

ANNUAL REPORT 2017-2018

Gisborne Museum of Art and History Trust trading as Tairāwhiti Museum

CONTENTS

Independent Auditor's Report

PART 1

From the Chairman of the Board of Trustees 3-4 Board Members 5 Museum Staff 6 Director's Review of the Year 7-23 PART 2 Audited Performance Report 1-16

17-19

From the Chairman of the Board of Trustees

Tēnā koutou

Tairāwhiti Museum is the leading arts and heritage institution in Tairāwhiti, providing a major tourism, learning and leisure-time destination for local, national and international visitors. Core museum functions include the development and care of the region's collections of art and history and the provision of a varied programme of exhibitions and programmes. A strong and vibrant education programme services the many school children in Tairāwhiti.

This year a total of 46,473 visitors used the museum, exceeding the annual target of 40,000. 2017/18 was the first year of implementation of free-entry for Tairāwhiti residents and May 2017 was the busiest month for visitation to the museum ever recorded. With a 98% approval rating in the 2017/18 Gisborne District Council residents' survey the museum continues to be be one of the highest-rated community facilities in the district.

We continue to make significant improvements to the standard of care we provide to our region's collections. This year staff completed a major cataloguing and packing project for the museum's natural history collections. The collection continues to develop, with 133 new items added to the collection over the year, all of these gifted by the community or purchased by the *Friends of the Museum*.

The Learning Experiences Outside the Classroom (LEOTC) education service, funded by the Ministry of Education, has continued to provide high quality programmes with a well-deserved national reputation for innovation. The Advisory Committee of local teachers continues to provide guidance and expertise for the education programme and the museum trustees are grateful for their continued commitment, guidance and support. In 2017/18 8,106 students participated in museum education programmes.

The museum continues to showcase material from the region's collections, along with exhibitions from New Zealand and overseas. 21 temporary exhibitions were delivered in 2017/18 in addition to five long-term displays. Over 200 contemporary artists, most from Tairāwhiti, were represented in solo and group exhibitions. Two of the museum's exhibitions were finalists in the 2018 Museums Aotearoa awards – *Kete Pūawai: Basket of Evolution* (a collaboration with Te Wananga o Aotearoa) and *Recovery: Women's Overseas Service in WW1* (a collaboration with EIT). In 2017 the museum held the second Te Hā Art Award and Exhibition as part of the October commemorative events programme. Other key locally generated exhibitions included *Toru Tekau: Ngā Kaihanga Uku - Māori Clay Artists* and *Taongā Pare-mata -* Mangatū Taonga Returned. The international touring exhibition – *Da Vinci*

Machines and Robotics, was a very popular part of the year's exhibition programme for Tairāwhiti residents. The museum also delivered 28 events including school holiday programmes, talks and concerts.

Tairāwhiti Museum has also worked closely with Gisborne District Council over the 2017/18 year. The planned museum roof-replacement project, originally scheduled for 2016/17, is unfortunately still to be completed. This project is of vital importance – both for the museum's continued operation as a successful tourism and community facility; and as a safe repository for the region's treasures.

Over the year the museum has continued to work closely with the Ngā Taonga a Ngā Tama Toa Trust, supporting exhibitions, education programmes and collection access. It has also worked with many other partners including iwi organisations, The Gisborne Artist's Society, Te Hā Trust, Eastwoodhill Aboretum, EIT and Te Wananga o Aotearoa.

Museum trustees, staff and volunteers work diligently throughout the year to ensure Tairāwhiti Museum performs to a consistently high standard and the museum continues to receive national recognition for innovation. In 2017 Kaitieki Māori Tapunga Nepe attended the British Museum International Training Programme, the first New Zealander to do so and Director, Eloise Wallace, presented a keynote lecture at the University of Canberra on the Tairāwhiti WW1 Recovery exhibition project.

I thank all those involved and acknowledge the ongoing support from the Gisborne District Council, benefactors, granting bodies and the wider community throughout the year.

Ngā mihi nui ki a koutou katoa

Michael Muir OBE Chair October 2018

BOARD MEMBERS	POSITION	APPOINTED BY
Michael Muir, OBE	Chair	Friends of the Museum
Hineiromia Whaanga	Deputy Chair	Rongowhakaata
Allan de Lautour	Treasurer	Gisborne District Council
Pene Brown		Te Aitanga-ā-Mahaki
Fleur Gardiner		Friends of the Museum
Steve Gibbs		Ngai Tāmanuhiri
Jennifer Pewhairangi		Gisborne District Council
Cynthia Sidney		Te Aitanga-a-Hauiti
Ani Pahuru-Huriwai (since Jan 2018)		Ngāti Porou
Chris Smith		Friends of the Museum
Sarah Pohatu		Friends of the Museum



MUSEUM STAFF POSITION

Eloise Wallace Director

Madeleine Jones Collections Manager

Fiona Challies Visitor Services Officer

Iona Maxwell Education Officer

Jolene Douglas Curator of Art & Exhibitions

Jonty Hall Maintenance Officer

Megan Hansen-Knarhoi Collection Technician (project contract)

Natasha Hanara Collection Technician (project contract)

Julie Noanoa Education Team Leader

Sue Lloyd Weekend Receptionist

Dudley Meadows Curator of Photography

Tapunga Nepe Kaitieki Māori

Christine Page Archivist

Margaret Wyllie Weekend Receptionist

Susan Partingdon/Roimata Sinclair Weekend Receptionist



Director's Review of the Year

This report reviews the Museum's progress for the 2017-18 financial year and evaluates performance against the KPI's set out in the Annual Plan 2017-18.

