee
	Prof. Jacinta Ruru	
IN ATTENDANCE	Dr. Arapata Hakiwai	Kaihautū
	Ms. Courtney Johnston	Tumu Whakarae Chief Executive (CE)
	Ms. Leigh Deuchars	Director Strategy and Performance (S&P)
	Ms. Lisa Tipping	Chief Finance and Operations Officer (CFOO)
	Ms. Jamee Taylor	Board Secretary
APOLOGIES	n/a	

Board members, CE, Kaihautū, ELT members and Board Secretary joined the meeting at 8.32am.

The Board Chair proposed changes to the order of the meeting. The minutes represent the order of discussion.

The Board Chair acknowledged Prof. Sir Peter Gluckman's last Board meeting and thanked him for his years of service to Te Papa.

KAUPAPA WHAKAHAERE | STANDING ITEMS

10. CONFLICTS OF INTEREST

The Board noted the interests register, including new interests which will be recorded.

Action: Board Secretary to update the register of interests.

11. DRAFT MINUTES

The Minutes of Meeting 217 (2 April 2020) were reviewed.

The Board approved minutes.

12. ACTION ITEMS AND MATTERS ARISING

The Board noted the action items.

NGĀ WHAKAHAERETANGA ME NGĀ RIPOATA KAIĀRAHI | GOVERNANCE AND LEADERSHIP REPORTS

1. UPDATE FROM THE ASSURANCE AND RISK COMMITTEE (ARC)

The Chair of the ARC informed the Board that the ARC at their last meeting:

- Approved the Business Continuity Policy;
- Provided feedback on the risk document;
- Had a discussion with Audit NZ;
- Approved the Risk and Assurance Plan; and
- Noted updates to payroll controls.

The Board noted the update.

2. UPDATE FROM THE PEOPLE AND ORGANISATIONAL CULTURE COMMITTEE (POCC)

The Chair of the POCC informed the Board that workforce options was discussed at their last meeting and will be discussed as part of Item 8 of the Board meeting.

The Board noted the update.

3. LEADERSHIP REPORT

The report was taken as read.

The Tumu Whakarae and Kaihautū discussed their report. The Kaihautū acknowledged the passing of Johnny Edmonds.

The Board noted the report.

4. RECOVERY STRUCTURE AND WORKSTREAMS

The Director of Strategy and Performance presented the recovery structure and workstreams and acknowledged the work of the whole team while working from home in a range of circumstances such as others working from home and home-schooling children.

The Board noted the update.

5. BUDGET 2020/21 OVERVIEW

The CFOO provided an update on how the Budget for 2020/21 would look should the outcome of the budget bid be successful.

The Board noted the update.

KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

6. ANALYSIS OF TRADITIONAL NO-GO OPTIONS

The presentation slides were taken as read.

The Tumu Whakarae provided a summary of analysis which was completed to assess possible new revenue streams, and for each option a recommendation to the Board.

The Board agreed with the recommendations.

HEI WHAKAMŌHIO NOA | ITEMS FOR NOTING

7. RESHAPING COMMERCIAL

The presentation slides were taken as read.

The Director MCS discussed the slide to update the Board on work which has been done and that is in progress to activate, regenerate and reposition Te Papa's commercial businesses within the new environment.

There was a brief discussion about the presentation.

The Board noted the update.

8. WORKFORCE OPTIONS

The paper was taken as read.

Tumu Whakarae discussed the strategic and emergency measures and their impacts, noting that there was a more detailed discussion at the POCC meeting.

The Board noted the update.

Mr. Cameron Harland left the meeting at 10.27am.

9. WONDERLAND

The paper was taken as read.

The Director MCS discussed the delivery and successful outcomes of the Wonderland exhibition which closed in March 2020.

The Board noted the update.

Sir Peter Gluckman left the meeting at 10.30am.

KAUPAPA WHAKAHAERE | STANDING ITEMS – CONTINUED

13. BOARD WORK PROGRAMME

The report was taken as read.

It was noted that the Board would meet for a strategic discussion later in the year.

The Board noted the work programme.

14. FINANCE REPORT

The report was taken as read.

The CFOO introduced the report and confirmed, per the Covid19 forecast presented last month, that the SPE EBITDA and EBIT will not be met for the current financial year in the current circumstances.

The Board noted the report and update.

15. HEALTH AND SAFETY REPORT

The report was taken as read.

The Board noted the report and update.

16. PROJECT MANAGEMENT SUMMARY

The report was taken as read.

The Board noted the report and update.

HE KAUPAPA ANŌ | GENERAL BUSINESS

There were no other items of general business.

CE, Kaihautū, ELT members and Board Secretary left the meeting at 10.47am.

17. BOARD ONLY SESSION

The Board made decisions in relation to the following during a board only discussion:

- Remuneration
- Board fees matter
- Board review/self-assessment.

The Board Meeting closed at 11am.

APPROVED



Fran Wilde, Chair, Te Papa Board

2 June 2020