

MEETING NO. 216

**MINUTES OF A MEETING OF THE
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD**

6 MARCH 2020

PRESENT	Hon. Dame Fran Wilde	Chair
	Mr. James Daniels	
	Prof. Sir Peter Gluckman	
	Mr. Cameron Harland	
	Mr. Andy Lowe	
	Ms. Caren Rangī	Chair Audit 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)
	Dr. Dean Peterson	Director Collections and Research (C&R)
	Ms. Carolyn Roberts-Thompson	Director Ngā Manu Atarau (NMA)
	Ms. Lisa Tipping	Chief Finance and Operations Officer (CFOO)
	Ms. Puawai Cairns	Acting Director of Audience and Insight
	Ms. Charlotte Davy	Head of Art
	Ms. Nina Tonga	Curator Contemporary Art
	Dr. Pat Brownsey	Research Fellow
	Ms. Jamee Taylor	Board Secretary
APOLOGIES	Ms. Jackie Lloyd	Chair People and Culture Committee

BOARD ONLY SESSION

The Board held a board-only discussion from 8.30am. No decisions were made.

The CE, Kaihautū, CFOO, Director S&P and Board Secretary joined the meeting at 9.23am.

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

KAUPAPA WHAKAHAERE | STANDING ITEMS

1. 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.

2. DRAFT MINUTES

The Minutes of Meeting 215 (30 January 2020) were reviewed.

The Board **approved** minutes.

3. ACTION ITEMS AND MATTERS ARISING

The CFOO confirmed that in relation to Tai Tamariki the PCBU is both Te Papa and Tai Tamariki as there are overlapping obligations and the legislation requires both entities to consult. Our Health & Safety Manager regularly meets with Tai Tamariki, and Te Papa's Incident Management Plan specifically identifies Tai Tamariki on a duty card. Our Health & Safety Manager also meets regularly with WCC Archives and Museums Aotearoa who occupy space in our Tory Street building.

The Board **noted** the action items.

There was a discussion in relation to COVID-19. The CFOO advised that the Pandemic Team are meeting twice weekly. Revisions have been made to Te Papa's Pandemic Plan which is aligned with the Ministry of Health's Six Phases and the Incident Management Plan has been updated to align with the Pandemic Plan. Based on the current phase, the Incident Management Team (IMT) are on standby and will be activated should the pandemic move to the next phase.

In line with the Pandemic Plan: Management are communicating to the organisation via email cascade and via Kupenga (staff intranet) and the all staff text system has been tested. Personal hygiene and information hygiene recommendations have been highlighted to staff, Ministry of Health posters are displayed at the museum entrance and there is hand sanitiser throughout the building. Staff have been advised to liaise with Manager Health and Safety if travelling domestically or internationally for work or personal reasons. A conversation is underway with Te Papa's Pou Tikanga seeking recommendations for changes to Tikanga practise and the Finance Team are planning for various levels of financial risk.

The Board **noted** the progress and update.

4. BOARD WORK PROGRAMME

The Board **noted** the work programme.

5. UPDATE FROM AUDIT AND RISK COMMITTEE

The report was taken as read.

The ARC Chair provided an update of decisions made at the meeting on 17 February.

There was a discussion about Te Papa's insurance renewal. The Board agreed that reducing building insurance to \$50m would be preferred. The Chair was asked to discuss with the Minister prior to the renewal being instructed with the broker.

The Board noted the report and update.

6. LEADERSHIP REPORT

The report was taken as read.

The CE and Kaihautū discussed their report.

The Board noted the report and update.

7. FINANCE REPORT

The report was taken as read.

The CFOO introduced the report.

The Board noted the report.

8. HEALTH AND SAFETY REPORT

The report was taken as read.

The CFOO introduced the report. It was proposed to review reporting at either POCC or ARC meeting.

The Board noted the report and agreed that the ARC would discuss the health and safety report format at a future meeting.

HEI WHAKAMŌHIO NOA | ITEMS FOR NOTING

13. DRAFT STATEMENT OF PERFORMANCE EXPECTATIONS (SPE) 2020/21

The paper was taken as read.

The draft SPE was discussed.

The Board:

- a) Provided feedback on the draft SPE;**
- b) Noted further review will be completed by the Assurance and Risk Committee (ARC) at the 25 March meeting;**
- c) Agreed to delegate to ARC approval of the revised draft for release to the Ministry for Culture and Heritage;**
- d) Noted deadlines and Board/Ministerial approval processes.**

14. DRAFT BUDGET 2020/21

The paper and slide desk were taken as read.

The draft Budget was discussed.

The Board:

- a) **Reviewed and provided feedback on the accompanying slide deck; and**
- b) **Noted that the final 2020/21 budget, subject to Budget 20 decisions, will be presented to the Board for approval at the May meeting.**

The CFOO and Director S&P left the meeting at 10.33am.

The Director NMA and Acting Director A&I joined the meeting at 10.33am.

15. WANANGA SESSION ON RONGOMARAEROA

The Board attended a wananga session on Rongomaraeroa which was led by the CE, Kaihautū, Director NMA and Acting Director A&I.

The Board noted and discussed the information.

The meeting adjourned at 11.30am.

The meeting recommenced at 11.53am.

16. CO-LEADERSHIP

The CE and Kaihautū introduced their paper and played an excerpt from film *Getting to Our Place* (1999).

The Board discussed the paper.

The Director NMA and Acting Director A&I left the meeting at 12.36pm.

17. PROJECT MANAGEMENT SUMMARY

The paper was taken as read.

The Board noted the paper.

KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

The Director C&R, Head of Art, Curator Contemporary Art and Research Fellow entered the meeting at 12.54pm.

9. ACQUISITION AFFORDABILITY

The Director C&R introduced the Head of Art, Curator Contemporary Art and Research Fellow to the Board.

The paper was taken as read.

The Board noted the paper.

10. ACQUISITION PROPOSAL: COLLECTION OF NZ POSTAL HISTORY ITEMS, 1820-1866

The paper was taken as read.

The Board:

- a) noted the significance of the items and their value to Te Papa's collection;
- b) noted that Te Papa's History curatorial team and the Collection Development Committee support the proposed acquisition;
- c) approved an initial offer of [REDACTED] for the items with room to negotiate up to the asking price of [REDACTED].

11. ACQUISITION PROPOSAL: [REDACTED]

The paper was taken as read.

The Board:

- a) noted the significance of the work and its value to Te Papa's collection;
- b) noted that Te Papa's Art curatorial team and the CDC support the acquisition;
- c) noted that funding is available to cover this through the acquisition capital grant. Refer to the Acquisition Affordability Board paper;
- d) approved the acquisition for a negotiated price within the vendor's proposed range of [REDACTED] plus associated acquisition costs of [REDACTED]¹

¹ Associated acquisition costs based on invoices from the independent valuers, and an estimate of framing costs from the Te Papa framer.

12. ACQUISITION PROPOSAL: [REDACTED]

The paper was taken as read.

The Board:

- a) noted the significance of the work and its value to Te Papa's collection;
- b) noted that Te Papa's CDC support the acquisition;
- c) approved the acquisition [REDACTED]

The Director MCS, Director C&R and Head of Art joined the meeting at 10.53am.

HE KAUPAPA ANŌ | GENERAL BUSINESS

The Board discussion the Raranga Matahiko Programme.

There were no other items of general business.

The Board Meeting closed at 1.05pm.

APPROVED



Fran Wilde, Chair, Te Papa Board

2 April 2020

² Associated acquisition costs based on quotes.