

Notice of Meeting:

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

Date: Tuesday 19 November 2024
Time: 9:00 a.m.
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	Mr Peter Smith
	Moira Styles	
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 Interests - November 2024	6

Toitū Otago Settlers Museum Board - Register of Interest - current as at November 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.
Cr Kevin Gilbert	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.
	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.
	Deputy Chair	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.
	Member	Te Poāri a Pukekura Partnership (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.
Moira Shanks				
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 - 14 AUGUST 2024

RECOMMENDATIONS

That the Committee:

- a) **Confirms** the public part of the minutes of the Toitū Otago Settlers Museum Board meeting held on 14 August 2024 as a correct record.

Attachments

	Title	Page
A↓	Minutes of Toitū Otago Settlers Museum Board meeting held on 14 August 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 Wednesday 14 August 2024, commencing at 9:32am.

PRESENT

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

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

Governance Support Officer Lauren Riddle

1 APOLOGIES

Moved (Mr Phil Dowsett/Cr Kevin Gilbert):

That the Committee:

Accept the apologies from Peter Smith and 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.

No updates were provided.

Moved (Mr Phil Dowsett/Cr Cherry Lucas):

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 (TOSM/2024/009)

4 CONFIRMATION OF MINUTES

4.1 TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 9 JULY 2024

Moved (Mr Phil Dowsett/Cr Kevin Gilbert):

That the Committee:

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

Motion carried (TOSM/2024/010)

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

The Arts and Culture Department report summarised the activities (including visitation, exhibitions, collections acquisitions and projects, visitor programmes and commercial activities) of the Toitū Otago Settlers Museum (Toitū) from 1 April to 30 June 2024.

Cam McCracken (Director DPAG, Toitū, Lan Yuan and Olveston) spoke to the report and responded to questions.

Mr McCracken outlined the timeline for the construction of and development of the audio content for the new Theatre, which is expected to be operational for the Christmas 2025 period.

Moved (Mr Phil Dowsett/Cr Kevin Gilbert):

That the Committee:

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

Motion carried (TOSM/2024/011)

The meeting concluded at 10:05 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 July to 30 September 2024.

RECOMMENDATIONS

That the Committee:

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

BACKGROUND

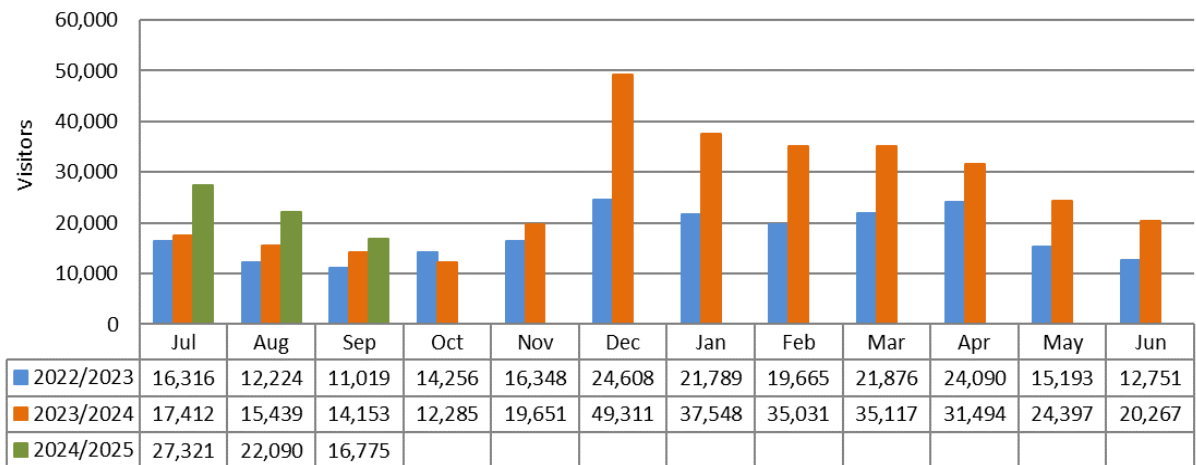
- 2 This report is prepared for the Toitū Otago Settlers Museum Board meeting and details the latest activities and KPI performance at Toitū.

