Christchurch City Council

Te Pātaka o Rākaihautū
Banks Peninsula Community Board
MINUTES ATTACHMENTS

Date: Monday 7 September 2020
Time: 10am
Venue: Lyttelton Community Boardroom
25 Canterbury Street, Lyttelton

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STODDART COTTAGE TRUST April 2019 – March 2020 accounts

INCOME	April	May	June	July	August	September	October	November	December	January	February	March	Totals
Subscriptions	125.00	235.00	5.00									725.00	1090.00
Sales	57.00	99.00	110.00	25.00	57.00	80.00	74.00	143,50	122.50	110.00	259.00	121.00	1258.00
Exhibition comm	349.80	354.80	146.00	2.00	7.50	219.20	157.90	232.50	249.00		1040.00	100.10	2858.80
Co-op comm	219.05	156.20	130.50	129.80	78.50	135.00	149.90	189.90	253.00	644.55	217.30	162.95	2466.65
Exhibition fee	50.00	50.00		100.00	75.00		100.00	75.00			75.00	75.00	600.00
Venue hire	25.00					25.00	50.00	35.00		50.00		25.00	210.00
Talks						25.00	50.00					25.00	100.00
Garage hire			20.00			20.00	20.00	40.00	20.00	80.00		70.00	270.00
Inside donations	35.00	68.90	10.20	49.50	25.00	82.90	111.70	149.10	112.30	365.00	197.50	136.80	1343.90
Outside donations	5.00	13.60	9.10	2.50		1.70	2.50	5.50	12.90	38.60	11.70	3.10	106.20
Donations/Grants				1919.75			270.00	25.00				20.00	2234.75
Interest	1.47	1.45	1.28	1.52	1.36	.73	.65	.57	.69	.74	.68	.78	11.92
Capital sale								134.00					134.00
Overpayment		170.00			25.00								603.61
Reimbursement		134.55				408.61							134.55
Auction December									4075.00				4075.00
Totals	867.32	1283.50	432.08	2230.07	269.36	998.14	986.65	1030.07	4845.39	1288.89	1801.18	1464.73	**17,497.38**

EXPENSES													
Electricity	52.67	68.47	128.83	109.28	136.40	98.83	106.04	78.55	61.17	65.58	62.60	57.57	1025.99
Insurance				178.25									178.25
Contractor's pay	675.00	785.00	765.00	700.00	750.00	775.00	800.00	750.00	900.00	800.00	1300.00	925.00	9925.00
Administration				19.69	30.48	76.67	40.44	19.00		18.99	19.00		224.27
Merchandise		74.30					148.80			256.05			479.15
Marketing/Website	7.50	23.10	10:00	65.00	5.00	479.38	355.00	252.05	10.50			5.00	1212.53
Consumables		63.40		27.38				6.99	20.70			45.16	163.63
Maintenance								61.90	548.25				610.15
Capital purchasers							148.40	123.59			450.54	21.98	744.51
Post box/key							200.90						200.90
Reimbursement		170.00	134.55		25.00			40.70					370.25
Restoration				419.75	408.61								828.36
Auction December							13.30		65.13				78.43
Totals	735.17	1184.27.	1038.38	1519.35	1355.49	1429.88	1812.88	1332.78	1605.75	1140.62	1832.14	1054.71	**16,041.42**

Opening balance (1/4/2019)		**16,503.39**
plus income		17,497.38
	=	34,000.77
less expenses		16,041.42
CLOSING BALANCE		**$17,959.35**
Balance at bank 31/3/2020		$17,959.35

Stoddart Cottage Trust (CC 56095)

Annual Report 2019 -2020

Presented at AGM on 17 August 2020

1. Highlights

- 12+ successful exhibitions
- harmonious and profitable partnership with Co-op
- 2960 volunteer hours recorded for year.
- significantly increased revenue from trading activities
- *Private Collection* fundraiser auction raised $4075
- Health and Safety Plan and Collections Policy in place
- www.stoddartcottage.nz website live
- total visitor number for the year 7648, up 8%

