

OTAKI HERITAGE BANK PRESERVATION TRUST (OTAKI MUSEUM)

ANNUAL REPORT

1 JULY 2022 – 30 JUNE 2023



Providing engaging exhibitions and facilitating access to heritage collections and resources for everyone

OTAKI MUSEUM ANNUAL REPORT 2022 - 2023

CHAIRPERSON'S INTRODUCTION

This annual report for the Otaki Museum Trust describes a very busy and productive 2022 – 2023 year. The relaxing of the Covid-19 pandemic restrictions, which we had grappled with in the preceding two years, allowed us to return to *'The way it was before'* in how we operated and delivered *'engaging exhibitions and access to heritage collections and resources for everyone'*.

Our three day a week opening hours, and having sufficient volunteers to support these, saw a gratifying increase in visitors through the year. Our two exhibitions proved very popular. The first, *The way we were: glimpses of days gone by*, had opened prior to the start of this financial year, and continued for another nine months. Then in May, our latest exhibition, *Te Wāhi Ara Tereina | The Railway*, opened. Visitor numbers have been high, and we have had very positive comments about both exhibitions. The work that goes into these exhibitions is extensive and I congratulate all those involved in preparing them on the continuing high standard of the displays.

During the year we started the work required to join the Museum Trust and Otaki Historical Society into one heritage organisation. Bringing the two organisations together will enable the capabilities and resources of both organisations to be focussed on a common purpose.

Community engagement continues to be a vital part of what we do. We are pleased that Ōtaki College students have made use of material held in the museum's collection, and hope this can be extended in the future. We are seeking to develop a stronger relationship with mana whenua as we look to establish and build the new heritage organisation.

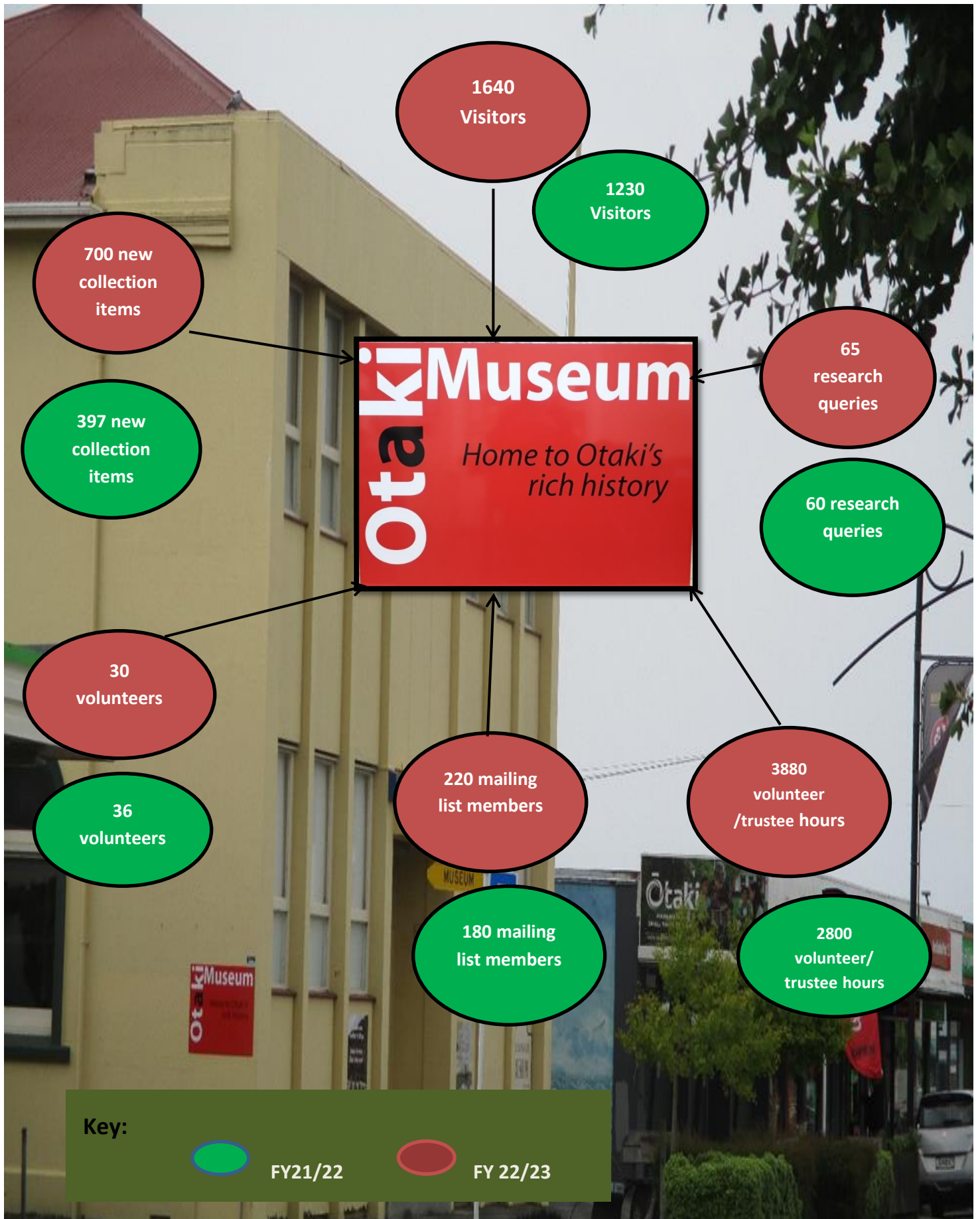
Good collection management is key to being able to determine what we hold and to provide access to the material we hold. This is a largely 'behind the scenes' task and the team that works on this week after week do a great job.

