



OKAINS BAY MĀORI & COLONIAL MUSEUM TRUST

Annual Report 2022



• *"We found the amazing collection of Māori*
• *artifacts really interesting. the addition of*
• *personal notes and information helped us to*
• *explain the items on display."*
•

VISITOR FEEDBACK



● *A wonderful collection of artifacts,*
● *surprised and impressed by the scale*
● *of the displays"*

VISITOR FEEDBACK

ANNUAL REPORT 2021

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● *"The taonga collection is unique and*
● *extensive.Culturally rich with some*
● *beautiful examples"*
●

VISITOR FEEDBACK



"Over the past year the Okains Bay Museum has worked to consolidate and build on the significant structural changes that were put in place by the Board in 2020/2021 in response to the impacts of Covid-19."

OKAINS BAY MĀORI & COLONIAL MUSEUM TRUST CHAIR
Helen Brown



OKAINS BAY MĀORI & COLONIAL MUSEUM TRUST

CHAIR'S REPORT

Tēnā koutou katoa,

E ngā tāngata whenua, te hau kāinga, ngā pou, ngā whānau, ngā kaimahi, me ngā kaitiāao, o te whare taonga o Kawatea, tēnā koutou. E kore e mutu āku mihi ki a koutou mō te mahi nui kua oti i a tātou, ā, e kore rawa tēnei puna whakamihi e mimiti noa. Nō reira koutou, kei te mihi, kei te mihi, kei te mihi.

Moe mai rā

In reflecting on the 2021/2022 year, I wish to firstly acknowledge the passing of Peter Te Rangihiroa Ramsden (1948-2022). A great friend and supporter of the Museum, Peter was the Te Rūnanga o Kōkourarata representative on the Okains Bay Māori and Colonial Museum Trust Board from 2000 to 2019 and was integral to all that was achieved by the Museum during that period. He had a great reverence for the museum's taonga Māori collection and a huge sense of responsibility for its ongoing care. Peter was also a steadfast supporter of the Ngāi Tahu kaihoe who paddle the Ngāi Tahu waka, Kōtukumairangi. But perhaps most famously, he was renowned for his hāngī which fed around six hundred people each year at our Waitangi Day commemorations. It was therefore particularly poignant that his passing coincided with Waitangi weekend. Charismatic and hard-working, Peter was a community man, and a bridge-builder with a knack for bringing people together to work for a common cause to achieve tangible outcomes. Beyond the Museum, he led numerous community and conservation initiatives with a variety of organisations. In 2021 he was recognised in the Queen's Birthday Honours as a Member of the New Zealand Order of Merit for

services to conservation. He was much loved and is greatly missed by all in the wider Museum community. Moe mai rā e te rangatira.

Ngā mihi maioha

Over the past year the Okains Bay Museum has worked to consolidate and build on the significant structural changes that were put in place by the Board in 2020/2021 in response to the impacts of Covid-19. These changes, including the reduction of opening hours with distinct Summer and Winter schedules, the introduction of part-time only staffing, and the establishment of key partnership and support arrangements, have proven successful in moving the Museum towards a more sustainable model. In a year challenged by the ongoing impacts of the pandemic our wonderful staff and volunteers, have achieved many successes of which they should be extremely proud.

Business Builder/General Manager Wendy Riley has initiated a range of creative and innovative projects, taking the Museum in new directions as we explore the feasibility of novel ways to attract visitors, tell stories, build relationships, secure funding, and celebrate and care for our collections. Thank you Wendy for your

inventiveness, your leadership, and your passion. Our Visitor Hosts Nigel Intemann and Joanna Church have continued to play a vital role as the primary face of the organisation, greeting visitors and caring for our gallery spaces. Ngā mihi nui ki a kōrua. Thank you also to our Caretaker Rick Flatman who maintains the buildings and grounds while also contributing significant voluntary time to other (often boat-related!) projects, and to our Administrator/Facilities Manager Carol Osgood who ensures our bills are paid, our fire alarms are operating, and much more besides. I also acknowledge with gratitude my fellow board members. Highlights of the year from a governance perspective include the formalisation of a Canterbury Museum position

on the Board as a Stakeholder Trustee, and the appointment of trustees from the Thacker family (John Thacker) and Te Rūnanga o Kōkourarata (Mananui Ramsden) following an extended period of vacancy. Thank you to minute-taker Judy Woodward, patron Nigel Hampton, and all the Okains Bay stalwarts and volunteers who have continued to support us. And of course, special thanks to our funders without whom none of these achievements would be possible: Christchurch City Council, Lotteries, National Services Te Paerangi, Manatū Taonga Ministry for Culture and Heritage, Ngākahu National Repatriation Partnership, Parkinson Trust, Stout Trust, and Akaroa Orion Gallery. Ngā mihi maioha. Ngā mihi nui ki a koutou katoa.



Highlights & Innovations

Planning with Te Rūnanga o Kōkōrarata for our 2022 Waitangi Day commemorations commenced in late 2021, but unfortunately had to be cancelled, due to concerns about Covid-19. The cancellation was the first time in 45 consecutive years that the commemorations have not been hosted at Okains Bay.

However, several new events were held throughout the year including the successful 'Christmas at the Museum' which was launched on a beautiful evening in early December with Christmas-tree-lighting and carol-singing in the Museum galleries and heritage buildings. The inaugural 'Croquains' (croquet Okains-style) competition at the Museum's 'Fun Day' held in February (in lieu of our cancelled Waitangi Day event) was another highlight. Engaging social media posts traversing object-based stories and social history have regularly illuminated our collections, helping to reach a wider audience, and promoting positive engagement with the Museum in a period when physical visits have been impeded.

