

Notice of Meeting:

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

Date: Wednesday 14 August 2024
Time: 9:30am
Venue: Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin

Sandy Graham
Chief Executive Officer

**Toitū Otago Settlers Museum Board
PUBLIC AGENDA**

MEMBERSHIP

Chairperson	Mr Phil Dowsett	
Deputy Chairperson		
Members	Cr Bill Acklin	Cr Kevin Gilbert
	Cr Cherry Lucas	Mrs Susan Schweigman
	Mr Peter Smith	
Senior Officer	Cam McCracken, Director - Dpag, Toitū, Lan Yuan and Olveston	
Governance Support Officer	Lauren Riddle	

Lauren Riddle
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 Committee:

- 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	Register of Interest as at August 2024	6

Toitū Otago Settlers Museum Board - Register of Interest - current as at August 2024				
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 Bill Acklin	Shareholder/Director	Dunedin Brokers Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	APRA - AMCOS	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Entertainer	Various functions	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Strath Taieri Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Casual Employee	Insulmax	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	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 Kevin Gilbert	Owner	Gipfel Limted - Bakery	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Schlubert Trust - Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Schlup Family Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	BNI	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Business South	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Air New Zealand	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Kevin Gilbert and Esther Gilbert Partnership - Residential Rental Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Biddies Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Advisors	Ronald McDonald House Supper Club Committee	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Fair Trading Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member (alternate)	Otago Regional Transport 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.
	Member	Keep Dunedin Beautiful (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Settlers Association (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Saddle Hill Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Chair	Food Equity and Education Dunedin (FEED) Charitable Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	National Industry Advisors Group Food and Beverage (Workforce Development Council)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Connecting Dunedin (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Cherry Lucas	Trustee	Otago Farmers Market	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
	Member	Otago A & P Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Henderson Lucas Family Trust - Residential Dunedin Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Cherry Lucas Cont.	Member	NZ Institute of Chartered Accountants	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Museum Trust Board (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.
	Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member (alternate)	Grow Dunedin Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Taieri Airport Trust (Council Appointment)	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.
	Member	Rotary Club of Dunedin 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.
	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	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 - 9 JULY 2024

RECOMMENDATIONS

That the Committee:

- a) **Confirms** the public part of the minutes of the Toitū Otago Settlers Museum Board meeting held on 09 July 2024 as a correct record.

Attachments

	Title	Page
A↓	Minutes of Toitū Otago Settlers Museum Board meeting held on 9 July 2024	9

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 Tuesday 09 July 2024, commencing at 9.32 am.

PRESENT

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

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

Governance Support Officer Lauren Riddle

Mr Dowsett welcomed attendees to the meeting and acknowledged the recent passing of Susan Schweigman's husband, Peter. The Board offered their condolences.

1 APOLOGIES

Moved (Mr Phil Dowsett/Cr Bill Acklin):

That the Committee:

Accepts the apology from Susan Schweigman.

Motion carried

2 CONFIRMATION OF AGENDA

Moved (Mr Phil Dowsett/Cr Bill Acklin):

That the Committee:

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.

There were no updates provided.

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Committee:

- 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 - 14 FEBRUARY 2024

Moved (Mr Phil Dowsett/Cr Kevin Gilbert):

That the Committee:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 14 February 2024 as a correct record.

Motion carried (TOSM/2024/007)

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

The Arts and Culture Department report summarised the activities of Toitū Otago Settlers Museum (Toitū) from 1 January to 31 March 2024.

Cam McCracken (Director DPAG, Toitū and Olveston) spoke to the report and responded to questions. He outlined plans for future exhibitions, progress on the proposed Theatrette, and acknowledged the above target visitation numbers for the 2023-2024 year.

Moved (Mr Phil Dowsett/Cr Cherry Lucas):

That the Committee:

Notes the Toitū Otago Settlers Museum Activity Report for the period 1 January to 31 March 2024.

Motion carried (TOSM/2024/008)

The meeting concluded at 9:59 am.

.....
CHAIRPERSON

REPORTS

TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

Department: Arts and Culture

EXECUTIVE SUMMARY

- 1 This report covers activities of Toitū Otago Settlers Museum (Toitū) from 1 April to 30 June 2024.

RECOMMENDATIONS

That the Committee:

- a) **Notes** the Toitū Otago Settlers Museum Activity Report for the period 1 April to 30 June 2024.

