

**Report of the 193rd Meeting of the Board of Nga Taonga: Sound & Vision
(The New Zealand Archive of Film, Television and Sound
Nga Taonga Whitiāhua Me Nga Taonga Korero)**

Friday 27 February 2015

Board members:

Jane Kominik (Chair), Derek Fox, Judith Fyfe, Louise Baker, Morris Love, Nathan Hoturoa Gray

In Attendance:

Huia Kopua, Acting Chief Executive/Pou Arahi; Charles Purcell, Treasurer; Steve Russell, Governance Advisor; Sarah Davy, Head of Operations; Jamie Lean, Head of Standards; Karen Neill, Head of Partnership; Diane Pivac, Head of Audience; Leo Watson (consultant) for Strategic Planning.

The Chair recognised the recent passing of Dr Apirana Mahuika, a great Maori leader and acknowledged the loss to Maori and to the country.

The Chair welcomed the Acting Chief Executive, thanking her for her stewardship of the organisation during the Chief Executive's leave, and the Leadership Team for supporting her during this time.

Reports from Sub-Committees

Audit and Risk Sub-Committee

The Treasurer reported that the revised Terms of Reference for the Audit & Risk Committee would be distributed to the Sub-Committee for comment.

It was agreed that the draft new Terms of Reference, along with an update on the development of a Risks Register, be presented to the Board at the April meeting.

Bicultural Sub-Committee

Derek Fox reported that the Sub-Committee met with Leo Watson the previous day and provided feedback on the draft Taha Maori Strategy and Strategic Plan.

Building Sub-Committee

Louise Baker reported that she had met with the Head of Operations and the Governance Advisor and the Taranaki Street Seismic Strengthening paper gave a clear and comprehensive summation of the current situation.

RESOLVED THAT the Report be noted

RESOLVED THAT the Board authorise the Building Sub-committee to engage the services of a project manager and approve the project plan and timeline

RESOLVED THAT staff provide an update to the Board for the April meeting with a draft communications plan

Finance

It was agreed that an update on the forecast NZ Lottery Grants Board income for 2014-2015 be provided, through the Finance Report, at the April meeting.

RESOLVED THAT the Financial Report for the Quarter ended 31 December 2014 be noted and approved

Planning

Letter of Expectations from the Minister for Arts, Culture and Heritage

The Chair noted the Minister's expectation that the Board "align, where possible, Nga Taonga's strategy and operations with the [Ministry's five-year] Cultural Sector Strategic Framework" and the five priorities for the cultural sector. Staff and Leo Watson had also been asked to take these into consideration for the Strategic Plan Framework and the Statement of Intent.

Strategic Planning - Briefing Document

Leo Watson outlined his work with Nga Taonga since the December meeting on further development and finalisation of a strategic plan for the organisation.

Strategic Plan Framework

The draft Strategic Plan Framework was tabled. The Board noted that the document provided a satisfying and fresh approach to the Strategic Plan Framework.

Taha Maori Strategy

The Taha Maori Strategy was tabled. Mr Watson outlined the consultation process with Nga Taonga stakeholders who could assist the evolution of the Taha Maori strategy. The outcome of the consultation process will be the creation of a robust Taha Maori Strategy that can be confidently adopted and promulgated by the Archive.

Statement of Intent

It was agreed that a draft Statement of Intent, based on the Strategic Plan Framework, be circulated to the Board as soon as practicable for comment so that the Archive can provide a draft Statement of Intent to the Ministry by 30 March 2015 as required in the Memorandum of Understanding.

Sector Engagement

Supporters Organisation development

It was agreed a further update on plans for a Nga Taonga Supporters' Network be presented to the April meeting.

RESOLVED THAT the Audience Connection is contracted to create a strategy and action plan to launch an Online Supporters' Network.

Reports

Update from the Chair

The Chair reported that her meeting with the Minister had been postponed until 25 March. The Chair and the Acting Chief Executive met with the Chief Archivist, Marilyn Little, to seek amendments to the proposed Christchurch property development Heads of Agreement between Nga Taonga and DIA (Archives NZ).

The schedule of Board meeting dates for the first half of 2015 was confirmed:

Friday 27 February 2015

Thursday 23 April 2015

Friday 26 June 2015

Friday 31 July 2015

A provisional schedule of dates for the remainder of 2015 was agreed:

Friday 25 September 2015

Friday 6 November 2015

Friday 11 November 2015

Update from the Acting Chief Executive

The Acting Chief Executive and Heads of Department reported on the upgrade to the Archive's security systems; the measures undertaken to assist with the recruitment for vacancies in Taha Maori; progress on the migration of selected material from Avalon to the TVNZ Digital Production Library and planning for an Avalon digital preservation programme to commence from 1 July 2015; and the storage arrangements at Whitireia for Te Papa's collection of nitrate photographic negatives.

Fundraising Plan for 2014-2015

It was agreed that an update on the Fundraising Plan 2014-2015 Plan be provided to the April meeting.

Christchurch accommodation

The Head of Partnership reported that DIA had submitted a Business Case to Treasury for the proposed co-location facility at Wigram and that the outcome would be known as part of 2015 Budget announcements in May.

Cinema Upgrade

RESOLVED THAT the Audience Department be asked to establish a working group to develop a brief, including financial options, priorities and design for Te Anakura's ground floor public spaces and report progress to the April meeting

Updated draft ICT plan

It was agreed that the Report be noted and a further update, with revised costings, be provided to the April meeting.

WW100 Project - Website and Repatriation

The Head of Audience reported that Minister Barry's office had now confirmed her availability for the New Zealand launch of the website, at a function at Nga Taonga, on Monday 30 March at 6.00pm.

Engagement Survey

It was agreed that an update on the Engagement Survey Response Action Plan be provided to the April meeting.

Second Quarter Management Reports

The Chair commended the Departments on their KPI performance to date and requested that the TMP outputs (reported in Taha Maori) be reinstated in the Summary.

General Business**Whitireia Nitrate Store: Deed of Sub-lease with Archives NZ**

It was agreed that the Chair and Morris Love sign the Sub-lease on behalf of Nga Taonga Sound & Vision. The signed documents would be sent to Radio NZ (holder of the head lease) for signing and then to DIA (Archives NZ).

Next meeting:

194th Board meeting: Thursday 23 April 2015