**OTAGO SETTLERS ASSOCIATON (OSA) INC**

**ANNUAL GENERAL MEETING MINUTES**

**7.30 pm on** **Wednesday, 21 September 2017**

**Auditorium**, **Toitū** **Otago Settlers Museum**

**Chairperson**: Mrs Susan Schweigman (President)

**Present:** Mrs Sadie Andrews, Ms Elizabeth Annison, Ms Marian Barnett, Mr Ray Beardsmore, Mr Gordon Christie, Mr Barry Clarke, Mrs Rosalie Clarke, Mr Keith Clifford (Treasurer), Mr David Crooke, Mrs Louise Croot, Mr Phil Dowsett (Immediate Past President) Mrs Ingrid Emerson, Ms Jennifer Evans (Toitū Otago Settlers Museum Director), Mr Austin Gee, Mrs Hillary Hunt, Mr Bob Hopkins, Mr Franz Kammerer, Mr Hugh Kidd, Dr Danny Knudson, Mrs Sue Lambie, Mrs Eleanor Leckie, Mr Norman Ledgerwood, Mrs Joan Ledgerwood, Mrs Margaret Lindsay, Mrs Alix Lucus-Fyfe, Mrs Daphne Macleod, Mrs Rhondda Martin, Dr Claire Matthewson, Mr Brian McCormack, Mrs Denise Montgomery, Mr John Moodie, Mrs Alison Moodie, Mrs Charlotte Morris, Dr Dorothy Page, Mrs Virginia Perry, Mr Stuart Petrie, Mrs Kathleen Petrie, Mrs Carol Pike, Mr Chris Pike, Mr Stan Rodger, Mrs Anne Rodger, Mr Gordon Rusbatch, Mrs Margaret Rusbatch, Mr Peter Schweigman, Mrs Susan Schweigman (President), Mr Pete Smith (Vice President), Mrs Yvonne Sharpe, Dr Royden Somerville QC, Miss Shirley Ungemuth, Mr John Vincent, Mrs Josephine Vincent, Miss Claire Webster

**Apologies:** Mr Harold Browett, Mr Peter Grant, Mr Ian Lambie, Mrs Margaret MacCormick, Dr Jane Malthus, Mr John Manning, Mrs Kerry Moir, Mrs Jean Park, Mr Calder Prescott, Ms Lesley Prescott, Mrs Corinne Rodger, Mr Ian Sime, Mrs Betty Sime, Mr Geoff Simons, Mrs Shirley Smilie, Mr Lloyd Smith, Mrs Charmian Smith, Mr Melvyn Smith, Mrs Barbara Smith, Mrs Winifred Trevanthan, Mr Paul Turnbull, Mrs June Turnbull, Ms Shan White

**Minute Taker:** Ms Kylie Darragh

# Welcome

# Apologies

**MOVED** that the Apologies be received.

 (Schweigman/Pike) **AGREED**

# Minitues of the Previous meeting

**MOVED** that the tabled Minutes of the meeting held on 14 September 2016 be confirmed as a true and correct record.

 (Smith/Martin) **AGREED**

# MATTERS ARISING

# PRESENTATION OF THE ANNUAL REPORT 2016

Mrs Schweigman gave a presentation of the 118th Annual Report for the year ended 30 June 2017. The Report (attached) has been circulated and Mrs Schweigman summarised this and emphasised certain aspects, in particular the reduction of membership numbers, and new membership being the challenge ahead. The OSAs’ investments are within budget with help thanks to Mr Craig Fraser and the Committee was often looking at ways to support the Museum with projects such as the annual History Prize, this last year’s winner being Mr Tom Rawcliffe.

## Appreciations

Mrs Schweigman expressed her sincere gratitude and thanked:

* the Events Committee for such highlights as the Quiz Night (which may be repeated) the Summer Outing to Kuriheka, and the evening with Roger Hall.
* Rua McCallum for her work with Tuesday Club monthly.
* The Publications group: Dr Dorothy Page, Austin Gee, the Editor of the Otago Settlers News, Shan White for her work on the E-News.
* Phil Dowsett for being an invaluable link between the Council Board and the OSA.
* Ann Barsby for her work with the Southern Heritage Trust and the Scottish Heritage Council.
* Jennifer Evans and her staff for their support.
* The OSA Committee for their hard work over the year.
* The Administrator Ms Kylie Darragh.

**MOVED** that the Annual Report be received.

 (Schweigman/Andrews) **CARRIED**

# PRESENTATION OF UN-AUDITED FINANCIAL statements 2016-2017

Mr Clifford presented the un-audited financial statement (attached) and noted points as follows:

* There is a small surplus of $9,400.00.
* Subscription payments and donations have increased this year due to better financial accounting systems.
* Expenses in Administration have grown and wage costs have increased.
* There has been a significant $600-$700 savings in the printing costs of the Newsletter.
* New system set-up costs of $3000-$4000 would not be reoccurring.
* The OSA was looking at being able to offer up to $23,000.00 worth of support to the Museum in the coming year.
* The OSA’s investments are listed as conservative and ethical investments.