For those who have ventured out to Okains, the redesign, decoration, and re-stocking of the ticket office/shop has created a welcoming, and professional entry point to the Museum. Upgrades to the ANZAC display in the Colonial Hall and the associated ANZAC Letters Home podcast series produced with help from the Christchurch performing arts community, point to the future direction of storytelling at the Museum. Other innovations have included the ongoing holiday rental of one of the houses on the Museum property as a 'retro bach' which has provided the Museum with an innovative (albeit modest) revenue stream. In November 2021, the Museum gifted the historic Okains Bay Store to the local community to ensure its continued operation as a community hub and store.

Collections

In September 2021, a professional gallery-style clean of the taonga Māori currently on display in the Whare Taonga was led by Canterbury Museum staff and undertaken by members of the museum community including Okains Bay residents, and other volunteers. This work included the re-installation of a large pōhā (leading net) in the Whare Taonga and the temporary removal of a collection of matau rino (iron fishhooks) from display for conservation treatment. We are indebted to Canterbury Museum for their ongoing support for the care of our collections. Considerable progress has also been made in the past year on grounds maintenance and the sorting of material that had accumulated over many years in sheds and storage spaces throughout the Museum complex. This work has included the removal of scrap metal, the re-discovery of important collection items, and the organisation of important archival material including photographs, ephemera, and paperwork associated with the Museum and its collections. Work has also commenced on conservation and maintenance plans for the Museum's relocated heritage buildings, and the development of a new educational resource for delivery to visiting schools. (The latter will align with Te Takanga o Te Wā, the new Aotearoa New Zealand histories curriculum).

Visiting Researchers

The immense research value of our collections was highlighted this year by visiting researchers, including Ariana Tikao (Ngāi Tahu) who we hosted for a week in January 2022 as she worked on compiling an inventory of taonga provenanced to the Akaroa area. Ariana is also a musician and taonga puoro expert, so she took the opportunity to play some of the Museum's collection of Māori musical instruments.

Weaver and jeweller Matthew McIntyre-Wilson (Taranaki, Ngā Mahanga and Titahi) also visited the Museum to study hīnaki, pōhā, and other nets in the Museum collection. He has a special interest in nets from the Whanganui River area and noted that some of the hīnaki in the Okains collection are the best examples he has ever seen. Future opportunities for collaboration with Matthew are under discussion.

Georgia Hampton (Ngāi Tahu) undertook a PACE internship at the Museum during which she arranged archival material and collated and transcribed (in preparation for publication) a manuscript by Murray Thacker about the Museum's hei tiki collection.

Many family historians have also engaged with the Museum and its collections throughout the year.

Museum & Mana Whenua

The Museum has had a longstanding and important relationship with Te Rūnanga o Koukourarata and wider Ngāi Tahu whānui. This relationship is vital to the ongoing care of the taonga Māori collection, indeed, to the future of the Museum as a whole.

In August 2021 Te Rūnanga o Koukourarata hosted Museum representatives at a special hui at Tūtehuarewa Marae at Koukourarata where we confirmed our shared aspiration to work together to take our relationship forward. At this hui, the Rūnanga identified Waitangi Day and the identification of Kōiwi Tangata in the collections as key priorities. Significant progress has been made on both kaupapa.

The Museum and TRoK have agreed to co-host future Waitangi Day commemorations at Okains Bay as 'free' community events. This will ensure

the commemorations are run in accordance with the tikanga set by mana whenua and will remove any financial barriers to participation. Waitangi Day at Okains Bay has become an iconic event on the national calendar, and the evolution of this event into one of true partnership will empower the Museum and mana whenua to work together to build on the foundations of the past and take the event in new directions. In future years, Waitangi Day commemorations will be held in two out of every three years – this pattern will allow TRoK to support their Banks Peninsula whanaunga when the official Te Rūnanga o Ngāi Tahu Waitangi Day commemorations are hosted at Ōnuku (every third year).

With the support of the Ngākahu National Repatriation Partnership fund, the Museum and TRoK have been working with experts from Canterbury Museum, Te Papa Tongarewa, and the University of Otago to identify taonga in the collection made from human bone (kōiwi tangata). Such taonga may include ornamental items such as pekapeka and manaia, and mahainga kai related objects such as fishhooks, awls, needles, and harpoon barbs. An initial report based on a visual appraisal was prepared by Dr. Paul Scofield (Ngāi Tahu) from Canterbury Museum who recommended further analysis by a bone expert, noting that it is difficult to distinguish with certainty whether bone is of animal, bird, or human origin.

Further research by Jamie Metzger (Ngāi Tahu) from Te Papa and Hallie Buckley from the Department of Anatomy at the University of Otago is planned for late August 2022. Once this research is completed, TRoK and the Museum will together discuss next steps. The Museum is guided in this work by the Ngāi Tahu Kōiwi Tangata Policy.

Courageous Conversations

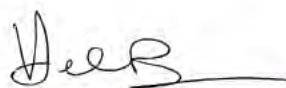
Over the past year we have continued to build a strong community of enthusiastic and passionate people including staff, volunteers, and sector partners who want to see the Museum thrive, and who believe in its enormous potential. The Museum's taonga Māori, built heritage, and other treasures have the power to evoke immense meaning, and visitors to Okains Bay Museum are frequently moved by their experience. As I wrote last year, with its nationally significant collections, rural character, and intimate setting, the Okains Bay Museum is uniquely placed to contribute to local and national conversations about our past. However, while we have made significant progress towards greater sustainability, there is more work to be done.

The Museum remains in a financially precarious position. There is much deferred maintenance, and our buildings are no longer fit for purpose. Through leveraging relationships (particularly with the Canterbury Museum), we have been able to adequately address collection and curatorial matters of urgency. However, in the longer term the Museum desperately needs collections-expertise on staff. How this will be achieved remains a significant challenge. The Museum's nationally significant collections warrant professionally trained curatorial and collections staff, but we are unable to sustain such staffing at our current funding levels. Our current team (all part-time) work incredibly hard and innovate using the resources at hand. We are lucky to have them.

