

Notice of Meeting:

I hereby give notice that an ordinary meeting of the Toitū Otago Settlers Museum Board will be held on:

Date: Monday 8 November 2021
Time: 9.30 am
Venue: Burnside Boardroom, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin

Sandy Graham
Chief Executive Officer

Toitū Otago Settlers Museum Board
PUBLIC AGENDA

MEMBERSHIP

Chairperson	Phil Dowsett	
Members	Cr Rachel Elder	Cr Doug Hall
	Cr Carmen Houlahan	Susan Schweigman
	Peter Smith	
Senior Officer	Cam McCracken, Director - Dpag, Toitū, Lan Yuan and Olveston	
Governance Support Officer	Rebecca Murray	

Rebecca Murray
Governance Support Officer

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Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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1 APOLOGIES

At the close of the agenda no apologies had been received.

2 CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

DECLARATION OF INTEREST

EXECUTIVE SUMMARY

1. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected or independent representative and any private or other external interest they might have.
2. Elected or independent members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.

RECOMMENDATIONS

That the Board:

- a) **Notes/Amends** if necessary the Elected or Independent Members' Interest Register attached as Attachment A; and
- b) **Confirms/Amends** the proposed management plan for Elected or Independent Members' Interests.

Attachments

	Title	Page
↓A	Toitū Otago Settlers Museum Board Register of Interest	7

Toitū Otago Settlers Museum Board - Register of Interest - current as at November 2021				
Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Phil Dowsett	Owner	Residential Property Ownership - Dunedin	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Rachel Elder	Owner	Residential Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Greater South Dunedin Action Group	Decisions may be considered on the future of South Dunedin.	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Host Parent	Otago Girls High School	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Advisor/Support Capacity	Kaffelogic	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Trails Networks Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Southern Urban Dunedin Community Response Group	Decisions about emergency response recovery may be conflicted	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Keep Dunedin Beautiful (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Okia Reserve Management Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chairperson	Disability Issues Advisory Group	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Doug Hall	Director/Owner	Hall Brothers Transport Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Dunedin Crane Hire	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Wood Recyclers Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Dunedin Concrete Crushing Ltd	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.
	Director/Owner	Anzide Properties Ltd - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	The Woodshed 2014 Limited	May contract and provide service to DCC	Withdraw from discussion and leave the table. If in confidential leave the room. Seek prior approval from Office of the Auditor General when required.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Doug Hall Cont.	Owner	Property Ownership - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Farmlands	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Ravensdown Fertiliser	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	PGG Wrightson	Currently no likely conflict	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Silver Fern Farms	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director/Shareholder	Valley View Development Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Geekfix Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Director	Milburn Processing Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Donor of the use of a building free of charge to the group	Fire Brigade Restoration Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Appellant	2GP	Appellant to the 2GP	Withdraw from discussion and leave the table. If the meeting is in confidential, leave the room. Seek advice prior to the meeting.
	Financial Donor	Dunedin North Community Patrol	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Donor of the use of a building free of charge to the group	North Dunedin Blokes Shed	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Partner	Highland Helicopters	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Supplier	Southweight Truck and Weights for testing Weighbridges Otago & Southland	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Craigieburn Reserve Committee (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Dunedin Chinese Garden Advisory Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Toitū Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Carmen Houlahan	Owner	Residential Property - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Rental Property - North Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Part Owner	Adobe Group Ltd, Wanaka	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Carmen Houlahan Cont.	Member	Dunedin Rotary Club	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Institute of Directors	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Property Investors Association	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Company Owner/Sole Director	Shelf Company - RU There	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Public Art Gallery Acquisitions Committee (Council appointment)	Possible grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Member	Dunedin Public Art Gallery Society (Council appointment)	Possible grants recipient	Withdraw from discussion and leave the table. If in confidential leave the room. Seek advice prior to the meeting.
	Shareholder	Startup Business	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Mosgiel-Taieri Community Board (Council appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Susan Schweigman	Volunteer	Dunedin i-Site	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Tapestry Trust of New Zealand	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Peter Smith	Volunteer	Green Hut Track Group	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee and Secretary	Dunedin East Rotary Charitable Trust	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Rotary Club of Dunedin North Harbour	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Secretary	Civil Service Harriers	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member-Chairperson	Otago Settlers Association	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property Owner Dunedin and Naseby	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

CONFIRMATION OF MINUTES


TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 27 SEPTEMBER 2021

RECOMMENDATIONS

That the Board:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 27 September 2021 as a correct record.