1. Key Performance Targets for 2017/18

1.1 The Museum has met most of its key performance targets for 2017-18:

Engaging Our Communities	Achieved	46,473 visitors (target 40,000)
Met the visitation targets in the		
Gisborne District Council Long		
Term Plan		

SPECIAL KPI for 2017/18	Achieved	The first full of year of free admission for Tairāwhiti residents has been a success. Visitor numbers have been strong and feedback from the community has
Implementing a new admissions charging		been positive. There have been no implementation issues.

The impact on budget has been minimal, with admissions income only \$986 less than the previous year, and sitting at a level comparable with 2015/16 admissions income.

Sustaining High Visitor	Achieved	GDC residents survey results
Sustaining High Visitor	Acilieveu	ŕ
Satisfaction		97% satisfied - visitors (97% in 2017)
		93% satisfied - non-users (85% in 2017)
Achieve targets for satisfaction of GDC residents		Target 70%
of dbc residents		Museums Aotearoa visitor survey results
		100% satisfied
		On 1-9 scale, 9 being extremely satisfied, achieved
		average rating of 8.1

Delivering Excellence in Education Meet Ministry of Education targets as per contract	Partly Achieved	1/5 targets not achieved The Museum did not meet the programme attendance target of 8,600 in 2017/18. The total number of students participating in programmes in 2017/18 was 8,106. See pt 4 for further information
Celebrating Tairāwhiti's Art, Culture and History Develop and deliver an innovative and exciting programme of art and history exhibitions and public programmes	Achieved	21 exhibitions and 28 public programmes delivered. See pts 5 & 6 for further information
SPECIAL KPI for 2017/18 2019 sestercentenary related project development	Achieved	The Te Hā Art Award and Exhibition held for a second year. Planning for significant projects for 2019 continued.
Supporting Significant Collections Maintain, develop, and improve standards of care and access to the Museum's collections	Achieved	See pt 3 for further information

Increasing Revenue- Generation	Achieved	Total earned income (excluding interest and grants) was \$91,659.00, compared to \$93,451 in 2016/17. However, total earned income was \$31,459 more than budgeted (taking in to account the projected change in admissions income) and represented 9.2% of budget, a small increase from 8.4% in 2016/17. Retail income continues to improve, with a gross profit of \$32,602 compared to \$28,001 in 2016/17. See pt 2 for further information
Maintaining a high-quality Facility	Achieved	Upgrades completed for public bathrooms; fibre and wifi installed throughout building; café improvements and negotiation of a new lease; upgrades to taonga Māori storage continue
SPECIAL KPI for 2017/18 Museum roof replacement	Not achieved	The museum roof replacement project was not completed this year. The project is now planned for Year 1 (2018/19) of the GDC LTP and museum and GDC staff have continued to work together to plan for the delivery of this essential building project.
Developing Positive Partnerships Maintaining formal partnerships with GDC and other organisations	Achieved	See pt 7 for further information
SPECIAL KPI for 2017/18 Produce a strategic plan for the museum	Achieved	A four-year business plan and budget projection (2018 – 2022) was submitted to Gisborne District Council in January 2018, setting out key objectives and significant projects for the final four years of the Museum's current Contract for Provision of Museum Services, and first term of the Lease Agreement.

2. Funding

- 2.1 GDC funding to the museum (excluding insurance) through the *Contract for Provision of Museum Services* for 2017-18 was \$722,495.00 and represented 72% (63% 2016/17) of total museum revenue of \$1,000,214.00. Ministry of Education funding to the museum through the LEOTC Contract was \$147,942.00 and represented 15% of total revenue.
 - The museum's other sources of revenue, excluding donations, grants and interest, but including shop sales, entry fees, exhibition income, donations, venue hire, photographic sales and café lease generated \$91,659.00 or 9.2% of total revenue (8.4% in 2016/17).
- 2.2 The museum finished the 2016-17 year with an audited loss of \$77,599.00 (\$22,783 profit before depreciation).
- 2.3 A total of \$5,094.00 in external grants was received in 2017/18. (\$132,857.00 in 2016/17).
 - The grants received in 2016/17 related to major projects: Ko Rongowhakaata iwi exhibition and lighting/digital gallery upgrades.
 - The delay of the museum roof replacement project has had the effect of delaying other significant grant-reliant museum building upgrade projects
 - Central government grant funding opportunities, eg Tuia 250, Suffrage 125 did not open for applications within the 2017/18 year.
 - A number of artists and organisations received grants in their own name within
 the financial year for the delivery of museum exhibition projects. This support
 relieves the museum of exhibition costs which it would otherwise be expected to
 bear, allowing the museum to deliver an extensive programme within a small
 exhibition budget.
- 2.4 We are grateful to the Tairāwhiti community for their ongoing generous support of the activities of the museum: gifting and bequesting items for the museum collection; supporting the *Friends of the Museum*; sponsoring projects and volunteering their time and expertise for collections projects, exhibitions and public programmes. While this support is not visible in the annual accounts it is vital in ensuring the museum is able to consistently and successfully deliver an extensive programme of museum services within our current budget.
- 2.4 The audited accounts for Tairāwhiti Museum for 2017-18 are attached as Part 2 of this Annual Report.