As we look to the year ahead, we need, as a community, to be prepared to have some courageous conversations about the future. The Museum's founder, the late Murray Thacker, left us an incredible legacy. But the ongoing maintenance of such an extensive complex of buildings, and the care of nationally significant collections with multi-faceted conservation needs, requires huge resourcing. How we achieve this will require us to think outside the square.

In considering future directions we also need to understand the wishes, values, and aspirations of the wider community. It is my hope that everyone with an interest in the future of Okains Bay and the Museum, including mana whenua, local residents, Christchurch City Council, GLAM sector allies, and those involved with the Museum itself will be willing to approach this kaupapa with open hearts and minds. Together I believe it will be possible for us to create something of lasting and substantial benefit for us and our children after us. Mō tātou, ā, mō kā uri ā muri ake nei.

Ngā mihi



HELEN BROWN
CHAIR
OKAINS BAY MĀORI & COLONIAL
MUSEUM TRUST



"There were many highlights. Out buildings, cottages, early settlers stuff and incredible Māori collection. Really impressed with carvings by John Rua, want to know more about him."

VISITOR FEEDBACK

BOARD OF TRUSTEES



Helen Brown

**Chair and Trustee -
Te Rūnanga o Ngāi Tahu
Representative**

Helen Brown (Ngāi Tahu) is Kairangahau Matua Tiaki Taonga (Senior Researcher Archives) at Te Rūnanga o Ngāi Tahu. She is a researcher and

writer with expertise in Māori heritage research, advocacy and management and works with Ngāi Tahu iwi, hapū, whānau and Kaitiaki Papatipu Rūnanga on Māori heritage projects.

Helen has an MA in history and degrees in Museum Studies and English Literature. She has a holiday home at Okains Bay and has been involved with the Museum as a volunteer, Secretary and Board member. In 2015 Te Rūnanga o Ngāi Tahu appointed Helen as their representative on the Board.



Andrew Turner

**Trustee - Christchurch City
Council Representative**

Andrew Turner is the Christchurch City Councillor for the Banks Peninsula Ward, and is also Chair of the council's Communities, Housing and Economic Development Committee.

Andrew is a Trustee of the Rod Donald Banks Peninsula Trust, the Lyttelton Harbour Information Centre, and the Lyttelton Returned Services Association. Prior to his election to local government, Andrew was involved in the development and management of number of Main Street businesses, and was involved in business development in emerging markets internationally. He has an interest in community development, and in this regard has been involved in governance roles with Project Lyttelton and the Lyttelton Time Bank.

MUSEUM FOUNDER

Murray Thacker QSM
1933-2017



MUSEUM PATRON

Nigel Hampton QC





Michael Laing

Trustee & Treasurer

Michael Laing Joined the Board in April 2019. Mike studied at Lincoln University in the early nineties and has never left the Canterbury region since. He is currently the Managing Director of Kendons Business Advisors and Chartered Accountants in Christchurch.

Mike has sat on a number of boards both commercial and not for profit in an advisory capacity and currently sits on the Oakland's Primary School Board of Trustees. Raised on a farm near Gore, Mike has a range of sporting interests. These include squash, golf and water skiing with his wife and three teenage daughters.



Sarah Murray

Trustee - Canterbury Museum Representative

Sarah Murray is Head of Collections and Research at Canterbury Museum where she is responsible for the curatorial, inventory and registration teams and the Museum's volunteers. Sarah has been with the Museum since 2007 and has extensive experience in curatorial and collections roles as well as people management.

Sarah has an MA (Dis) and BA (Hons) from Victoria University of Wellington Te Herenga Waka and is the author of several books and journal articles as well as an Adjunct Fellow in History at the University of Canterbury.



Quentin Roake

Trustee (resigned June 2022)

Quentin Roake returned to Aotearoa New Zealand in 2004 after fifteen years in the UK., having first worked as an architect, he formed a UK based publishing partnership in 1992.

His subsequent career has been project based. He restored a medieval, Tudor, Elizabethan house in Kent and, sparked by an early visit to Okains Bay Museum, has since been researching, designing and building contemporary Māori and Pasifika waka.

Quentin has a bachelor of Architecture degree from Auckland University and a Masters of Indigenous Studies from the University of Otago.



John Thacker

Trustee - Thacker Family Representative

John Thacker is a local farmer and businessman with deep family ties to Okains Bay and the Museum. He is the board representative for the Thacker Family.



*"The Museum is a secret that needs to be shared.
So please help us spread the word."*

GENERAL MANAGER / BUSINESS BUILDER
Wendy Riley



OKAINS BAY MUSEUM

BUSINESS BUILDER'S REPORT

After our first six months of operation post-closure, the new museum management team were excited about the next 12 months and made plans to bring people back to the Museum. Open hours were reduced over the winter months to weekends, extending to five days per week over summer from Labour weekend.

We planned new events, including a combined Quiz Night with Akaroa Museum, Labour Weekend workshops, a new exhibition and event called 'Christmas at the Museum' and our signature Waitangi Day Commemoration. In the bi-cultural spirit of Te Tiriti o Waitangi, 2022 was to be a free event co-hosted with Te Rūnanga o Kōkōrarata and aimed at reducing the barriers to participation. We obtained financial support from the Commemorating Waitangi Day Fund.

The team also carried out maintenance, renovation and collection care projects, including remedial work on the Whare Taonga building, repairing the colonial oven, sorting stored collections in the barracks, removing scrap, and renovating the ticket office. Other longer-term projects began, such as research and upgrades to the ANZAC Collection and upgrading the security for the Gun Collection in line with new gun control laws.

