

**Report of the 200<sup>th</sup> Meeting of the Board of Ngā Taonga Sound & Vision  
The New Zealand Archive of Film, Television and Sound  
Ngā Taonga Whitiāhua Me Ngā Taonga Kōrero**

**Friday 13 May 2016**

**Board Members**

Jane Kominik (Chair), Louise Baker, Derek Fox, Judith Fyfe, Morris Love, Edie Moke.

**In Attendance**

Rebecca Elvy, Chief Executive; Ta'i Richard, Governance Advisor; Chris Du Fall, Minute Secretary; Tania Vincent, Finance Manager (Agenda Item 9); Charlotte McInnes, Chief HR Officer (Agenda Item 14); Sarah Moodie, Communications Manager (Agenda Item 15).

The Chair welcomed Board Members to the 200<sup>th</sup> Meeting of the Board of Trustees.

**Interests Register**

The interests register was updated.

**Previous Meeting**

RESOLVED THAT the Minutes of the 199<sup>th</sup> meeting of the Board of Trustees held on 11 March 2016 be approved as a true and accurate record.

**Resolutions Passed Between Meetings**

Board Members signed the Resolutions which had been approved by round robin in accordance with Clause 11.9 of the Constitution, for entry into the Minute Book.

**Committees**

Assurance & Risk and Health & Safety Committees

The Chair, Edie Moke, provided an update to the Board from its combined meeting on 12 May 2016. The Committee was asked to provide a copy of the 'Health & Safety Guide: Good Governance for Directors' at the June meeting for each trustee. It was agreed that a tour of the Wellington vaults be arranged once new trustees are elected. It was agreed that copies of all Assurance & Risk and Health & Safety Committee meeting papers are to be provided to all Board Members in future.

Fundraising and Property Committee

The Chair, Louise Baker, took as read the minutes from its meeting on 29 April. A comprehensive report on the Fundraising Campaign would be provided at the June Board Meeting. The name change from 'Building Committee' to 'Property Committee' was also agreed.

### Performance and Appointments Committee

The Convenor, Judith Fyfe, reported on its meeting on 29 April 2016. The search for new board appointees was continuing with some potential candidates identified. All Trustees were sent written notice with a call for nominations 30 working days before the June Board Meeting, as mandated in the Constitution.

### Bicultural Committee

RESOLVED THAT the Bicultural Committee be retired and that matters relating to the kaupapa of the organisation be reported on by the Chief Executive at every Board Meeting.

## **Governance**

### Board Meeting dates 2016-17

RESOLVED THAT the Board support the proposed 18-month Board Calendar 2016-17 in principle, subject to confirmation by new Trustees at the July Board Meeting.

### Six-monthly report to Minister for Arts, Culture & Heritage

The Board noted the six monthly report to the Minister for Arts, Culture & Heritage.

## **Board Support Work Programme**

### Committee Terms of Reference

The Chair reiterated that the existence of a committee does not diminish the responsibility of any individual trustee and that wording along those lines be included in the Trustees' Code of Conduct.

## **Finance**

RESOLVED THAT the Board appoints BDO Wellington as Ngā Taonga Sound & Vision's auditor for 2015-16.

## **Planning**

### Strategic Plan 2016-24

The Board noted the draft Strategic Plan 2016-2024, and that a final version will come to the June meeting for approval.

RESOLVED THAT the Board approved the inclusion of Result Area 7 "Strong collaborative partnerships with other heritage and cultural institutions" and the amended Vision Statement "The audiovisual archive for all New Zealanders".

## **Reports**

### Chair

The Chair reported on her meeting with the Minister for Arts, Culture and Heritage on 5 May 2016.

### Chief Executive

The Chief Executive provided an update on a number of matters, including discussions with Te Papa and the Auckland War Memorial Museum about storage of nitrate film materials.

Health and Safety

The Chief Human Resources Officer provided an update on the implementation of the Health and Safety Management System and training for staff as well as Board Members especially in relation to discharging their duties as officers.

RESOLVED THAT the Board of Trustees approved the Health and Safety Policy.

Annual Report 2015-16

The Communications Manager sought feedback from the Board to inform the first draft.

**Next meeting:**

201<sup>st</sup> Board meeting: Friday 17 June 2016.