

**MINUTES OF THE MEETING OF THE OTAGO/SOUTHLAND BRANCH COMMITTEE OF THE
ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, HELD AT
Toitū Otago Settlers Museum, on Thursday 15th August 2019 at 9.00am.**

Present:

Gwennyth Anderson (Chair), Claire Dowling, Rachel Hurd, Jenny Jeffery, Emma Knowles (minute taker), Peter Miller, Yvonne Wilkie.

1. **Apologies:** Peter Petchey, Tom Riley

2. **Minutes of the previous meeting**

Minutes of the meeting held on Thursday 15th August 2019 passed. Moved by Claire Dowling, seconded by Yvonne Wilkie.

3. **Matters arising n/a**

4. **Correspondence**

5. **Financial Report**

Balance: 1056.57

Financial Report remains unchanged for AGM. An additional signatory was requested so there is a total of four sitting members

It was moved by Peter Miller that Claire Dowling becomes a signatory to the account, seconded by Gwennyth Anderson

6. **ARANZ Council Report**

No report from local member received. Emma to contact Catherine Barriga for an update and share with the committee via email. The committee discussed that it would be nice for the national council to share what other

7. **Holding: Listing of branch records at Hocken Collections to be shared with holdings at Beaglehole Room, Victoria University**

No update.

8. **School of Mines Records**

No update. PM explained the recent activity of the branch on this issue to new committee members

9. Holding DCC: Long Term Plan concerning archives, records and heritage collections

No update. PM explained the recent activity of the branch on this issue to new committee members

10. IRM Group Update

Claire Dowling has officially taken over from Catherine Barriga. A small group of people attended the meeting on 21st of August and discussed social media. Claire was considering increasing tweets about the group. The committee discussed a change of time to see if more people would attend after work. Future discussion topics might include what the Records community would like to see presented at conference, but this couldn't be put forward until the conference was officially announced.

11. Holding: Community Archives

No update from DIA or National Council.

12. EVENT Planning 2019

AGM 2019 review

Venue and speaker

Eric Boamah was a good speaker who spoke to the requested topic and the presentation over Skype was well – received. The committee found it pleasing to hear an update on the Community Archives. There was a good turn-out from members and additional interested parties, including some students. No one offered to uptake the Secretary or Treasurer positions, so they will be shared among committee members.

The elected current committee were as follows..

		Nominator	Seconder
Gwennyth Anderson – Chair	returning	Emma Knowles	Peter Miller
Vacant	- Treasurer		
Vacant	- Secretary		
Claire Dowling	returning	Peter Miller	Emma Knowles
Rachel Hurd	new	Yvonne Wilkie	Emma Knowles
Jenny Jeffrey	new	Yvonne Wilkie	Emma Knowles
Emma Knowles	returning	Peter Miller	Yvonne Wilkie
Peter Miller	returning	Claire Dowling	Gwennyth Anderson
Peter Petchey	returning	Emma Knowles	Peter Miller
Tom Riley	returning	Gwennyth Anderson	Claire Dowling
Yvonne Wilkie	returning	Claire Dowling	Gwennyth Anderson

Events for Members/ EOY

GA to draft a letter to request Barbara Brookes to speak in November on the changing uses of archives over her career. GA to see if the Dunningham suite at the Dunedin Public Library is available for this event.

Conference 2020 24th-25th Sept 2020

Conference committee have been working hard. They had a tour of the Dunedin Club and have decided to confirm this for the Conference Dinner on Thursday evening the 23rd to 25th September. They have decided to employ a professional to administer Registrations.

Good progress working towards locking in a programme by the end of year and organising SIGs for collecting archives, religious archives and school archives.

Will announce the ARANZ conference in Dunedin after the ASA/ICA/PARBICA conference in Adelaide at the end of October

Meeting again next week.

Informal Drinks/Catch ups

Arrange for the 16th of October.

Event planning for next year 2020

Discussion around having events in the early half of 2020 as the latter half of the year is likely to use our resources to support conference.

- Heritage Month – Southland/ Invercargill
- Re-instate institutional visits
- Event around Easter to promote the conference to members etc.
- AGM also potential to bolster conference numbers if we hold it as early as possible.

13. Date of next meeting

Proposed date of next meeting: 7th November

Proposed venue: Toitū Otago Settlers Museum.

Meeting closed at 9.40 am.

Actions:

Claire Dowling to become signatory to branch account

EK to ask Catherine Barriga for National Council news and distribute

GA to draft a letter to request Barbara Brookes to speak in November on the changing uses of archives over her career. GA to see if the Dunningham suite at the Dunedin Public Library is available for this event.

Drinks catch-up on 16th October to be organised and advertised to members and interested parties.