The Treasurer thanked Kylie Darragh and Susan Schweigman for all their support throughout the year.

**MOVED** that the un-audited financial statements be received.

 (Schweigman/Clarke)

 **CARRIED**

# COMMITTEE ELECTION

Mr Pete Smith put to the membership that Mrs Schweigman continues in the role of President for the coming year.

Mrs Schweigman was declared elected.

Mrs Schweigman declared the following nominations.

Vice Presidents:

* Mr Peter Smith

Peter Smith was declared duly elected.

Mrs Schweigman read the list of nominees received by the closing date. It was discussed that Mr Keith Clifford (Treasurer) and Mr Phil Dowsett (Immediate Past President) are not elected positions. She also noted that the Committee can have 6-10 members.

The Committee was listed as follows:

Mrs Ann Barsby

Mr Bob Hopkins

Dr Danny Knudson

Mrs Eleanor Leckie

Mrs Alix Lucas-Fyfe

Mrs Rhondda Martin

Mrs Kerry Moir

Mrs Denise Montgomery

Mrs Carol Pike

Mrs Schweigman declared Mrs Barsby, Mr Hopkins, Dr Knudson, Mrs Leckie, Mrs Lucas-Fyfe, Mrs Martin, Mrs Moir, Mrs Montgomery, Mrs Pike as the elected Committee and congratulated them.

# motion on notice

**General Remit**

**Moved** that as from 1 July 2018, the Otago Settlers Association offers only 1 category of Life Membership: Life Member; and:

That the fee for a Life Membership be $1000.00 for the time being.

 (Hopkins/Knudson)

 **CARRIED**

Rationale:

Currently the OSA constitution provides for a category of membership called Life Member. Over the years several categories of Life Membership have been developed, and this seems overly complicated given that all Life Memberships have the same membership right: the right to membership for life. The association currently has over 300 listed in the 4 Life Member categories. We value those and past Life Members, for the contributions they have made and continue to make to the work of the Association.

Current Life Members will be transferred to the one Life Member category, and of course no money is involved.

Life Memberships have been designed as a mechanism to inject significant funds into an

organisation in return for the special status of Life Member. With the division of life members

among a number of categories, it is felt this special status has been diminished.

With this in mind it was decided to recommend that the fee for a Life Membership of the Otago Settlers Association be set at $1000 for the time being.

This fee like all membership fees will be reviewed by the Association from time to time.

This change does not affect the status or conditions of Endowment or Honorary Life Memberships, as set out in the constitution.

**Moved** that as from 1 July 2018 the association will offer a five year membership option, except for the Family and Student Categories.

 (Hopkins/Smith)

 **CARRIED**

 Rationale:

This may be a convenient prepay option for some members. There will not be any discount on the fees payable. However members will be insulated from any increase in membership dues in that 5 year period.

# HONORARY LIFE MEMBERSHIP – TO DR DOROTHY PAGE

A Minute of Appreciation was read for Dr Page by Mr Brosnahan of Toitū OSM (attached). Dr Page received her Honorary Life Membership with thanks and a short talk on some of the highlights of her years with the Association.

# Toitū Otago Settlers Museum ANNUAL REPORT

Ms Evans presented the Toitū Otago Settlers Museum Annual Report (attached).

The report includes:

* Visitor numbers exceeding expectation.
* The Learning Experiences Outside the Classroom (LEOTC) has successfully gained another 3 year contract from the Ministry of Education.
* The five areas of focus for the new Strategic Plan 2017-2022
* Energy audit and efficiency plan details and the amount of savings made.
* Awards received over the last year including a Silver at the Spotlight International Film Festival and an “Endorsed Visitor Attraction” from Qualmark for both 2016 and 2017.

The President thanked Jennifer Evans sincerely and mentioned the importance to the OSA of hearing of the Museums continuing development in such areas as the LEOTC.

1. **ACKNOWLEDGEMENTS AND THANKS**

The President warmly thanked Mr Bob Hopkins and Mrs Carol Pike for their 10 Years’ service to the Otago Settlers Association Committee. They were both presented with a blue OSA Ten Year Pin to recognised their work and support over the years.

Ms Shan White was commended and thanked for her work on the monthly E-Newsletter. It is hoped as with Dr Page her involvement in the Publications group will continue.

**10. GENERAL BUSINESS**

* New Committee Member, Mrs Lucas-Fyfe was introduced to the Members.

The formal business of the meeting was concluded at 8:25pm

# GUEST SPEAKER, Mr seáN Brosnahan

Guest Speaker, Mr Brosnahan spoke to the members on the Womans’ War, the exhibitions conception and some of the great challenges overcome in looking at the history of the women’s war effort.

Thanks and a gift of appreciation was given to Mr Brosnahan on behalf of the OSA by Vice President Peter Smith for his interesting talk.

The meeting closed at 9:10 pm.

Confirmed this day of 2017

Chair