

5 December 2022

F16/1072-D22/47586

NOTICE OF MEETING

Notice is hereby given that the meeting of the Percy Thomson Trust will be held at the Percy Thomson Gallery, Portia Street, Stratford on ***Thursday 8 December 2022 4pm.***

If you are unable to make it please notify myself no later than Wednesday 7 December 2022 on (06) 765 6099 or by email to creynolds@stratford.govt.nz.

Yours faithfully
B Ellis
CHAIRMAN

Per: Carissa Reynolds
HR and Governance Administrator

2022 - Agenda - Percy Thomson Trust November

08 December 2022 04:00 PM



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PERCY THOMSON TRUST MEETING

THURSDAY 8 December 2022

Held at the Percy Thomson Gallery at 4pm

F16/1072 – D22/47402

AGENDA

1. **Announcements**

2. **Apologies**

3. **Confirmation of Minutes**

Meeting – Thursday 18 August 2022
D22/40868

The minutes of the meeting are attached.

Recommendation

THAT the minutes of the meeting of the Percy Thomson Trust held on Thursday 18 August 2022 be confirmed.

4. **Correspondence**

Inwards

None

Outwards

None

5. **Financial Statements**

The payment list for the months of September and October is attached.

Recommendation

THAT the payment list for the months of September and October as presented, be received.

6. **Draft Annual Report**

The draft annual report up to 30 June 2022 is attached.

Recommendation

THAT the Annual Report for the year ended 30 June 2022 be adopted.

7. **Arboretum and Herbarium Report**

A verbal report will be presented.

Recommendation

THAT the report be received.

8. **Gallery Director's Report**

The Gallery Director's Report is attached.

Recommendation

THAT the report be received.

9. General Business

10.1 Any other business

10.2 Next Meeting

The next ordinary meeting will be held on Thursday 16 February 2023 at the Stratford District Council.



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Our reference

F19/13/03-D21/40748

Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace.

MINUTES OF MEETING OF THE PERCY THOMSON TRUST HELD AT THE STRATFORD DISTRICT COUNCIL ON THURSDAY 20 October 2022 AT 4PM

PRESENT

Chairman Bruce Ellis and Trustees –Christine Craig, Jim Clarkson, Deborah Clough, Doug Robinson, Helen Cloke and Gloria Webby.

IN ATTENDANCE

The Gallery Director – Laura Campbell, the HR and Governance Administrator – Carissa Reynolds (minute taker).

1. Announcements

There were no announcements

2. Apologies

There were no apologies

3. Confirmation of Minutes

Meeting – Thursday 18 August 2022
D22/31527

The minutes of the meeting were attached.

Recommendation

THAT the minutes of the meeting of the Percy Thomson Trust held on Thursday 18 August 2022 be confirmed.

CLOUGH/WEBBY
Carried

Matters Arising

- Christine Craig noted the Trust had been successful in securing funding of \$30,000 from the Taranaki Electricity Trust.
- Helen Cloke is going back to the contractors to get firmer quotes on the landscaping of the Arboretum. It was noted PJ Landscape was the only quoted contractor who will complete the landscaping themselves.
 - Helen Cloke is to email Paul from PJ Landscape for an updated quote. PJ Landscape has sent Helen Cloke start date availability:
 - New Year – Mid February 2023 or after 22nd March 2023Helen Cloke to find out how long the landscaping is expected to take, as if it can be completed between New Year and Mid-February that would be the preferred time. Jim Clarkson noted that plants need to be secured soon. Jim Clarkson will recirculate the plant list to trustees for feedback and/or recommendations.
- Gallery Director The Gallery Director noted the Gallery had received the ladder and was a great Health and Safety improvement.
- The Property Officer is following up with Fulton Hogan for a quote on a temporary storage space.
- Out of the lost gallery contacts, 400 have been retrieved. The Gallery Director has worked with IT to resolve this issue to prevent it happening again..
- Christine Craig is to confirm if the Gallery is still paying for google storage, as it is not being used.
- A digital screen is to be set up and installed in the Gallery foyer in ten weeks. It was noted the apprehension about the skylight making it too hot for the screen. The Gallery Director is to talk to the Property Officer in regards to option in covering the skylight up, which would also give the option for the Gallery to utilise the space more.

4. Correspondence

Inwards

Acknowledgement of \$30,000 grant from TET for the Thomson Arboretum

Outwards

Nil

Recommendation

THAT the inwards correspondence be approved.

CRAIG/ROBINSON
Carried

Points Noted

- The Property Officer has received a condition audit from Central Roofing. This was not included in the agenda due to commercial sensitivity; Quotes were received for a re-roof and repair of the current roof.
 - Christine Craig to request quotes from other contractors for both a re-roof and roof repair, and the expected longevity of both. It was also noted a request should also be put through for an appraisal on the roof design, is this leading to early deterioration, and if a new roof is decided on can it be redesigned at the same time.
 - Christine Craig is also to ask the property officer to confirm the impact on tenants while work is completed, and the timeframes involved.
- It was noted if the Gallery was to continue to attract exhibitions the building needed to be fit for purpose and kept up to standard, this was in jeopardy without a leak proof roof.
- The selling of current investments was discussed, with Bush Road and Todd Park the parcel lots being identified as recommended for sale.