Our ongoing partnership with Kāpiti Coast District Council (KCDC) has become more formal this last year and we are extremely grateful for their support for all that we do. The Philipp Family Foundation have been very generous this year, providing funding for two major projects, and we really appreciate their interest in the Museum.

Our volunteers and Trustees are the key to the success of the Museum Trust. Their hard work and commitment in so many ways allow us to continue to tell some of Ōtaki's stories. Without them, Ōtaki would not have its museum.

Judith Miller, Chairperson

THE YEAR IN NUMBERS



THE WHY, THE HOW AND THE WHAT

The museum has been operating with the same vision and mission, and values and goals for some years. Over the next year, the new organisation will develop its own strategic goals that reflect its vision and mission.

WHY

Our Vision

- The museum's vision is: To be a popular destination for all matters relating to Otaki heritage that contribute to the wellbeing and sense of identity of our community.

Our Mission

- The museum's mission is: To provide engaging exhibitions and facilitate access to heritage collections and resources for everyone.

HOW

Our Values

- **Accessibility:** we make our heritage information readily available to everyone
- **Credibility:** we are a trusted source of Otaki heritage information
- **Guardianship:** we care for our collection respectfully and for the benefit of future generations
- **Sustainability:** we ensure that we have what we need to meet our mandate, and that it is provided in a way that it is affordable today, and will be so in the future
- **High performance:** we constantly look for opportunities to improve the museum's performance in collecting, protecting and making accessible its heritage resources

WHAT

The Museum's Strategic Goals

- 1: To be an engaged and accessible heritage institution within the Ōtaki community
- 2: To ensure a secure and sustainable future for the Otaki Museum in its current location.
- 3: To improve the museum's profile within the local and Kāpiti heritage space.
- 4: To have the people to ensure we are able to do what we set out to do.
- 5: To ensure the museum operates efficiently and complies with its obligations.

THE TEAM

Trust Board: In the 2022 -2023 year trustees were:

Community representatives: Judith Miller (Chair), David Ledson (Deputy Chair), Neale Ames (Treasurer), Sue Carroll, Di Buchan, Roderick Kinghorn, Graham Kerr, Angela Hill, Chris Greenwood, Jenn Corbitt, Teresa Wallace, Liz Brown. Otaki Historical Society (OHS) representative: Patsy Whenuaroa. Ōtaki Community Board representative: Christine Papps. Ōtaki Rotary representative: Adrian Gregory. Ōtaki Family History Society: Len Nicholls.

Our special thanks go to Angela Hill who retired at the end of last financial year. Angela has been a long-standing trustee and remains our desk volunteer coordinator.

During this year Di Buchan and Adrian Gregory retired from the Trust Board because of other commitments. Adrian provided a useful link to the *Elevate Ōtaki* project, as well as to Ōtaki Rotary. Di made a valuable contribution to the Trust's activities over the past few years and we are sorry to lose her. We congratulate her on the award of the Queen's Service Medal in this year's King's Birthday Honours.

As well as carrying out governance responsibilities, trustees are busy with all the other activities required to run the museum. These include preparation of exhibitions, cataloguing the museum's collection, financial management, preparing regular articles for a local newspaper, publicity and answering historical inquiries. Liaison with our landlord and primary funder KCDC, with other local museums and with local schools, are also important tasks.

