

Notice of Meeting:

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

Date: Wednesday 27 August 2025
Time: 10:00 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 Cherry Lucas
Moira Styles

Cr Kevin Gilbert
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

An apology has been received from Mr Peter Smith.

That the Committee:

Accepts the apology from Mr Peter Smith.

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 - August 2025	6

Toitū Otago Settlers Museum Board - Register of Interest			
Name	Date of Entry	Responsibility (i.e. Chairperson etc)	Declaration of Interests
Phil Dowsett	20/10/2016	Owner Shareholder	Residential Property Ownership - Dunedin and Lake Hawea Various public companies
Cr Bill Acklin		Shareholder/Director Member Entertainer Member Casual Employee Member Member	Dunedin Brokers Limited APRA - AMCOS Various functions Strath Taieri Community Board (Council Appointment) Insulmax Craigieburn Reserve Committee (Council Appointment) Toitū Otago Settlers Museum Board (Council Appointment)
Cr Kevin Gilbert		Owner Trustee Trustee Member Member Shareholder Trustee Trustee Advisors Member Member Member (alternate) Member Member Member Member Chair	Gipfel Limited - Bakery Schlubert Trust - Residential Property Schlup Family Trust BNI Business South Air New Zealand Kevin Gilbert and Esther Gilbert Partnership - Residential Rental Property Biddies Trust Ronald McDonald House Supper Club Committee Dunedin Fair Trading Committee (Council Appointment) Local Government New Zealand (Zone 6 Committee) (Council Appointment) Otago Regional Transport Committee (Council Appointment) Toitū Otago Settlers Museum Board (Council Appointment) Keep Dunedin Beautiful (Council Appointment) Otago Settlers Association (Council Appointment) Saddle Hill Community Board (Council Appointment) Food Equity and Education Dunedin (FEED) Charitable Trust

		Member	National Industry Advisors Group Food and Beverage (Workforce Development Council)
		Trustee	New Zealand Culinary Arts Academy Charitable Trust
		Member	Connecting Dunedin (Council Appointment)
Cr Cherry Lucas		Trustee	Otago Farmers Market
		Member	Otago A & P Society
		Trustee	Henderson Lucas Family Trust - Residential Dunedin Property
		Member	NZ Institute of Chartered Accountants
		Deputy Chair	Otago Museum Trust Board (Council Appointment)
		Member	Dunedin Chinese Garden Advisory Board (Council Appointment)
		Member	Toitū Otago Settlers Museum Board (Council Appointment)
		Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)
		Member (alternate)	Grow Dunedin Partnership (Council Appointment)
		Member	Taieri Airport Trust (Council Appointment)
		Member	Mosgiel Taieri Community Board (Council Appointment)
		Member	Te Poāri a Pukekura Partnership (Council Appointment)
Moira Styles		President	Otago Settlers Association
Peter Smith	28/11/2016	Volunteer	Green Hut Track Group
		Secretary	Civil Service Harriers
		Shareholder	Various public companies
		Owner	Residential Property Owner Dunedin

[illegible]

No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
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CONFIRMATION OF MINUTES

TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 4 JUNE 2025

RECOMMENDATIONS

That the Committee:

- a) **Confirms** the minutes of the Toitū Otago Settlers Museum Board meeting held on 04 June 2025 as a correct record.

Attachments

	Title	Page
A↓	Minutes of Toitū Otago Settlers Museum Board meeting held on 4 June 2025	11

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 04 June 2025, commencing at 9:31 a.m.

PRESENT

Members

Cr Bill Acklin
Cr Cherry Lucas
Moira Styles

Cr Kevin Gilbert
Mr Peter Smith

IN ATTENDANCE

Cam McCracken (Director – DPAG, Toitū, Lang Yuan and Olveston)

Governance Support Officer

Lauren Riddle

Peter Smith welcomed attendees to the meeting and introduced new member, Moira Styles.

1 APOLOGIES

Moved (Mr Peter Smith/Cr Cherry Lucas):

That the Board:

Accepts the apologies from Mr Phil Dowsett and Cr Kevin Gilbert.

Motion carried.

2 CONFIRMATION OF AGENDA

Moved (Cr Bill Acklin/Cr Cherry Lucas):

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.

A correction to the spelling of Moira Styles was requested. No updates were provided to the register of interests for members.

Moved (Cr Bill Acklin/Mr Peter Smith):

That the Board:

- a) **Amends** 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 - 4 MARCH 2025

Moved (Cr Cherry Lucas/Mr Peter Smith):

That the Board:

Confirms the public part of the minutes of the Toitū Otago Settlers Museum Board meeting held on 04 March 2025 as a correct record.

Motion carried (TOSM/2025/002)

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

The report provided an update on activities of Toitū Otago Settlers Museum (Toitū) from 1 January to 31 March 2025.

