



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 21st February 2019 at 9.00am.

Present:

Gwennyth Anderson (Chair), Catherine Barriga, Alison Breese, Amy Coleman, Claire Dowling, Emma Knowles, Peter Miller, Tom Riley, Yvonne Wilkie

Guest: Lorraine Johnston, Dunedin Public Library concerning Community Archives changes.

1. **Apologies:** Peter Petchey
2. **Minutes of the previous meeting**

Minutes of the meeting held on Thursday 6 December 2018. Moved by Gwennyth Anderson; seconded by Alison Breese.

3. **Matters arising**

Peter Miller noted the good publicity for our November events and around the advocacy for housing of DCC archives. These are on file.

Community Archives

Lorraine Johnston sent some follow up questions to the Community Archives/DIA concerning the restrictions on the Community archives. She clarified that contributors are no longer able to add new records; Mistakes/existing records can be altered through contacting the administrator (no self-changes); DIA committed to retaining a platform in the future; No plan or method yet for exporting records (enabling use in a new system).

Alison B noted that ARANZ National Council had discussed the situation

Libraries and small institutions noted as heavy users. Exact number unknown, but institutions listed on the site.

Peter Miller raised that the Community Archives were taken over by DIA/Archives New Zealand initially, so it was better maintained.

Role of ARANZ in this situation was discussed. It was decided that the branch would write a request to ARANZ National Council to request a submission be written, perhaps jointly with ARANZ. Lorraine would also write an independent submission. The branch committee decided it was important to have National leadership on this issue. It was felt that DIA/Archives NZ have not had the resources to give this attention or explore other options for users.

Emma K and Lorraine J to draft a submission to National Council and request they coordinate sending submissions to the Chief Archivist.

Emma K raised the IFLA / WLIC conference in 2020 and regional events. The conference dates are 28th July to 5th August 2020. Regional events were planned for this and it was noted that the conference organisers should be informed of this when looking at dates. Lorraine J to send regional dates and contacts through.

4. Correspondence some received to be discussed under other headings

5. Financial Report

Balances: 275.76 Cheque; 54.49 Savings

Total: 330.25

Email received from Sue Harnham, Treasurer, National Council (on file) further to funds transfer to a central account.

Peter Miller moved as required by Council to close the current Westpac Accounts, both Cheque and Savings, to the given Kiwi Bank account as per National Council's instructions at a time convenient to the committee. This was unanimously agreed by the members.

Committee member signatories to the new account were agreed as follows:

Gwennyth Anderson gnpanderson@gmail.com

Amy Coleman amy.coleman@dia.govt.nz

Emma Knowles emma.knowles@dcc.govt.nz

Tom Riley tom.riley@otago.ac.nz

It was decided that the transfer would wait until after our Southland Heritage Month, proposed date 5th April, to ensure the branch was able to access to funds during the event/ transition period.

"Top up" from National Council is to follow the May 20th meeting and would be dated from the balance at the start of July 2018 – financial year. The date used to establish the top-up requirement is set as at 1 July 2018. So to bring the account up to \$2000, the total top up should be \$1276.27. \$500 has already been transferred, thus \$776.27 would be the branch's final allocation.

6. ARANZ Council Report – Alison Breese and Catherine Barriga

February meeting was held online via ZOOM which worked well.

Scholarship created for the Adelaide conference in October (Joint ASA/ARANZ/PARBICA)

Discussed copyright review and ARANZ National Council Submission which Alison is working on.

Membership survey is still pending.

Discussed Records Management and is using Twitter re. Archives Hour and Facebook

Branch flags for events being arranged with the new logo. This will be t-drop stand for easier display

AGM date confirmed September 23rd or 24th at National Library; likely to be held with a speaker to ensure a quorum of members.

Children in Care update from Belinda Battley

Discussed conference contribution across different organisations: ASA, ARANZ, ICA

Canterbury branch yet to get underway

7. Holding: Listing of branch records at Hocken for Beaglehole.

Gwenyth Anderson and Peter Miller to look at what's held at Hocken and the retention and disposal schedule to gain an idea of scope of work.

Former office bearers holding material electronically and/or in hard copy then to be contacted concerning transfer of documentation.

