

**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 7th November 2019 at 9.00am.**

Present:

Claire Dowling, Jenny Jeffery, Emma Knowles (minute taker), Peter Miller (Chair), Chris Scott

1. **Apologies:** Gwennyth Anderson, Rachel Hurd, Peter Petchey, Tom Riley, Yvonne Wilkie.

2. **Minutes of the previous meeting**

Minutes of the meeting held on 15th August 2019 passed. Moved by Peter Miller, seconded by Claire Dowling.

3. **Matters arising n/a**

4. **Correspondence**

Correspondence from Evan Greensides, new Branch Liaison for ARANZ. Requested further printed brochures for events.

5. **Financial Report**

Balance: 1056.60

Financial Report remains unchanged, with the addition of several cents interest.

Claire Dowling and Tom Riley, still to be added to the Branch account. A time for an appointment to be arranged to set this up with Kiwibank. This will be needed next year as Emma Knowles, will no longer be available to assist with branch business.

6. **ARANZ National Council Report**

Emma contacted local representative, Catherine Barriga, for an update of the last meeting which was shared with the committee via email. Next meeting on the 21st of November. Emma will ask Catherine for another update and distribute this.

7. **IRM Group Update**

Claire Dowling reported a higher attendance in the last meeting with 5-7 regulars now attending, making the meetings increasingly valuable. The last topic was Office 365. Some interested records managers have asked for more notice of the topic to make travelling worthwhile. Claire to also

investigate the opportunity for video call/ meeting to open the group up to a wider number of participants. Future ideas for the group also included a tour of the Southern District Health Board records. Idea for next topic around recruitment, skills needed for records managers, including soft skills.

Next meeting Wednesday 20th November.

8. EVENT Planning 2020

EOY and Members event, November 2019

Peter Miller to ask Tom Brooking to speak in late November concerning using archives, and how archives have changed over the course of his 30-year career. Peter to ask Anna Blackman concerning utilising a space at Hocken for this event. Committee members to bring a plate if possible; if enough members can't make it someone will purchase cheese and crackers on the day.

Archaeology and Social Anthropology visits to institutions, 2020

Peter Petchey has indicated that the student body is keen to recommence institutional visits to encourage archival research next year. Committee to arrange two visits next year from our selection of DCC archives, Presbyterian Archives, National Archives branch, and Toitū archives. Dates and details to be confirmed in 2020.

Heritage Southland

Committee to find details of any events in March 2020.

9. Timeline of Training and Conference events – additions

ASA Brisbane – Archives Amplified August 25-28th 2020.

LIANZA 2020 October

ACIS

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

Peter M and Gwennyth to look at this next year

11. School of Mines Records

No update.

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

No update. Possible new year submission to the Long Term Plan.

13. Other Business

Emma will not be in Dunedin next year. Secretary role to be on a rotating basis. Other signatories to financial account be signed up as soon as possible. Emma to work on getting records physical and digital in order for hand over.

Peter Miller briefed the committee on the ASA PARBICA conference he attended in Adelaide from the 21-24 October.

14. Date of next meeting

Proposed date of next meeting: late January, 30 January, to be confirmed in the new year.

Proposed venue: Toitū Otago Settlers Museum.

Meeting closed at 9.50 am.

Actions:

Claire Dowling and Tom Riley to become signatory to branch account

EK to ask Catherine Barriga for National Council news and distribute

PM to ask Tom Brooking and Anna Blackman about EOY talk and event at Hocken in last week of November

Committee members asked to bring a plate to the Hocken EOY event or let Emma or Gwennyth know if they can't attend so they can purchase food items.

EK to prepare digital and hard copy records for transfer to the branch committee.