Cam McCracken provided highlights of the report and responded to questions.

Moved (Mr Peter Smith/Cr Bill Acklin):

That the Board:

- a) **Notes** the Toitū Otago Settlers Museum Activity Report for the period 1 January to 31 March 2025.

Motion carried (TOSM/2025/003)

The meeting concluded at 9:52 a.m.

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CHAIRPERSON

REPORTS

TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

Department: Dunedin Public Art Gallery

EXECUTIVE SUMMARY

- 1 This report covers activities of Toitū Otago Settlers Museum (Toitū) from 1 April to 30 June 2025.

RECOMMENDATIONS

That the Committee:

- a) **Notes** the Toitū Otago Settlers Museum Activity Report for the period 1 April to 30 June 2025.

BACKGROUND

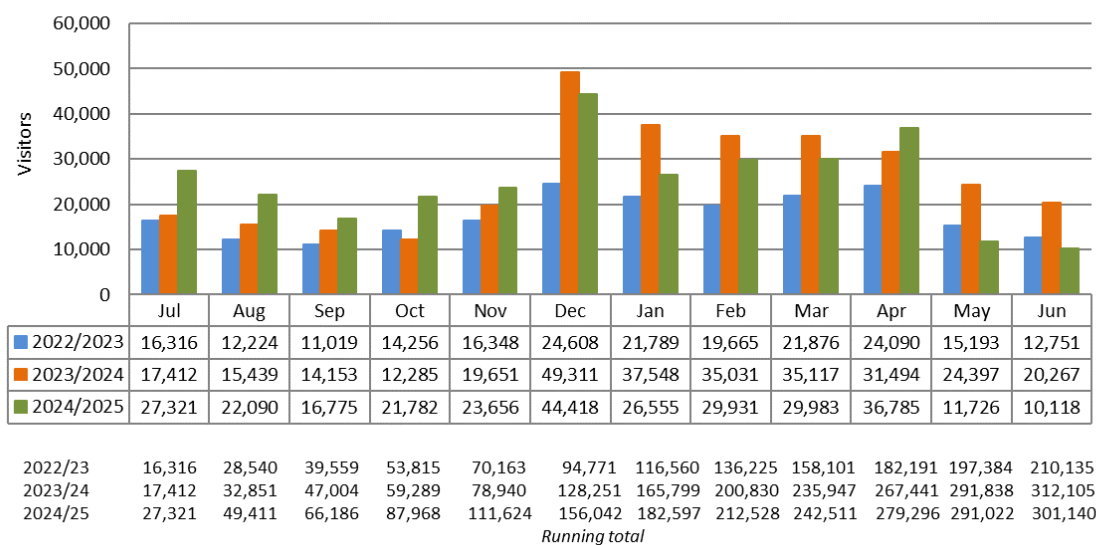
- 2 This report is prepared for the Toitū Otago Settlers Museum Board meeting and details the latest activities and KPI performance at Toitū.

DISCUSSION

Visitation

- 3 Toitū recorded 58,629 visitors this quarter, representing a 23% decrease compared with the same period in FY 23/24. The overall visitation for the financial year was 301,140, representing a slight 3.5% decrease on the previous financial year. The annual visitation total exceeded the level of service target of 250,00 visitors.

Toitū Otago Settlers Museum Visitor Numbers



COLLECTIONS AND EXHIBITIONS

Exhibitions

New displays

- In the next quarter the team will be installing an extensive changeout in the Creative Dunedin space featuring the story of Shona Dunlop MacTavish MBE (1920-2019) dancer, teacher, choreographer and pioneer of liturgical dance, often referred to as 'the mother of modern dance in New Zealand'.

Maintenance of permanent exhibits

- The Exhibitions and collections team continuously maintain the quality of the permanent exhibits at Toitū, this work includes the following:
- Audio Visual (AV) touchscreens: All of the digital label rail screens across Toitū have now been replaced.
- Lighting renewals: This reporting period we took delivery of a range of new light fittings as part of a project to renew the exhibition lighting. The technical team have begun a gradual roll out of new light fittings in the permanent displays.

Permanent exhibition updates

- Portraits: A project is underway to create a single, authoritative catalogue for the entire portrait collection at Toitū. The outcome will be a new, searchable online database, along with updated content in the Smith Gallery, including full biographies for all portraits on display.
- First Great City and Gold: The team is undertaking a refresh of the object displays in these galleries. This includes the installation of a revolver that was acquired several years ago, now able to be displayed following compliance with updated firearms licensing regulations.

- 10 1925 New Zealand and South Seas International Exhibition: Planning is underway for a change-over of objects in this small exhibition area. A replica of the original exhibition's entry arch will be installed as part of the refresh. The team has partnered with the Audience Engagement Team to develop a programme of public talks, aligned with this year's Heritage Week theme.
- 11 Foyer Immersive Project: In July we held a very successful two-day wanaka with the content producers and mana whenua. The concept draft has been established and production is now underway. We anticipate opening the new ticketed attraction in the summer.