Emma K noted a central location for these electronic documents was required and queried if anything was yet available through ARANZ National Council. AB confirmed there was a google suite. AB to request information around access to this for the branch.

8. Holding School of Mines Records. Revisit early 2019

Peter sent a follow up email to Hocken Librarian, Sharon Dell, concerning progress on limiting disposal and intern work on inventory. A response was received that indicated this was currently with the management team and in process. Letter on file. Sharon Dell to get back to us concerning outcome in due course. PM volunteered to follow this up in a month if no further update is received.

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

AB updated the branch that movement on the DCC was currently underway and progressing. She is preparing options for management.

Currently a survey on use of heritage institutions to back up work of Ara Toi DCC group on a shared future storage/access facility. Council archives is a separate project.

Branch decided to contact Simon Pickford and Chief Information Officer for an update. Gwennyth A and Peter M to email and ask for official information on the progress to remedy the storage concerns around the DCC archives.

10. IRM Group Update

Claire updated us that there were 2 attendees yesterday. Low numbers were put down to the start of the year. CB and CD to plan a topic for the next event. The branch discussed ways to revitalise numbers. CB to look at using Twitter and Social Media. Possible time change to 5 or 5.30 due to many records managers being sole position holders to see if this helps; other suggestion included an evening event that was less formal. Similar to heritage drinks.

11. EVENT Planning 2019

Southland Heritage Month, March 2019

Tony Ballantyne's talk confirmed for 28th March at 5.30 at the Invercargill Library Meeting Room. EK has contacted Lindsay with information provided by Tony and event is advertised as follows:

Archives and Place: Thinking through the Connection

What are the connections between archives and place? How do archives shape our understandings of place and communities? And how does the distinctiveness of place shape how we understand archives and the records they contain. And how do we fit together archives to build understandings of the history of districts, regions and the nation? This talk explores these themes drawing on extensive research on the history of nineteenth-century Southland and Otago.

EK to touch base with Rebecca in Invercargill to ensure everything is on schedule. Query how to support this further. Option for ARANZ members to go down and promote ARANZ at the event/intro. To be discussed further via email.

ARANZ to discuss thank you for Tony B

HOLDING: Chris and Alison – **Borough Records outreach.**

OTAGO UNIVERSITY 150th week

NOT DISCUSSED DUE TO LACK OF TIME

Holding to be organised. Query if we will undertake any event to support this from [? Not noted] Suggest combine with International Archives Day in June. Possible event.

Informal Drinks/Catch ups

NOT DISCUSSED DUE TO LACK OF TIME

HOLDING to be organised

12. ARANZ National Conference 2020

GA has formally invited additional members as previously discussed. These emails on filed.

Current list of members of committee:

Claire Dowling

Tom Riley

John Timmins

David Murray tbc [to represent users]

Susan Irvine [tbc with employer Heritage NZ – no conflict of interest]

Stuart Strachan

Peter Miller

Tom R to convene/coordinate initial meeting. GA to send him contacts to invite/arrange meeting. Date to be decided.

HOLDING: Chris and Alison – **Borough Records outreach.**

13. Other Business

Upcoming Copyright Workshop for submissions concerning changes to Copyright Act, 1994. EK to send details to members.

The committee wished Amy C well as she goes on maternity leave prior to the next meeting. She will be sorely missed.

14. Date of next meeting

Proposed date of next meeting: Thursday, April 4th 2019

Proposed venue: Toitū Otago Settlers Museum.

Meeting closed at 10.00 am.

Actions:

- TR to convene/invite first meeting of conference committee in February (details from GA)
- EK to contact Rebecca and Tony re talk for Southland Heritage Month.
- CB and CD to organise next IRM meeting and topic
- EK to send copyright workshop details to members
- EK and Lorraine J to draft a submission to National Council and request they coordinate sending submissions to the Chief Archivist.
- Emma K to get the IFLA / WLIC conference in 2020 regional contacts and dates via Lorraine J
- EK to make sure transfer from Westpac to Kiwibank organised at the Westpac branch in preparation for transfer.
- GA and PM to scope inventory of material held at Hocken
- AB to follow up National Council google suite access for branch records
- PM to follow up school of mines progress at end of March

- PM and GA to contact Simon Pickford, General Manager, Community Services, DCC on progress around housing and care of DCC archives.