Visitor numbers began to improve until Omicron overshadowed all our work. However, the Museum team is innovative and flexible, and some of our planned events were able to proceed

within the constraints of the COVID regulations. In October, we participated in the CCC Heritage Festival, a month-long programme of heritage-related events. We offered a series of Colonial baking, printing and blacksmith workshops over Labour Weekend but had to cancel all but the blacksmithing due to a lack of bookings. However, the smithy workshops were extremely popular, and our thanks go to John Thacker and Napat (Thung) Chutrchaiuech for running these. Thung worked solidly for two days in the forge, and we are indebted to his skill and enthusiasm. Thung regularly visited over summer to operate the forge, which visitors loved. He brought the space to life during his visits.

December began with the official gifting ceremony of the heritage Okains Bay Store to the Okains Bay Enhancement Society, marked on the opening night of 'Christmas Night at the Museum', a month-long festive exhibition of Christmas trees displayed throughout the exhibition spaces. With carols sung by Tectonic Tones, visitors enjoyed seeing the trees lit up for the first time. We are indebted to The Light Site for supplying a wealth of lighting and to Akaroa Powerhouse Gallery for their donation towards its costs. And the fabulous design teams and individuals from Okains, Akaroa, Christchurch and as far away as Australia. Combined with a Christmas movie night, this event was a success and the springboard for a big event in 2022 with a Christmas market.



"We went there almost closing time, however we felt no pressure from staff about coming in on those time. We were able to enjoy & be amaze of the wonderful & extensive collections in such a small museum."

VISITOR FEEDBACK

Concerned for the safety of visitors and volunteers, the Museum board and Rūnanga made the pertinent decision to cancel the 2022 Waitangi Day Commemoration. Unfortunately, as the major annual fundraising event for the Museum, this had financial implications unrectified by running smaller events. However, the Museum's Fun Day was enjoyed and supported well by the Okains Bay community. Howard Pettigrew developed the first 'Croquains' course, a popular combination of croquet and mini golf. Also, a big hit was Mark Sutton's mini tractor rides around the arena. Helen Brown demonstrated making waikawa in the Courtyard, and Donna Moore took charge of the shell decorating table. It also provided a blueprint for future events.

Over Summer, we also welcomed our first UC PACE intern, Georgia Hampton. Georgia has deep connections to Okains, and it was fitting for her to match her areas of study and family ties with a project for the Museum.

During Sea Week in March, we developed a sea-themed treasure hunt for visitors, now available for all to enjoy. It has provided visitors with an enhanced experience which has proved popular with families and school visits.

This year we welcomed a new Visitor Host and family to the Bay. Residing in the staff cottage, they provide another full-time presence on site.

Carol Osgood, our administrator, has taken on a new role as Buildings and Facilities Manager. She has done a great job managing a complex site full of heritage buildings and dated infrastructure. I am particularly grateful to Carol for her support in this role.

The small team of part-time museum staff, the board, volunteers, supporters and funders are all passionate about Okains Bay Museum. Their contribution is valued and evident in every part of the Museum.

The Visitor Hosts enjoy hearing the delight of visitors after their visit. The Museum is a secret that needs to be shared. So please help us spread the word.

Ngā mihi nui



WENDY RILEY
GENERAL MANAGER / BUSINESS BUILDER
OKAINS BAY MUSEUM





114

DAYS OPEN TO THE PUBLIC



38.5

AVERAGE NUMBER OF
VISITORS PER DAY



4,068

PAID VISITORS



4,390

TOTAL VISITORS

2020-21





180

DAYS OPEN TO THE PUBLIC



16.1

AVERAGE NUMBER OF
VISITORS PER DAY



2,334

PAID VISITORS



2,990

TOTAL VISITORS

2021-22



MUSEUM STAFF



Wendy Riley

General Manager / Business Builder

Wendy joined the Museum team in 2020 after seven years working in arts marketing and communications. Before that she ran her own design business and worked in the print & advertising industries.

She grew up in a small rural town in North Auckland, and spent many happy summers at the family Bach on the Hauraki Gulf, so she feels very much at home here with us at Okains Bay.

Her role is to build relationships with businesses, patrons, sponsors and funders to help grow and secure the Museum's future.



Carol Witty Osgood

Administrator

Based mostly at home in Le Bons Bay, Carol manages the day-to-day accounts and correspondence for the museum.

Carol grew up in Christchurch but has lived in neighbouring Le Bons Bay for the past 15 years.

With her partner Ciarán, she runs a small business managing holiday rental accommodation and is involved in several local trusts.

Carol is passionate about young people and education and enjoys using her organisational skills to facilitate learning experiences for people.



Rick Flatman

Handyman / Caretaker

Rick is well known around the bay and at the museum and is the holder and teller of many stories related to aspects of the collection. His passion is history and boats. His boat building skills were fundamental to the restoration of Kōtukumairangi, the Ngāi Tahu waka built from totara gifted by our museum's founder, Murray Thacker.

As a now-retired master builder, we are very fortunate to have Rick as the museum's resident caretaker, working 20 hours per week but contributing many more hours as a volunteer.



*"lots of seating in strategic places to sit and
enjoy the lovely moving setting"*

VISITOR FEEDBACK



Joanna Church

Visitor Host

Joanna grew up on the Peninsula on her family farm in Robinsons Bay. She has a BA in History and Anthropology from UC and has just completed a History Honours degree. She is working on her Masters in 2021.

Her research interests focus on late nineteenth century NZ social history, so the collection items surrounding local settlers are particularly interesting to her.

Joanna wants to pursue a career working with historical artifacts and the past and is very excited to be part of the Okains Bay Museum team.



Samarah Turner

Visitor Host

Samarah's background and training are in whakapapa and hauora. She is passionate about history and the holistic principles of living.

Her journey of whakapapa and wairua brought her to Okains Bay.

Samarah stepped down from her role as Visitor Host in April 2022 and was replaced by Nigel Intemann.



