

2022 - Agenda - Percy Thomson Trust October

20 October 2022 04:00 PM



Agenda Topic	Page
Agenda	2
1. Opening Karakia	4
2. Apologies	
3. Announcements	
4. Confirmation of Minutes	5
5. Correspondence	10
6. Financial Statements	11
7. Arboretum & Herbarium Report	
8. Gallery Director's Report	14
9. General Business	
9.1 Any other business	
9.2 Next Meeting	
10. Closing Karakia	20

PERCY THOMSON TRUST MEETING
THURSDAY 20 October 2022

Held at the Stratford District Council following Annual General Meeting

F16/1072- D22/31683

AGENDA

1. **Opening Karakia**

2. **Announcements**

3. **Apologies**

4. **Confirmation of Minutes**

Meeting - Thursday 18 August 2022
D22/31527

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.

6. **Correspondence**

Inwards

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

Outwards

None

7. **Financial Statements**

The financial statements for the months of July and August 2022 are attached.

Recommendation

THAT the financial statements for the months of July and August 2022 as presented, be received.

8. **Arboretum and Herbarium Report**

A verbal report will be presented.

Recommendation

THAT the report be received.

9. **Gallery Director's Report**

The Trust receives a report from the Gallery Director.

Recommendation

THAT the report be received.

10. General Business

10.1 Any other business

10.2 Next Meeting

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

11. Closing Karakia



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 18 AUGUST 2022 AT 4PM

PRESENT

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

IN ATTENDANCE

The Gallery Director – Laura Campbell (via audio visual link), the Committee Advisor and Executive Assistant – Erin Bishop (minute taker) and Mark Butterworth (Craigs Investment Partners).

The meeting was opened with a karakia.

1. Announcements

The Chairman noted that item 9 – Gallery Director’s Report would be held after the presentation by Mr Butterworth.

2. Apologies

An apology was received from trustee Helen Cloke.

3. Presentation

Mark Butterworth, Craig Investment Partners.

Points noted in the presentation:

- The presentation today is to give the Trust the opportunity to look at alternative investment options if it is looking to diversify its portfolio.
- It was noted that Craig Investment Partners look after personal wealth for the vast majority of clients, however it also looks after a number of charitable trusts just as Hospice, Taranaki Foundation, Ostlers Garden Trust and multiple sporting organisations in order to help protect what the organisation has, to continue to grow and generate an income stream from investment portfolios. Portfolios are tailored to suit the needs and desired outcomes from the organisation.
- Craig Investment Partners is one of the largest private investment firms in New Zealand and has about \$25 billion under its management. The size and scale of this gives them an advantage over their peers as they are able to invest heavily in research on the companies that are invested in whether it be globally or locally. They still ensure they can offer the face to face service and are still regional based and live within the communities they work in.
- Protecting capital is the first thing they want to achieve and he acknowledged the significant obligation trustee’s have to protect what has been given for generational benefits and the biggest decision for the trust board is to decide on the risk profile. The split for the equities and fixed interest decision will be determined by the risk profiles with most charitable trusts having a 50/50 split. He noted the NZ Super funds were super aggressive with 90% equity for their portfolios partly because this is viewed as multi-generational with very long investment timelines.
- As a business they look at portfolios differently to their peers. A model similar to kiwisaver can be done but would propose looking to invest directly in the market which means the Trust would own the place they have invested in. This is very transparent and important to know what the Trust own to ensure it meets any ethical guidelines – anything that is against the values of the trust can be avoided as an investment option. With direct investment the trust makes the investments with guidance from Craig Investment Partners with a goal to protect capital with a sound balance sheet, sound management, dividend yields and future growth potential. The direct model is also very liquid which means if funds are needed urgently then funds could be accessed and into the trust’s account in about three days. Direct investment will also incur less fees.
- It was noted that most of the global shares are held in US dollars which can sometimes act in the favour of New Zealand investments.

