



**Minutes of a Meeting of the Council of the  
Archives and Records Association of New Zealand,  
in the National Library, Aitken St  
on Wednesday 24 August 2016 at 1.00pm**

**Present:**

Vice President: John Timmins  
Secretary: Stephanie Kitching  
Treasurer: Darryl Pike  
Archifacts: Jessica Moran

Council: Elizabeth Charlton  
" Louis Changuion  
" Christine Edney  
" Charlotte Macdonald  
" Lisa Austin  
" Sean McMahon

Jessica Moran was welcomed to the meeting.

**Item 1 Apologies**

Theresa Graham

**Item 2 Minutes Council meeting 25 May 2016**

The minutes of the Council meeting held on 25 May 2016, having previously been circulated, were taken as read and confirmed as a true and correct record.

**Moved:** Charlotte Macdonald      **Seconded:** Christine Edney      **Carried**

**Item 3 Matters Arising**

Matters Arising 7.6: ISO event held on 12 May 2016 went well. Elizabeth Charlton from Council attended. Our sponsorship was worthwhile.

4 Letter to Richard Overy not yet completed. John Timmins will speak with him at the 2016 Symposium.

5.3: The 2015 financial report for conference is now included in the financial return for 31 July 2016. The profit is noted with thanks.

There has to date been no response to the request for a breakdown of figures for the profit from the 2014 Conference. John Timmins will make one final attempt to get these from Kylie Percival, ASA President. If no reply is forthcoming a "No Response" will be minuted.

7.5 The Wellington Branch will not take up the Council offer to parent their funds but will move their branch accounts to Kiwibank.

**Item 4 Correspondence**

Inwards, Outwards and Web as tabled. Received and approved.

**Moved:** Stephanie Kitching      **Seconded:** Louis Changuion      **Carried**

## **Item 5          Reports**

### 5.1    **President's Report:**

Tabled.

**Moved:** John Timmins          **Seconded:** Charlotte Macdonald          **Carried**

### 5.2    **Financial Report:**

The Treasurer's two reports (30 June 2016 & 27 July 2016) were tabled:  
Resolved that the Financial Reports be approved.

**Moved:** Darryl Pike          **Seconded:** Elizabeth Charlton          **Carried**

### 5.3    **2016 ARANZ – 40<sup>th</sup> Anniversary Symposium**

Sean McMahon took Council through the plans which have shaped up well. Thanks were offered especially to him, to Shannon Wellington (catering/cocktail party), Elizabeth Charlton (sponsorship, programme brochure) and Lisa Austin (registration). Sponsorship of over \$8000 has been gathered. We should return a small profit. There will be a financial reconciliation in 1 – 2 months.

Re Community Archive: This paper was released in time for the February Meeting. To date there has been no response from ARANZ. ARANZ Council has agreed that it will prepare a position paper on this

## **Item 6          Portfolios**

### 6.1    **Archifacts**

That Council appoint Jessica Moran Editor with no time limit to the appointment.

**Moved:** John Timmins          **Seconded:** Louis Changuion          **Carried**

The proposal "*The NZ Journal of Information and Society: a proposal to the ARANZ and LIANZA Councils*" tabled at the last meeting was discussed briefly. The incoming Council will form a working party to look at this paper and respond to it. In the minutes for 25 May 2016 there was a list of items to be explored.

### 6.2    **Alert** (Christine Edney)

An issue will be published after the symposium

### 6.3    **Membership:** (Christine Edney)

Report tabled. There are fewer unpaid than last year. Over the last 40 years there have generally been 200 – 250 members. The advent of social media with immediate networking has somewhat lowered the numbers.

**Moved:** Christine Edney          **Seconded:** Stephanie Kitching          **Carried**

### 6.4    **Website:** (Louis Changuion)

Report tabled. Accepted with thanks

**Moved:** Louis Changuion          **Seconded:** Lisa Austin          **Carried**

### 6.5    **Branch Liaison:** (Lisa Austin)

Three reports have been received for the AGM. SIGS will meet on Thursday.

There has been a request for the Otago Southland Branch for a grant of \$100 for 40th anniversary celebrations.

“That \$100 be remitted to the Otago Southland Branch for 40th anniversary celebration.”