3. Collections

- 3.1 In 2017/18 the museum completed a major project to catalogue and rehouse the natural history collection. This collection holds 2,242 objects and includes rocks, fossils, and animal and bird specimens. These objects were largely uncatalogued and poorly housed and are now safely stored and accessible for researchers, exhibitions and education programmes.
- 3.2 The museum's collection continues to develop with a focus on art and objects which tell the stories of the people and places of Tairāwhiti, past and present. A collections acquisition committee ensures the collection develops according to museum's policies.

The museum does not have a budget for the purchase of items for the collection, its development is reliant on gifts (which made up 93% of acquisitions in 2017/18) with the remainder being purchased by the museum (using a bequest fund) or by the Friends of the Museum (via member subscription).

133 new items (or groups of items) were added to the collection in 2017/18. These new items include:

- 49 Social History objects relating to local families; local businesses and clubs and societies, from Gisborne and the wider Tairāwhiti region. Some highlights include the Gisborne Harbour Master uniform worn by George McKenzie-Smart; artefacts, archives and photographs relating to WW1 and WW1 from the RSA Gisborne; a carpet made by the Endeavour Chapter of the Order of the Eastern Star and, from GDC, the Venturi water meter operated at the Waingake Water Treatment Plant.
- 9 Artworks including pieces by Tairāwhiti artists Catherine August, Carl Laugesen,
 Melanie Tangaere-Baldwin, Peggy Ericson, Erena Koopu and Toni Rangi.
- **15 Taonga Māori** A significant group of taonga from Mangatū were returned to Tairāwhiti from Auckland Museum at the request of the Campbell family with support from iwi and hapū. They were displayed in a special exhibition to celebrate their return.
- 18 Photographs and 42 Archives (single items and groups of items) including photo albums by Peter Dixon of the Kaiti Freezing Works prior to its closure; material relating to Percy Clive Windle and his service in France in World War One; material relating to Alec Gordon Leech and his service in the Royal New Zealand Air Force in

World War Two; farm diaries written by Tom Spence relating to Muriwai, Hicks Bay and the Waingake Valley; an ambrotype of Ida Tiffen (Lysnar) and her mother; archives of the Gisborne Branch of the NZ Society of Genealogists.

- 3.3 339 researchers made use of the collections to undertake personal and professional research projects in 2017/18. Staff also provided access to collections and undertook tours of the collection store for individuals, families, groups and students by request or through an ongoing programme of guided tours.
- 3.4 Five temporary exhibitions used items from the museum's collection in this financial year: Recovery: Women's Overseas Service in World War One; Recent Acquisitions 2015-17; Kete Puāwai Basket of Evolution; Tao ngā pare mata Mangatū Taonga; Let Us Play-The Art Of Leisurely Pursuits. Objects from the museum collections also went out on loan for exhibitions and events in the region and across New Zealand, including a large number of taonga to the Rongowhakaata exhibition at Te Papa Tongarewa.
- 3.5 Four regular volunteers supported photographic and archive collection activities. In 2017/18 two students from the EIT Te Ara Pourewa Museum and Heritage Studies programme undertook internships at the museum.
- 3.6 Museum staff worked with finders; iwi, hapū and whanau; and the Ministry for Culture and Heritage to register and care for a significant number of Taonga Tūturu recognised under the Protected Objects Act.
- 3.7 Kaitieki Māori Tapunga Nepe was selected to attend The British Museum International Training Programme in July/August 2017. He was the first participant from Aotearoa to take part in this prestigious programme.



Receiving gifts to the museum fine arts collection from the Gully family

4. Education

- 4.1 The museum education programme offers a museum, place-based education programme for primary and secondary schools and is funded through a contract with the Ministry of Education (MOE) under the Learning Experiences Outside the Classroom (LEOTC) initiative. The learning experiences are linked to schools' local curriculum, provide opportunities that are authentic hands-on, interactive and are not easily replicated in a classroom setting. Programmes are delivered in English and te reo Māori. In 2017/18 the museum was in the second year of a three-year contract.
- 4.2 The total number of students participating in a Museum Education programmes in 2017/18 was 8,106 (target 8,600).

While this figure is a significant improvement on 2016/17 (5,857) the museum's focus on responding to new Ministry of Education LEOTC priorities has had the effect of reducing available teaching time. Our educators now require more programme research and development time to create digital, tailored and outreach programmes, and with more complex delivery requirements it has meant we cannot teach as many education sessions in a day. An additional contract Educator was brought on to help meet the demand for education bookings for part of 2017.



Ngatapa School taking part in Navigations programme. Photograph by Norm Heke, 2017

4.3 Teachers rate the quality of their students' experience and level of engagement very highly. The Ministry of Education continues to provide very positive feedback for the Education programme.

"You have had an extraordinarily productive year and feedback shows the innovations you have made in your programmes and technology are paying off and appreciated by teachers and their students.

— MoE programme reviewer

- 4.4 The Museum's programmes focusing on star navigation and waka technology using the new Cosmodome (purchased by the Friends of the Museum) have been a highlight of the year. Programmes were delivered at the museum and Gisborne schools with outreach programmes at Tolaga Bay School, Ngata Memorial College and Wairoa Museum. Programmes were also delivered at C Company House, Eastwoodhill Arboretum and Te Wananga o Aotearoa. Other regionally-focused programmes developed at the request of teachers include Disasters, Water Care, Rivers and a Gisborne Monument Walk. Special exhibition-connected programmes, in particular the Da Vinci exhibition were also popular.
- 4.5 The museum had one student volunteer from Gisborne Girls High School as part of the Gateway, 'Licence to Work' programme.
- 4.6 Educators and Museum staff have also been supporting teachers with Professional Development (Te Wharau School) and providing learning resources for schools drawn from the museum collections (Kaiti School).



