



**Minutes of a Meeting of the Council of the  
Archives and Records Association of New Zealand  
in the ASB Arena, Wellington  
on Monday 12 November 2018 at 1.00pm**

**Present:**

President: Eric Boamah  
Vice President: Jennie Henton  
Secretary: Tiena Jordan  
Treasurer: Susan Hanham

Council Sarah Padey  
" Belinda Battley  
" Kathleen Stringer  
" Sean Connelly  
" Catherine Barriga  
" Helen Pannett  
" Jessica Moran  
" Alison Breese

**Item 1 Apologies**

Nil

**Item 2 Minutes**

The minutes of the meeting held 14 September 2018, having previously been circulated, were taken as read, confirmed as a true and correct record.

**Moved:** Helen Pannett

**Seconded:** Catherine Barriga

**Carried**

**Item 3 Matters Arising**

- 1 Constitution – to be added to the Agenda
2. Code of Ethics to be added to the Agenda

**Item 4 Correspondence**

Outward

Sympathy card to Robert Angelo.

Inward

By email – resignation of Catherine Woeber

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

**Moved:** Tiena Jordan

**Seconded:** Sean Connelly

**Carried**

**Item 5 Reports**

- 5.1 **President's Report:**  
Eric spoke to the attached report.
- 5.2 **Archifacts:**

Jessica said the 3 co-editors will pick it up when she steps back. We are to host Open Access \$1500.

Eric mentioned the Editorial Board and asked do we need to do more to assist the Editor.

Sue mentioned copyright and the fact that there is money for authors and that we need to contact them.

### 5.3 Code of Ethics:

A group from national Library want to produce a code of ethics for digital preservation. People are contacting the likes of ARANZ etc. Eric was sent the attached document and would like Councillors to study it and email comments to him by the 26<sup>th</sup>.

### 5.4 Finance:

Sue spoke to the attached report.

It was moved to remove Elizabeth Charlton, Sean McMahon, Gillian Tasker, Christine Edney and Alison Breese as signatories.

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

It was moved to shift the membership date from 1 April to 1 July to bring it into line with auditing requirements.

**Moved:** Susan Hanham                      **Seconded:** Jennie Henton                      **Carried**

Susan has found a new Auditor. It was moved we contract Philip Trounston as our new Auditor.

**Moved:** Susan Hanham                      **Seconded:** Catherine Barriga                      **Carried**

It was moved the accounts be passed for payment:

ASB Stadium	82.00	Meeting room booking
Susan Hanham	372.20	Meeting travel and printing reimbursement
Transfer	500.00	To Otago/Southland Branch
Expert Development	199.02	Website hosting and domain name
Catherine Barriga	383.00	Meeting travel
Myth Digital & Brand	86.25	Myth website host
Tiena Jordan (JG)	570.00	Meeting travel
SP Connelly (Sean)	122.00	Meeting travel
Helen Pannett	497.00	Meeting travel
GR Cameron	510.00	K Stringer meeting travel
Myth Digital & Brand	86.25	Myth website host
Expert Development	107.13	Website hosting
Charities Services	51.11	Charities annual fee
Susan Hanham	450.00	Meeting travel
Elaine Morrison	600.00	E Morrison Architects
Catherine Barriga	440.00	Meeting travel
SP (Sean) Connelly	290.00	Meeting travel
Belinda Battley	460.50	Meeting travel

**Moved:** Susan Hanham                      **Seconded:** Tiena Jordan                      **Carried**

It was noted that \$500 is to be paid to the Dunedin Branch from the top-up account as agreed in August. This was agreed to by email vote.

The Auditors would like Branches to not have separate accounts, but under the same account. She will contact the Wellington Branch re the benefits.

5.5 **Website:**

It will be launched on 20 November. Alison spoke to the attached report.

5.6 **New Logo:**

There was vote for the new logo: 9 for and 3 against. It was moved we adopt the new logo.

**Moved:** Jessica Moran

**Seconded:** Catherine Barriga

**Carried**

2. 35 p.m. Meeting break. Jessica Moran left the meeting at this point.  
3 p.m. the meeting reconvened

5.7 **Information and records:**

Catherine spoke to the attached report. Some members are uncertain as to how they can stay current as there is not much information about Information and records management. Jennie suggested they tap into the ASA training modules and workshops.

5.8 **Membership Survey:**

Sean and Jennie have worked on a survey, but the Council membership changed. Jenny to send the survey to Councillors to fill in as a trial.

5.9 **Membership:**

Sarah spoke to the attached report. She spent a few hours with Christine Edney for the hand-over. In reply to a question as to whether there is a budget, Alison quoted an email from Elizabeth Charlton from December 2017 that there is \$40,000 set aside for the whole process – website, membership database etc. Alison will talk to Expert and the new and the new company re transferring the database. Susan to ask Elizabeth where that money is. Sean to play arounds with A-suite and 365 for freebies (Sean please email me the correct wording).

5.10 **Prizes:**

Tiena to sit on the Ian Wards Prize panel, and to contact Charlotte McDonald to see if she will agree to stay on. If not, contact Tom Brooking.

**Item 6**      **Action Plan**

3. Eric spoke re the *Archifacts* review. Jessica has things in place. (Eric email me the wording)

4. Records seminar (Eric email me the wording)

14. Inquiry into abuse of children in state care - Belinda says it has been expanded to include religious institutions.
15. Membership database – Sarah to lead this.
12. Branches – Helen to lead.
16. Closer relationship with NZHA – Eric asked that someone contact other Organisations in association with the NZHA conference.  
  
What can ARANZ do for ASA re sponsorship for the conference (institutions).
2. Website – Alison is going to stand down at the end of this term, and needs someone for succession.

Secretary to write to the Archives Council informing them of the new President, and that he is available to attend a meeting if they wish.

8. Social media strategy – Helen will assist Alison.

## **Item 7      General Business**

### **7.1      Conference**

Sean McMahon and Belinda are on the programme committee. She has not been able to attend a meeting. They have had several suggestions for keynote speaker. Eric has not had another meeting yet. Belinda to ask Sean to report to Belinda re conference meetings to report to Council. Belinda gave feedback on the attached Memorandum of Understanding. She said we will need to work hard to get 50 members to attend.

### **7.2      Joint membership**

Tiena to reply to Kay Sanderson re her query about her joint membership.

### **7.3      Branch funding**

To quote the motion from the minutes of 22 August 2018: “That as a one-off financial stimulus be available to branches to enable greater activity, the sum to top up branch accounts to \$2000.”

Re the request from the Otago/Southland Branch for \$500, the procedure is for branches to apply to the Council. A note is to be put in the Alert reminding Branches about the money and adding that they can make a request.

## **Item 8      Date of next meeting**

Monday 18 February 2019 at 1 p.m. by teleconference.

There being no further business, the meeting closed at 5 pm.

**ACTION LIST: 2018-08-22**

1. **Susan Hanham** to contact Wellington Branch re benefits of their account being under our account (Item 5.4)
2. **Jennie Henton** to send the survey to Councillors as a trial. (Item 5.8)
3. **Alison Breese** talk to Expert and the new company re membership database (Item 5.9)
4. **Susan Hanham** ask Elizabeth Charlton where the money for the database etc is (Item 5.9)
5. **Tiena Jordan to ask Charlotte McDonald re Ian Wards Prize** (Item 5.10)
6. **Tiena Jordan** to write to the Archives Council (Item 6.2)
7. **Tiena Jordan** to write to Kay Sanderson re joint membership (Item 7.2)