

**Report of the 194<sup>th</sup> Meeting of the Board of Nga Taonga: Sound & Vision  
(The New Zealand Archive of Film, Television and Sound  
Nga Taonga Whitiāhua Me Nga Taonga Korero)**

**Friday 23 April 2015**

**Board members:**

Jane Kominik (Chair), Derek Fox, Judith Fyfe, Louise Baker, Morris Love, Nathan Hoturoa Gray

**In Attendance:**

Rebecca Elvy, Acting Chief Executive; Huia Kopua, Deputy Chief Executive/Pou Arahi; Charles Purcell, Treasurer; Steve Russell, Governance Advisor

The Chair welcomed Rebecca Elvy, Acting Chief Executive and thanked her for her stewardship of the organisation during the last two months.

The Chair offered her congratulations to Derek Fox on his award for services to te Reo broadcasting; to Louise Baker in her new role as Head of Operations at Camperdown Studios; and to the staff for the success of the launch of the WW100 website.

**Audit and Risk Sub-Committee**

The Treasurer drew attention to a number of changes to the original draft of the Assurance and Risk Sub-Committee Terms of Reference. These changes reflected comments received from the Acting Chief Executive and agreed to by the Sub-Committee.

RESOLVED THAT the Board approve the Nga Taonga Sound & Vision Assurance & Risk Sub-Committee Charter 2014 with the agreed amendments.

RESOLVED THAT the draft Risk Management Policy thresholds be circulated prior to the June meeting and that the Board approve a Risk Management Policy at the June meeting.

*Nathan Gray/Morris Love*

**Finance**

The Treasurer drew attention to confirmation of the reduction in NZ Lottery Grants Board income flagged in the February report and the likely level of income from the TVNZ - Production Library Service agreement.

RESOLVED THAT the Financial Report for the Quarter ended 31 March 2015 be noted and approved.

**Planning**

**Nga Taonga Sound & Vision Strategic Direction**

The Acting Chief Executive's report raised questions to enable the Board's Strategic Intent to be understood, and translated for staff, to ensure that the organisation as a whole is heading in the desired direction. The meeting identified a number of areas for further focus and discussion:

Public Access, Reputation, Achievements & Challenges, Organisational Character and Support for the Board.

### **Taha Maori Strategy**

The Acting Chief Executive reported that Mr Watson had provided further input on finalising the Strategic Framework and advancing work on the draft Taha Maori Strategy. He had provided input on the position descriptions for Taha Maori staff. The Pou Arahi reported she expected that the delayed Kaupapa revision process, once started, would advance reasonably quickly.

It was agreed that the Acting Chief Executive and Pou Arahi provide a report (including deliverables, milestones and a timetable) for bicultural engagement, strategic planning and the kaupapa revision to the June Board meeting.

### **Statement of Intent**

RESOLVED THAT the Chief Executive provide the draft Statement of Intent 2015-2018, with the agreed amendments, to the Ministry for Culture and Heritage.

### **Supporters Organisation development**

As development work on the on-line Supporters' Network related to decisions arising from the matters raised in *External Relations Strategy*, it had been deemed appropriate to defer commencement of work on this project.

### **External Relationships Strategy**

The proposal to engage a fundraising consultant to both assess the current fundraising potential and develop an integrated fundraising strategy would allow for a deliberate and considered approach to the overall external relationships. The Chair reiterated that practical and immediate evidence of progress by Nga Taonga on non-governmental fundraising remained a priority.

RESOLVED THAT the proposal to commission a fundraising consultant to develop a detailed assessment of current fundraising potential along with the development of a three-year integrated fundraising strategy be presented to the June meeting be accepted.

### **Website Redevelopment Project**

It was agreed the Archive engage and work with Boost New Media to commence redevelopment work on a new Nga Taonga website.

## **Reports**

### **Update from the Chair**

The Chair reported that she and the Acting Chief Executive had a meeting with the Minister. The Chair had also arranged a meeting to introduce the Acting Chief Executive to the CE, Ministry for Culture and Heritage. A meeting with MCH staff confirmed the Ministry's expectations regarding Board accountability procedures under the MoU..

It was agreed that a Board manual be developed, including among other things Board member position descriptions, a code of conduct, meeting protocols, delegation authorities and formalisation of the terms of reference for all Sub-Committees.

### **Update from the Acting Chief Executive**

The Acting Chief Executive reported on accommodation issues, both immediate and long-term; the recent discovery and preservation of a new WW1 film, *Whirlpool of War*; an update on the end date for the TVNZ Digital Production Library service provision arrangements; and noted the thanks from Te Papa for the support offered by Nga Taonga Client Services staff to Te Papa's *Gallipoli: the Scale of Our War* exhibition.

### **Storage**

It was agreed that Nga Taonga commission a peer review of the Archive's current vault conditions (reported data and findings) from suitably qualified external persons from the National Film & Sound Archive (Australia) and the United States (Library of Congress and/or the Image Permanence Institute) and report back to the June meeting.

### **Third Quarter Management Reports**

The Chair commended the Departments on their overall KPI performance to date and welcomed the reinstatement of the non-KPI TMP outputs under Taha Maori. The Acting Chief Executive noted that an underlying theme across all the reports was of the urgency for Nga Taonga to address its ICT infrastructure needs.

### **General Business**

#### **Next meeting:**

195th Board meeting: Friday 26 June 2015