
Akaroa Museum Advisory Committee AGENDA

Notice of Meeting:

An ordinary meeting of the Akaroa Museum Advisory Committee will be held on:

Date: Wednesday 15 May 2024
Time: 2 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Membership

Chairperson	Pam Richardson - Community Representative
Members	Graeme Curry - Friends of the Museum (FOAM)
	Nigel Harrison - Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative
	Asif Hussain - Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative
	Onuku Rūnanga
	Diana Stronach - Friends of the Museum (FOAM)

1 May 2024

Natasha McDonnell
Banks Peninsula Governance Advisor
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>

What is important to us?

Our Strategic Framework is a big picture view of what the Council is aiming to achieve for our community

Our focus this Council term 2022–2025

Strategic Priorities



Be an **inclusive and equitable city which puts people at the centre** of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion Ōtautahi-Christchurch and collaborate to build our role as a leading New Zealand city.



Build trust and confidence in the Council through meaningful partnerships and communication, listening to and working with residents.

Adopted by the Council on 5 April 2023



Reduce emissions as a Council and as a city, and invest in **adaptation and resilience**, leading a city-wide response to climate change while protecting our indigenous biodiversity, water bodies and tree canopy.



Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of **today's residents** with the **needs of future generations**, with the aim of leaving no one behind.

Our goals for this Long Term Plan 2024–2034

Draft Community Outcomes



Collaborative and confident
Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe.



Green and liveable
Our neighbourhoods and communities are accessible and well connected, supporting our goals to reduce emissions, build climate resilience and protect and regenerate the environment, especially our biodiversity, water bodies and tree canopy.

To be adopted by the Council as part of the Long Term Plan 2024–2034



A cultural powerhouse
Our diverse communities are supported to understand and protect their heritage, pursue their arts, cultural and sporting interests, and contribute to making our city a creative, cultural and events 'powerhouse'.



Thriving and prosperous
Our city is a great place for people, business and investment where we can all grow our potential, where enterprises are innovative and smart, and where together we raise productivity and reduce emissions.

Our intergenerational vision

**A place of opportunity for all.
Open to new ideas, new people,
new investment and new ways
of doing things – a place where
anything is possible.**



Ngāi Tahu has rangatiratanga over its takiwā – the Council is committed to partnering with Ngāi Tahu to achieve meaningful outcomes that benefit the whole community

AKAROA MUSEUM ADVISORY COMMITTEE

TERMS OF REFERENCE NGĀ ĀRAHINA MAHINGA

2 December 2019

1. Name of Committee

The Committee will be known as the “Akaroa Museum Advisory Committee”.

2. Status of Committee

The Committee will be a committee of the Banks Peninsula Community Board.

3. Purpose of Committee

The purpose of the Committee is to provide advice to the Community Board on the strategic issues facing the Museum and the matters arising from them.

4. Responsibilities

Responsibilities of the Committee are:

- To provide advice on the Museum’s aims, objectives and policies and its role in the community.
- To provide a local link with the Museum’s stakeholders including Friends of the Akaroa Museum, local Rūnanga and the wider community.
- To assist in obtaining local support and financial resources necessary to achieve the Museum’s aims.

5. Composition of Committee

- The two Akaroa subdivision members of the Banks Peninsula Community Board
- Two representatives from the Friends of Akaroa Museum¹
- One community representative²
- One representative from Ōnuku Rūnanga

¹ *The Friends of Akaroa Museum representatives to be appointed by that group.*

² *The position of community representative will be publicly advertised, seeking expressions of interest.*

In addition, a liaison member should be appointed from each of the Wairewa and Koukourāata Rūnanga, to attend meetings when matters of significance to their rohe (district) are being discussed.

The Community Board will appoint the Chairman of the Committee.

6. Term of Committee

The Committee will be discharged three months from the coming into office of the members of the community board, elected or appointed at, or following each triennial general election.

7. Administration

The Committee shall meet quarterly, or as required, and report to the Banks Peninsula Community Board following each Committee meeting.

A schedule of quarterly Committee meetings will be adopted annually.

As a committee of the Community Board the Committee shall be bound by the various Acts and Regulations governing the operation of a Local Authority and shall also be subject to the Council's Standing Orders.

The Akaroa Museum Advisory Committee will be assisted by the Museum Director and Community Board support staff.

8. Remuneration of Committee Members

Committee members will not be eligible to claim the Council's approved allowances for attendance at meetings.

Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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Karakia Whakakapi

Karakia Tīmatanga

Kia tau te mauri o runga	May the essence of above settle here
Kia tau te mauri o raro	May the essence of below settle here
Paiheretia te ture wairua	Bind together that we can't see
Paiheretia te ture tangata	and bind that we can see
Hei pou ārahi i a tātou i tēnei wā	And have them guide us at this time
kia tika te whakaaro	May the thought be true
kia tika te kupu	May the words be true
Tihei Mauri Ora	

1. Apologies Ngā Whakapāha

At the close of the agenda no apologies had been received.