"Very impressed with the large collection of Māori Taonga and the number of waka preserved and on display. Wow."

VISITOR FEEDBACK



OKAINS BAY MĀORI & COLONIAL MUSEUM TRUST

TREASURER'S REPORT

Revenue

The Trust has various sources of revenue (2022 financial statements):

Source	2019	2020	2021	2022
Donations	5,255	8,843	6,891	7,987
Grants	111,800	95,021	140,403	145,911
Gate Sales	48,205	43,318	24,460	28,217
Shop sales	11,804	7,807	2,210	5,875
Waitangi Day	21,660	23,642	26,473	0
Rent	18,491	18,764	2,425	4,155
Other	16,655	18,863	13,927	42,844
Total	233,869	216,077	216,789	234,989

All Donations and Grants are non-committed funding (i.e. they need to be applied for every year and are not guaranteed) This year these equated to around 62% of income compared to the prior year's 65% of all revenue. Like last year this increase has been due to the reduction in other income received due to the Covid lockdown and lack of International Visitors. The Covid Wage Subsidy is also included in other income.

The Covid impact on gate sale income we felt last year has, unfortunately, been repeated this year, due to the actual Covid outbreak in February/ March severely reducing domestic tourism.

The historic Okains Bay Store was transferred to the Okains Bay Enhancement Society, so this has removed all expenses and income associated with this property. The rent income is for the Air BnB property, and the staff rent for the back house.

Waitangi Day is our community flagship event and sadly did not occur this year due to the Covid outbreak. We look forward to its return in the future. It is a well-supported event and helps provide much-needed financial support to the Museum. The Board is very thankful and appreciative

of the efforts made by all past and present volunteers and supporters that will continue to make this event a must on the calendar.

This year, with a continued diligent response to the Covid threat, the reduced winter opening hours and a new employment structure has seen a net positive reserve growth of \$12,000 (LY \$30,000).

"I felt a deeper connection and understanding of the history."

VISITOR FEEDBACK

"I Liked that there was space given to the history of and items used by women."

VISITOR FEEDBACK

Revenue Generation Moving Forward

The obvious solution is to obtain more sustainable and reliable funding options.

- Corporate sponsorships
- Council and central Government support
- Targeted support for the Taonga Māori Collection
- Grants
- Donations (Give a Little Page, donations from visitors, Friends of the Museum)
- Events (Museum Fun Day, Craftmasters' Festival and Christmas movie night).
- More gates sales, tours, cruise ship market
- Courses
- Educational events and school visits
- Rental income from houses and Airbnb
- Look to turn current investments held into assets that can yield greater returns

Our Board, alongside our Business Builder Wendy Riley, has continued working towards increasing and developing relationships in all these areas. We are seeing some positive results from these endeavours, highlighted by the Grant income looking favourable again this year.

Net Surplus (Deficit)

For the first time in a long time, the Museum returned a modest net profit of \$12,103 compared to the prior year's surplus (\$79).

As stated, this was due to the Board's consolidation of the previous year's policies, the excellent support from our longstanding and new funders, and the dedicated work of our team.

Ongoing Covid Restructure

The prior year's Covid restructuring initiatives were further consolidated and actioned.

No Audit this Year

The Board has passed a resolution that no audit is required in line with Charities Services requirements for entities with costs below \$500,000. This is seen as a cost-reducing action. Ashton Wheelan, an independent accounting firm, will continue to provide accounting services and prepare the annual accounts.

Statement of Financial Position

At balance date, the entity had physical cash reserves of \$185,000 (LY \$74,000). However, considering all short-term liabilities, this amount reduces to \$97,000 (LY, 57,000).

Summary

This year has been one of consolidation and riding out the Covid storm. It has allowed the organisation the time to instigate some major structural changes to reverse this trend. The Museum is now in a position where it can begin to work strategically and formulate a financially sustainable model to enable the continuation of the organisation and its rich heritage.

Kind regards



MICHAEL LAING
TREASURER
OKAINS BAY MĀORI & COLONIAL
MUSEUM TRUST



Can you Help to Support the Museum's Work?

1. Write the quantity in the yellow circles of the items you would like to support.
2. Complete this form and hand in to the museum or scan and email info@okainsbaymuseum.co.nz
3. We will issue you with a receipt for donation tax credits.

Name: _____

Phone: _____

Email: _____

Payment Methods:

- Internet banking payment to 02-0832-0047258-000 (use you name as reference)
- Online through Givealittle: tinyurl.com/OKMuseum
- Eftpos, credit card or cash at the museum



\$24

1 x DRY CLEANING SPONGE.

Cleans surfaces, such as delicate fabrics, without getting them wet.

1 SMALL GARMENT STORAGE BOX.

\$43



COLLECTION CARE SAFETY EQUIPMENT.



\$65

Allows collection care volunteers to clean items and be protected from dust and mould.

1 SET OF HAKE CLEANING BRUSHES

\$87



\$179

PAYS FOR A VISITOR HOST FOR A DAY.

1 BACKPACK VACUUM FOR COLLECTION CLEANING.

\$459



\$680

MAINTAINS THE GROUNDS FOR A WEEK.

OPERATES THE MUSEUM FOR A DAY.