2. Stoddart Cottage Trust membership

	Name	Appointed	
1	**John Barry**	02/03/2014	Diamond Harbour Painting Group representative
2	**Debbie Boyd**	20/02/2017	Resigned 19/03/2020
3	**Karen Colyer**	01/06/2014	Trust secretary
4	**Annthalina Gibson**	21/05/2018	Historian
5	**Frances Husband**	19/06/2017	Museum professional
6	**Carol King**	25/06/2018	Stoddart Cottage Gallery Co-op representative
7	**Alice Lewis**	19/08/2019	Trust treasurer
8	**James Norcliffe**	01/06/2014	Diamond Harbour & Districts Historical Association Inc. representative
9	**Colin McLeod**	02/02/2014	Diamond Harbour Community Association Inc. representative
10	**Paula Smith**	20/11/2013	Trust chairperson

The position of trustee appointed by Banks Peninsula Community Board is currently vacant. Diamond Harbour Camera Club previously had a representative on the Trust, but this slot has been vacant since Jim Nieman resigned on 19/04/2018.

Stoddart Cottage Trust met 12 times during the year, once every month. For the first part of the year the Trust limped along without a treasurer until Alice Lewis was appointed to the Trust on 19 August 2019 and took on this crucial role. Frances Husband took leave around the time of the birth of her second son Alexander in October 2019. Debbie Boyd resigned in March 2020 due to family commitments.

3. Heritage and Collection

Trustee Frances Husband is leading the process of cataloguing of the Stoddart Cottage collection of objects and artefacts and uploading of information and images to the publicly accessible collections website *E-hive.* Uploading began in July 2019. The Trust appreciates the work of regular volunteer Madeleine Morton who works on this project at the cottage every second week or so when it is not too cold. A "Helping Hands" grant of $1500 is being used to support the cataloguing process, which will probably continue for a year or more until the whole collection is digitally catalogued.

Additions to the collection this year included a large wooden table previously owned by the Gebbie family donated by Merv Chambers, an exquisite 19th century christening robe (right) donated by Jo Ewing's family and local history books plus other papers were donated by Ann Ogilvie, daughter of Banks Peninsula historians Elisabeth and Gordon Ogilvie.

A collections policy to guide decision making was ratified by the Trust in January 2020.

Expert conservation work was carried out on the original Margaret Stoddart seascape painting on loan to the Trust, which was also reframed for long term protection. The Trust is very grateful to the anonymous donor who paid for this expensive but essential work.

For Archaeology Week 2019 Trustee Annthalina Gibson developed two beautiful posters and mounted a display of the most interesting artefacts found at Stoddart Cottage over the years. The ongoing level of interest in the *Domestic Bits display* prompted the Trust to leave it on show in the history room semi-permanently.

Trustees Paula Smith, Frances Husband and volunteer Madeleine Morton attended training events at Canterbury Museum including a *Collections Management 101* workshop.

Booklets of early newspaper articles about Margaret Stoddart and an interesting letter were reproduced by trustee Colin McLeod for visitors with particular interest in history. He also continued to add to the ever-growing number of paintings in our digital slide show display, which at last count numbered 423 different works by Margaret Stoddart.

4. Exhibitions 2019 -2020

April	Jo Ewing and Paul Brocklebank	**Nature's Beauty**	750 visitors over 14 days	54/day

May	Diamond Harbour Painting Group	**Near and Far**	481 visitors over 13 days	37/day
June	Steve Howard	**Weaving Light**	441 visitors over 15 days	29/day
July	Diamond Harbour Camera Club	**Lens On the World**	317 visitors over 12 days	26/day
August	Wednesday Night Pottery Group	**Handbuilt**	563 visitors over 15 days	38/day
September	Bays Quilting Group	**New Works**	641 visitors over 13 days	49/day
October	Jane McCulla	**Trace of Presence**	736 visitors over 13 days	57/day
November	Christine Davey	**Feathers in Focus**	618 visitors over 14 days	44/day
December	Stoddart Cottage Gallery Co-op	**Festive Arts and Crafts**	797 visitors over 14 days	57/day
January	Don McAra	**Colourful Corners, Harbour and Peninsula**	1146 visitors over 15 days	76/day
February	Elena Chomic	**Linen Cottage**	680 visitors over 14 days	49/day
March	Elena Krauze & Yulia Krauze	**Look this Way**	369 visitors over 8 days*	43/day