WW1 nurses Taruheru Cemetery Tour with Gisborne Girls' High School students

5. Exhibitions

5.1 Each year the museum provides a programme of exhibitions by local artists, touring exhibitions and museum collection-based exhibitions. In 2017/18 the museum had a very successful programme of 21 short-term exhibitions in addition to its long-term displays. Works by over 200 artists (most from Tairāwhiti) were represented in the exhibition programme this year.

Art exhibitions

The museum seeks to provide a balanced programme of art exhibitions in the course of a year, covering historical and contemporary art, a range of artistic mediums, local and national/international artists, emerging and established artists, artists representing a cross-section of the Tairāwhiti community, a balance of solo and group exhibitions, and exhibitions which recognise ongoing relationships with art societies, clubs and arts education providers. Many of the works in these exhibitions are offered for sale, supporting local artists and the museum.

Touring exhibitions

The museum hosts a smaller number of touring exhibitions to complement the exhibition programme on subjects that are likely to interest to the Tairāwhiti community, such as the Da Vinci exhibition.



Da Vinci Machines and Robotics exhibition

Collection exhibitions

The museum also creates exhibitions in order to showcase Tairāwhiti's art and heritage collections. Many of these exhibitions are connected to significant community events or commemorations, such as the World War One Centenary. The museum also loans objects from its collections to other museums.

Long-term exhibitions

The museum has five long-term exhibitions: *Watersheds, Te Moana, Star of Canada, Wyllie Cottage* and *Jack C Richards Decorative Art Gallery*. Staff maintain and develop these exhibitions over the course of year. In 2017/18 there were significant and regular changes to the displays in the Decorative Arts gallery and a number of upgrades; improvements and changes to taonga on display made in other long-term exhibitions.

- 5.2 Tairāwhiti Museum has provided significant support to Te Papa Tongarewa and Rongowhakaata Iwi Trust in the delivery of the Rongowhakaata exhibition at Te Papa in 2017/18. This has included the loan of 23 taonga and the supply of photographs from the museum collection.
- 5.3 We are grateful to our exhibition preview sponsors Sunshine Brewery and Spade Oak Vineyard for their continued support of exhibition events and programmes in 2017/18.



Kete Puāwai – Basket of Evolution exhibition

Exhibition Dates	Exhibition Title	Details
March 24 – August 10 2017	Recovery: Women who served Overseas in World War One	 Social History exhibition Utilised museum collections Developed in partnership with EIT Large Publication produced WW1 commemoration project Co-curated Museum & EIT Special mention in Museums Aotearoa awards 2018 Keynote paper presented by Museum Director and Professor Kay Morris Matthews at a conference in Canberra in 2017, paper will also be published in academic journal in 2018
July 19 – Dec 10 2017	100 Days Project 7 mini-exhibitions by local artists: — 50 Artworks and Poems in Between by Katarina and Mere Reedy — Tataurangi: Toimaikuku - Māori Nail Art by Terangi Roimata Kutia — Just Draw by Todd Sheridan — @wonderingearth by Jo Tito — 100 contemporary tattoo designs by Sarah Kane – Matete — Myopia by Julia Hennessey — 100 tiki and 100 songs by Lina Marsh	- 8 local artists featured

Aug 18 – Sept 24 2017	Gisborne Artists Society and Potters Group	Annual exhibition39 local artists featured
Aug 25 – Oct 8 2017	Recent Acquisitions 2015 – 2017	 Showcased 31 recent museum art collection acquisitions
Sept 19 – Nov 26 2017	Water Is Life - He Ora Te Wai Our stories of our Tairāwhiti waters.	 Curated by Airini Forbes Contemporary mixed-media group exhibition featuring works by 17 local (and NZ) artists
Oct 6 – Dec 3 2017	TE HĀ ART AWARD and EXHIBITION 2017: 'The impact of settlement upon the native flora and fauna of Te Tairāwhiti'	 Partnership with Te Hā Trust Twice as many entries as first year – 44 artists Expanded prize pool Winning works purchased by Friends of Museum for collection Tuia 250 commemoration project
Oct 12 – Dec 10 2017	MO TE EMEPAEA, for the empire Passchendaele 100 th Anniversary based on extracts from the WW1 diaries of Tawhai Riri Tamepo	 Curated by Erina Tamepo Contemporary artworks by of 6 artists (both local and NZ) in response to Tamepo diaries WW1 commemorations project
	Intervention Series – the Dwellers by John Roy Display in foyer/reception area	Not included in number of total exhibitions
Dec 8 – March 4 2018	 Toru Te Kau – Nga Kaihanga Uku celebrating the growth and journey of the clay whanau – Nga Kaihanga Uku 	 Historic and contemporary works by 14 invited Māori clay artists

Dec 15 – Feb 11 2018	Hei Puru Rourou – he timonga horotai no te paraparahua o Toihoukura	 Annual Toihoukura exhibition 24 emerging artists featured Ruanuku Award winner 2017 - Catherine August, works gifted by Jack Richards for collection
Dec 20 – March 18 2018	Kete Puāwai – Basket of Evolution	 Collaboration with Te Wānanga o Aotearoa Woven taonga from the collection and new works by raranga students at TWoA Works by 19 students featured Finalist in Museums Aotearoa awards
Dec 22 – Feb 18 2018	Follow my Journey Phillipa Knight	 Solo exhibition of paintings by local artist
Feb 16 – April 15 2018	The Company of Potters – the Nodsdale Kiln	 Curated by Damian Skinner National touring exhibition from Objectspace gallery in Auckland Featured story of the Ian and Sheryl Smail (from Gisborne) and 7 other clay artists
Feb 23 – April 8 2018	My language of Pattern and Colour Jan Linklater	 Solo exhibition of paintings by local artist
March 16 – May 20 2018	Da Vinci Machines & Robotics	 International touring exhibition on loan from the Museum of Leonardo da Vinci in Florence, Italy
March 22 – April 29 2018	19 Years of Drawing the Horse Reintroducing the Horse into Mainstream Art Rosemary Parcell	 Solo exhibition - paintings