Attachments

	Title	Page
A 	Minutes of Toitū Otago Settlers Museum Board meeting held on 27 September 2021	12

Toitū Otago Settlers Museum Board

MINUTES

Minutes of an ordinary meeting of the Toitū Otago Settlers Museum Board held in the Auditorium, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin on Monday 27 September 2021, commencing at 9.30 am

PRESENT

Chairperson Phil Dowsett

Members Cr Rachel Elder Cr Doug Hall
Cr Carmen Houlahan Peter Smith

IN ATTENDANCE Cam McCracken (Director – DPAG, Toitū, Lan Yuan and Olveston)

Governance Support Officer Rebecca Murray

1 APOLOGIES

An apology was received from Cr Rachel Elder.

Moved (Phil Dowsett/Peter Smith):

That the Board:

Accepts the apology from Cr Rachel Elder.

Motion Carried

2 CONFIRMATION OF AGENDA

Moved (Phil Dowsett/Cr Doug Hall):

That the Board:

Confirms the agenda without addition or alteration.

Motion Carried

3 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

Moved (Phil Dowsett/Cr Doug Hall):

That the Board:

- a) **Notes** the Elected or Independent Members' Interest Register; and
- b) **Confirms** the proposed management plan for Elected or Independent Members' Interests.

Motion Carried

4 CONFIRMATION OF MINUTES

4.1 TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 21 JUNE 2021

Moved (Phil Dowsett/Peter Smith):

That the Board:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 21 June 2021 as a correct record.

Motion Carried

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM AND LAN YUAN DUNEDIN CHINESE GARDEN ACTIVITY REPORT

The report covered the activities of Toitū Otago Settlers Museum (TOSM) and Lan Yuan Dunedin Chinese Garden (Lan Yuan DCG) from 1 April 2021 to 30 June 2021.

The Director - Dpag, Toitū, Lan Yuan and Olveston (Cam McCracken) spoke to the report and responded to members' questions.

Moved (Phil Dowsett/Cr Doug Hall):

That the Board:

Notes the Toitū Otago Settlers Museum and Lan Yuan Dunedin Chinese Garden Activity Report for the period 1 April 2021 to 30 June 2021.

Motion Carried

The meeting concluded at 9.49 am.

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CHAIRPERSON

REPORTS

TOITŪ OTAGO SETTLERS MUSEUM AND LAN YUAN DUNEDIN CHINESE GARDEN ACTIVITY REPORT

Department: Dunedin Public Art Gallery

EXECUTIVE SUMMARY

- 1 This report covers activities of Toitū Otago Settlers Museum (TOSM) and Lan Yuan Dunedin Chinese Garden (Lan Yuan DCG) from 1 July 2021 to 30 September 2021.

RECOMMENDATIONS

That the Board:

Notes the Toitū Otago Settlers Museum and Lan Yuan Dunedin Chinese Garden Activity Report for the period 1 July 2021 to 30 September 2021.

BACKGROUND

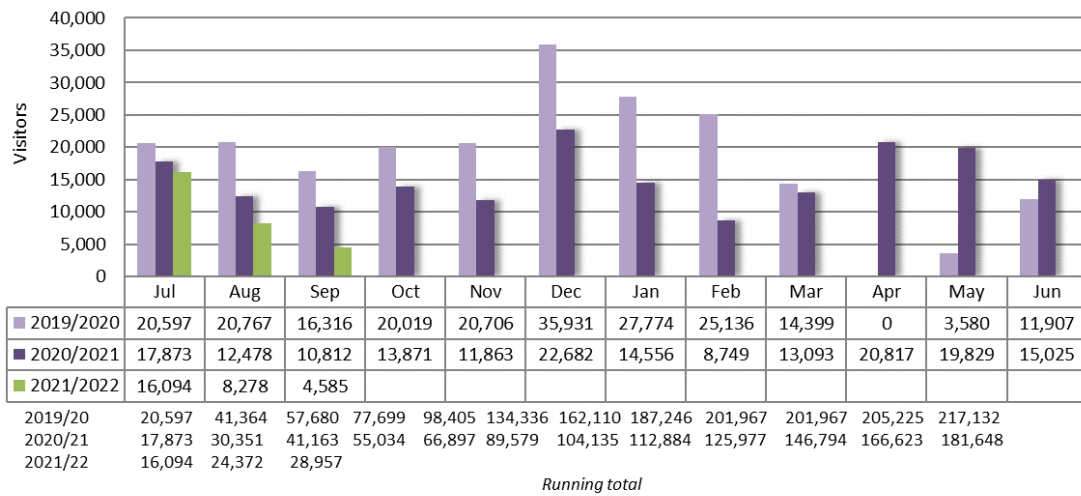
- 2 This report is prepared for the TOSM Board Meeting and details the latest activities and KPI performance at TOSM and Lan Yuan DCG.