* exhibition ended early on 21/03/2020 due to COVID19 lockdown

The Trust earned funds of $3459 from rent and commissions on sales from the exhibitions, a significant increase on $1587 last year. Sales from the Don McAra exhibition which broke all previous records were a factor in the increase. None of this would have been possible for the Trust without sales support from Stoddart Cottage Gallery Co-op members.

Exhibition slots are booked up until the end of 2021. As the number of artists wishing to exhibit at Stoddart Cottage is increasing the Trust agreed to a change in exhibition policy so that for 2022 potential exhibitors will need to register interest and the Trust will decide the full year's programme as a whole, to optimise variety and interest and maximise visitor numbers.

5. Events and venue hire

The Trust's major event for the year was the *Private Collection* fundraising exhibition and auction of 23 works of art donated by a local benefactor. With extra opening hours, the exhibition ran through the week leading up to the live auction held just after closing on Sunday 1 December. While the event involved a lot of work it was considered very successful and raised a total of $4075. The Trust is very grateful to our anonymous donors for their generosity.

Opening events were held in association with most of the month-long exhibitions.

Groups who visited the cottage through the year included:

08/05/2019	Lyttelton Information Centre Staff	10 people
21/08/2019	Group Tour from Ashburton	24 people
02/10/2019	Country Living Group	12 people
17/10/2019	Charles Upham Retirement Village Group	24 people
11/11/2019	Christchurch Book Group	7 people
16/02/2020	Alison Boxley's Spinning Group	12 people
08/03/2020	Over 40s Tramping Club and families	50 people
12/03/2020	Coffee Morning Fundraiser for Artists Against Slavery	20 people

Our sunny garage was cleaned out and from July onward was made available to anyone to rent on a daily basis for private garage sales or pop-up shops. This brings in a little extra income for the Trust and adds extra colour and activity to the location.

6. Marketing

Development of our new website was a pre-requisite for full membership of the *ChristchurchNZ* business partners programme. The Trust joined *ChristchurchNZ* in August 2019 to see if having our brochures at the central city i-site and a presence on the *ChristchurchNZ* and *TourismNZ* websites would make a significant difference to our visitor numbers. Two trustees attended a *"Tools of PR"* workshop organised for member organisations by *ChristchurchNZ*. Our membership of *ChristchurchNZ* was funded by the Rata Foundation.

Trustees are very happy with the new website developed by Tag Design based on a WIX template. The website www.stoddartcottage.nz went live in November. There is still more work to do on Phase 2 but extra funding is needed to progress this

Regular posts made to a growing audience on the Stoddart Cottage Gallery *Facebook* page form part of the routine publicity associated with each month-long exhibition. An *Instagram* account was set up in October.

An article featuring Stoddart Cottage in the nationally distributed *AA Magazine* and a full length feature about Stoddart Cottage Gallery in the August/September issue of *Latitude* magazine both provided valuable exposure. Trustee John Barry also authored an article in *NZ Painter* magazine.

A special thanks to trustee Annthalina Gibson for designing our new logo and letterhead.

We are grateful to Christchurch City council for three new signs: a new "tourist" road sign featuring Stoddart Cottage on Marine Drive, a Diamond Harbour attractions map at the Diamond Harbour wharf featuring Stoddart Cottage, and a directional "flag" sign guiding visitors along the back of the rugby clubrooms to the cottage. The Trust also upgraded the highly visible sign attached to the notice board in the front garden at the cottage. I acknowledge the efforts of trustee Karen Colyer in making all these new signs become real.