April 13 – July 1 2018	Tao ngā pare mata – Mangatū taonga collection	 Exhibition of taonga repatriated to Tairawhiti from Auckland Museum
April 20 – June 17 2018	Hikoi – Walking with the Ancestors Toni Rangi, Yvonne Tana and Jeanette Rata	 Contemporary mixed-media group exhibition featuring works by local artists A work by Toni Rangi was purchased by the Friends of Museum for the collection
May 4 – June 24 2018	HEI Ō MŌ APANUI Erena Koopu	 Solo exhibition of paintings by local artist A work purchased by the Friends of Museum for the collection
June I – July 8 2018	Gisborne Artists' Society and Potters Group	Annual exhibition38 local artists featured
June 13 -	Let Us Play - The Art Of Leisurely Pursuits	 Showcased museum art collection – 12 works
June 22 – October 7 2018	A Quilt Does Not Need to Stand Alone	 Local quilters/textile artists group exhibition featuring 11 artists
	Artworks by John Walsh and Bryan Notting from the museum collection Display in foyer/reception area	Not included in number of total exhibitions

6. Public Programmes

6.1 Each year the museum provides a programme of events and activities for the community to engage with the arts, culture and heritage of Tairāwhiti. Most of these programmes were free, or low cost, and delivered in collaboration with other Tairāwhiti organisations and community groups. The Friends of the Museum provide vital support, both financially, and through volunteer assistance at many of these events.

Highlights for the 17/18 year included:

- Sunday concert series with young classical musicians studying at New Zealand School of Music. This programme was generously sponsored by Dr Jack Richards.
- Concerts by David Paquette in collaboration with the Poverty Bay Blues Club, Gisborne a-capella group and Wainui School Ukelele Orchestra
- Oro Wai Ora Taonga Puoro performance
- School holiday creative programmes for children, families and adults
- Artists' and historians' talks programme



Company of Potters, exhibition floor talk

7. Partnerships

Gisborne District Council: Building and grounds maintenance as per lease agreement; roof replacement planning; provision of new business plan and budget as per *Contract for Services*; attendance at Arts stakeholders meetings; Navigations governance group attendance; support for council events; support Library staff with exhibition development and loan of display furniture; acquisition of water meter, care of council chamber carvings

Ministry of Education: Continued relationships as per LEOTC agreement detailed in section 4

Friends of Tairāwhiti Museum: The Friends continue to be an active membership organisation which supports and enhances the activities of the museum. The committee meet regularly, with the Director and Curator of Art in attendance.

Iwi organisations: Five Tairāwhiti iwi appoint a trustee to the museum board. Museum and iwi trust staff maintain active relationships related to care of taonga, exhibitions, programmes and collections

Exhibit Café: The museum manages a licence for the operation of Exhibit Café, there was a change of licencee in October 2017.



Opening of *Tao*-nga pare-mata, Mangatū taonga returned, April 2018 **EIT**: Exhibitions – Toihoukura annual exhibitions, *Recovery* collaborative exhibition and publication; Te Ara Pourewa internships and teaching sessions for programme wananga; student visits to the museum for a variety of programmes; Director on Te Ara Pourewa programme advisory board, purchase of artworks

Te Wānanga o Aotearoa: Collaborative education programmes, student workshops, partnership exhibition *Kete-Puāwai*.

Te Hā Trust: Delivery of art award and exhibition and other public programmes; visitor and delegation hosting; planning for 2019 events programme

Ngā Taonga a Ngā Tama Toa Trust: Staff work on exhibitions and displays, care for and provide access to collections, deliver education programmes, support promotion and visitor services.

Other partnerships: The museum also provided support to the following organisations in 2017/18: Te Tira Whakaari Trust, Gisborne Aviation Preservation Society, Mindlab, Gisborne Artists' Society, Tairāwhiti Voyaging Trust



EIT Toihoukura Year 1 Degree students taking part in workshop looking at the museum's photographic collections



Performance Report

Gisborne Museum of Art and History Trust - trading as Tairawhiti Museum

For the year ended 30 June 2018



Contents

- 3 Approval of Performance Report
- 4 **Entity Information**
- 6 Statement of Service Performance
- 7 Statement of Financial Performance
- Statement of Financial Position 8
- Statement of Cash Flows 9
- 10 Statement of Accounting Policies
- 12 Notes to the Performance Report
- 17 Independent Auditor's Report



Approval of Performance Report

Gisborne Museum of Art and History Trust - trading as Tairawhiti Museum For the year ended 30 June 2018

The Trustees are pleased to present the approved performance report including the historical financial statements of Gisborne Museum of Art and History Trust for year ended 30 June 2018.