- He noted the key driver in terms of companies that they invest in is dividend yield (your share of the profits) as it is important that these are increasing to allow investors to continue what they are doing. Long term dividend growth examples from 2001 were provided.
- A portfolio example was presented to the trustees. It was noted that no more than 7% would be invested in one bond for diversification and risk management purposes. Bond portfolios are well laddered with the maturity dates being staggered into the future which means there are bonds regularly maturing to be reinvested.
- The example circulated showed that Craig Investment Partners would be able to put together a fairly good yielding bond portfolios which have exceeded term deposit rates at the moment, however term deposits could also be added into these portfolios as they have no fees. It was noted the only fees are on direct investment/direct security into the market.
- Property investments – normally about 3% is put into listed properties. Property has increasing interest rates and are under more pressure to maintain capital value and maintain dividend pay-outs. As this Trust already has property he would think that no more would be put into property.
- Examples were given of New Zealand companies, Australia companies and global companies that are invested in and it was noted that some of these are growing and developing companies. They ensure there is exposure through the global companies in Europe, United States of America, China and Japan.
- It was noted the fees were usually about 0.75% for a charitable trust.
- It was clarified that direct investment would still mean the funds were managed by Craig Investment Partners, therefore would still be compliant with the Trust's Investment Policy with the responsibility being with the Fund Manager and not the trustees.
- The importance of the liquidity factor of these investments was reiterated as funds can be with the Trust in about three days if required.

Outcomes

- An Investment Portfolio/Policy Statement Proposal will be created and sent to the Chairman for circulating. The Chairman will suggest a resolution following the receipt of these for the Trustees to consider.

4. Gallery Director's Report

The Gallery Director's Report was circulated.

Points noted:

- The Emergence Exhibition has been a real success and an amazing show. There were over 200 in attendance at the prizegiving which did make patrolling mask wearing a bit difficult. The Taranaki Foundation is very pleased with the exhibition and has committed to providing funding for the next Emergence in two years time.
- Visitor numbers are steady but lower than what would be liked. Schools are starting to return to the gallery and the gallery is still doing really well despite the lower numbers. The Chairman noted the restrictions have impacted openings which usually give exhibitions a real kick start but he noted there was a really good presence online via the website and social media.
- There has been lots of feedback and engagement online with the Emergence Awards with quite a few sales being made from online posts. Haoro Hond's exhibition has also made a really good connection with Ngāruahine who are very supportive of the gallery.
- Coming up next is Taranaki Arts Trial Preview Exhibition followed by the Adam Portraiture Awards in September which has already arrived and is being stored at the gallery.
- A new platform ladder is required for health and safety purposes.

THAT the purchase of a new platform ladder be approved up to the value of \$3,000

ELLIS/CRAIG
Carried

- Seeking advice on the temporary storage space as the cabinets are in the wrong place and it will need a refit in the future.

- There was a system malfunction with all contacts stored on outlook being lost. About 400-500 were retrieved and have been collecting addresses again through social media and the people's choice award for Emergence. It was noted that those filling in their details were given the option to be added to the mailing list. Working on future proofing to ensure this sort of loss does not happen again.
- Few leaks in the building from the storm today, one in the staff area, kitchen, foyer and a new one in the shop. It was noted that Mrs Clough had approached Eltham Construction regarding the roof and noted they would need to speak with the Stratford District Council's Property Officer.
- Eftpos Machines – with the number of transactions staff are asking customers to go and get cash out for it would be good to implement a credit card system.
- A request was made for the Trust to consider a debit/credit card for operational expenses rather than staff using personal cards and seeking reimbursement. It was noted that Auditors are very cautious of these due to the high risk they carry and are a focus of every annual audit. A credit card with a low limit would be the preference of Mrs Craig. The Chairman and Mrs Craig will further investigate a practical option. It was noted the requirement to use personal cards for items such as online advertising was not ideal.
- Carolyn and Kelvin Squire are looking to purchase the work by Haora Hound created in memory of their son Leon. They have asked if the Trust can provide a space to house it. It was noted this would also require a loan agreement outlining insurance and liability etc. The foyer at the gallery was suggested and protected by Perspex, however it was acknowledged that this area can get very hot and has a lot of sun exposure during summer. The Gallery Director will continue to discuss this with Mr and Mrs Squire and in the meantime the artist will store the work.
- Social media numbers and marketing is going really well with spectacular engagement numbers.
- A request for consideration of a digital screen to be used for marketing in the foyer was made. A quote for \$2,875.90 was presented. On average \$150 is spent on printing and posters for every exhibitions, a digital screen would eliminate this cost. It was noted that the sign in Prospero Place needs to be updated but would not be done until the Council has finalised its town centre/Prospero Place plans. It was noted that the associated hardware and subscription costs were

THAT the quoted screen purchase be approved.

