

**Akaroa Museum Advisory Committee**  
**OPEN MINUTES**

---

**Date:** **Wednesday 21 June 2023**

**Time:** **2:06pm**

**Venue:** **Akaroa Boardroom**  
**78 Rue Lavaud**  
**Akaroa**

---

**Present**

Members

Nigel Harrison - Banks Peninsula Community Board Representative  
Asif Hussain - Banks Peninsula Community Board Representative  
Debbie Banks - Friends of the Museum (FOAM)  
Pam Richardson - Community Representative  
Linda Sunderland - Friends of the Museum (FOAM)

---

Natasha McDonnell

Governance Advisor

941 5512

Natasha.McDonnell@ccc.govt.nz

[www.ccc.govt.nz](http://www.ccc.govt.nz)

**To view copies of Agendas and Minutes, visit:**

[www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/](http://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/)

---

<b>Part A</b>	<b>Matters Requiring a Council Decision</b>
<b>Part B</b>	<b>Reports for Information</b>
<b>Part C</b>	<b>Decisions Under Delegation</b>

---

The agenda was dealt with in the following order.

**Karakia Tīmatanga** – Liz Carter.

## **1. Apologies Ngā Whakapāha**

**Part C**

**Committee Resolved AMA/2023/00001**

An apology for lateness was received from Pam Richardson.

Nigel Harrison/Linda Sunderland

**Carried**

## **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/2023/00002**

That the minutes of the Akaroa Museum Advisory Committee meeting held on Wednesday 24 August 2022 be received.

Asif Hussain/Nigel Harrison

**Carried**

## **4. Deputations by Appointment Ngā Huinga Whakaritenga**

**Part B**

There were no deputations by appointment.

## **5. Appointment of Committee Chairperson**

**Officer Recommendations Ngā Tūtohu**

That the Akaroa Museum Advisory Committee:

1. Receive the information in the report.
2. Appoint a Chairperson for this meeting.

3. Recommend a Chairperson of the Akaroa Museum Advisory Committee for approval by Te Pātaka o Rākaihautū Banks Peninsula Community Board.

**Committee Resolved AMA/2023/00003**

**Part C**

That the Akaroa Museum Advisory Committee:

1. Receives the information in the report.
2. Appoints Nigel Harrison as the meeting Chairperson for the meeting.
3. Recommends Pam Richardson as Chairperson of the Akaroa Museum Advisory Committee for approval by Te Pātaka o Rākaihautū Banks Peninsula Community Board.

Nigel Harrison/Linda Sunderland

**Carried**

**Committee Resolved AMA/2023/00004**

**Part A**

That the Akaroa Museum Advisory Committee recommends to Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. That Pam Richardson be the Chairperson of the Akaroa Museum Advisory Committee.

Nigel Harrison/Linda Sunderland

**Carried**

## **9 Meeting Schedule**

The Committee was requested to determine a Meeting Schedule for the 2023-25 term of the Committee.

**Committee Resolved AMA/2023/00005**

That the Akaroa Museum Advisory Committee:

1. Set the next Akaroa Museum Advisory Committee meeting for Wednesday 18 October 2023 starting at 2pm and thereafter set a schedule of meetings for the third Wednesday of every third month commencing on 21 February 2024, with all meetings starting at 2pm and being held at the Boardroom of the Akaroa Service Centre:

Wednesday 18 October 2023	2pm	Akaroa Service Centre Boardroom
Wednesday 21 February 2024	2pm	Akaroa Service Centre Boardroom
Wednesday 15 May 2024	2pm	Akaroa Service Centre Boardroom
Wednesday 21 August 2024	2pm	Akaroa Service Centre Boardroom
Wednesday 20 November 2024	2pm	Akaroa Service Centre Boardroom
Wednesday 19 February 2025	2pm	Akaroa Service Centre Boardroom
Wednesday 21 May 2025	2pm	Akaroa Service Centre Boardroom
Wednesday 20 August 2025	2pm	Akaroa Service Centre Boardroom

Pam Richardson/Nigel Harrison

**Carried**

## 6. Akaroa Museum Director's Update

**Committee Resolved AMA/2023/00006 (Original Staff Recommendation accepted without change)**

### Part C

That the Akaroa Museum Advisory Committee:

1. Receives the information in the Report.

Nigel Harrison/Pam Richardson

**Carried**

## 7. Friends of Akaroa Museum (FOAM) - Presidents Update

**Committee Resolved AMA/2023/00007 (Original Staff Recommendation accepted without change)**

### Part B

That the Akaroa Museum Advisory Committee:

1. Receives the information in the report from the President of the Friends of Akaroa Museum.

Asif Hussain/Nigel Harrison

**Carried**

## 8. Committee Members' Exchange of Information

### Part B

Committee members exchanged items of information, including:

- A suggestion that community organisations be invited to Committee meetings to share information related to art and history. It was agreed it would be more appropriate for Museum staff to bring information to the Committee.
- The Director was asked to report to the Committee at the next meeting on the upcoming Long Term Plan as it relates to the Museum.
- It was suggested that the Collections Manager could give a presentation to the Committee on the Acquisitions Policy.
- The review of the policies and constitution of the Friends of the Museum (FOAM), in relation to changes to the Incorporated Societies Act.
- The request for a Te Reo Māori name for the Museum.
- It was noted that the Museum has a slot in its exhibition calendar for later in 2023 to host an exhibition, in collaboration with Ōnuku Rūnanga, relating to Takapūneke Reserve.

**Meeting concluded at 3:09pm.**

**CONFIRMED THIS 18th DAY OF OCTOBER 2023**

**PAM RICHARDSON  
CHAIRPERSON**