

MEETING NO. 213
MINUTES OF A MEETING OF THE
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD
17 OCTOBER 2019

PRESENT	Hon. Dame Fran Wilde	Chair
	Ms. Caren Rangī	Assurance & Risk Committee (ARC) Chair
	Mr. James Daniels	
	Sir Rob Fenwick	(attended remotely)
	Prof. Sir Peter Gluckman	(attended remotely)
	Prof. Jacinta Ruru	(attended remotely)
IN ATTENDANCE	Mr. Geraint Martin	Chief Executive (CE)
	Dr. Arapata Hakiwai	Kaihautū
	Mr. Ian Crowe	Director Museum & Commercial Services (MCS)
	Ms. Leigh Deuchars	Director Strategy & Performance (S&P)
	Ms. Courtney Johnston	Director Audience & Insight (A&I)
	Dr. Dean Peterson	Director Collections and Research (C&R)
	Ms. Lindsay Jackson	Jackson Stone
	Mr. Russell Spratt	Jackson Stone
	Ms Sue Quirk	Head of People, Safety and Culture
	Mr. Peter Corley	Head of Finance Operations
	Mr. Grant Manson	Head of Finance Strategy
	Ms. Jamee Taylor	Board Secretary
APOLOGIES	Ms. Jackie Lloyd	

BOARD ONLY SESSION

The Board held an in-camera discussion from 9.05am.

Representatives of Jackson Stone and the Head of People, Safety and Culture entered the room at 9.05am.

Representatives of Jackson Stone and the Head of People, Safety and Culture left the room at 9.35am.

The CE, Kaihautū, Director S&P, Director C&R and Board Secretary joined the meeting at 10.08am.

KAUPAPA WHAKAHAERE | STANDING ITEMS

1. CONFLICTS OF INTEREST

The Board noted the interests register. New interests were noted and the details will be forwarded to the Board Secretary

Action: Board Secretary to update the register of interests.

2. DRAFT MINUTES OF BOARD 210 (13 JUNE 2019)

The Minutes of Meeting 212 (September 2019) were approved subject to two minor syntax changes.

The Board noted that approved minutes would be published on Te Papa's website, with redactions.

3. ACTION ITEMS AND MATTERS ARISING

Completed action items were noted and will be removed from the register.

It was noted that the next strategy session with the Board is on 10 December.

There were no other matters arising.

4. BOARD WORK PROGRAMME

The report and update were noted.

5. ASSURANCE AND RISK COMMITTEE (ARC) UPDATE

The ARC Chair provided an update from the Committee's meeting on 15 October.

Audit NZ advised the ARC that the audit went well. There were no major items to report and there were three minor recommendations: formerly documenting fraud risk assessment; travel approval processes for Board members; and stocktake processes.

The ARC approved:

- a. Expenditure Policy;
- b. Expenditure Guidelines;
- c. Travel Policy;
- d. Travel Guidelines.

The Director MCS provided an overview to the ARC of the contract between Te Papa and Ticketek for the Wonderland exhibition, [REDACTED]

The ARC recommended to the Board that the Annual Report be approved and for the Board Chair and the Chair of the ARC will sign the Statement of Responsibility and Letter of Representation.

The update from the ARC was noted.

6. CE REPORT

The paper was taken as read.

The CE introduced his report and advised that the Pulse Survey is open and response rates are strong. In addition to the comments on the Living Wage in the report, the CE informed the Board of a cross-sector bid for funding.

The CE informed the Board that there is a Waitangi Tribunal Claim in relation to balance of funding across Māori and Pākehā arts for which details are not yet known.

There was a brief discussion about the Tuia250 Programme at Te Papa and in Wellington.

The Board acknowledged the sustainability update in the Report and recommended liaising with Enviro-Mark to assist with building this further.

The report and update were noted.

7. KAIHAUTŪ REPORT

The Kaihautū acknowledged the passing of Joe Malcolm.

The report was taken as read.

The Kaihautū introduced his report and there was a brief discussion on: the planned bi-cultural survey for staff; repatriation; the Ngā Manu Atarau team.

The report and update were noted.

8. FINANCE REPORT

The report was taken as read

The CE introduced the paper noting that strong start to the year; Commercial is outperforming across a range of activities. The CE observed that costs are lower than budget, partly due to needing to confirm the success of the 2019 budget bid before setting in place some work programmes – expect spend to increase throughout the remainder of the year. In addition, it was observed that cash reserves are increasing, due again to the timing of the 2019 budget bid decision, capital and operational spend will increase throughout the year.

The CE informed that the Finance Team intend to reforecast before the end of the year.

The report was noted.

9. HEALTH AND SAFETY REPORT

The report was taken as read.

The CE highlighted the part of the report which discusses the key areas of focus.

The report was noted.

KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

10. ANNUAL REPORT

The paper was taken as read.

The Board acknowledged the work of the Senior Advisor Planning and Performance for their work on this year's report.

There was a brief discussion on the distribution of the Annual Report to stakeholders.

The Annual Report 2018/19 was approved; and the Board Chair and Chair of the ARC sign the Statement of Responsibility and Letter of Representation.

HEI WHAKAMŌHIO NOA | ITEMS FOR NOTING

The Board Chair proposed a different order for discussions for the items for noting. The minutes are in the order the items were discussed.

The Head of Finance Operations and Head of Finance Strategy joined the meeting at 10.47am.

14. BUDGET BID

The paper was taken as read.

There was a brief discussion about the budget process.

The paper was noted.

13. COLLECTION AND NON-COLLECTION STORAGE

The paper was taken as read.

The Director C&R introduced the paper and provided background for new Board members.

There was a discussion, points including: deaccession of items; Tory Street Facility; Te Papa's loan process; collection access and digitisation; national collection strategy.

The paper was noted.

Action: The Director C&R and Director S&P to begin broad strategic discussion on collections across New Zealand.

The Director C&R, Head of Finance Operations and Head of Finance Strategy left the meeting at 11.24am.

The Director MCS joined the meeting at 11.24am.

15. WELLINGTON CONVENTION CENTRE

The paper was taken as read.

The Director MCS introduced the paper and provided background for new Board members and updated the Board on recent changes.

Prof. Jacinta Ruru left the meeting at 11.30am.

[REDACTED]

The importance of a Letter of Intent was noted.

The Board thanked the Director of MCS for his continued work on this project.

It was noted that there would be a further update to the Board at the next meeting.

The report and update were noted.

11. PROJECT MANAGEMENT SUMMARY

The paper was taken as read.

There was a brief discussion about the goods lift.

The paper was noted.

12. STAKEHOLDER QUARTERLY UPDATE

The paper was taken as read.

It was noted that the next iteration of the Stakeholder Strategy would come back to the Board which would include more detail.

The paper was noted.

The Director S&P left the meeting at 11.55am.

The Director A&I joined the meeting at 11.55am.

16. PROGRAMME UPDATE

The paper was taken as read.

The Director A&I introduced the paper and its appendices and provided the Board with a summary of projects in the coming year which includes: planning for the summer blockbuster for next year; business planning; work with current and next iwi in residence; refresh of Rongomaraeroa; touring exhibitions; and audience research.

The paper was noted.

HE KAUPAPA ANŌ | GENERAL BUSINESS

There were no items of general business.

The Board meeting closed at 12.06pm.

APPROVED



Fran Wilde
Chair, Te Papa Board

29 November, 2019
