

Canterbury Museum Trust Board – Open Meeting

Canterbury Museum

9 December 2024 at 2:00 PM NZST to 5:00 PM NZST

85B Shands Road, Hornby, Christchurch

Agenda

1. Welcome

2. Karakia Timatanga

3. Apologies

3.1. Apologies received: Puamiria Parata-Goodall

3.2. RECOMMENDATION: That the apologies be received.

4. Conflicts of Interest and Updates of Members' Interests Register

4.1. Members' Interests Register

5. Confirmation of the Minutes of Previous Meeting held on 11 November 2024

5.1. Minutes of the meeting held 11 November 2024

5.2. RECOMMENDATION: That the minutes of the Canterbury Museum Trust Board meeting held 11 November 2024 be adopted as a true and correct record.

5.3. Matters arising

6. Health, Safety and Wellbeing for November 2024

6.1. Report on Health, Safety and Wellbeing for November 2024 by Cam Finlayson, Head of Operations, dated 1 December 2024

6.2. RECOMMENDATION: That the report on Health, Safety and Wellbeing for November 2024 be received.

7. Key Performance Indicators 2025 – 2026

7.1. Report on draft 2025/26 Key Performance Indicators, by Nigel Tecofsky, Financial Controller, dated 3 December 2024

7.2. RECOMMENDATION: That the report on the draft 2025 Key Performance indicators be received and feedback is provided on the draft 2025/26 KPI's.

8. Finance

8.1. Creditors Report for October 2024

8.2. RECOMMENDATION: That the Creditors report be received

8.3. Report on Financial Statements for the three months ended 30 September 2024

8.4. RECOMMENDATION: That the financial statements be received

8.5. Annual Plan Submissions and Adoption Timeline Report by Nigel Tecofsky, Financial Controller dated 1 December 2024

8.6. RECOMMENDATION: That the report be received, and the recommendation be adopted.

9. Mason Foundation

9.1. Report on External Trust Appointments by Nigel Tecofsky, Financial Controller dated 2 December 2024

9.2. RECOMMENDATION: That the report on External Trust Appointments be received and that an appointment be made to Robin S Allan Memorial Fund and the Mason Foundation.

10. Canterbury Museum IT Strategy

10.1. Report on Canterbury Museum IT Strategy Working Group Update

10.2. RECOMMENDATION: That the tabled draft unconfirmed minutes of 7 November 2024 be received.

11. Araiteuru Communications Journey

11.1. Presentation by Vicki Blyth, Communications and Marketing Manager and Charlie Gates, Senior Communications and Marketing Advisor on Araiteuru communications kaupapa.

12. Redevelopment Project

12.1. Unconfirmed draft minutes from the Project Redevelopment Group meeting held 27 November 2024

12.2. RECOMMENDATION: That the draft unconfirmed minutes from the Project Redevelopment Group meeting held 27 November 2024 be received.

13. Policies and Procedures

13.1. Report on Risk Management Policy by Cam Finlayson, Head of Operations, dated 30 October 2024

13.2. Risk Management Policy (tracked changes)

13.3. Risk Management Policy (clean copy)

13.4. RECOMMENDATION: That the report be received, and the Risk Management Policy be noted.

14. Employment Committee

14.1. Minutes of the meeting held 28 November 2024

14.2. RECOMMENDATION: that the unconfirmed draft minutes of the Employment Committee meeting held 28 November 2024 be received.

15. General Business

15.1. 2025 Board Meeting Dates

16. Into Committee

16.1. Motion to Exclude the Public

16.2. RECOMMENDATION: That the public be excluded from the following parts of the meeting [as per wording set out in Agenda Item 16.1]