APPROVED

Michael Muir

Chairman

Date 15. 10.18

miuni

Allan de Lautour

Trustee



Entity Information

Gisborne Museum of Art and History Trust - trading as Tairawhiti Museum For the year ended 30 June 2018

Legal Name of Entity

Gisborne Museum of Art and History Trust

Other Name of Entity

Tairawhiti Museum

Entity Type and Legal Basis

Charitable Trust

Registration Number

CC 30686

Entity's Purpose or Mission

Gisborne Museum of Art and History Trust's mission is to operate Tairāwhiti Museum as a gateway/waharoa and resource for the art, culture and heritage of our communities.

Our aims are:

- 1. To foster the recognition and interpretation of Tairāwhiti's heritage landscape and develop the Museum as a key point from which this landscape is interpreted;
- 2. To educate individual children and adults and the broader community to appreciate, enjoy, and learn more about the Tairāwhiti region and its history, art and culture;
- 3. To refine our approach to collections to enable sustainable storage, care and respect for, and access to, collection items;
- 4. To build our collection of locally significant art and strengthen the public awareness of our art gallery role;
- 5. To strengthen our business infrastructure and capability and relationships within the communities of the region.

Entity Structure

The Board consists of not fewer than six members and not more than twelve members of whom

- a) Five maybe appointed one each from the following iwi
 - Te Aitanga-a-Mahaki
 - Ngai Tamanuhiri
 - Rongowhakaata
 - Te Aitanga-a-Hauiti
 - Ngati Porou
- b) Four maybe appointed by Gisborne Museum and Arts Centre
- c) Two may be appointed by the Gisborne District Council

Every board member is appointed for a term of three years

The Chairperson and Deputy Chairperson are elected annually





Main Sources of Entity's Cash and Resources

Gisborne District Council; Ministry of Education; museum generated income including: admissions, retail operation, lease income, grants and donations.

Main Methods Used by Entity to Raise Funds

Retail operation, admissions charging, venue hire, private donations, photographic sales, exhibition, contracts for services, grants, donations and sponsorship in cash and in kind.

Entity's Reliance on Volunteers and Donated Goods or Services

The trust has a number of active volunteers who work in a variety of activities across the organisation. The museum also has a number of one-off and ongoing sponsorship in cash and in kind arrangements. The growth of the museum's collection is primarily reliant on gifts and bequests.

Physical Address

10 Stout Street Gisborne New Zealand 4010

Postal Address

P O Box 716 Gisborne New Zealand 4040





Statement of Service Performance

Gisborne Museum of Art and History Trust - trading as Tairawhiti Museum For the year ended 30 June 2018

Description of Entity's Outcomes

Tairāwhiti Museum is the leading arts and heritage institution in Tairāwhiti, providing a major tourism and leisure-time destination for local, national and international visitors. Core museum functions include the development and care of art, taonga Māori, general history, photography and archival collections, and the provision of a varied programme of art and heritage exhibitions drawing on the museum's collection and bringing cultural treasures from other parts of Aotearoa New Zealand and overseas.

Description and Quantification of the Entity's Outputs

A total of 46,473 (2017: 41,603) visitors used the museum in 2017/18, exceeding the museum's target of 40,000. Of those 8,106 (2017: 5,857) were students attending museum education programmes.

Additional Output Measures

One of the museum's major projects for the 2017/18 year has been the completion of the natural history rehousing and cataloging project.

Additional Information

The Learning Experiences Outside the Classroom(LEOTC) education service, funded by the Ministry of Education, has continued to provide high quality programmes with a well-deserved national reputation for innovation to the many schools and children in Tairāwhiti.

The museum continues to showcase material from within the collection and from around the country with 21 temporary exhibitions held in 2017/18. Other key locally generated exhibitions were a number of solo and group shows by local artists. The museum also delivered 28 events including school holiday programmes, talks, concerts and theatre productions.





Statement of Financial Performance

Gisborne Museum of Art and History Trust - trading as Tairawhiti Museum For the year ended 30 June 2018

	NOTES	2018	2017
Revenue			
Donations, fundraising and other similar revenue	1	5,094	132,857
Revenue from providing goods or services	1	198,815	217,079
Interest, dividends and other investment revenue	1	1,376	2,883
Other revenue	1	794,929	757,624
Total Revenue		1,000,214	1,110,442
Expenses			
Volunteer and employee related costs	2	685,524	629,896
Costs related to providing goods or service	2	278,196	374,598
Other expenses	2	114,093	116,155
Total Expenses		1,077,813	1,120,649
Surplus/(Deficit) for the Year		(77,599)	(10,207)



Statement of Financial Position

Gisborne Museum of Art and History Trust - trading as Tairawhiti Museum As at 30 June 2018

	NOTES	30 JUN 2018	30 JUN 2017
Assets			
Current Assets			
Bank accounts and cash	3	127,050	103,566
Debtors and prepayments	3	22,285	25,270
Inventory	3	26,887	26,919
Other Current Assets	3	70,964	-
Total Current Assets		247,186	155,755
Non-Current Assets			
Property, Plant and Equipment	5	3,548,319	3,647,095
Investments	3	-	69,808
Total Non-Current Assets		3,548,319	3,716,902
Total Assets		3,795,505	3,872,658
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	40,872	24,658
Employee costs payable	4	60,411	64,371
GST		7,650	17,638
Unused donations and grants with conditions	4	15,111	16,929
Total Current Liabilities		124,044	123,597
Total Liabilities		124,044	123,597
Total Assets less Total Liabilities (Net Assets)		3,671,461	3,749,061
Accumulated Funds			
Accumulated surpluses or (deficits)	6	1,704,236	1,781,835
Reserves	7	1,967,226	1,967,226
Total Accumulated Funds		3,671,461	3,749,061





