

Toitū Otago Settlers Museum Board MINUTES

Minutes of an ordinary meeting of the Toitū Otago Settlers Museum Board held in the Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin on Wednesday 14 February 2024, commencing at 9:34am.

PRESENT

Chairperson	Mr Phil Dowsett	
Members	Cr Bill Acklin	Cr Kevin Gilbert
	Mr Peter Smith	

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

Governance Support Officer Lauren Riddle

1 APOLOGIES

Moved (Mr Phil Dowsett/Cr Bill Acklin):

That the Board:

Accepts the apology for absence from Cr Lucas.

Motion carried (TOSM/2024/001)

Board member Susan Schweigman was noted as absent from the meeting.

2 CONFIRMATION OF AGENDA

Moved (Mr Phil Dowsett/Cr Kevin Gilbert):

That the Board:

Confirms the agenda without addition or alteration.

Motion carried (TOSM/2024/002)

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.

No updates were provided.

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Board:

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

Motion carried (TOSM/2024/003)

4 CONFIRMATION OF MINUTES

4.1 TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 22 NOVEMBER 2023

Moved (Mr Phil Dowsett/Cr Kevin Gilbert):

That the Board:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 22 November 2023 as a correct record.

Motion carried (TOSM/2024/004)

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

The report summarised activities of the Toitū Otago Settlers Museum (Toitū) from 1 October to 31 December 2023. The Toitū Director, Cam McCracken spoke to the report and responded to questions.

Visitation

Discussion was held about recent high visitation numbers, especially in December 2023, when 49,771 people visited Toitū. The increase in visitation was due to a number of factors, including the regular 'Christmas at Toitū' school holiday activities, music performances, the Pixie Town display and Santa photography. Additionally Toitū was used as the drop off and pick up point on days the Octagon was unavailable to shuttle buses transporting visitors from cruise ships.

Commercial Activity

The Toitū Director advised that operational efficiencies have led to increased sales volumes and profitability at the retail outlets at Toitū, the Art Gallery and Lan Yuan.

Collections

Work continues on collections policy and processes and updated documentation will be shared with the Board at the next meeting.

Moved (Mr Phil Dowsett/Cr Bill Acklin):

That the Board:

Notes the Toitū Otago Settlers Museum Activity Report for the period 1 October to 31 December 2023.

Motion carried (TOSM/2024/005)

6 CHANGE OF MEETING DATE (JUNE 2024)

The Board considered the request to change the scheduled meeting date from 5 June, to 12 June 2024. This requested change ensures a meeting quorum, as Council appointed members of the Board are unavailable due to 10 Year Plan 2024-2034 commitments from 4 to 7 June 2024.

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Board:

Accepts the change in meeting date from Wednesday 5 June to Wednesday 12 June 2024, commencing at 9:30am.

Motion carried (TOSM/2024/006)

The meeting concluded at 10:10am.

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CHAIRPERSON