\$1038



Key Funders:

Te Puna Tahua Lottery Grants Board
National Services Te Paerangi
Museum of New Zealand
Te Papa Tongarewa
Christchurch City Council
Stout Trust
Parkinson Memorial Park Trust

Partners:

Te Rūnanga o Koukourarata
Te Rūnanga o Ngāi Tahu
Canterbury Museum
Akaroo Museum
Okains Bay Enhancement Society
University of Canterbury

Supporters:

Iaeon Cranwell & Craig Pauling
Howard Pettigrew
Anthony Wright, Sarah Murray,
Emily Fryer, Neeha Velagapudi and
Canterbury Museum Collections Experts
Lynda Wallace & Dan Smith,
Akaroo Museum & FoAM
Mark Sutton
Kerry & Judy Thacker
Judy Woodward & Wayne Kay
Les Schenkel, Thungpetch
Chutrchaiuech & John Thacker
Lyndon Fraser, Georgia Hampton
& PACE, University of Canterbury
Martin Wheeler, Banks Peninsula
Honey
John Thomson

Michael de Hamel & Laura Jones,
Akaroo Mail
Warren Roberts
Helen Brown & Grant Wylie
Rick Flatman
Wendy Riley
Carol & Ciaran Osgood
Joanna Church
Samarah Turner, Nigel Intemann &
whanau
Carol & Lester Fletcher
Tirakoiwi Brown & whānau
Warren Roberts
Grant Roberson, Light Site
Mandy Perry, Showbiz
Christchurch
Jill Toogood & Tectonic Tones
Christchurch Performing Arts
Community.

*Success is not the work of an individual,
but the work of many*

Ehara taku toa i te toa takitahi, engari he toa takitini

Annual Performance Report

Okains Bay Maori & Colonial Museum Trust
For the year ended 31 March 2022

Prepared by Ashton Wheelans Limited

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Compilation Report

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2022

Compilation Report to the Trustees of Okains Bay Maori & Colonial Museum Trust.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Okains Bay Maori & Colonial Museum Trust for the year ended 31 March 2022.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Trustees are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Okains Bay Maori & Colonial Museum Trust other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

A handwritten signature in blue ink that reads "Ashton - wheelans Ltd".

Ashton Wheelans Limited
Level 2, 83 Victoria Street, Christchurch
Dated: 28 July 2022

Entity Information

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2022

Legal Name of Entity

Okains Bay Maori & Colonial Museum Trust

Entity Type and Legal Basis

Charitable Trust & Registered Charity

Registration Number

CC21427

Entity's Purpose or Mission

The objective of the Museum is to maintain and display an extensive collection of taonga Māori and Colonial objects to assist the public in understanding the bi-cultural beginnings of Aotearoa New Zealand.

Entity Structure

The Museum is governed by its Trust Board which meets bi-monthly. The Museum employs four part time staff: a business builder/manager, two visitor hosts, a handyman and a clerical person. Many special projects of the Museum have been carried out with volunteer labour.

Current Trustees:

Helen Brown (Chairperson)	Michael Laing (Treasurer)
Andrew Turner	Mananui Ramsden
Sarah Murray	John Thacker

Non Trustees:

Judy Woodward (Secretary)
Nigel Hampton (Patron)

Main Sources of Entity's Cash and Resources

The Museum has received its income from a mixture of grants, bequests and donations in addition to the entry fees, shop sales and rent.

Main Methods Used by Entity to Raise Funds

Fundraising activities included the seeking of grants, donations and the Waitangi Day commemoration.

Entity's Reliance on Volunteers and Donated Goods or Services

Volunteers contribute to many of the Museums activities such as the care and maintenance of the Museum's collections and buildings, and the organisation and delivery of events, particularly the Waitangi Day commemorations.

Postal Address

PO Box 32, Okains Bay Mail Centre, Banks Peninsula 7583

Physical Address

1146 Okains Bay Road, Okains Bay, Banks Peninsula 7583

Approval of Performance Report

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2022

The Trustees are pleased to present the approved performance report including the historical financial statements of Okains Bay Maori & Colonial Museum Trust for year ended 31 March 2022.

APPROVED



Helen Brown
Chairperson

Date 31 July 2022



Michael Laing
Treasurer

Date

Statement of Service Performance

Okains Bay Maori & Colonial Museum Trust

For the year ended 31 March 2022

	2022	2021
Quantification of the Entity's Outputs		
Visitors	2,990	4,930
Waitangi Day	161	1,843
School Visits (Includes adults & children)	115	385
Tour Groups	39	100
Total Quantification of the Entity's Outputs	3,305	7,258

Outputs

Community events

During the year several events were planned but had to be scaled back or postponed due to Covid-related restrictions. The events that were held included the Craftmasters' Festival, Christmas at the Museum and a Museum Fun Day, which replaced the large-scale annual Waitangi Day event.

Collections

The conservation of the collection and taonga was continued with a professional gallery style clean, re installation of a large pōhā and removal of matau rino for conservation treatment. Cataloguing of the existing exhibit were undertaken as well with assistance of Canterbury Museum.

Buildings and Exhibits

The maintenance and preservation of historical buildings was continued by employees and volunteers. Also a 'Heritage Buildings Care and Maintenance Plan' was begun with funding from Stout Trust using conservation and heritage experts.

Education and Research

There were many visitors hosted during the year who received education from visitor hosts about the museums collection and history of items and the area. School visits were down in number due to Covid-related restrictions. Those that did visit enjoyed an enriching and educational experience supported by the Visitor Hosts who directed them to aspects of the collection to support their inquiries and learning. Researchers studied the collection to further their knowledge on practices and traditions to add to publications and wider understanding.