BACKGROUND

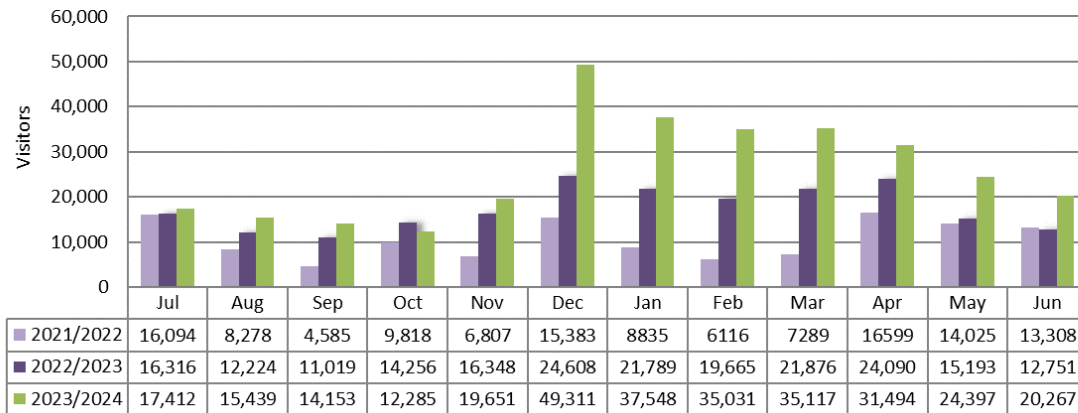
- 2 This report is prepared for the Toitū Otago Settlers Museum Board meeting and details the latest activities and KPI performance at Toitū.

DISCUSSION

Visitation

- 3 Toitū recorded 76,158 visitors in this quarter, representing a 38% increase compared with the same period in FY 22/23.
- 4 Total visitation for FY 22/23 was 312,105, just over 100,000 more visitors than recorded last year.
- 5 We attribute this spectacular growth to the new and refreshed exhibition spaces, a more dynamic cruise ship market, an increase in international and domestic tourism numbers and an expanded range of public and education programmes that have been popular with audiences.

Toitū Otago Settlers Museum Visitor Numbers



2021/22	16,094	24,372	28,957	38,775	45,582	60,965	69,800	75,916	83,205	99,804	113,829	127,137
2022/23	16,316	28,540	39,559	53,815	70,163	94,771	116,560	136,225	158,101	182,191	197,384	210,135
2023/24	17,412	32,851	47,004	59,289	78,940	128,251	165,799	200,830	235,947	267,441	291,838	312,105
						<i>Running total</i>						

COLLECTIONS AND EXHIBITIONS

Exhibitions

- 6 *Maintenance of permanent exhibits:* The Exhibitions team continuously maintain the quality of the permanent exhibits at Toitū. This programme of work includes cleaning, minor repair work and technology upgrades. The team is currently upgrading all of the digital label rail screens with new hardware as well as an updated visual look. The team has experienced several significant damage incidents to interactive transport displays over the last few months – all of which have been rectified.
- 7 *Permanent exhibition updates:* Call to Arms and Roll of Honour - this project is part of our scheduled object rotations and upgrades for permanent exhibitions. New objects will be on display and the Roll of Honour updated from manual books to digital touchscreen access with enhanced information including portraits and short biographies for every soldier on the Roll. The team is on track to deliver this in time for Armistice Day in November 2024.
- 8 *Short temporary displays:* Scots Colours – Scots Colours – the annual display of the Scots Colours in the Call to Arms exhibition took place to coincide with ANZAC Day 2024. The Beatles - the team delivered a small display in the Research Centre in response to the 60th anniversary of the Beatles Tour to Dunedin. The display will run until September and includes objects drawn from the Toitū collection and the private collection of John Broughton.
- 9 *Vespa Club:* The team also updated the temporary case in the transport and technology gallery with a display about the iconic Vespa Club of Otago, also celebrating its 60th anniversary. This display will run until February 2025.

Digital Outputs and Public Talks

- 10 *One Talking Pictures* episode (56) created by curator Peter Read on “Ships” in the Toitū pictorial collection was released to the Toitū [YouTube channel](#).

- 11 One *Cool and Collected* article by curator Peter Read submitted in April and published in the ODT on 25 July "[The Benno Factor](#)" about the conductor Benno Scherek and his baton, held in the Toitū collection.
- 12 Eight public talks were delivered:
 - Peter Read, Curator: As part of a panel presenting on the Hallenstein collaborative exhibition and tour project of 2023, to the Visions Seminar Series at the Dunedin Public Library on 29 May.
 - Peter Read and Fiona McLaughlan, Conservator: Hallenstein collection – automata , to the Tuesday Club on 11 June.
 - Seán Brosnahan, Curator: Talk to Ayson family reunion and showing of objects 29 April, Talks on the Big Day: 160 years of Otago Weddings, delivered to the Cromwell Historical Society, and as part of the ICOM Museum Day celebrations on 18 May, Talk on the Gold Rushes to Rotary Club on 23 May, Talk on Lebanese Migration as part of the Toitū Migration to Otago monthly talk series on 24 May, Presentation to Australian TV Series "Who Do You Think You Are" at Clyde on 25 and 26 May.

Collections

Acquisitions

- 13 A total of 186 items have been added to the collection this reporting period, including a rug made of Marmot cheek offcuts and a leather-bound bible written in te reo and gifted in 1867 to Ihiaia Potiki, from Maranuku, the kaika near Kaka Point.