DISCUSSION

Visitation

- 3 Toitū recorded 66,186 visitors in this quarter, representing a 34% increase compared with the same period in FY 23/24.

Toitū Otago Settlers Museum Visitor Numbers



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
2024/25	27,321	49,411	66,186									

Running total

COLLECTIONS AND EXHIBITIONS

Exhibitions

Maintenance of permanent exhibits

- The Exhibitions team continuously maintain the quality of the permanent exhibits at Toitū. This program of work includes cleaning, minor repairs, and technology upgrades. Recently, the focus has been on upgrading various transportation interactives, such as replacing the rubber treads on the steps of the Tiger Tea bus, refurbishing the upholstery in the Roslyn Tram, and updating the barrier in the Police Car.

Permanent exhibition updates

- The team is currently installing new objects and digital screens in the Call to Arms and Roll of Honour display which will be completed by Armistice Day in November 2024.

Short temporary displays

- Dunedin's B (for Beatle) Day* celebrated the 60th anniversary of the Beatles' two concerts in Dunedin with a display of memorabilia in the Research Centre from June to September. The exhibit featured items generously lent by a community member, along with a shortened version of Inside New Zealand's 1994 documentary on the Beatles' 1964 New Zealand Tour. Visitors responded warmly to the nostalgic display, and the accompanying "dress up as a Beatle" photo activity was also enthusiastically received.
- Making Waves: A century of round-the-world radio contact* was updated with new objects and stories to mark the centenary of the first round the world radio contact between radio operators in Otago and England.

New displays

- 8 A new exhibition featuring haute couture fashion from the 1970s and 1980s drawn from the collection of visionary Naseby farmer, Eden Hore, is currently in development and due to open in April 2025.

Foyer Feedback Post

- 9 A new feedback post has been installed the Toitū foyer for visitors to share thoughts about their visit. Some sample comments so far include:

- “Wonderful museum, so glad we visited”;
- “I love how much interaction there is. Makes you feel like you’re actually in that moment and lets us understand the past better”;
- “A wonderful resource for Dunedin”.

Digital Outputs and Public Talks

- 10 Peter Read has put together another three *Talking Pictures* with a focus on artworks from the Toitū pictorial collection. These latest episodes are available on the Toitū YouTube channel and feature profiles of artist and photographer Robert Harrison, portraitists and muralists Reuben and Herbert Cole, and the work of amateur landscape painter John Crawford.

- 11 One ODT *Cool and Collected* article by curator Sean Brosnahan was published on 27 July 2024 entitled “A treasure is a treasure for a’ that” about the Craigdarroch snuff mull in the collection. [A treasure is a treasure for a’ that | Otago Daily Times Online News](#)

- 12 13 additional Journey to New Edinburgh (JTNE) 100s short stories were added to the Toitū YouTube channel. These continue to be tremendously popular with descendant families. The team is very pleased and excited to hear that Toitū is a finalist in the NZ Web Festival 2024 for these stories.

- 13 Eight public talks were delivered:

Peter Read, Curator:

- Talk to East Otago High School social studies groups on crime and punishment.

Sean Brosnahan, Curator:

- Ladies Friendship Group Dunedin, on the Journey to New Edinburgh and Pioneers of the South video series.
- OSA Winter Function, on the two decades of the History Prize internship at Toitū.
- Polytech Design Class, on Chinese history and artefacts at Toitū.
- University Staff Club, on the Journey to New Edinburgh and Pioneers of the South video series.

- South Dunedin Probus group, on the Journey to New Edinburgh and Pioneers of the South video series.
- Cromwell U3A, on the Furthers Frontiers film expeditions in 2020 and 2022.
- Roxburgh Area School, on exhibition design and Otago's gold rushes.

Collections

Acquisitions

- 14 A total of 31 donations were accepted into the collection including a large assortment of Freemasonry equipment, memorabilia and ephemera. This new material complements our existing holdings to documenting the important early Dunedin Lodges. A large collection of music posters from the estate of the late Martin Phillips, leader of the important Dunedin band, The Chills, was also acquired.