2. Declarations of Interest Ngā Whakapuaki Aronga

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua

That the minutes of the Akaroa Museum Advisory Committee meeting on 21 February 2024 be confirmed subject to the following amendments: Name correction within secretarial note in item 5 (refer page 7).

4. Deputations by Appointment Ngā Huinga Whakaritenga

Deputations may be heard on a matter or matters covered by a report on this agenda and approved by the Chairperson.

There were no deputations by appointment at the time the agenda was prepared.

Akaroa Museum Advisory Committee OPEN MINUTES

Date: Wednesday 21 February 2024
Time: 2:01 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Present

Chairperson

Pam Richardson - Community Representative

Members

Graham Curry - Friends of the Museum (FOAM)

Nigel Harrison - Banks Peninsula Community Board Representative

Asif Hussain - Banks Peninsula Community Board Representative

Onuku Rūnanga

Diana Stronach - Friends of the Museum (FOAM)

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-
- Part A** Matters Requiring a Council Decision
Part B Reports for Information
Part C Decisions Under Delegation
-

Karakia Tīmatanga: all present

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

Part C

There were no apologies.

2. Declarations of Interest Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua

Part C

Committee Resolved AMA/2024/00001

That the minutes of the Akaroa Museum Advisory Committee meeting held on Wednesday, 18 October 2023 be confirmed.

Pam Richardson/Nigel Harrison

Carried

4. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

5. Akaroa Museum Director's Update to Akaroa Museum Advisory Committee

Committee Resolved AMA/2024/00002

That the Akaroa Museum Advisory Committee:

1. Receive the information in the Director's Update to Akaroa Museum Advisory Committee

Pam Richardson/Nigel Harrison

Carried

Secretarial note: *The Committee acknowledged the passing of Reverend James Robinson and Committee members will pass on their personal condolences.*

Attachments

- A Akaroa Museum January 2024 Visitors by Origin

6. Committee Members' Exchange of Information Te Whakawhiti Kōrero a ngā Mema Komiti

Part B

- The Committee understands the Antique fair was successful. In future, the fair will enjoy increased advertising.
- The Garden Tour is being worked on, with good progress being made.
- Members of Ōnuku Rūnanga have worked alongside the Akaroa Museum with endeavours surrounding the Takapuneke reserve, specifically the Matariki celebration.
- The Committee understands the Long Term Plan will be open for consultation in the coming months. Committee members discussed their concerns around funding for the 2024-2034 year.
- \$550 was raised by Friends of the Akaroa Museum (FOAM) through selling Christmas decorations.
- The Akaroa Museum will be 60 years old in December 2024.
- One of the earliest families of the Akaroa Settlement have created a book displaying their family heritage. This book is for sale at the Akaroa Museum.

Karakia Whakakapi: all present

Meeting concluded at 2:58 pm.

CONFIRMED THIS 15 DAY OF MAY 2024

**PAM RICHARDSON
CHAIRPERSON**

5. Friends of Akaroa Museum (FOAM) - Presidents Update

Reference Te Tohutoro: 24/681111

Responsible Officer(s) Te Pou Matua: Natasha McDonnell, Banks Peninsula Governance Advisor

Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose of Report Te Pūtake Pūrongo

Correspondence has been received from:





Name	Subject
Graeme Curry	The purpose of this report (attached) is to update the Committee on the activities and events of the Friends of Akaroa Museum.

2. Staff Recommendations / Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

1. Receive the information in the correspondence report Friends of Akaroa Museum (FOAM) – Presidents Update dated 15 May 2024

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Friends of Akaroa Museum Presidents Update - Akaroa Museum Advisory Committee Meeting - February 2024	24/681059	12
B  	Friends of Akaroa Museum Financial Report - Akaroa Museum Advisory Committee Meeting - February 2024	24/681066	13

FOAM report to Akaroa Museum Advisory Committee

Since the last Foam report the Antique Fair has been held in January. This event brought in \$2958.00, \$441.00 behind last year, but still a very important fund raiser. One Foam member and stall holder spoke to two committee members at the Fair, about the lack of advertising in the Akaroa mail. Fliers were distributed into many sites in Christchurch and many towns as far south as Dunedin. I have spoken to several stall holders, and they were very positive of the Fair, but have made some positive suggestions on publicity, which I will bring to the Foam committee on the 22nd of February. It is imperative that we get as many through the door as possible for the benefit of FOAM as well of the stall holders.

David Miller has been of making good progress in the preparations for our bi-annual Garden tour for the 2024 year. Thank you, David.