**Moved:** John Timmins      **Seconded:** Charlotte Macdonald      **Carried**

6.6      **Awards:** (Theresa Graham)

To celebrate ARANZ 40 two awards will be given this year - Ian Wards Prize (Donald Kerr) and the Michael Standish Award (Jared Davidson). This will be announced at the AGM with certificates and cheques being awarded at the cocktail party

Awards of Honorary Life Membership will be announced at the AGM and Cocktail Party – Ray Grover, Alison Fraser, Rosemary Collier. Certificates will be awarded at a Wellington ARANZ function later in the year

6.7      **Face Book:** (Lisa Austin)

Most of the users are ARANZ members. Generally new posts are read. The Symposium ads brought a quick response on the registration site. We are also on Linked In.

**Item 7**      **General Business**

7.1      **Membership Brochure:**

Elizabeth Charlton showed Council the final draft which was received with acclaim. A digital photo will be put into the inner left fold lower edge. Elizabeth will now seek new quotes for publication. Thanks were offered for the amount of work done.

7.2      **2017 Conference Venue:**

It is the wish of Council that we have a seminar, not a conference in 2017. The new Council will consider a possible training event across various centres.

7.3      **Wellington Branch Committee Funds:**

Completed above

7.4      **Twitter Account:**

ARANZ needs a social media policy and strategy. Incoming Council will address this.

7.5      **LINZ repositories in Christchurch and Hamilton:**

Charlotte spoke about access to former LINZ records and asked if ARANZ would join with the other groups to lobby government to get LINZ to

- A) Give greater assurance records will be kept
- B) Ensure that digitisation is possible
- C) Remove any pay wall

as there is currently an opaque, difficult access and retention for these records.

**Moved:** ARANZ joins with cognate organisations (Institute of Surveyors, NZ Historical Association et al) in proposals to raise concern about storage, access and

digitisation of LINZ records currently held in LINZ storage facilities in Hamilton and Christchurch.

**Moved:** Charlotte Macdonald **Seconded:** Christine Edney **Carried**

**7.6 LIANZA TPPA Amendment Bill 2016 submission:**

ARANZ has been approached by Jennifer Campion to be involved in a joint submission re TPPA and copyright. Charlotte will approach a colleague, SF, to look at the nature of the LIANZA submission from an ARANZ point of view. She will make contact with Jennifer Campion. John Timmins will forward the email from JC to Charlotte Macdonald.

**7.7 Honorary Membership nominations:**

The proposal tabled by John Timmins (names noted in 6.6) was approved by Council

**Moved:** John Timmins **Seconded:** Darryl Pike **Carried**

2.20pm Christine Edney departed

**7.8 Archives NZ 2057 Draft Plan**

The 2057 strategy is about the future directions of archives. Lisa Austin encouraged ARANZ and individual members to respond when the draft document is released.

**7.9 2016 AGM**

Nominations were checked. We have enough for a Council.

We need to acknowledge the National Library for the use of the meeting room quarterly.

Darryl Pike took Council through the AGM Financial report. John Timmins will mention the May paper re Archifacts and the fact that Council will set up a working party to deal with this.

2.55pm Lisa Austin departed

**Item 8**

**Meetings for 2016**

**at 1pm**

**possibly**

**Wednesday 23 November**

**)National Library, Ground Floor**

**) Aitken St, Wellington**

**The next Council meeting will be held at a time and date to be circulated by incoming Council..**

The meeting closed at 3.00pm

**TO DO LIST: 24 - 8 - 2016**

1. **John Timmins** will speak to Richard Overy at the AGM re his concerns stated in correspondence.
2. **John Timmins** will make one final attempt to get the breakdown of figures re 2014 conference from Kylie Percival, ASA President.
3. **ARANZ Council** has agreed that it will prepare a position paper on the Community Archive Report.
4. **The incoming Council** will form a working party to look at the paper "*The NZ Journal of Information and Society: a proposal to the ARANZ and LIANZA Councils*" tabled at the last meeting and will respond to it.
5. **Elizabeth Charlton** will seek new quotes for publication of our new membership brochure.
6. **The incoming Council** will consider a possible training event across various centres instead of a conference for 2017.
7. **The Incoming Council** will look at developing a social media policy and strategy.
8. **John Timmins** will forward the email from Jennifer Campion re *LIANZA TPPA Amendment Bill 2016 submission* to Charlotte Macdonald.
9. **Charlotte Macdonald** will approach a colleague, SF, to look at the nature of the LIANZA submission from an ARANZ point of view. She will make contact with Jennifer Campion.