Statement of Financial Performance

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2022

	NOTES	2022	2021
Revenue			
Donations & Funding			
Donations		7,987	6,891
Grants Received	10	145,924	150,374
Total Donations & Funding		153,911	157,265
Revenue from providing goods or services			
Waitangi Day	1	-	26,473
Gates Sales Income		28,217	24,460
School Groups Income		809	3,492
Bach accommodation income	1	10,739	3,218
Postal Services Income		2,294	2,891
Museum Shop	1	5,875	2,210
Tour Group Income		5,217	1,329
Music Festival Income		-	823
Cafe Income		-	735
Events		1,019	-
Total Revenue from providing goods or services		54,170	65,631
Interest, dividends and other investment revenue			
Interest Received		655	986
Total Interest, dividends and other investment revenue		655	986
Other revenue			
Rent Received		4,155	2,425
Covid Support & Wage Subsidy		19,625	25,289
Sundry Income		2,473	723
Total Other revenue		26,253	28,437
Total Revenue		234,989	252,319
Expenses			
Volunteer and employee related costs			
Custodian Wages		-	11,927
Managers Wages		52,343	47,313
Maintenance Wage		26,881	23,797
Clerical Wage		9,867	6,994
Visitor host wages		31,309	19,082
Kiwisaver		2,957	2,290
Total Volunteer and employee related costs		123,355	111,402
Costs related to providing goods or service			
Waitangi Day Expenses	1	238	13,905
Accident Compensation Levy		-	510
Accountancy Fees		2,364	3,121

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

	NOTES	2022	2021
Advertising		4,156	5,061
Cafe Expenses		449	17
Conservation Supplies		2,274	-
Cleaning supplies		410	-
Eftpos Expenses		992	1,048
Event Expenses		69	12
Feasibility Study - Funded		5,150	35,260
Front House Expenses	1	8,768	5,680
General Expenses		694	341
Grounds		-	102
Gun Room Expenses		355	-
Insurance		17,024	12,331
Light, Power, Heating & water		7,108	5,400
Museum Shop - Cost of Goods Sold	1	1,344	1,165
Postal Service Fees (Okains Store)		2,080	1,929
Postage, Printing & Stationery		240	10
Rates		1,158	2,046
Recruitment Costs		369	1,577
Repairs & Maintenance		4,628	6,891
Security Expenses		6,391	5,241
Staff Expenses		813	-
Subscription & Licences		1,899	1,097
Telephone, Tolls & Internet		2,135	1,529
Tour Group Expenses		3,000	875
Travel Expenses		1,759	-
Volunteer Expenses		339	402
Waka restoration		-	1,560
Website and IT expenses		68	-
Total Costs related to providing goods or service		76,274	107,111
Grants and donations made			
Donations Expense		-	600
Total Grants and donations made		-	600
Other expenses			
Bank Fees & Charges		46	40
Depreciation		23,110	33,052
Interest IRD Use of Money		-	2
IRD - Penalties		100	33
Total Other expenses		23,257	33,127
Total Expenses		222,886	252,240
Surplus/(Deficit) for the Year		12,103	79

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Okains Bay Maori & Colonial Museum Trust

As at 31 March 2022

	NOTES	31 MAR 2022	31 MAR 2021
Assets			
Current Assets			
Bank accounts and cash			
Bank of New Zealand - Call Account		150,182	145
Bank of New Zealand - Term Deposits		-	50,508
Bank of New Zealand - Current Account		34,064	22,738
Petty Cash & Float on Hand		600	600
Bank of New Zealand - Cheque Account		390	390
Total Bank accounts and cash		185,237	74,381
Debtors and prepayments		11,415	15,912
Inventory			
Stock on Hand - Museum Shop		2,381	2,490
Total Inventory		2,381	2,490
Total Current Assets		199,032	92,784
Non-Current Assets			
Property, Plant and Equipment	2	766,032	788,642
Total Non-Current Assets		766,032	788,642
Total Assets		965,064	881,426
Liabilities			
Current Liabilities			
Goods and services tax		(1,784)	1,599
Creditors & Accruals		20,311	3,098
Unused donations and grants with conditions	10	54,226	6,650
Employee Entitlements		15,874	5,745
Total Current Liabilities		88,627	17,092
Total Liabilities		88,627	17,092
Total Assets less Total Liabilities (Net Assets)		876,437	864,334
Accumulated Funds			
Trust Capital	5	1,091,502	1,091,502
Accumulated surpluses or (deficits)	5	(215,065)	(227,168)
Total Accumulated Funds		876,437	864,334

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2022

	2022	2021
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	199,487	122,005
Receipts from providing goods or services	54,567	65,416
Interest, dividends and other investment receipts	653	986
Cash receipts from other operating activities	29,654	28,536
GST	(1,001)	(6,004)
Payments to suppliers and employees	(172,004)	(239,958)
Donations or grants paid	-	(600)
Total Cash Flows from Operating Activities	111,355	(29,619)
Cash Flows from Investing and Financing Activities		
Payments to acquire property, plant and equipment	(500)	-
Cash Flows from Other Investing and Financing Activities	-	-
Total Cash Flows from Investing and Financing Activities	(500)	-
Net Increase/ (Decrease) in Cash	110,855	(29,619)
Cash Balances		
Cash and cash equivalents at beginning of period	74,381	104,001
Cash and cash equivalents at end of period	185,237	74,381
Net change in cash for period	110,855	(29,619)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2022

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

Okains Bay Maori & Colonial Museum Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Revenue

Grants and donations are recognised as income upon receipt unless a 'use or return' condition exists. A liability for unspent funds is recognised if, and only if, there is a contractual obligation to return funds not spent on the required purpose. A condition over what the funds are to be spent on does alone not give rise to the recognition of a liability.

Stock

Museum stock is recognised at the lower of cost and net realisable value.

Heritage Assets

Heritage assets for which current values are not readily obtainable are not recorded in the statement of financial position.

Property, Plant & Equipment

Property, Plant & Equipment are recognised at cost less aggregated depreciation. Depreciation has been calculated using the rates permitted by the Income Tax Act 2007, which reflect the assets useful life. Gains and losses on disposal of fixed assets are taken into account in determining the operating result for the year.