There has been a suggestion of approaching the members who have dropped off the FOAM membership list. This will be discussed at our February Meeting

Graeme Curry

For the FOAM committee

ANTIQUES FAIR
Income & Expenditure
6th & 7th January 2024

Stall Holder fees received	660.00	
Less Expenses - am tea (Nigel to be reimbursed)	<u>-38.19</u>	621.81
Entry fees received in cash	2,307.20	
Plus 60% of eftpos payments	132.00	
Less Float (Diana to be reimbursed)	<u>-260.00</u>	2,179.20
Devonshire Tea sales in cash	227.00	
Plus eftpos payments	164.00	
Less Float (Diana to be reimbursed)	-40.00	
Expenses - flour, tea, etc (donated by Jane)	<u>0.00</u>	351.00
EFTPOS receipts	446.00	
Less To be reimbursed to Rex Valentine	<u>-150.00</u>	
(purchase of a ring using our eftpos machine)	296.00	
Allocated to:		
Repay Teas for cash given out	-76.00	
60% Entry	-132.00	
40% Teas	<u>-88.00</u>	
	0.00	
Less Advertising		-193.75
2024 net profit		<u><u>2,958.26</u></u>
2023 net profit \$3,399.31		

6. Akaroa Museum Director's Update to Akaroa Museum Advisory Committee

Reference Te Tohutoro: 24/693452

Responsible Officer(s) Te Pou Matua: Lynda Wallace, Museum Director, lynda.wallace@ccc.govt.nz

Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to inform members of the Akaroa Museum Advisory Committee about activity at the Museum.
- 1.2 Lynda Wallace, Director

2. Officer Recommendations Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

1. Receive the information in the Akaroa Museum Director's Update to Akaroa Museum Advisory Committee Report.

3. Brief Summary

- 3.1 The Director's report updates committee members on recent activity at Akaroa Museum.
- 3.2 With only two months left of our financial year visitor numbers are looking healthy and expected to reach 25,000 by the end of June. The attached chart compares this year's visitor numbers with the three previous years. School visits for the year to date have brought 740 students through the Museum, most of them receiving assistance with their studies from museum staff.
- 3.3 A Nancy Tichborne watercolour has recently been donated to the Museum. The gift was made by the Orion Powerhouse Gallery to mark their 50th birthday. The painting is recognisably of this place, a vibrant view of the Akaroa harbour entrance with Nancy's trademark floral subjects in the foreground. It is an excellent choice to represent her life's work.
- 3.4 The Museum's Acquisitions and Disposals Policy is due for review again. Daniel Smith, collections manager, will guide members through a workshop familiarising them with the policy and their role in its implementation.
- 3.5 A new exhibition, *He Ara Roimata ki te Anamata – Takapūneke, our journey, our survivance*, opened at dawn on Saturday 20 April. The Tuwheratanga, or opening ceremony, was performed by members of the Ōnuku Rūnanga and was a special and moving event attended by about 50 people. As well as telling a story that is of huge local and national importance, the exhibition has provided an opportunity for collaboration between the Museum and the Ōnuku rūnanga. The process helps to build trust and confidence between the Museum and the rūnanga, strengthening the relationship. Co-curators Dr Kelly Tikao, Helen Brown, Debbie Tikao, Daniel Smith and Pam Richardson developed the content of the exhibition, which focuses on the two decades following the gazettal of the Takapūneke reserve and the

development of the landscape masterplan. This exhibition will have a relatively long run to ensure as many people as possible can see it. It is planned to finish in November.

- 3.6 An assessment of the Museum’s exhibition lighting has revealed some shortcomings that will need to be addressed in the next few years. The Museum’s lighting infrastructure (the track on which exhibition lights are mounted) needs to be replaced. The temporary gallery will be upgraded first, with capital funding available this year, and the track and lights in the remaining galleries will follow in stages over subsequent years.
- 3.7 In March we hosted members of the local volunteer fire brigade for a tour of the Museum and a familiarisation with the building layout. Part of our emergency response planning, this visit will help to ensure quicker access to the premises for the brigade and a more effective response from firefighters.
- 3.8 In April the Museum was one of the local businesses visited by members of Akaroa District Promotions as part of their ‘Meet the Businesses’ programme. Members were welcomed by the Director, guided through the exhibition spaces, and had a brief tour of the collection stores.
- 3.9 The second RAWA (Readers and Writers Akaroa) festival is being planned for 2-3 November this year and the Museum will be collaborating with the Akaroa Community Arts Council to run a pre-festival event on the Friday evening. This will take the form of a night of readings and will be held at The Gaiety.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Akaroa Museum monthly comparison of visitor numbers, four years 2021-24

Signatories Ngā Kaiwaitohu

Author	Lynda Wallace - Museum Director – Akaroa
Approved By	Blair Jackson - Director Art Gallery

7. Committee Members' Exchange of Information Te Whakawhiti Kōrero a ngā Mema Komiti

This item provides an opportunity for Committee Members to update each other on recent events and/or issues of relevance and interest to the Committee.

Karakia Whakakapi

Tukuna te wairua kia rere ki te taumata Ko te matatika te mātāpono hei ārahi i ngā mahi Ka arotahi te tira kia eke panuku, kia eke tangaroa Haumi e, hui e, tāiki e	<i>May the spirit be released to soar to its zenith Ethics is the principle that guides our work As we focus on the success for our community Bring together! Gather together and bind together!</i>
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