

IT IS WITH MUCH PLEASURE that we, Sue Mortlock and Gillian Dodson, co-presidents of Friends of Pātaka, present the Annual Report for the year 2020-2021.

It has been an unusual year with Covid -19 influencing activities and events, beginning with our 2020 AGM being substituted with an email election, and perusal of online reports.

As newly elected Co-presidents, we decided that the structures and processes of Friends of Pātaka would benefit from an overall review. In collaboration with the Committee, we developed a document 'Moving Forward', which has guided structural changes over the year. We have used this document as a reference to report our activities over the year.

## Membership

Building membership has been a focus of our activities and we have a continually growing membership which currently sits at around 250. We are excited to have a constant stream of new members.

We began a process to differentiate financial members from others who have an interest in Friends of Pātaka and may wish to become financial members in the future. We have also looked at how to keep members engaged and to that end have reviewed our communication and activities for members. Our newsletters are dynamic and informative. We managed to provide one outing between Covid Level changes: a trip to Parliament to see the Art Collection. We have also supported several exhibition openings at Pātaka to which Friends have been invited.

## Regular Friends events

After consulting with Pātaka, the committee decided to spread the load of regular events by having the Arts Awards and Arts Trail biennially on alternate years. The music series will still occur each year. The Arts Awards was again very successful attracting 90 entries in 2020 while we managed to deliver all four Music Series programmes in July and August. The well-attended Arts Trail, held 13-14 March has continued to grow. These events help us to connect our members with Pātaka, and they draw people from all over Wellington and the Kāpiti Coast to this special space.

## Process and procedures

We have created flowcharts for committee organised projects and processes such as membership, induction of committee etc. We have created 'job descriptions for some Friends roles. We have developed project Plans for our big events. We believe these documents will assist with succession and transition planning.

## Managing documents and online presence

A major task we identified was how to manage documents, currently stored on home computers, and keep them in a central accessible location and all altered documents updated in that central location. To this end Sue Mortlock led an IT team and arranged for Friends of Pātaka to work with IT students from Whitireia to create a Content Management System (CMS) where key Friends of Pātaka documents would be held in a central filing system. This process resulted in Friends of Pātaka developing a website through which members and the public can also access newsletters, join Friends and register for events.

We have created an Instagram and Facebook presence where Friend's activities are promoted, this work led by Kerry Scott.

## Financial streamlining

All of our financial matters are managed through Xero and we have worked to streamline financial and membership processes. Our Treasurer Christine Healy has embedded this work and continues to refine the system with the assistance of Gillian Cross of Cross Financial Services. We thank Gillian for her generous advice and time.

## Interface with Pātaka and other key organisations

We have worked closely with Pātaka Head Office on events and they have also continued to offer Mailchimp and other support to Friends. This relationship is fundamental to the activities of Friends and is valued by us all. Friends also attend meetings of the Pātaka Foundation and assist them where possible.

We donated a set of light folding chairs to Pātaka for the benefit of less mobile visitors to gallery talks, openings and events.

We have met with Porirua Community Arts and hope to work more closely with them as we showcase Pātaka and the talent of local artists in the wider Porirua community.

This has been a year of consolidation for Friends of Pātaka. We have developed processes and procedures that bring our activities into line with similar organisations and which will assist with future succession planning.

We thank Reuben Friend and the Pātaka team for their help and support through the year. We have been on a learning curve in this first year of our presidency, and their help is appreciated.

We would like to thank the Friends of Pātaka committee members for their enthusiasm and hard work over the year. We would not have been able to implement these changes without their cooperation and dedication to the 'jewel' which is Pātaka Art and Museum.