- **Volunteers:** Currently about 30 volunteers assist the Trust with the day-to-day operation of the museum. We were particularly pleased to welcome back several people after the Covid restrictions were removed. Most of the volunteers staff the desk and are the face of the museum when it's open. They welcome visitors, and guide them to the exhibition and other resources we hold.

Several volunteers regularly assist with cataloguing our collection and helping to prepare and mount exhibitions. We really value everyone's contribution – without it we could not operate the museum, nor appropriately look after the heritage items/taonga that people entrust to our care. Looking to the future, we are keen to attract new volunteers to be involved in our various activities.

- **Partnerships:** At our AGM last year we agreed to work towards joining with the Ōtaki Historical Society (OHS) to become a new joint heritage organisation. The new Trust Deed and name of this new organisation will be presented at the 2023 AGM for adoption. As a first step, the OHS members agreed to its closure in its current form and the transfer of their funds to the museum. This is an exciting new step for us all as we work to preserve and promote Ōtaki's rich heritage.

The relationship with KCDC is a very important one for us. The Trust leases the museum building from KCDC and works closely and constructively with them over its management of the site. This year we signed a Memorandum of Agreement with KCDC Libraries and Cultural Services in respect of our annual grant which includes several key performance goals for us. We meet regularly with Ian Littleworth, Libraries and Cultural Services Manager and Rosie Salas, Arts,

Museums and Heritage Advisor, to review our activities and performance. The museum was also successful in its application for one of the new KCDC Museums and Heritage Development Fund grants to support our Digital Strategy project. We really appreciate the support by KCDC and acknowledge their key contribution to our work.

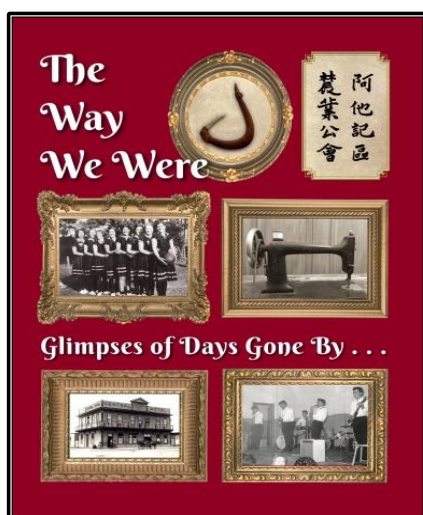
The museum has continued to be an active member of the Discover Kāpiti Heritage Group, which coordinates the promotion of the museums in the Kāpiti district. We collaborate on the annual Discover Kāpiti Heritage Weekend in January, and share ideas of interest between the museums and KCDC. The 2023 Heritage Weekend, based on a “Clue hunt” encouraging people to visit as many of the museums as possible, was extremely successful. Our museum had about 100 visitors, many from outside Ōtaki or the wider district. The opening of the new expressway to Ōtaki certainly made it easier for people to travel here during the holiday period. We also participated in the Wellington Heritage Week last October.

- **Supporters:** The museum is very fortunate to have strong supporters in the community; in particular **The Philipp Family Foundation**. The Foundation provided two very generous grants during the year - for the pianola restoration and for our Digital Strategy project.

EXHIBITIONS

Since its establishment, the Museum has had a policy of changing exhibitions during the year, rather than having a permanent exhibition. This year, two large exhibitions have been successfully presented.

The way we were: glimpses of days gone by. May 2022 – April 2023



The museum holds an extensive range of artifacts, photos and documents of all sorts. Much of this material is usually stored out of sight of visitors. This exhibition was developed to showcase a range of items from the museum’s collection, and it grew to include some special items loaned to us by members of the local community. Themes covered were Māori taonga, local pubs, domestic life, music and entertainment, sport, local Chinese memorabilia, and the Brown and Bright families. Local visitors enjoyed identifying members of their whānau in old photos of sports clubs, musicians and dances. The Chinese display, curated by Judi Yung, was of great interest, displaying clothing, traditional wedding gifts, books, family photos and traditional kites, amongst other items.

Some of the visitor comments about the exhibition included:

Reminded me of my youth

Ngā mihi mahara

Loved sharing history with my whanau!

Beautiful mermories, lots of family here.