Collections Projects

- 15 Firearms Collection Audit and Relocation: The firearms collection will be rehoused in December.
- 16 Collection Development: The Collections team continues work on updating our collection recording and database processes including the creation of a collecting development plan to guide our collecting into the future.
- 17 Lotteries Environment and Heritage collections project: With full access now available to the costume and textile store, work is able to continue on this project, currently with the installation of new collection storage furniture as part of this funded project.

Conservation Projects

- 18 The Conservator assessed the condition of 138 objects this reporting period with a number requiring remedial treatment prior to long term storage.
- 19 We recently completed the partial conservation of a maritime painting of the vessel, Jesse Readman (1935/136/2). The project involved assistance from an independent conservator, was completed at Canterbury Museum and funded with assistance from a Getty Scholarship Grant. A video about the restoration will screen in the Research Centre later this year.

Archives

- 20 Collections and Exhibitions staff processed 60 public enquiries, 58 by email/correspondence and two through physical visits. The majority of these enquiries related to genealogy or photograph/portrait orders. These numbers don't include the large number of informal enquiries at the Research Centre which is operated by our Visitor Host team.

AUDIENCE DEVELOPMENT

Enriching Local Curriculum (ELC) – Education

- 21 Education themes explored during this reporting period included Pacific voyages, early Dunedin life, and transport and technology, boats, Dunedin's culture, gold, Lan Yuan exploration, early encounters between Māori and European settlers and the story of the Otago goldfields.

Visitor Programmes

- 22 Each month Toitū offers a diverse range of self-guided gallery trails, public talks, workshops, demonstrations, and performances.
- 23 During this reporting period, our program of public talks featured a variety of speakers. Jan Letts from the Tapestry Trust of New Zealand discussed a project depicting New Zealand’s history through 100 tapestries. Author Penelope Todd shared the family history that inspired her latest novel, *Nell*. Dr. Pooneh Torabian spoke on the importance of the arts in supporting migrant and refugee communities. Jonathan Cweorth and Brian Turner provided insights into the history of the Gasworks Museum. Finally, Professor Lisa Matisoo Smith discussed her research on global genetic markers and their relevance to Dunedin.
- 24 We also offer a range of interactive workshops which this quarter included a school programme to build and decorate a pinewood derby car drawing inspiration from Toitū’s Transport and Technology display, the monthly Toddler Time for under-fives, and an interactive children’s theatre performance in the Tiger Tea trolley bus taking visitors on a journey from the introduction of trams in 1879, to the re-introduction of electric buses in 2024.

COMMERCIAL ACTIVITY

- 25 During this reporting period, the Toitū gift shop recorded strong sales, especially in merchandise from local businesses in Dunedin and Otago. The exclusive Tiger Tea product range has been particularly successful. Due to the popularity of the children’s Tiger Tea t-shirt, an adult-sized version was added and is selling well.

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:	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			
<i>Fit with purpose of Local Government</i>			
<p>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.</p>			
<i>Fit with strategic framework</i>			
	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.			
<i>Māori Impact Statement</i>			
The Museum consults with and works with the Ngāi Tahu Advisory Group as well as Rūnaka on a regular basis.			
<i>Sustainability</i>			
The principles of sustainability underpin all the activity of Toitū and Lan Yuan.			
<i>LTP/Annual Plan / Financial Strategy /Infrastructure Strategy</i>			
This report is for noting purposes only.			
<i>Financial considerations</i>			
This report is for noting purposes only.			
<i>Significance</i>			
This decision is considered low in terms of the Council’s Significance and Engagement Policy.			
<i>Engagement – external</i>	This report is for noting purposes only.		
<i>Engagement – internal</i>	This report is for noting purposes only.		
<i>Risks: Legal / Health and Safety etc.</i>			
There are no legal or health and safety risks related to matters in this report.			
<i>Conflict of Interest</i>			
There are no known conflicts of interest.			
<i>Community Boards</i>			
There are no known implications for Community Boards.			