

**Report of the 202nd Meeting of the Ngā Taonga Sound & Vision Board of Trustees,
The New Zealand Archive of Film, Television and Sound
Ngā Taonga Whitiāhua Me Ngā Taonga Kōrero**

Friday 22 July 2016

Board Members

Jane Kominik (Chair), Peter Douglas (until 3pm), Derek Fox, Judith Fyfe, Edie Moke, Simon Murdoch

In Attendance

Rebecca Elvy, Chief Executive; Ta'i Richard, Governance Advisor; Chris Du Fall, Minute Secretary; Martin Shelton (Accommodation Update)

During the morning all Board members undertook a Health & Safety Tour of the Archive's facilities at Titahi Bay (Whitireia nitrate store), Plimmerton (Northpoint storage facility) and Avalon (ex-TVNZ Archive).

A Board-only session commenced with a karakia by Derek Fox.

The Chair welcomed Board Members to the 202nd Meeting of the Board of Trustees and extended a warm welcome to new Board members, Peter Douglas and Simon Murdoch.

Interests Register and Declaration of Interests

No changes to the Interests Register were declared. No conflicts of interests were declared with respect to the agenda.

Previous Meeting

RESOLVED THAT the Minutes of the 201st meeting of the Board held on 17 June 2016 be approved as a true and accurate record.

Resolutions Passed Between Meetings

Board Members signed the Resolution "THAT an application be made to the TG Macarthy Trust 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 Committee

The Chair noted that the Audit had commenced and recommended that the BDO partner involved with the audit be invited to the October meeting. The Chief Executive noted that financial information could now be populated into Xero and the finalised Budget 2016/17 would be available for the October meeting

Performance & Appointments Committee

The Convenor, Judith Fyfe spoke to the Board-only session held earlier, where the Trustee Succession process and an update on the Chief Executive's Performance Review were discussed.

Reports

Chair (verbal)

The Chair extended her thanks to the Chief Executive and staff for an extremely well attended function to launch the Strategic Plan 2016-2020. The Chair noted that the external engagement in the preparation of the plan had brought huge benefits for the Archive.

Chief Executive

The Chief Executive provided an update covering a range of matters, including the staff engagement survey results and accommodation.

Governance and Accountability

Finance

The financial report for May 2016 was noted by the Board. The Chief Executive noted the expected outcome for 30 June 2016 would see a significant underspend on the forecast \$1.6m deficit. It is currently expected that a \$600k deficit will be achieved.

Key MoU Reporting dates

The Board noted the report on key MoU 2015/16 reporting dates and that for future Board meetings, the 2016/17 dates will be provided.

Board Support

RESOLVED THAT the Board approved the Trustee Position Description and the Sensitive Expenditure Policy for Trustees.

Board Performance & Appointments

Election of Chair 2016/17

RESOLVED THAT Jane Kominik be elected Chair until 30 June 2017.

Committee Memberships

The Chair noted the 2016/17 membership of the various Board Committees would be:

Assurance & Risk: Edie Moke (Chair), Derek Fox, Peter Douglas

Performance & Appointments: Judith Fyfe (Convenor), Jane Kominik, Peter Douglas and Simon Murdoch

Property & Fundraising: Simon Murdoch (Chair), Jane Kominik, Judith Fyfe.

Business Plan 2016/17

RESOLVED THAT the Board noted the content of the Interim Business Plan 2016/17 and requested that the final Business Plan 2016/17 go to the October meeting.

Annual Report 2015/16

The Chief Executive noted that a revised draft of the Annual Report would be sent to Trustees in the following week, for feedback.

Fundraising: Revenue Campaign

Three main areas were discussed: timings, patronage and tone of collateral.

RESOLVED THAT further input would be sought from Trustees by round robin.

Accommodation Update

Martin Shelton, Consultant, Panorama Property Limited, joined the meeting for consideration of his *Discussion Paper*. It was recognised that accommodation is a pan-organisational issue, rather than just Wellington, with impacts on both Christchurch and Auckland, and a long-term strategic, reputational and relationship issue. The Board agreed to adopt the majority of the paper's recommendations.

Draft Performance Reporting Methodology

RESOLVED THAT the Board would like to do a deep dive into one or two KPIs per meeting, visitor numbers data on a regular basis, and some form of organisational health dashboard.

Items for noting

The Board noted the Reports on: Attendance at the Pacific Festival of the Arts, Guam; A visit by senior staff to Australian audiovisual archives; Policy Development Work Programme; MoU Compliance Report; Fundraising Activity; Risk Register and Variance; and Health & Safety Incident and Hazard Register Variance.

Next meeting:

203rd Board meeting: Friday 14 October 2016