Buildings	3 to 20% Straight Line and Diminishing Value
Computer & Equipment	50% Diminishing Value
Furniture & Fittings	25% Diminishing Value
Plant & Equipment	5 to 60% Straight Line and Diminishing Value
Land	0%

Changes in Accounting Policies

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

Notes to the Performance Report

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2022

	2022	2021
1. Gross Profit - Museum, Waitangi Day, Bach Rental & Music Festival		
Gross Profit - Museum Sales		
Museum Shop	5,875	2,210
Cost of Goods Sold - Museum Sales		
Opening Stock - Museum Shop	(2,490)	(3,271)
Purchases - Museum Shop	(1,234)	(385)
Closing Stock - Museum Shop	2,381	2,490
Total Cost of Goods Sold - Museum Sales	(1,344)	(1,165)
Gross Profit - Museum Sales	4,532	1,045
Gross Profit - Waitangi Day		
Waitangi Day Income	-	28,873
Waitangi Day Expenses	(238)	(10,915)
Gross Profit - Waitangi Day	(238)	17,958
Gross Profit - Bach Rental		
Bach Income	10,739	3,218
Bach Direct Expenses	(8,768)	(5,680)
Total Gross Profit - Bach Rental	1,971	(2,462)
Gross Profit - Music Festival		
Music Festival Income	-	823
Gross Profit - Music Festival	-	823
Total Gross Profit - Museum, Waitangi Day, Bach Rental & Music Festival	6,265	17,364
	2022	2021

2. Plant, Property and Equipment

Buildings		
Buildings	975,671	975,671
Less Accumulated Depreciation on Buildings	(459,742)	(438,733)
Total Buildings	515,929	536,938
Land		
Land	237,000	237,000
Total Land	237,000	237,000
Plant & Equipment		
Plant & Equipment	92,485	91,985
Less Accumulated Depreciation on Plant & Equipment	(87,815)	(86,598)
Total Plant & Equipment	4,670	5,387
Furniture & Fittings		
Furniture & Fittings	17,867	17,867

	2022	2021
Less Accumulated Depreciation on Furniture & Fittings	(9,454)	(8,580)
Total Furniture & Fittings	8,414	9,287
Computer Equipment		
Computer Equipment	450	450
Less Accumulated Depreciation on Computer Equipment	(431)	(420)
Total Computer Equipment	19	30
Total Plant, Property and Equipment	766,032	788,642

3. Related Parties

Trustees undertake their duties on a voluntary basis, in some years an Honorarium is payable to the Secretary for services provided. There are no other related party transactions.

4. Significant Heritage Assets not Recorded

This large collection is comprised of over 3,630 individual taonga Maori, including a number of taonga Maori from Rekohu (the Chatham Islands). The collection's significance benefits from its comprehensive nature and from the overall high quality of the taonga. Some of the items are particularly rare and unique.

	2022	2021
5. Accumulated Funds		
Accumulated Funds		
Opening Balance	864,334	864,256
Accumulated surpluses or (deficits)	12,103	79
Total Accumulated Funds	876,437	864,334
Total Accumulated Funds	876,437	864,334

6. Commitments

There are no commitments as at 31 March 2022 (Last Year - \$Nil).

7. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2022 (Last Year - \$Nil).

8. Events After the Balance Date

The board has continued with a winter season for 2022 where we are only open in the weekend and by appointment for groups, so visitor host hours are reduced over the winter season.

9. Ability to Continue Operating

The Museum is aware of the impact of Covid 19 on the ability to open doors and earn door sales, this has been mitigated with government support of wage subsidies and support payments as well as applying for grants such as the museum hardship fund.

	2022	2021
10. Unused Grants & Donations		
Total Unused Grants - refer next page for details	36,123	1,500

Notes to the Performance Report - Grants

Okains Bay Maori & Colonial Museum Trust For the year ended 31 March 2022

	NOTES	OPENING BALANCE	GRANTS RECEIVED	UTILISED DURING THE YEAR RECOGNISED AS INCOME	UNSPENT GRANTS CARRIED FORWARD
Grant Schedule					
Te Tahua Whakatinana Papakāinga Lottery Community	1	5,150	107,000	102,068	10,082
National Services Te Paerangi	2	-	19,000	8,932	10,068
Christchurch City Council	3	-	40,000	27,425	12,575
Stout Trust	4	-	20,000	-	20,000
Sargood Bequest	5	-	5,000	5,000	-
Parkinson Memorial Park Trust	6	-	2,000	2,000	-
Estate of K A Boyd	7	-	500	500	-
Total Grant Schedule		5,150	193,500	145,924	52,726

1. Te Tahua Whakatinana Papakāinga Lottery Community

Grants were received to contribute towards wages and salaries from the Lottery COVID-19 Community Wellbeing Fund.

2. National Services Te Paerangi

The Museum was a recipient of the the Muesum Hardship Fund administered by Te Papa on behalf of the Ministry of Culture and Heritage Manatū Taonga. The Museum Hardship Fund provides contestable grants designed to support the protection of collections, enable ongoing access to those collections, provide protection of jobs, and contribute to the continued viability of organisations. The Museum received this funding in December and utilised a portion before balance date on expenditure within the agreement.

3. Christchurch City Council

The Museum applied for the Metropolitan Strengthening Communities Fund administered by the Council to support salaries and wages of the Museum over the year beginning in September 2021, resulting in a portion carried forward.

4. Stout Trust

The Museum received a grant from the Stout Trust administered by the Perpetual Guardian trust during the year. The grant was awarded to bring together a team of conservation, heritage and building experts to complete an assessment and conservation care & maintenance plan for each heritage building cared for by the Museum.

5. Sargood Bequest

The Sargood Bequest has been used to engage an educator to develop a new bi-cultural curriculum-based programme designed to meaningfully engage year 5-8 students with aspects of our collection.

6. Parkinson Memorial Park Trust administrated by Perpetual Guardian

The donation was towards the purchase of conservation supplies to be used for storage and conservation of Parkinson family collection.

7. Estate of K A Boyd

The donation was towards the purchase of conservation supplies to be used for storage and conservation of collection items.