ELLIS/CRAIG
Carried

Recommendation

THAT the report be received.

ROBINSON/CLARKSON
Carried

5. Confirmation of Minutes

Meeting – Thursday 16 June 2022
D21/22517

The minutes of the meeting were attached.

Recommendation

THAT the minutes of the meeting of the Percy Thomson Trust held on Thursday 16 June 2022 be confirmed.

CLOUGH/WEBBY
Carried

Matters Arising:

- An amendment was requested to the minutes:

The chair discussed Membership of the NZPCN. Also discussed was becoming a bronze sponsor (\$1000) per year that would be something to tie back to the ~~flora and fauna ecosystem~~ herbarium

It was noted that the Trust was now listed as a member of the NZPCN. This will rely on people to subscribe under our banner – the trust had incurred no costs for this.

6. Correspondence

Inwards

None

Outwards

Bruce Ellis – Trustee term expiry

Recommendation

THAT the outwards correspondence be approved.

CRAIG/ROBINSON

Carried

- It was noted a letter was required to be sent to Trustees Helen Cloke and Deborah Clough as their terms were also expiring this year.
- The Chairman noted he would be accepting reappointment to the Trust, he noted he anticipated he would only be on the Trust for one more year, but the Trust Deed does specify that appointments are for three year terms.
- The Chairman noted he would be requesting to the District Mayor that Councillor Webby remain as a council representative on the Trust following her retirement from District Council in October.

7. 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.

WEBBY/CRAIG

Carried

8. Draft Annual Report

The draft annual report up to 30 June 2022 was attached and the Chairman's report tabled.

Recommendation

1. THAT Percy Thomson Trustees approve the accounts to be released to Audit NZ for audit purposes.
2. THAT the Trustees authorise the Chair and one other trustee to sign the accounts on behalf of the trust once Audit NZ have given clearance.

ELLIS/CRAIG

Carried

9. Arboretum and Herbarium Report

A verbal report was presented.

- Mrs Craig has submitted the TET funding application on Monday. \$40,000 was applied for as approved in the previous Trust meeting with an additional \$5,000 added for voluntary labour.
- Mr Clarkson noted that Downers had done quite a lot at the arboretum and have trimmed right back to the edge of the concrete so the pathway is fully exposed again. There are some really nice views from the front as a result of this work.
- There are only four Chatham Island forget-me-nots left which will require moving to a more exposed site with more light.

Recommendation

THAT the report be received.

CLARKSON/WEBBY
Carried

10. General Business

10.1 Any other business

- The Chairman noted that with the membership to the plant conservation network an email was required. He noted that this would need regular checking and asked for approval to add this to the Gallery Assistants duties. This was approved by Trust and the Chairman will discuss this with her and monitor to ensure it is not adding too much work to the role.
- The Chairman will discuss with NZPCN what the plans are as will need their approval to use their links to sign in. There has been trouble previously with expired QR codes.

10.2 Next Meeting

The Annual General Meeting of the Percy Thomson Trust is to be held on Thursday 20 October 2022 at 3.30pm followed by an ordinary meeting at the Stratford District Council.

The meeting was closed with a karakia.

Meeting closed at 5:43pm.

B Ellis
CHAIRMAN



23 September 2022

Percy Thomson Trust
PO Box 320
STRATFORD 4352

Dear Sir/Madam

I refer to your recent application for a grant from Taranaki Electricity Trust.