We have decided to feature progressively the three distinct areas that make up the town of Ōtaki, beginning with the railway area: *Ōtaki – he kāinga takitoru, he hāpori takitahi: Wāhanga tuatahi – Te Wāhi Ara Tereina | Ōtaki – three villages, one community: Part 1 – The Railway.*

The Railway was chosen first because of the completion of the new Expressway that now runs alongside the old State Highway through the town, and uncertainty about what it means for that precinct. A core team of four volunteers, supported by a small number of others, were involved in the research, conceptualisation, design and installation of this exhibition. A huge number of hours contributed to bringing the exhibition together.

The exhibition includes stories about some of the people, businesses, work, social/recreational activities and homes – the good times and the challenging ones that have been experienced over the years.

Some of the visitor comments about the exhibition so far have included:

Wonderful display, well presented

Brings back memories

Enjoy the information about early times and maps

The information is very well presented, highly visible to those of us with poor eyesight

COLLECTIONS AND RESEARCH

An active group of volunteers and trustees continues to catalogue items into the museum’s collection database. These items have been donated by supporters and this year just over 700 have been added. Some items were received in previous years but are just now being catalogued. The cataloguing process ensures that sufficient information is included to enable searching for items in the future. There has been a huge variety of material added, such as the archives from the Ōtaki District Commercial Gardeners Society, drone photos of the new expressway, books, artefacts from the old Jubilee Hotel site, items from the Ōtaki Bowling Club’s centennial, and notably maps that have been lying in the collection for some time. We have also been photographing new developments and activities in the town so that we hold information for the future. These have

included new housing developments, Matariki celebrations and striking new murals on local buildings.



We are very grateful to donors who have entrusted their memorabilia to the museum. We welcome such donations; adding such material allows us to better provide information to the community about Ōtaki's heritage.

We were delighted that the Philipp Family Foundation agreed to fund the restoration of the pianola that we were given several years ago. This major undertaking was carried out by Stephen Powell, a registered piano technician who specialises in pianola restoration. We held a special ceremony to launch the restored instrument in its new home in the main exhibition room. Special guests included Stephen Powell, Ray and Irene Mackle representing the Philipp Family Foundation, Mary-Annette Hay and other descendants of the Bright and Brown families who had originally owned the instrument, and Carilyn Banks who donated the pianola to the museum.



With the pianola moved out of it, we have been able to reorganise the Public Reading Room. New shelving enables us to display more of our book collection and to make other archival material such as Ōtaki Historical Journals, oral history transcripts, newspaper cuttings and photos from our collection more easily accessible to museum visitors.

VISITORS

Our two key audiences are the Ōtaki community and visitors with an interest in Ōtaki's heritage.

In the year under review, the museum had 1640 visitors. This is a gratifying increase over the previous year's numbers (1230) and reflects our return to our regular opening hours which had been reduced during the Covid pandemic.

For part of the duration of each exhibition we carried out visitor surveys to better understand who is visiting and what appealed to them. However not all of the visitors, and fewer of the younger ones, completed the survey. Overall, people from older age groups were our predominant and frequent visitors. More were from Ōtaki, but we also had a reasonable number from other parts of the Kāpiti District and further afield.

As we realised during the Kāpiti Heritage Weekend in January, and during the holidays, the new expressway has made it easier for out-of-town visitors from the south to make the journey here. Many of our visitors come often to the museum, viewing each exhibition, or bringing friends and family to enjoy our displays.

Attracting younger people continues to be a focus, and we hope that activities such as the digital strategy and work with local schools will have a positive impact.

To help publicise the museum, we advertise regularly in a local quarterly publication, *Ōtaki Street Scene*. This year we also advertised in a Wellington publication, the Independent Herald, to coincide with the Māoriland Film Festival in March.

COMMUNITY ENGAGEMENT

An important strategic goal is to improve the museum’s engagement with the local community; with a special interest in mana whenua and schools. Certainly, our visitor numbers indicate a great deal of local interest, but as stated earlier we are also looking at ways to attract younger visitors. We also try to make people more aware of what we have to offer in the way of our collections and archives, as well as exhibitions.

Mana whenua engagement

There were two especially notable interactions with mana whenua during the year. The first was prompted by the discovery of a ‘swagger stick’ in the main collection store during research for a



newspaper article. It belonged to Flying Officer Kingi Te Aho Aho Gilling Tahiwī, RNZAF, who was killed in action in World War 2. The Museum is

discussing with Tahiwī whānau how it might be beneficially used outside the Museum.

The second involved some portraits of tupuna, which had originally been lent by whānau to an earlier museum in the town. Rupene Waaka, from the Raukawa Trustees, has now researched the portrait subjects and they will be returned to whānau.