Statement of Cash Flows

Gisborne Museum of Art and History Trust - trading as Tairawhiti Museum For the year ended 30 June 2018

	2018	2017
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	16,177	96,109
Receipts from providing goods or services	60,774	50,242
Interest, dividends and other investment receipts	1,376	2,883
Cash receipts from other operating activities	918,219	922,686
GST	(7,933)	16,636
Payments to suppliers and employees	(960,960)	(1,052,453)
Total Cash Flows from Operating Activities	27,653	36,104
Cash Flows from Investing and Financing Activities Receipts from sale of investments	(1,156)	-
Payments to acquire property, plant and equipment	(1,606)	(119,435)
Payments to purchase investments	12,603	(2,348)
Total Cash Flows from Investing and Financing Activities	9,840	(121,784)
Net Increase/ (Decrease) in Cash	37,493	(85,680)
Cash Balances		
Cash and cash equivalents at beginning of period	103,566	189,068
Cash and cash equivalents at end of period	127,050	103,566
Net change in cash for period	23,483	(85,502)





Statement of Accounting Policies

Gisborne Museum of Art and History Trust - trading as Tairawhiti Museum For the year ended 30 June 2018

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Gisborne Museum of Art and History Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Accounts Receivable

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.





Property, Plant and Equipment

(a) Valuation of Assets

(i) Buildings:

Ownership of all buildings situated on Kelvin Park is vested in the Gisborne District Council but they are recorded as assets in the accounts of the Trust to the extent that the cost price was contributed by Trust funds or special appeals conducted under the auspices of the Trust. The Trust has the right of occupation under the terms of a 21 year lease. The building complex is valued at actual expenditure less accumulated depreciation to date. Depreciation has been written off using the straight line method, based on their estimated economic life.

(ii) Vehicles, Furniture, Fittings & Equipment:

These are valued at cost price less accumulated depreciation to date. Depreciation has been written off using the straight line and diminishing value method, based on economic life.

(iii) Pictures & Artefacts

Pictures and Artefacts purchased from Trust funds are valued at their cost price without charging any depreciation. The countless items donated or bequeathed to the Trust are not recorded in the accounts.

(b) Depreciation

Depreciation has been charged at the applicable rates as outlined below:

Buildings - 1% of Cost

Furniture & Fittings - 10% Straight Line

Vehicles - 18% Diminishing Value

From 2014 new assets are depreciated from the date of purchase.

Inventories

Inventories are recorded at the lower of cost and net realisable value, using a first in, first out basis, after due consideration for obsolete stock.

Investments

Investments are recorded at cost.

	<u>June 2018</u>	<u>June 2017</u>
ANZ Bank Term Investment	\$70,964	\$69,808
Total Investments	\$70,964	\$69,808





Notes to the Performance Report

Gisborne Museum of Art and History Trust - trading as Tairawhiti Museum For the year ended 30 June 2018

•	2018	2017
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Grants Specific	5,094	132,857
Total Donations, fundraising and other similar revenue	5,094	132,857
Revenue from providing goods or services		
Retail	50,195	52,242
MOE Income	147,942	164,380
Venue Hire	678	457
Total Revenue from providing goods or services	198,815	217,079
Interest, dividends and other investment revenue		
Interest Received	1,376	2,883
Total Interest, dividends and other investment revenue	1,376	2,883
Other revenue		
Entry/Admissions	23,384	24,370
Exhibit Café Rental	7,203	7,200
Exhibition Previews	1,522	717
GDC Insurance	31,648	12,000
GDC Monthly Operating	722,495	704,873
Koha/Donations	1,554	2,881
Photocopying Charges	35	26
Photographic Sales	6,799	2,357
Sundry Income	289	3,201
Total Other revenue	794,929	757,624
	2018	2017
2. Analysis of Expenses		
Volunteer and employee related costs		
Staff		
ACC Levies	2,257	2,185
Professional Development	2,068	3,539
Salaries & Wages - Education	129,021	111,293
Salaries & Wages - General	498,152	480,437
Salaries & Wages - Relocation	52,165	1,342
Salaries & Wages - Wylie Cottage	-	25,080
Staff Expenses	1,861	6,019
Total Volunteer and employee related costs	685,524	629,896
Costs related to providing goods or services		
Collection	5,344	7,237
Education	11,034	15,057





Exhibitions	45,131	111,753
Finance	2,891	2,703
Insurance	36,814	30,857
Maintenace	23,810	34,039
Operations	89,645	85,928
Power & Heating	45,934	43,368
Retail Costs	17,593	24,241
Wyllie Cottage project	-	19,416
Total Costs related to providing goods or services	278,196	374,598
Other expenses		
Accountancy Fees	9,000	9,000
Audit Fee	4,700	4,500
Interest	11	157
Depreciation	100,382	102,498
Total Other expenses	114,093	116,155
	2018	2017
Analysis of Assets		
Bank accounts and cash		
Petty Cash	200	53
Shop Till Float	200	200
Westpac - Cheque Account	35,360	12,115
Westpac - Project Account	13,153	13,140
Westpac - Savings Account	78,136	78,058
Total Bank accounts and cash	127,050	103,566
Debtors and prepayments		
Accounts Receivables	7,914	24,908
Prepayments	14,372	362
Total Debtors and prepayments	22,285	25,270
Inventory		
Stock on Hand	26,887	26,919
Total Inventory	26,887	26,919
Other current assets		
ANZ Bank Term Investment	70,964	
Total Other current assets	70,964	-
Investments		
ANZ Bank Term Investment	-	69,808
Total Investments	•	69,808