The Trustees have viewed your application favourably and I am pleased to advise that accordingly your organisation has been granted the maximum sum of \$30,000.00 for the following purposes;

For: Arboretum development

Please note the following conditions which apply:

1. The amount granted is the maximum - if the work carried out costs less than this, then the trustees may reduce the amount of the grant accordingly.
2. The Grant will only be paid when the appropriate claim form is submitted, along with copies of suitably itemised invoices specifying all the work carried out. The Trustees must be satisfied that the amount granted is only used for the purposes as set out above.
3. The Grant will be paid direct to your organisation. Any accounts incurred must not be in the name of Taranaki Electricity Trust.
4. Any items purchased should be from businesses within the TET area, unless they cannot be sourced locally or the price is substantially different.
5. The trust is not registered for G.S.T., therefore G.S.T. will not be added to the amount granted.
6. A signed declaration form will be required on completion of the project.
7. TET may request further verification of funds spent, following the final draw down of your grant
8. The Grant must be uplifted within 12 months. After this the Grant may lapse at the discretion of the Trustees.
9. In the case of equipment supplied, an agreement may be required to be signed. This agreement specifies certain terms and conditions.

The Taranaki Electricity Trust is keen to improve public awareness of the organisations which benefit from grants. Therefore acknowledgment of Taranaki Electricity Trust assistance must be made in any publicity arising from this Grant.

Congratulations on your Grant and best wishes for your project.

Yours faithfully
TARANAKI ELECTRICITY TRUST

Grant Hassall
Executive Secretary

PAYMENT LISTING - JULY AND AUGUST 2022

<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Inland Revenue	GST	\$332.61
Stratford District Council	Fire Security Servces, telephone and tolls	\$386.81
About Image Limited	Booklets	\$60.38
Inland Revenue	PAYE	\$2,067.77
Stratford District Council	Fire Security Services	\$131.86
Aqua Taranaki Limited	Filter	\$99.00
Phil Boyes Electrical (2019) Limite	LED Lights	\$2,340.25
Hannah Doherty	Design Work	\$130.81
About Image Limited	Printing	\$174.88
Stratford District Council	Energy costs, building repairs	\$2,048.75
Five Star Liquor	Beverages	\$140.28
Abstract Signs	Signs and Trophies	\$736.00
Harris Store Limited	Exhibition opening	\$160.21
Laura Campbell	Claim For Expenses	\$147.57
AM & DM Hall Limited	Autodoor Maintenance	\$80.50
About Image Limited	Printing	\$131.56
Accident Compensation Corporation	ACC Levy	\$386.04
Opunake & Coastal News	Advertising	\$416.00
Stratford District Council	Insurances - Material Damage - Fine Arts	\$11,131.84
AHI Carrier (NZ) Limited	Preventative Maintenance	\$597.92
Stratford District Council	Energy costs, building repairs	\$2,532.67
Dimocks 100%	Wireless Mouse	\$29.00
Justin Morgan	Judging of Emergence Art Awards	\$300.00
Hannah Doherty	Taranaki Arts Trail	\$130.81
NZ Portrait Gallery Trust	Adam Portraiture Award exhibition	\$3,105.00
Abstract Signs	Wall signs for Exhibition	\$345.00
Laura Campbell	Claim for Expenses	\$108.86
Simon Gennard	Judging of 202 Emergence Awards	\$300.00
Warehouse Stationery	Stationery	\$66.95
About Image Limited	Printing	\$63.27
Inland Revenue	PAYE	\$2,822.28
TOTAL		\$31,504.88

2022 - Agenda - Percy Thomson Trust October - 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%		\$9,716
			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%		\$4,625
			Proportionate ownership share - Cameron Road, Tauranga	7.80%		Monthly	\$50,000	7.1%		\$3,900
			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%		\$38,388
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.										

