

## 8. AKAROA MUSEUM ADVISORY COMMITTEE - 12 JULY 2006

<b>General Manager responsible:</b>	Stephen McArthur
<b>Officer responsible:</b>	Lynda Wallace, Museum Director
<b>Author:</b>	Wendy Graham, Committee Secretary

### PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the Akaroa Museum Advisory Committee meeting held on Wednesday 12 July, 2006.

The meeting was attended by Committee members Stephen Lowndes (Chairman), Winston McKean and Elizabeth Haylock (Friends of Akaroa Museum) and Jo Rolley (Community).

Also in attendance was Lynda Wallace, Museum Director, Hubert Klaassens, Acting Director of Christchurch City Art Gallery and Stephen McArthur, General Manager Community Services (who left the meeting at 11:15 am and were not present for Items 7 or 8 of the meeting).

### 1. APOLOGIES

No apologies were received.

### 2. INTRODUCTION TO ROLE OF ADVISORY COMMITTEE

The Terms of Reference had previously been circulated with the agenda. The Chairman explained the Terms of Reference for the benefit of all those in attendance. He said the purpose of the committee was to advise and aid the Museum Director and felt the committee effectively did this.

Mr McKean reiterated that the committee played an important role in the community and a wealth of history and understanding is bought to the meetings. He explained The Friends of the Museum have their own structure but it is a group of people interested in assisting the Museum. Mrs Haylock said The Friends see the Museum as a community asset and are there to look after this treasure.

The Community Services General Manager pointed out that Item 1 of the Terms of Reference stated clearly the role of the committee. He said the reason for changing the wording in Item 4 of the Terms of Reference enabled the committee to have access to other staff not just limit it to one or two persons.

It was pointed out The Friends could also monitor the LTCCP and if necessary put a submission to it as a separate body, in the interest of the Museum.

Mr Klaassens said that he had found in the past this type of committee was invaluable.

Mrs Rolley felt there was no mention that the committee would take a monitoring role regarding the Museum being adequately funded through the LTCCP. The Community Services Manager said this was carried out at management level and that Council has the monitoring role.

### 3. MINUTES OF MEETING HELD ON 18 JANUARY 2006

As Mr McKean and Mr Lowndes were the only two in attendance at the previous meeting they confirmed that the report of the meeting held on 18 January 2006 was a true and correct record of that meeting.

The committee **resolved** that the report of the meeting held on 18 January 2006 be received.

#### 4. MATTERS ARISING

##### 4.1 ADMISSION CHARGES

The Community Services Manager advised members that Council had decided to continue charging an admission fee at the Akaroa Museum.

Mrs Rolley said the free admission card that was included with rates one year was appreciated and used by the local community. She said that perhaps it could be something that could be considered again in the future.

The Museum Director said the admission charge certainly assists the Museum financially, with almost \$40,000 being generated in admission fees annually, but noted that it is inconsistent with CCC policy on free access to its cultural institutions.

#### 5. APPOINTMENT OF COMMUNITY REPRESENTATIVE

Mrs Rolley notified the committee of her resignation due to family commitments. Members agreed that the position of community representative on the committee, be publicly notified as an Expression of Interest

The Community Services Manager suggested that community groups be approached and names put forward. It was also suggested that names could be forwarded to the Chairman along with CV's.

It was also requested that staff write to the Onuku Runanga asking if Meri Robinson would continue as its representative.

Mr McKean and Mrs Haylock asked that Expressions of Interest be called for the community representative on the committee.

Members **resolved** that the Akaroa Museum Advisory Committee call for Expressions of Interest for a Community representative and that information regarding any previous experience with museums or other cultural institutions, or community groups, be requested on the applicant's CV.

It was also **resolved** that the Chairman have permission to appoint an appropriate person prior to the next meeting.

The Museum Director would undertake to arrange an appropriate advertisement in the local newspaper.

#### 6. DIRECTOR'S UPDATE

The Museum Director spoke briefly on each item of her report that had previously been circulated with the agenda. She said by undertaking a visitor survey gives a good indication of numbers to compare from previous years and the statistics also assist the Museum when planning exhibitions. Four exhibitions had taken place during the year. Ms Wallace also explained the forthcoming exhibition programme to members.

With regard to accessions, the Museum Director explained that the Museum does not actively seek items for collection due to the present lack in storage space. She said the new proposed storage area would need to be carefully designed to make maximum use of the limited space and it will not be able to accommodate a lot of large items.

The Museum Director advised members that the Museum is now required to provide valuations for collection items but this will occur over time when staff are available. Art Gallery staff have assisted with the valuation of the art collection.

In reply to a question from the Museum Director regarding the development of the new storage area, the Community Services Manager informed the committee that City Solutions would need to be involved by setting up a project team for designing etc. He said this team would handle the whole project. The cost for this service would be allocated appropriately from the budget figure. Ms Wallace said the capital budget figure of \$520,000 includes \$50,000 for the relocation of Heartlands, and the remaining \$470,000 will be the basis for further funding applications. It does not represent the total cost of the project. This been highlighted through her manager.

It was agreed that the Museum Director liaise with the Acting Director, Christchurch Art Gallery, now so that the planning process can commence.

Mr Lowndes suggested that a statement to the media be prepared informing the community on the planned project. The Community Services Manager said that publicity would be handled by the communications team of community services, Jan McCarthy. The Museum Director will speak to the appropriate staff regarding this media release.

Ms Wallace wished to have it recorded her thanks to The Friends for the work carried out in the Museum grounds. She said it was very much appreciated.

## **7. FRIENDS OF AKAROA MUSEUM PRESIDENT'S REPORT**

Mr McKean gave a verbal report to the committee. He spoke briefly on the Terms of Reference that had already been discussed earlier in the meeting. He said The Friends had also put a submission to the LTCCP regarding the capital budget for the storage area.

Mr McKean advised that the AGM would be held at the end of September and the funding, facilitating and co-ordinating of the Oral History Project would be the focus for the evening. This information being received was building a good resource of oral histories for the Museum.

Mr McKean said monitoring the condition of heritage buildings, particularly the Custom House and Cottage, were an important issue.

Mrs Rolley said it should be made clear to Council that funding was required to maintain these buildings. She asked what the status of the Activity Management Plan was and if the cost for maintenance on the buildings was stated in the Plan. She also asked if Council was aware of the Conservation Plan for the Museum and its buildings. Mrs Rolley and Mrs Haylock asked that the Chairman raise this issue at the next Community Board meeting.

Members **resolved** that the Chairman be requested to raise the issue of the Akaroa Museum Activity Management Plan's status within CCC with special regard to the care of the heritage buildings under the management of the Museum.

Mrs Haylock suggested that the quarterly meetings be held during school holidays.

Mr McKean paid tribute to Mrs Rolley's contribution to the committee over a number of years, many of them as Chairman.

## **8. GENERAL BUSINESS**

There was no general business.

Meeting closed at 11:35 a.m.

### **STAFF RECOMMENDATION**

That the Board receive this report. (Please note this report has not yet been confirmed by the Akaroa Museum Advisory Committee).