Short temporary displays

- 12 "The Craft": an exhibition about Freemasonry in Dunedin, is currently under development, and will be installed in the temporary display in the Transport and Technology from September 2025.

Audience feedback

- 13 Some sample feedback we have received over the reporting period includes:
 - "Thank you for making this museum accessible and attractive to everyone. It makes you understand and love Dunedin and NZ even more." Romane, France 3 July 2025
 - "It is sooo (sic) impressive. It is definitely the best museum in NZ. We would love to (come) back and visit again." Chuxia, China 18/6/25
 - "Love the accessibility and the display order. I feel more in tune with Dunedin and NZs history. Plus love that it is free." Cebu, PH (Philippines?) 28/6/25
 - "I loved the diversity and the amount of items, catalogued with explanations etc. super interesting. The photo room is impressive." Australia. 25/6/25

Digital outputs and public talks

- 14 Peter Read has put together another *Talking Pictures* continuing the series about Dunedin's Great Exhibitions in the lead up to the centenary of the 1925 Dunedin and South Seas Exhibition with a focus on artworks from the Toitū pictorial collection. This latest episode (69) is available on the Toitū YouTube channel.
- 15 One ODT *Cool and Collected* article was published between April and end of June 2025:
 - Ingredients for a cooking classic, by Pete Read, [Ingredients for a cooking classic | Otago Daily Times Online News](#)

- 16 Seventeen talks were delivered:

Seán Brosnahan, Curator:

- Wild Dunedin – on the history of Gold
- ANZAC commemoration ceremony and dinner, Selwyn College
- CTANZ conference presentation about *The Big Day, 150 Years of Otago Weddings*
- St Kilda Mens Club – History of Toitū and streets of St Kilda

- GI Probus – about *Journey to New Edinburgh*
- Mosgiel U3A immigration series talks – x 4
- Otago Art Society – about *Journey to New Edinburgh*
- Dominican Sisters gathering – about the Dominican history in Otago

Beth Rees, Assistant Registrar:

- Talk to Bayfield High School students about the Eden Hore exhibition
- Talk to the Victoria League club about the preparation of costume for the Eden Hore exhibition
- Talk to the Archaeology students club and viewing of collections at Toitū

Will McKee, Exhibition Developer:

- Toitū ANZAC day talk on research to prepare short films for the Roll of Honour

Jane Macknight, Exhibitions and Collections Manager:

- Talk to Level 3 Tourism students at Otago Polytechnic about museums and tourism
- Talk and tour with Dr Jane Malthus to Dunedin Rotary Club about the Eden Hore exhibition

Collections

Acquisitions

- 17 This reporting period 10 donations were accessioned into the collection. Highlights include Cadbury Cookie Bear ephemera transferred from the Hocken library as a complement to our existing Cadbury collection; and the wedding outfit of Deidrichs-Fox from The Big Day exhibition of wedding outfits on display 2022-2025.

Collections support of exhibitions

- 18 The Collections team continue to support exhibitions: arranging loans, organising quarantine processes and condition reporting and carrying out conservation preservation processes on objects for display.

Collections projects

- 19 Asbestos Remediation: The team continues to test and remediate objects when they are required for retrieval for access or display. We continue to work with the DCC Property team on the offsite store at Parry Street, as time and current resource levels allow, to remediate the building itself which is asbestos contaminated and then move into object testing.
- 20 Collection Development: A specific focus recently has been on the costume holding, with the rehousing of the shoe collection following the completion of a significance report by Dr Jane Malthus. The team has created special card containers for our shoes and are currently working through rehousing these into the new drawers recently purchased with a grant from

Environment Lotteries and Heritage. A preliminary assessment of the significance of the dress collection has also been completed.

Conservations projects

- 21 The Conservator condition reported three loan renewals. 32 objects selected by the curatorial team for “The Craft” have now been conserved and prepared for display.
- 22 Microdot fading research project: We are currently waiting for a report from colleagues at University of Otago for the microdot fading test carried out on the Thomas Burns book. This will enable us to better understand how display lighting may affect the ink pigment, and therefore make accurate assessments about caring for this object whilst on display.

Archives

- 23 Collections and Exhibitions staff processed 50 public enquiries, 49 by email/correspondence and one through physical visiting. The majority of these were collection based, followed by photograph orders through the research centre. This demonstrates that genealogy enquiries are being well-handled through the Research Centre and the OASES database.

AUDIENCE DEVELOPMENT

Enriching Local Curriculum (ELC) – Education

- 24 Education themes explored through the Enriching Local Curriculum (ELC) programme across this reporting period for early childhood, primary and secondary ākonga included immigration, colonisation, general museum exploration, the growth of Dunedin, communication, kai tahu and early Dunedin life, Anzac Day, navigation, Otago gold mining, school life and games during the 1950’s and 60’s, food production, the Toitū Stream trail, and Te Tiriti o Waitangi.