Recommendation

THAT The Chair is to start securing funding to go towards the probable replacement of The Percy Thomson Complex roof.

ROBINSON/CRAIG
Carried

5. Financial Statements

The payment list for the months of May and June 2022 is attached.

Recommendation

THAT the payment list for the months of May and June 2022 as presented, be received.

ELLIS/WEBBY
Carried

6. Arboretum and Herbarium Report

A verbal report was presented.

- Jim Clarkson called into the Arboretum and noticed a Downer employee carrying out maintenance. It was noted the Downer employee was enthusiastic and the trustee was impressed with the good job they were doing.
- It was noted there are still weeds, but there is progress towards clearing them, and the Arboretum is looking good.

Recommendation

THAT the report be received.

CRAIG/WEBBY
Carried

7. Gallery Director's Report

The Gallery Director's Report was attached.

Points noted:

- The Gallery Director is seeking an update on payment methods as they are not wanting to use their own debit card for Facebook ads, but currently there is no alternative. Currently the Facebook reach is approximately 2,500, with Facebook ads the reach is estimated to be between 5,000 – 10,000. Given the results of the recent survey it demonstrates how important digital marketing is for the Gallery.

Recommendation

THAT the Gallery Director's report be received.

WEBBY/CRAIG
Carried

8. General Business

10.1 Any other business

Helen Cloke requested that the trust send out a card at the end of the year thanking the volunteers. The Gallery Director is to get a list of volunteers and the trustees are to sign the cards at the December meeting.

10.2 Next Meeting

The next meeting of the Percy Thomson Trust is to be held on Thursday 15 December 2022 at 4pm at the Stratford District Council.

9. Closing Karakia

Meeting closed at 5:08pm.

B Ellis
CHAIRMAN

Statement of Financial Position - Percy Thomson Trust

As at 31 October 2022

	Actual as at 31 October 2022
Assets	
<u>Current Assets</u>	
Debtors and Prepayments	\$4,385
Bank Accounts and Cash	\$226,755
Other Financial Assets	\$25,000
Investments -term deposit	\$250,000
Current Assets Total	\$506,140
<u>Non-Current Assets</u>	
Other Financial Assets	\$427,000
Property, Plant and Equipment	\$1,804,667
Non-Current Assets Total	\$2,231,667
Assets Total	\$2,737,807
Liabilities & Equity	
<u>Liabilities</u>	
<u>Current Liabilities</u>	
Creditors and Accrued Expenses	\$7,696
Employee Costs Payable	\$6,000
Liabilities Total	\$13,696
<u>Trust Equity</u>	
Accumulated Surpluses	\$1,516,811
Revaluation Reserve	\$1,207,200
Contributed Capital	\$100
Equity Total	\$2,724,111
Liabilities & Equity Total	\$2,737,807

PAYMENT LISTING - SEPTEMBER AND OCTOBER 2022

<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Stratford District Council	Fire Security Services , energy, telephone/tolls	\$1,196.60
NZME Holdings Limited	Advertising	\$385.25
Harris Store Limited	Groceries	\$81.34
Warehouse Stationery	Office Chair	\$262.50
AM & DM Hall Limited	Auto Door maintenance	\$463.16
Stratford Business Association	Membership renewal	\$57.50
About Image Limited	Booklets courier fee	\$17.25
Stratford District Council	Repairs/Maintenance, energy costs, telephone/tolls	\$1,853.22
Hardy Packaging Limited	Packaging	\$309.51
Astrolift Ltd	Order Picker	\$2,432.25
About Image Limited	Promo - Adam Portraiture	\$128.80
Inland Revenue	PAYE	\$2,110.40
Paper Plus Stratford	Stationery	\$70.46
Stratford District Council	ADT Fire Monitoring	\$347.27
AHI Carrier (NZ) Limited	Air Conditioning	\$279.45
New Zealand Van Lines Limited	Relocation of Art work	\$620.00
Gordon Harris Limited	Supplies	\$333.25
Abstract Signs	Signs	\$1,644.50
Harris Store Limited	Groceries	\$169.79
Elite Business Systems LP	Subscription Renewal	\$935.12
Warehouse Stationery	Supplies	\$61.95
Opunake & Coastal News	Advertising	\$463.65
Hannah Doherty	Creative Fibre	\$313.95
Inland Revenue	PAYE	\$2,203.60
Masters Mitre 10	Supplies	\$105.19
Abstract Signs	Signs	\$310.50
Harris Store Limited	Supplies	\$100.38
Global Specialised Services (NZ) Li	Shipping	\$2,320.70
TOTAL		\$19,577.54