2022 - Agenda - Percy Thomson Trust October - Financial Statements

	Carrying Amount	Addition	Depreciation	Revaluation surplus (deficit of appreciation received on revaluation)	Transfer	Carrying Amount
	1/9/22					31/9/22
	\$000					\$000
Building	1,525	-	11	-	-	1,544
Archives	49	-	1	-	-	48
Land	228	-	-	-	-	228
Furniture and fittings	61	-	1	-	-	60
Other equipment	3	-	-	-	-	3
Total	1,867		13			1,884

Percy Thomson Gallery Director's Report

October 2022

General Comments

- Very pleased with feedback from visitors. Example collected: "The current exhibition is one of the best I have ever seen!!! Congrats to you and Amy and the team. I was blown away by the talent and it is hung so nicely in the gallery. Well done, Lynda".
- Visitor numbers – As demonstrated in Visitor numbers for current exhibition Adam Portraiture, as of 12 October, there have been nearly 1300 people through. Numbers are increasing but I also believe this is a credit to the high calibre of touring exhibition Adam Portraiture is.

Currently on at PTG

Adam Portraiture Award 2022 closed 16 October 2022. The most popular exhibition for feedback and visitor numbers this year. Condition report and transit completed by Wednesday 19 October. Off to Pah Homestead in Auckland.

Exhibitions Up Next are:

- Opening of Creative Fibre Taranaki (22 October – 13 November) – Saturday 22 October with the Official Opening taking place on Sunday 23rd at 1pm.
- Stratford Art Society Spring Exhibition (18 November – 11 December)

Gallery Operations:

Assessment of Gallery and its operational standards.

- Received delivery of new platform ladder.
- Seeking an update with regards to reviewing payment methods at the Gallery and a Debit Card to use for Online Marketing.
- Update around Haoro Hond's work for Carolyn and Kelvin Squire. We are getting an A1 (framed) copy for the Gallery. Squire's will pay for it.
- Carolyn and Kelvin have also offered to donate money for buying a new sound system and microphones for the Gallery – great for Openings and Public talks.
- Funding application to TET will be made in February 2023 for Rita Angus exhibition, premier national touring exhibition and a huge show for us to secure! I have meetings set up with Suzanne Porter, TAFT – to see if we can work with them to promote the exhibition and boost visitor numbers with a shared event partnership ie. Win tickets to TAFT event when you visit the Gallery.

Marketing

We randomly surveyed 100 visitors how they found out about the Adam Portraiture Exhibition:

78% - Facebook/Instagram

89% - Visual Marketing on Streets – ie. Billboards, pamphlets

65% - Press ads

32% - Gallery Newsletter

28% - Gallery Website

76% - Word of Mouth

The survey demonstrates how important digital and physical marketing is for the Gallery. Street image going forward – working in with the new council will be crucial for the Gallery.

As Director, I want to be involved with the consultation process SDC conducts in 2022/23.

My recommendation in near future would be to review budgets to separate Exhibitions and Marketing budgets accordingly.

The Adam Portraiture Award					
Date	Day	Month	Visitors	Event	
23/09/2022	Friday	September	82	Opening	
24/09/2022	Saturday	September	59		
25/09/2022	Sunday	September	43		
26/09/2022	Monday	September	39		
27/09/2022	Tuesday	September	59		
28/09/2022	Wednesday	September	59		
29/09/2022	Thursday	September	88		
30/09/2022	Friday	September	76		
1/10/2022	Saturday	October	84		
2/10/2022	Sunday	October	40		
3/10/2022	Monday	October	53		
4/10/2022	Tuesday	October	83		
5/10/2022	Wednesday	October	49		
6/10/2022	Thursady	October	70		
7/10/2022	Friday	October	65		
8/10/2022	Saturday	October	81		
9/10/2022	Sunday	October	86		
10/10/2022	Monday	October	66		
11/10/2022	Tuesday	October	112		
12/10/2022	Wednesday	October			
13/10/2022	Thursady	October			
14/10/2022	Friday	October			
15/10/2022	Saturday	October			
16/10/2022	Sunday	October			
Total			1294		

2022-23 Visitors Breakdown

Month	Total Visitors
July	1153
August	1378
September	1460
October	789
November	
December	
January	
February	
March	
April	
May	
June	

Numbers 1-11th Oct

Total	4780
--------------	-------------

|



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.