Visitor Programmes

- 25 During this reporting period, our program of public talks featured a variety of speakers. These included Toitū Registrar Beth Rees on her work with textiles in the Toitū Collections, a presentation on the kaitiaki of the Eden Hore fashion collection in support of the Costumes and Textiles Association NZ annual symposium, Anna Campbell, the newly appointed general manager of the Yellow Eyed Penguin Trust, and Malcolm Deverson, speaking about his recently published book on the life of Les Lockerbie.
- 26 The April School holiday offerings had a gold, rocks and minerals theme and included gold panning workshops, an interactive theatre performance about life on the goldfields, a gallery trail, and for the adult audience, a talk on Otago’s Golden Heritage with Sean Brosnahan and Hamish Blakemore, Manager - Geology and Exploration at OceanaGold.
- 27 Toitū hosted just under 500 people for tea, coffee, and Anzac biscuits on Anzac Day, followed by a well-attended performance by the Red Cross Choir at 10am. Alongside that, close to 200 remembrance crosses were completed by visitors in the lead up to Anzac Day, who also engaged with the recently upgraded Roll of Honour interactive display.
- 28 In celebration of International Dance Day, Toitū hosted a full day of community dance sessions with Dance Ōtepoti, and in support of NZ Music Month, developed a programme of popular music sessions each Sunday. Offerings featured weekly ‘open piano’ opportunities, led by pianist Jeff Cheshire, and performances by local musicians and choirs.

- 29 In recognition of International Museum Day, the team hosted a variety of activities throughout the building targeted at the family audience, including a photo booth, workshops, trails, and music.

COMMERCIAL ACTIVITY

Retail

- 30 The retail shop at Toitū had buoyant sales over the reporting period.
- April 2025 \$38,900 (inc. GST) increase of \$21,076 on April 2024
 - May 2025 \$22,000 (inc. GST) increase of \$9,131 on May 2024
 - June 2025 \$15,859 (inc. GST) increase of \$4,363 on June 2024
- 31 A particular highlight of the quarter is sales of the Eden Hore publication *Central Otago Couture* which supports the *Eden in Dunedin* Exhibition. 85 copies were sold at the opening of Eden Hore/ID opening/Book Launch event on 1 April. Over the three month reporting period 232 copies have moved. This is one of the shops best-selling books since reopening in 2012.
- 32 Additional lines were also purchased from Central Otago District Council that relate to the Eden Hore exhibition – notebooks, postcards and small books featuring different areas of Central Otago.
- 33 June 30 marked the end of the financial year and the team are very pleased with revenue through the shop for 2024/2025 year. Total sales have been \$330,300 (inc. GST) or \$287,479 (exc. GST) against a target of \$200,000 (exc. GST). Revenue has also increased by \$15k on last year. Total item quantity sold: 24,700. Spend on stock has increased to match the increased sell through.
- 34 End of financial year processes have been completed smoothly which involves three shop stocktakes and other financial administration tasks.
- 35 The focus for the months ahead will be product development, restocking and purchasing for the next six months. The commercial manager will attend the gift fair in Auckland in late August to ensure we stock the best products and keep abreast of current trends.

Functions and Commercial Events

- 36 15 private venue bookings were held at Toitū 1 April – 30 June 2025.
- 37 Toitū hosted the opening of *Eden in Dunedin* exhibition/ID opening/Book Launch event on 1 April which was a major highlight. It was terrific to bring the three events together to celebrate all things 'fashion' in Dunedin.
- 38 Toitū hosted the CTANZ (Costume and Textile association of New Zealand) symposium 1-3 May – a large multiple day/space event. The team trialled using the temporary gallery as a venue space (aptly named the T&T Annex) for the secondary stream of talks which worked well and the research centre was used for food and beverage. In addition, the attendees had group entry rates to Lan Yuan and a separate talk at DPAG featuring the NOM*d exhibition.

- 39 The commercial manager and manager at Olveston attended MEETINGS 2025 the industry Business Events trade fair in Auckland in mid-June. Four properties were promoted – Toitū, Lan Yuan, DPAG and Olveston to prospective functions and events clients across Australasia, meeting with 25 buyers over two days. There was good interest in bringing conferences and events South to Dunedin and we hope to benefit from this over the next few years.

OPTIONS

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

NEXT STEPS

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

Signatories

Author:	Glen Pleasants - Operations Manager
Authoriser:	Cam McCracken - General Manager Arts, Culture and Recreation (Acting)

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
<i>Conflict of Interest</i> There are no known conflicts of interest.
<i>Community Boards</i> There are no known implications for Community Boards.