Schools/kura engagement

Some progress has been made in further developing relationships with local schools and kura kaupapa. This includes:

- a kōrero with Kāpiti College, facilitated through the Kāpiti Heritage Group, about the best ways museums can support taura (student) learning. Teachers indicated that any support needs to be linked to their current programme of work, and people sharing their stories was often the best way to ‘engage’ students. **In particular, the college would like to reconnect in 2024 to discuss how the museum can support learning linked to migrant groups in the community, in particular, the role of Chinese in market gardening around Ōtaki.**
- Ōtaki College confirming that the museum is a useful resource to support taura learning and sharing programmes of work for years 11 and 12 linked to the new Aotearoa/New Zealand histories curriculum.
- working with a Year 9 group from Ōtaki College who were studying the old Sanatorium. This included discussing taura research questions and sharing relevant museum resources.

Next year's focus will be on strengthening connections with local schools and kura kaupapa with an emphasis on how the museum can support the development of research skills; including critical decision making about the relevance and utility of resources.

Digital Strategy Project

We made significant progress with our Digital Strategy Project with funding generously provided by KDC's Museum and Heritage Fund and the Philipp Family Foundation. Equipment being purchased includes touch screens for interactive digital displays, a projector and screens for presentations, as well as a server upgrade and improved Wi-Fi in the building. We are also continuing the development of a virtual online exhibition.

Installing and setting up this new equipment with attractive displays will be a significant activity over the next year. We hope the new displays will attract interest from a wider audience and simplify access to our collection.

Group visits

During the year we opened outside normal hours to host a range of community groups, showcasing the historical building, providing opportunity to view exhibitions and describing the collections.

Sharing our knowledge and collection

We encourage members of the community to access our resources for their own research or interest. Enquiries come from visitors to the museum, or people contacting us via our website or emails. Visitors can do their own research or trustees are also available to provide advice and assistance. This year we have responded to at least 60 enquiries. Requests have included information for family history, about local houses or businesses, for books and other publications, and general interest.

The museum provides a regular article to one of the local newspapers, *Ōtaki Today*, on a range of topics of local historical interest. This year they have covered stories based on some items from our collection such as a market gardening tomato box, memories of childhood in Ōtaki, life as an Ōtaki teen and short biographies. These articles, prepared by two of our trustees have received very positive comment.

We have agreed to lend a number of items from our collection to the Mahara Gallery in Waikanae for its reopening historical exhibition later in 2023.

LOOKING AHEAD

The amalgamation of the Museum Trust with the Ōtaki Historical Society, which will be formalised in October 2023, will open up new opportunities for how we operate. There will be a widened focus, from just concentrating on museum exhibitions and collection management, to finding new ways to actively share stories of our heritage. For example, as well as the annual Ōtaki Historical Journal and regular newspaper articles, we would like to host events where we can present historical information of interest. Initiatives such as the Digital project, will facilitate our ability to mount displays and presentations that will engage with both young and adult visitors.

While we are excited about our new projects and the possibilities they provide, we need to balance these with our ongoing activities, and, in particular, the availability of volunteers. They are both our strength and a critical vulnerability. Recruiting new people, with interest and energy to strengthen our group of committed volunteers, will be vital to ensuring the museum thrives, and is able to keep its doors open to visitors who wish to access our heritage collections and resources.

FINANCIAL REPORT

Otaki Heritage Bank Preservation Trust

Performance Report for the Year Ended 30 June 2023

INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

To the Trustees of the Otaki Heritage Bank Preservation Trust

Report on the Performance Report:

I have reviewed the accompanying performance report of the Otaki Heritage Bank Preservation Trust, which comprise the entity information, the statement of service performance, the statement of financial performance and the statement of cash flows for the year ended 30 June 2023, the statement of financial position as at 30 June 2023, and the statement of accounting policies and other explanatory information.

The Responsibility of the Trustees for the Performance Report:

The Trustees of the Otaki Heritage Bank Preservation Trust are responsible for the preparation and fair presentation of the 30 June 2023 annual performance report in accordance with the New Zealand Tier 3 Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) framework and for such internal control as the Trustees determine is necessary to enable the presentation of the performance report that is free from material misstatement, whether due to fraud or error.