	2018	2017
4. Analysis of Liabilities		
Creditors and accrued expenses		
Accounts Payable	40,872	24,658
Total Creditors and accrued expenses	40,872	24,658
Unused donations and grants with conditions		
Eastern & Central Community Trust (Website Redevelopment)	2,250	4,000
Endowment Trust (Website redevelopment, Fine arts collection valuation)	12,480	12,480
Jean Bright Grant	381	449
Total Unused donations and grants with conditions	15,111	16,929
Employee Costs Payable		
Provision for Holiday Pay	47,579	51,494
Wages Payable	12,831	12,878
Total Employee Costs Payable	60,411	64,371
	2018	2017
5. Property, Plant and Equipment		
Buildings		
Buildings at cost	3,520,515	3,520,515
Accumulated depreciation - buildings	(487,118)	(451,913)
Total Buildings	3,033,397	3,068,603
Motor Vehicles		
Vehicles owned	55,934	55,934
Accumulated depreciation - vehicles owned	(49,107)	(47,608)
Total Motor Vehicles	6,827	8,326
Furniture and Fittings		
Furniture and fittings owned	785,763	784,156
Accumulated depreciation - furniture and fittings owned	(424,618)	(360,940)
Total Furniture and Fittings	361,145	423,216
Other Fixed Assets		
Collections & Display	116,021	116,021
Stable & Sledhouse	1,324	1,324
Star of Canada	27,448	27,448
Wylie Cottage	2,157	2,157
Total Other Fixed Assets	146,950	146,950
Total Property, Plant and Equipment	3,548,319	3,647,095
	2018	2017
6. Accumulated surpluses or (deficits)		
Accumulated surpluses or (deficits)		
Opening Balance	1,781,835	1,792,041





Accumulated surpluses or (deficits)	(77,599)	(10,207)
Total Accumulated surpluses or (deficits)	1,704,236	1,781,835
	2018	2017
7. Breakdown of Reserves		
Reserves		
Donations Specific - Equity	348,482	348,482
Grant Received	38,590	38,590
Grants - Park Extension	1,580,154	1,580,154
Total Reserves	1,967,226	1,967,226

8. Commitments

There are no commitments as at 30 June 2018 (Last year - nil).

9. Contingent Assets and Liabilities and Guarantees

There are no contingent assets or liabilities or guarantees as at 30 June 2018 (Last year - nil).

10. Assets Held on Behalf of Others

The Museum holds a portion of the collection through short and long term loan agreements for both ongoing care, research and exhibition purposes. This includes a large collection of material owned by the Nga Taonga a Nga Tama Toa Trust who own and operate the neighbouring C Company Memorial House.





11. Related Parties

Purchases (ex GST)	2018	2017
Te Rau Print (publications)	3,436	13,404
-A trustee is a Director and Shareholder of this company		
The Gisborne Herald (newspaper subscriptions and advertising)	6,496	3,938
-A trustee is a Director and Shareholder of this company		
Gisborne Office Products Depot (office materials)	1,709	3,422
-A trustee is a Director and Shareholder of this company		
Chrisp & Davidson Ltd (accountancy services)	9,000	9,000
-A trustee is a Director and Shareholder of this company		
Historic Places Tairawhiti (book purchases)	91	13
-The Director is an Officer of this Charitable Entity		
Total Purchases	20,732	29,777
Revenue (ex GST)		
Eastland Network Charitable Trust (grant)		66,490
-Two Trustees are Officer of this Charitable Entity		
Historic Places Tairawhiti (Venue Hire)	150	252
-The Director is an Officer of this Charitable Entity		
Total Revenue	150	66,742

12. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

13. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.





Independent Auditor's Report To the Board of Trustees of Gisborne Museum of Art & History Trust **Trading as Tairawhiti Museum**

Opinion

We have audited the performance report of Gisborne Museum of Art & History Trust on pages 4 to 16, which comprises the Entity Information, Statement of Service Performance, Statement of Financial Performance and Statement of Cash Flows for the year ended 30 June 2018, the Statement of Financial Position as at 30 June 2018, and the Statement of Accounting Policies and other explanatory information.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the accompanying performance report presents fairly, in all material respects:
 - the entity information for the year then ended;
 - the service performance for the year then ended; and
 - the financial position of Gisborne Museum of Art & History Trust as at 30 June 2018, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. We are independent of Gisborne Museum of Art & History Trust in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the Gisborne Museum of Art & History Trust.

Information other than the performance report and auditor's report thereon

The Board of Trustees are responsible for the other information. The other information comprises Part 1 of the Annual Report; From the Chairman of the Board of Trustees, Board Members, Museum Staff and Director's Review of the Year but does not include the performance report and our auditor's report thereon.

Our opinion on the performance report does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.



In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Board of Trustees for the Performance Report

The Board of Trustees are responsible for:

- (a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation and fair presentation of the performance report on behalf of the entity which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and

(c) such internal control as Board of Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board of Trustees are responsible on behalf of Gisborne Museum of Art & History Trust for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Board of Trustees either intend to liquidate Gisborne Museum of Art & History Trust or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the performance report, whether due to
fraud or error, design and perform audit procedures responsive to those risks, and obtain audit
evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not
detecting a material misstatement resulting from fraud is higher than for one resulting from error,
as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the
override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by Board of Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Board of Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

15 October 2018

Graham & Dobson Ltd Chartered Accountants Gisborne

Graham & Osbran Ltd