

**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
at National Library, Wellington,
on Tuesday 24 September 2019 at 9.15 a.m.**

Present:

President:	Eric Boamah	Council	Sean Connelly
Vice President:	Kathleen Stringer	“	Stephen Innes (on line)
Secretary:	Tiena Jordan	“	Evan Greensides
Treasurer	Susan Hanham	“	Chris Meech
		“	Nina Whittaker (on line)
		Ex Officio	Belinda Battley

Item 1 APOLOGIES:

On behalf of Jessica Moran and Catherine Barriga were sustained.

Moved: Tiena Jordan **Seconded:** Evan Greensides **Carried**

The Chair asked the Council members to introduce themselves.

Item 2 MINUTES

The minutes of the meeting held 23 July 2019, having previously been circulated, were taken as read, confirmed as a true and correct record.

Moved: Susan Hanham **Seconded:** Belinda Battley **Carried**

Item 3 MATTERS ARISING

Nil

Item 4 CORRESPONDENCE

Outward

Audit Professionals – Financial 2018/2019 to auditor
 NZ Post – Community Post Application
 Inland Revenue – R401 Executive Officer application to IRD
 PARBICA Secretary-General and Treasurer – no membership invoice received
 Inland Revenue – Resident Withholding Tax refund follow up

Inward

Audit Professionals – Financial performance statement & covering letter
 Inland Revenue – Executive Officer appointment
 Peter Miller – statement re subscriptions to be read at the AGM
 Elizabeth Charlton - statement re subscriptions to be read at the AGM

Inward, Outwards and Web correspondence as tabled. Received and approved.

Moved: Tiena Jordan

Seconded: Belinda Battley

Carried

Item 5 REPORTS

5.1 President's Report:

Eric had presented his report to the AGM, touching on Advocacy, Communication, Website, *Archifacts*, ARANZ representation, Workshops, Professional alliances, Conference, Awards, the year ahead, and acknowledgements.

The report was accepted at the AGM.

5.2 Finance:

Susan presented her report.

The following accounts passed for payment:

Susan Hanham – reimburse ICA membership & postage	\$ 356.97
Tiena Jordan – reimburse stationery	\$ 56.88
Myth Digital & Brand – website	\$ 109.25
Eric Boamah – reimburse mail box and postage	\$ 392.85
DIA – Charities reporting fee	\$ 51.11
Otago University – <i>Archifacts</i> printing	\$2588.65
Otago University – <i>Archifacts</i> mail	\$1236.25
Otago/Southland branch – 2020 conference venue deposit	\$1725
Audit Professionals – annual audit	\$2600.00

Moved Accounts be passed for payment

Moved: Susan Hanham

Seconded: Tiena Jordan

Carried

Moved Susan transfer \$4000 from the working account to Online account to get more interest.

Moved: Susan Hanham

Seconded: Tiena Jordan

Carried

Moved that Jennie Henton and Sarah Padey be removed as cheque account signatories, and Christopher Meech be added.

Moved: Susan Hanham

Seconded: Kathleen Stringer

Carried

Moved we purchase five appreciation gifts for retiring Council members.

Moved: Susan Hanham

Seconded: Sean Connelly

Carried

5.3 Website/Social Media:

Sean presented Alison's report. She has made Sean the website and Facebook administrator. Alison will continue with social media until the handover. Facebook and Twitter are very popular with more non-members than members posting. Nina is happy to help with Twitter administration.

5.4 **Information & Records Management:**

Sean and Catherine have been working on ideas for Records Management such as an open forum. This has not progressed due to Council change and study loads for both Sean and Catherine. They will put together a plan to progress.

5.5 **Membership:**

Tiena read Sarah's report. We will no longer be posting out the *Alert*.

5.6 **Awards:**

Ian Wards Prize – The was presented by Brad Patterson at the AGM to Roger Blackley for his book *Galleries of Maoriland: Artists, Collectors and the Maori World*, published by Auckland University Press.

5.7 **Alert Editor:**

Belinda spoke to her report. She has stepped down as Editor.

5.8 **2020 Conference:**

Susan read a report sent by Peter Miller outlining the progress so far.

Eric had received an email from Stuart Strachan regarding sponsorship for conference.

Item 6 ACTION PLAN / PORTFOLIOS

Numbers correspond to the numbers on the Plan.

- 3 *Archifacts* Review – email new Councillors with Jessica's options.
- 5 Directory of Archives – the lead will be Eric. He has met with Richard Foy.
- 6 Survey – Is ready to go. But Sean needs to know if we do this as anonymous. The general consensus was to go anonymous. He also needs the email list to send it out. He will send it out once, then one reminder.
- 8 Social Media Strategy – Tiena to ask Alison how close it is to finishing.
- 11 2020 Conference – leads Susan Hanham and Clair Dowling.
- 12 Branches – lead Evan Greensides
- 13 Policies and Procedures – All Councillors to look at the Policies & Procedures and Susan's proposed changes which are available on the shared drive. Comments please.
- 17 Government – Eric continues to meet with Richard Foy.
- 19 Bi-culturalism within ARANZ – Tiena to ask Hinerangi Himiona for advice.
- 21 G-Suite Systems administration (new) – Sean reported the Secretary's email account has been accessed. We have GoogleMeet for online meetings. He is exploring online chat rooms. Our SIGS would like an online address. Also conference

organisers. He is setting up a separate email group for them with no access to the shared drive.

- 22 Find and Connect (new) – Lead is Belinda Battley. At the moment she is organising with stakeholders Massey and Auckland Universities and VOICE to plan a meeting on 22 November to start to design the project. She has got the software.

Portfolios

Advocacy – Kathleen Stringer
Alert Editor – Nina Whittaker
Information & Records Management – Sean Connelly and Catherine Barriga
Social Media – Nina Whittaker
Vice President – Kathleen Stringer
Reviews Editor – Nina Whittaker and Stephen Innes

Item 7. General Business

7.1 ASA/ARANZ/ICA/PARBICA Conference

Registrations are looking good – about 600. There are 4 parallel sessions with speakers from all over the world. The biggest uptake is for anything with Digitisation in the title.

7.2 Meeting dates:

Thursday 21 November in Wellington
Monday 17 February 2020 on line
Monday 11 May in Wellington
Monday 13 July on line
AGM Wednesday 23 September in Dunedin
Saturday 26 September in Dunedin

7.3 Archifacts Editorial Team:

Tiena to ask Jessica about the team and their plan to deliver 2 issues.

7.4 Newsletters:

A member has asked if ARANZ newsletters could be digitised and put on line. This prompted discussion about ARANZ archives and where they are held. They are deposited in Beaglehole at Victoria University. Tiena said when she was Secretary previously she deposited a complete set of Newsletters and *Archifacts*, plus administration records.

A message to go to members in the *Alert* asking who are holding records and to send them to Wellington.

Tiena to ask Beaglehole for a list of their holdings.

There being no further business, the meeting closed at 12.45 p.m.

The **next meeting** is in Level 1 of the main DIA building in Pipitea Street, Wellington, on Thursday 21 November 2019 at 1 p.m.