Collections Projects

- 14 *Asbestos Testing and Collection Access:* The costume and textile store has been fully remediated and can now be accessed by staff.
- 15 *Firearms Collection Audit and Relocation:* The Exhibitions and Collections Manager has been granted a firearms dealer licence with the required endorsements for the Toitū collection. The firearms collection will be rehoused within new safes installed into the collection store on level one.
- 16 *Records management, Registry and Curatorial Workroom:* The team completed a clean-up, reorganisation of back of house and registry and also collection documentation records.
- 17 *Collection Development:* The Collections team continues to work on updating our collection recording and database processes including the creation of a collecting development plan to guide our collecting into the future.
- 18 *Costume and Textile storage upgrade:* With full access now available to the costume and textile store, work has recommenced on this project. We are currently installing new collection storage furniture which will allow for more efficient use of space and better access. This project has received external funding from the Lotteries Grants Board.

Conservation Projects

- 19 *Integrated Pest Management:* The team has continued with a project to improve pest management. This includes a review and update of practices and protocols and addresses growing concerns around costume moth infestations.

Archives

- 20 Collections and Exhibitions staff processed 59 public research and document enquiries. This included 28 photograph orders received through the Research Centre.

AUDIENCE DEVELOPMENT

Enriching Local Curriculum (ELC) – Education

- 21 Many schools groups have visited Toitū this reporting period to participate in a programme tailored to their specific learning needs. We also offer an increasingly popular outreach programme for schools.

Visitor Programmes

- 22 A snapshot of some of the wide variety of self-guided gallery trails, public talks, workshops, demonstrations and performances during this reporting period are as follows:
- 23 The regular *Tuesday Club Talks* in association with the Otago Settlers Association have included presentations about the Dunedin Amenities Society, and the Hallenstein Legacy, a collaborative exhibition celebrating 160 years of Hallensteins in Otago.
- 24 As part of the museum's regular *Migration to Otago* series, there were presentations about Lebanese as well as Jewish migration to Otago.
- 25 Toitū opens at 7.00am each ANZAC Day after the dawn service at the Cenotaph, serving visitors warm refreshments and an opportunity to visit the *Call to Arms* Military history displays and roll of honour. This year, approximately 600 people visited on ANZAC day morning.
- 26 Toitū participated in International Museum Day 2024, with offerings including a photobooth and *The Big Day* themed craft stations set up in the Josephine Foyer, a guided tour of the exhibition and an illustrated talk titled *Preparing for The Big Day* presented by Toitū's Registrar, who gave a behind the scenes look at the development, conservation and installation of this display.
- 27 Other notable programmes this period have included a Laser Hawk gaming competition in the Transport and Technology Gallery, our annual Wild Music event with Suzy Cato as part of Wild Dunedin New Zealand Festival of Nature, Discover your Sea Lions – a family-friendly event led by DOC and the NZ Sea Lion Trust, A Wild Journey Across the Ocean Waves – an interactive theatrical experience located in the Across the Ocean Waves gallery, Secrets of the Past – a panel discussion with university lecturers about the natural history of Otago.
- 28 For Puaka Matariki, the team developed a self-guided trail encouraging visitors to explore Toitū, Dunedin Public Art Gallery, and Dunedin Public Libraries to learn about the Matariki cluster.
- 29 Regular community demonstrations and 'have a go' style offerings in the Josephine Foyer by local community groups continue to be welcomed by the community and included the Dunedin

Spinners and Weavers Guild, the Otago Embroiders' Guild, weekly Sunday afternoon dancing, and Toddler Time.

COMMERCIAL ACTIVITY

30 The Toitū gift shop had its most successful trading year in 2022-23. The introduction of several new product lines including new Toitū-produced merchandise have contributed to this result.

OPTIONS

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

NEXT STEPS

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

Signatories

Author:	Cam McCracken - Director DPAG, Toitū, Lan Yuan and Olveston
Authoriser:	Jeanette Wikaira - General Manager Arts, Culture and Recreation

Attachments

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision enables democratic local decision making and action by, and on behalf of communities.
This decision promotes the social well-being of communities in the present and for the future.
This decision promotes the economic well-being of communities in the present and for the future.
This decision promotes the environmental well-being of communities in the present and for the future.
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 type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Arts and Culture Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Future Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Other strategic projects/policies/plans	✓	<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

The Museum consults with and works with the Ngāi Tahu Advisory Group as well as Rūnaka on a regular basis.

Sustainability

The principles of sustainability underpin all the activity of Toitū and Lan Yuan.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

This report is for noting purposes only.

Financial considerations

This report is for noting purposes only.

Significance

This decision is considered low in terms of the Council’s Significance and Engagement Policy.

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.

SUMMARY OF CONSIDERATIONS

Conflict of Interest

There are no known conflicts of interest.

Community Boards

There are no known implications for Community Boards.