7. Merchandise

Merchandise sales are a small but steady source of revenue for the Trust. To our four popular Stoddart painting greeting cards we added a new card featuring our long-term loan seascape. A new print run of the Sandra Ott card has sold well. New products this year included two greeting cards featuring illustrations from the Stoddart family bible, printed maps donated by Ann Ogilvie and some old books donated to the Trust. The Trust also adds a small margin to the price of Diamond Harbour walking brochures which are for sale at the Cottage.

$1258 was raised through merchandise sales this year, down from $1551 the previous year. Copies of *Adderley To Bradley* donated by the Diamond Harbour Library volunteers had been a really good earner for the Trust, but the last copy sold early in the financial year.

8. Donations and subscriptions

This year box donations were up 70% from $852 to $1450. A big jump was noticed after one of the donations boxes was moved to a more prominent position with signage added. Donations came from a number of other sources including a $250 donation from the Co-op, the odd random donation or purposeful overpayment, reimbursement of expenses associated with art conservation, and of course the donation of works of art to the value of $4075 for the *Private Collection* event.

Friends of Stoddart Cottage subscriptions, collected by the Diamond Harbour Community Association via their marvellously efficient envelope system, amounted to $1090, up from $920 the previous year. In the last "envelope season" 39 local families paid subscriptions. The Trust is very grateful to all the Friends of Stoddart Cottage for their ongoing support for heritage values and activities at Stoddart Cottage.

Clearly we live in a very generous community which values heritage and the arts.

9. Maintenance of cottage and its setting

In June 2019 the Trust applied to Christchurch City Council to renew its lease of Stoddart Cottage.

The Trust is grateful to Christchurch City Council's Community Parks Unit for help maintaining the garden at the cottage. Special thanks to Kerri Bowen. Several working bees were organised throughout the year to clean out sheds, clear guttering, or tidy overgrown parts of the garden, as required.

In the wash house a new tap was installed and the zip above the sink in the kitchen was replaced with a new hot water heater.

Serious and recurring problems with rats during last winter, especially in the Co-op room, were eventually resolved. Implementation of recommendations in the site specific pest management plan paid for by the council continues. Despite the cottage being empty for weeks over lock down the rat problem has not resurfaced this winter.

10. Cottage Manager

During 2019 -2020 the cottage managers contract was funded by the Rata Foundation. The Rata Foundation funding has run out but we are hopeful of some Strengthening Communities funding to support the next contract.

The Trust is completely beholden to our contractor Charlotte McCoy for all the work and worry involved in managing the many moving parts of cottage operations. Charlotte's calm and non-judgemental influence is an important factor in the general atmosphere of goodwill which pervades the cottage and which makes it such a nice place to hang out.

Trustees were initially dismayed when Charlotte offered her resignation, but we should not have been surprised. We were aware the amount of unpaid work required was increasing. We are glad she will remain involved with the Co-op and value her good advice as we try to find a replacement. The contractor's role changed as the Co-op became more self sufficient and it is likely the new contractor will focus more on monthly exhibitions as well as overall co-ordination and supporting volunteers.

It has been another great year for Stoddart Cottage. On behalf of Stoddart Cottage Trust I thank the many many people who contributed to our shared success.

I particularly acknowledge the tireless work of trust secretary Karen Colyer, who not only reliably organises our meetings and records the minutes, but also makes Council do a hundred different things which benefit Stoddart Cottage. She relentlessly motivates people into productive working bees and her ability to get rid of useless stuff is awe-inspiring.

Together with other trustees I look forward to next year, seeing how the cottage and all the people involved adapt to the changes ahead and how the organisation evolves.