2022 - Agenda - Percy Thomson Trust November - Financial Statements

PERCY THOMSON TRUST INVESTMENTS - as at 31 August 2022										
	Maximum Policy Limit	Individual Investee Policy Limit	Actual Investment	Interest Rate	Due Date	Frequency of Interest Payments	Amount	% Invested		Annual interest
Bank Investments	100%	50%	TSB Bank - Current account	Various - Premier cheque rates	Call	Annual	\$251,732		Approx	\$1,000
			TSB Bank - Term investment	2.20%	4/12/2022	Maturity	\$250,000			\$5,500
							\$501,732	35.6%		
Promissory Notes	35%	20%					\$0			
Bonds	Other 80%	50%	Auckland International Airport	4.23%	09.11.2022	Half yearly	\$25,000	3.6%		\$1,058
			Meridian Energy Ltd	4.88%	20.03.2024	Half yearly	\$30,000	4.3%		\$1,464
							\$55,000	7.8%		
Listed Shares	30%						\$0	0.0%		
Real Estate	75%		Proportionate ownership share - Bush Road, Albany, Auckland	7.80%		Monthly	\$125,000	17.8%		\$7,910
			Proportionate ownership share - Osterley Way, Manukau, Auckland	9.25%		Monthly	\$50,000	7.1%		\$4,625
			Proportionate ownership share - Todd Park, Porirua, Wellington	6.42%		Monthly	\$72,000	10.3%		\$5,000
			Proportionate ownership share - Cameron Road, Tauranga	7.80%		Monthly	\$50,000	7.1%		\$4,000
			Proportionate ownership share - Henderson, Auckland	6.50%		Monthly	\$100,000	14.2%		\$6,500
Professional Portfolios	50%						\$0	0%		
Total Portfolio							\$953,732	100.00%		\$37,057
The policy only allows up to 50% in any one bank investment (based on the total of promissory notes, bonds, deposits etc).										
The Trust currently has 35.6% in TSB Bank (excluding the current account), which complies with the policy for all types of investments.										

Percy Thomson Gallery Director's Report

December 2022

General Comments

- Present Report of Visitation Numbers for this financial year/ current exhibition, as of 7 December 2022.
- A fantastic year at Percy Thomson Gallery, and a wonderful first 12 months in my role, as Gallery Director. I feel very fortunate to be in my position, and will continue to advocate for the Gallery in 2023.
- Acknowledgement of my team (Amy, Justin, Hannah, Donna, Carina, Jacqueline and Gayleen) who have kept our Regional Gallery operating so smoothly this year during very challenging times with Covid-19 in the community.

Currently on at PTG

Stratford Art Society Spring Exhibition – This exhibition is always well supported by the local community and receives good feedback from visitors from outside the region too.

Exhibitions Up Next are:

- 'Taranaki Review: In Miniature' – hundreds of small artworks by Taranaki artists. This exhibition is a new concept for the Gallery. Focus on promoting a unique opportunity to collect a miniature work by one of your favourite artists (who may often present large works).
- In February – Ewan McDougall's exhibition 'Freed Up in Lockdown' will travel up from Dunedin. It will be presented alongside Dwayne Duthie's newest series of artworks 'A Double Edge Sword'.
- Full exhibitions calendar for 2023, just need to sort replacement national touring show instead of Rita Angus. Justin Morgan and I are co-curating an exhibition and are hopeful to visit Auckland – to ask Wallace Art Trust to loan artworks for an 8 week exhibition.

Gallery Operations:

Assessment of Gallery and its operational standards.

- New 55inch monitor for the foyer has arrived. Waiting for install.

- New sound equipment has arrived at the Gallery. This was only possible due to the kindness and ongoing support of Kelvin and Carolyn Squire, and the Taranaki Foundation. I would like Bruce to send a message of thanks to them for their generosity and support of our Gallery.
- Allan McCullough has generously freshened up our Main Entry Foyer at his own cost/no labour charge. I would ask Bruce to write a letter of thanks to Allan for his donation to the Gallery.
- Urgently needing updates on the Trust's decision with regards to the Re-roofing contracts gone out to tender for the Percy Thomson Gallery and Complex. Timeframe needed as Main Entry Foyer skylight – is it staying or going?
- Seeking an update with regards to reviewing payment methods at the Gallery and a Debit Card to use for Online Marketing.
- Funding application to TET in February 2023 – this will still be completed for this round of funding for the Rita Angus exhibition, premier national touring exhibition. The date of this exhibition has changed from May 2023 to April 2024, due to a miscommunication in Director handover notes. Te Papa visited the Gallery in situ on Friday 2 December. Commented our Gallery is a hidden gem, and the need to market ourselves as one of the best Regional Galleries in Aotearoa.
- My recommendation in near future would be to review budgets to separate Exhibitions and Marketing budgets accordingly.
- Better communications and advice needed on sending information to Friends of the Gallery. Review needed for our website design, methods of communications to visitors. At present, outdated and needs work by a marketing design consultant in New Plymouth.

Summary from Director: I am very proud of what the Gallery has achieved in 2022. We have a wonderful team at the Gallery and their unwavering support keeps our Gallery running. There is room for progression in 2023, to start to promote more Public Programming, education sessions and exhibitions more effectively with new marketing strategies and projects in partnership with Stratford District Council. Overall, a great 12 months and I look forward to building up Percy Thomson Gallery's reputation throughout Taranaki and Aotearoa next year.



Our reference
F19/13/03-D21/40748

Karakia

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Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
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