DISCUSSION

Visitors

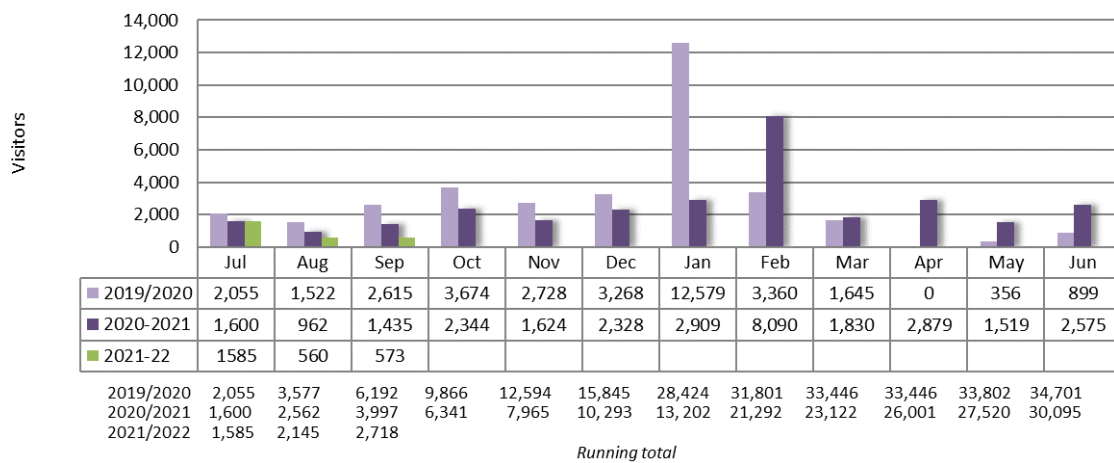
- 3 TOSM visitation is down 29.6% on the corresponding period last year. This is due to the impact of COVID-19 restrictions in Dunedin, as well as extended restrictions in the North Island which have affected inbound domestic tourism. Public programmes have not taken place at Alert Level 2 which has also had a negative impact on visitation.

TOSM Visitor Numbers



- 4 Visitor numbers at Lan Yuan DCG were down 32% compared with the same period last year. As with TOSM, this is due to COVID-19 closures and travel restrictions.

Lan Yuan Visitor Numbers



Visitor Experience

Exhibitions

Wāhine

- 5 The exhibition *Wāhine* was installed in the Toitū Bullnose Gallery at the end of September. *Wāhine* is a multi-media exhibition that amplifies Māori women’s voices through personalised sound stories and portrait photography. A new portrait is added for each venue and we have worked with whānau from Kāti Huirapa Rūnaka ki Puketeraki to welcome a new portrait as well as a small opening ceremony for the exhibition.

Gallery Refreshes

- 6 Material Culture: This project is ongoing with an expected delivery date now of March 2022, following ongoing delays in preparation due to the COVID-19 lockdown. A display of wedding attire from the TOSM extensive collection is being planned.
- 7 Our Voices People Posts: These interactive film conversations feature various members of the Dunedin community and are interwoven through the permanent galleries and will be revamped over the next 12 months.
- 8 NZR Garage Transport and Technology displays: Work is underway to update and refresh this gallery in 2022.

Learning Experiences Outside the Classroom (LEOTC)

- 9 Over the school holidays Level 2 guidelines for visits were developed which enabled full classes to visit under strict rules. These included social distancing from museum staff and the general public, all students and adult supervisors wearing masks and cleaning of education spaces between groups.
- 10 Five hundred and twenty four students participated in LEOTC programmes at TOSM and Lan Yuan DCG supported by 159 adults. This period included the mid-year school holidays and the August COVID-19 lockdown. Once Level 2 was reached schools were permitted to bring small groups of 10 students however all booked groups opted to wait until term 3 in the hope that we would be in Level 1.
- 11 The Education team has sent programme information to Dunedin schools principals as well as an invitation to teaching staff to contact the Museum to discuss their local curriculum and New Zealand Histories curriculum development.

Public Programmes

- 12 As part of the citywide Matariki celebrations, the Visitor Programmes team delivered several child-friendly activities in the July school holidays. These included encouraging children to explore the museum through a Matariki-themed gallery trail, an opportunity to weave a paper star and create their own pepeha, or personal introduction.
- 13 Local master weaver, Amber Bridgeman, delivered several workshops for beginner and intermediate weavers during July and August.
- 14 This reporting period also included the national Level 3 and 4 COVID-19 lockdown period meaning Visitor Programmes had to be cancelled. Prior to lockdown, TOSM hosted Footnote Dance Company's *Dance, Danced, Dancing* which 120 people attended over two nights and 30 at the free open rehearsal during the day.
- 15 Regular offerings such as the weekly Wednesday tapestry demonstrations and the monthly Tuesday club talks also took place, Victor Billot presented to Tuesday Club in July and Professor Tony Binns in August.