Nga mihi nui

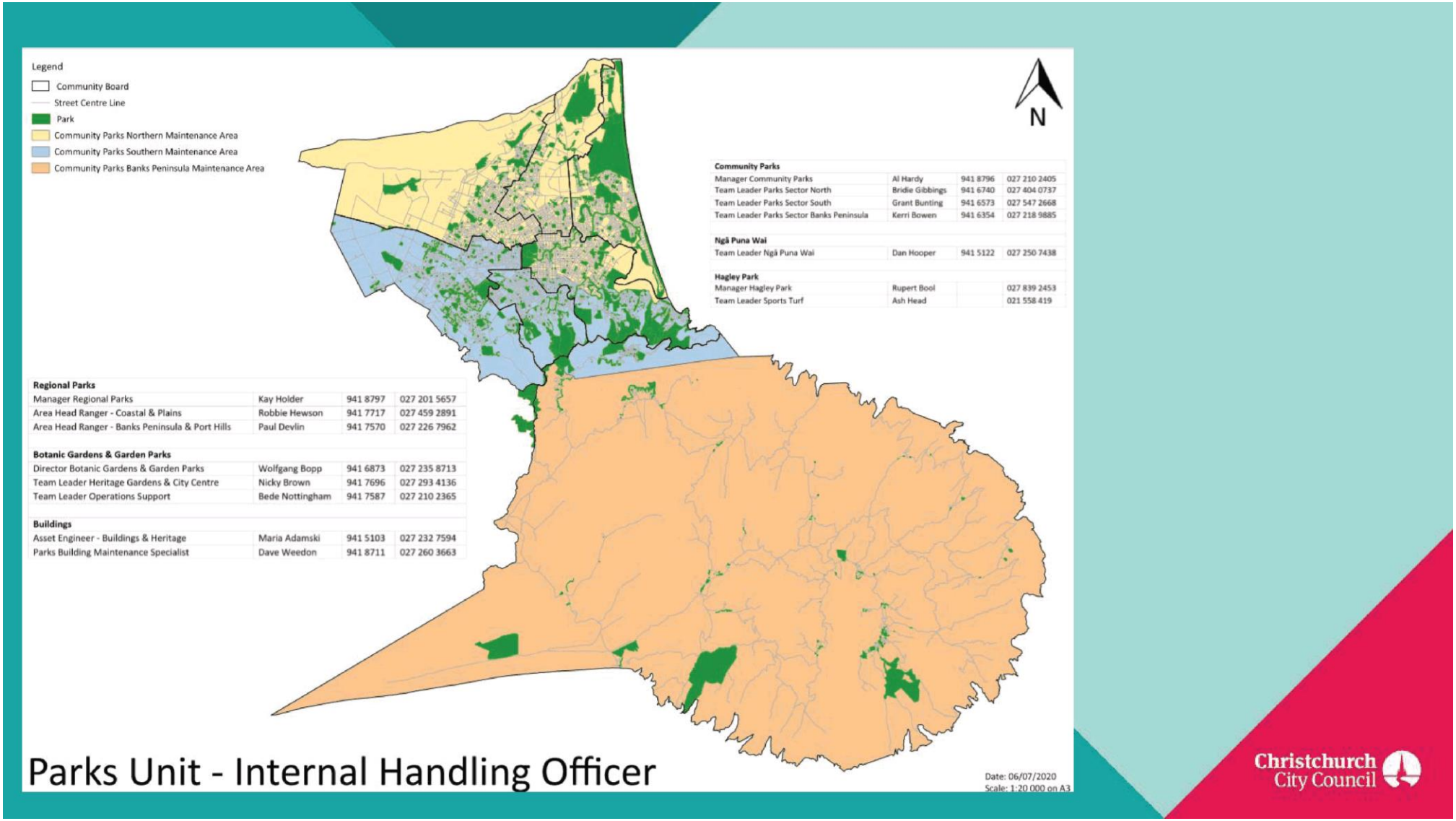
Paula Smith,
Chairperson,
Stoddart Cottage Trust
17/08/2020

Community Parks BP Maintenance Team

Team Leader: Kerri Bowen

Supervisor: Paddy Macbeth

Parks & Gardens Maintenance Officers: Fiona Waghorn, Paul Bainbridge & Jamie Palmer



Attachment A Item 8

What we do:

- Mowing & Weedeating
- Gardening
- Spraying – Organic Herbicide
- Sports field mowing & line marking
- Empty rubbish bins in Akaroa and Little River, only park bins from GB to Camp Bay
- Response jobs within our parks
- Organise volunteers in our parks

Christchurch
City Council