The Assurance Practitioner's Responsibility:

My responsibility is to express a conclusion on the annual performance report based on my review. I conducted my review in accordance with NZ SRE 2410 *Review of Financial Statements Performed by the Independent Auditor of the Entity*. NZ SRE 2410 requires me to conclude whether anything has come to my attention that causes me to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with the New Zealand Tier 3 Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) framework. As the auditor of the Otaki Heritage Bank Preservation Trust, NZ SRE 2410 requires that I comply with the ethical requirements relevant to the audit of the annual financial statements.

A review of the annual performance report in accordance with NZ SRE 2410 is a limited assurance engagement. I will perform procedures, primarily consisting of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical procedures, and other review procedures.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards of Auditing (New Zealand). Accordingly, I do not express an audit opinion on the performance report.

Other than in my capacity as assurance practitioner I have no other relationship with, or interests in, the Otaki Heritage Bank Preservation Trust.

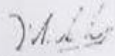
Conclusion:

Based on my review, nothing has come to my attention that causes me to believe that the annual performance report of the Otaki Heritage Bank Preservation Trust does not present fairly, in all material respects, the financial position of the Trust as at 30 June 2023 and of its financial performance and cash flows for the year ended on that date, in accordance with New Zealand Tier 3 Public Benefit Entity Simple Reporting – Accrual (Not-For-Profit) framework.

Report on Other Legal and Regulatory Requirements:

There are no concerns to be reported.

My review was completed on 28 July 2023 and my opinion is expressed at that date.



Dennis Blank CA
Chartered Accountant
Waikanae



Otaki Heritage Bank Preservation Trust

Income & Expenditure

1 July 2022 to 30 June 2023

	This Year	Last Year
Income		
Otaki Historical Society	\$38,345.00	\$0.00
Donations	\$908.00	\$1,203.00
Sales: Books	\$1,081.00	\$276.00
Grants: Philipp Family: pianola R&M \$13510; IT upgrade \$ 17416	\$30,925.00	\$41,080.00
Grants: KCDC: Annual grant \$42068; IT upgrade \$10000	\$62,066.00	
Interest	\$2,892.00	\$842.00
Total Income	\$126,217.00	\$43,401.00
Expenditure		
Services: lease \$11779; Electricity \$1516; Accountancy \$1315; Insurance \$1063; Other \$2877	\$18,550.00	\$19,711.00
Administration: IT upgrade \$8186; cleaning \$1400; Other \$2008;	\$11,595.00	\$4,411.00
Promotions & Advertising	\$1,526.00	\$1,508.00
Supplies: Reprint \$1908; Equipment \$247; Other \$161	\$2,316.00	\$209.00
Operating expenses: Railway exhibition \$13381; Oral history \$420; Other \$40	\$13,841.00	\$7,874.00
Repairs & Maintenance: R&M pianola \$5527; R&M rooms \$3987	\$9,514.00	\$11,708.00
Sundry	\$128.00	\$0.00
Depreciation	\$453.00	\$540.00
Total Expenses	\$67,923.00	\$46,062.00
Net Surplus/(Deficit)	\$68,295.00	(\$2,661.00)

Otaki Heritage Bank Preservation Trust
Balance Sheet

as at 30 June 2023

	This Year	Last Year
Assets		
Current Assets		
Kwibank Frontrunner	\$2,882.00	\$2,854.00
Kwibank Term Deposit	\$20,835.00	\$20,350.00
Risk Management Term deposit	\$65,000.00	\$0.00
On line Call account	\$67,935.00	\$1,180.00
Risk Management Reserve	\$409.00	\$64,404.00
Exhibition Reserve	\$13,011.00	\$12,821.00
Accounts Receivable	\$2,371.00	\$2,084.00
Total Current Assets	\$172,242.00	\$103,494.00
Fixed Assets		
Plant and Equipment	\$31,801.00	\$31,801.00
P & E Accumulated depreciation	(\$31,844.00)	(\$31,191.00)
Fittings & Fixtures	\$15,438.00	\$15,438.00
F & F Accumulated depreciation	(\$12,987.00)	(\$12,987.00)
Total Fixed Assets	\$2,608.00	\$3,061.00
Total Assets	\$174,850.00	\$106,555.00
Trust Capital		
Retained Earnings	\$93,298.00	\$95,858.00
Risk Management Reserve Account	\$65,409.00	\$64,404.00
Transfers to Reserves	(\$65,182.00)	(\$63,769.00)
Exhibition Reserve	\$13,011.00	\$12,821.00
Current Year Earnings	\$68,295.00	(\$2,661.00)
Total Trust Capital	\$174,850.00	\$106,555.00

Neale Ames
Neale Ames, Treasurer

26 July 2023