- 16 The July *People and Places* series highlighted the research work of Professor Hugh Campbell in Sierra Leone.

Collections and Exhibitions

- 17 Hazardous substances in collections: This project continues with a store audit, paused during COVID-19 lockdowns.
- 18 Firearms collections: Due to legislation changes the collections team are in the process of upgrading their licencing status and are now working on changes to storage of the collections to meet new requirements.
- 19 Interactive displays: Across the Ocean Waves and the New Edinburgh Cottage have received a deep clean and update during the Level 2 lockdown. These displays are accessible to visitors at Level 2 but the full interactive experience will only return at Level 1.

Archive Statistics

- 20 The Archivist processed 140 written archive-related public enquiries as well as 11 physical/telephone enquiries. The Research Centre will remain closed to physical visits until Level 1, as part of a project to update and refresh the space to make it more functional to both researchers and for the delivery of community programmes at the Museum. In the meantime, archive enquiries may still be made by telephone and email.

Commercial Activity

- 21 Commercial activity has been slower this quarter than in previous years, reflecting the drop in visitation over this time. TOSM is preparing for a busier pre-Christmas period in the retail operation and have good stock levels across all product ranges. The popular annual Christmas evening shopping event will be held in December.
- 22 The offering at the Museum online shop has been improved and will launch a promotional marketing campaign in November.
- 23 Lan Yuan DCG has also been quieter during the winter months. Shop sales have been slower than usual, and food and beverages are unable to be served due to COVID-19 restrictions. The team will be looking at ways to increase visitation and safe ways to serve food and beverages as the weather gets warmer.
- 24 Staff have been working with a contract tour company to provide paid, guided tours through TOSM and Lan Yuan DCG. These tours will be launched in time for summer with a selection of tours for visitors to choose from.

Lan Yuan DCG

25 Lan Yuan DCG traditionally celebrates the Moon Festival in September each year. In 2021, the physical event could not take place and was hosted online. Performances by the Dunedin Tai Chi Club, Dunedin Senior Citizens Chinese Association and the Dunedin Chinese Cultural Arts Association, arts and crafts, storytelling, a puppet show were all filmed and available on the Lan Yuan website. Chinese Consul General, Mr Wang Zijian and Dunedin Mayor Aaron Hawkins also contributed messages of welcome.

OPTIONS

26 There are no options as this report is for information only.

NEXT STEPS

27 There are no next steps as this report is for information only.

Signatories

Author:	Chris Snow - Operations Manager
Authoriser:	Cam McCracken - Director DPAG, Toitū, Lan Yuan and Olveston Simon Pickford - General Manager Community Services

Attachments

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision promotes the cultural well-being of communities in the present and for the future.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arts and Culture Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other strategic projects/policies/plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The activities in this report support the Arts and Culture, Economic Development and Social Wellbeing Strategies.

Māori Impact Statement

There are no known impacts for Māori. The Museum consults with and works with the Ngāi Tahu Advisory Group.

Sustainability

No implications although the principles of sustainability underpins all the activity of TOSM and Lan Yuan DCG.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

This report is for noting purposes only.

Financial considerations

This report is for noting purposes only.

Significance

In terms of the Council's Significance and Engagement Policy, the matters in this report are deemed to be of low significance.

Engagement – external

This report is for noting purposes only.

Engagement - internal

This report is for noting purposes only.

Risks: Legal / Health and Safety etc.

There are no legal or health and safety risks related to matters in this report.

Conflict of Interest

There are no known conflicts of interest.

Community Boards

There are no known specific implications for Community Boards.

MEETING SCHEDULE

Department: Civic

EXECUTIVE SUMMARY

- 1 A schedule of meetings for 2022 is attached for your consideration. As this is an administrative report, no summary of considerations is required.

RECOMMENDATIONS

That the Board:

Approves the meeting schedule for 2022.

Signatories

Author:	Rebecca Murray - Governance Support Officer
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Attachments

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	Toitū Otago Settlers Museum Board Meeting Schedule for 2022	21

TOITŪ OTAGO SETTLERS MUSEUM BOARD

MEETING SCHEDULE 2022

Monday, 21 February 2022

Monday, 11 April 2022

Monday, 16 May 2022

Monday, 11 July 2022

Meetings will commence at 9.30 am unless otherwise advised and will be held at Toitū Otago Settlers Museum.