

**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
Via Google Chrome Meet, Wellington,
on Tuesday 23 July 2019 at 1.00pm**

Present:

President:	Eric Boamah	Council	Alison Breese
Vice President:	Jennie Henton	“	Belinda Battley
Secretary:	Tiena Jordan	“	Sean Connelly
Treasurer	Susan Hanham	“	Catherine Barriga

Item 1 **Apologies**

On behalf of Sarah Padey, Jessica Moran, Helen Pannett and Kathleen Stringer were sustained.

Moved: Susan Hanham

Seconded: Alison Breese

Carried

Item 2 **Minutes**

The minutes of the meeting held 20 May 2019, having previously been circulated, were taken as read, confirmed as a true and correct record.

Moved: Susan Hanham

Seconded: Sean Connelly

Carried

Item 3 **Matters Arising**

Nil

Item 4 **Correspondence**

Outward

Lilburn family – sympathy card for Rachel

Inward

Otago Southland Branch – inviting the President to attend their AGM
Otago/Southland Branch – conference venue contract

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 said he had spoken with the Chief Archivist on various topics.

- Most ministers and the government are showing interest in Archives and the work we do which has culminated into some useful budget for the sector this year.
- Archives New Zealand is happy to provide support for ARANZ's projects and activities. This support will mostly be in the form of time and other forms of resources instead of direct funding. That does not mean that where there is a need we will not be supported financially. But, there are other priority areas.
- As a result, the Chief Archivist is happy to support projects like Find and Connect, which Belinda Batley is leading.
- Both Richard and I thought there is much mutual interest and benefit from forging a stronger relationship between Archives New Zealand and ARANZ and we were happy to explore how best to proceed with such cooperation.
- Richard's showed admiration in how the National Library has signed a mutual relationship and cooperation agreement with LIANZA, the professional body for libraries in Aotearoa and he wonders whether this is something ARANZ ought to explore. Ann Cornish – The executive Director of RIMPA in Australia – emailed Eric about RIMPA's intentions to meet with the President of ARANZ and the New Zealand Chief Archivist to explore opportunities of signing formal cooperation with Archives New Zealand and ARANZ.

• **Community Archives**

He also discussed the ongoing issues with the Community Archives at the meeting and Richard provided some answers to some of the questions we submitted to the Archives Council and Archives New Zealand in April.

- Richard explained that most of Archives New Zealand's websites were being run on Drupal, including the website of the community archive. At some point, Drupal was creating problems so they have had to move several of the websites (about 7 of them) from Drupal to a new operating system.
- This will make the Community Archive more user centred and eliminate most of the difficulties they are facing with the website at the moment.
- Richard agreed that specific issues affecting the Community Archive and Archives New Zealand's plans to move the platform on which the website is run etc. have not been communicated well to users and ARANZ members.

ASA/ARANZ/ICA/PARBICA Archives by Design Conference, Adelaide

The conference directorate continues to have regular meetings. Some of the key updates that we discussed during the last meeting on 21 June included:

- The final draft of mail-out email for sponsors
- Assisting with many delegate queries around payments, invoices and registration with Cvent (we had one rude gentleman in particular complaining about the registration system)
- Directorate representative to visiting the Oval – with follow up on Adelaide expo hire to get a new exhibition floorplan.
- Importing a number of lists of delegates into invitation lists
- Sending of invitation letters to delegates
- Directorate members attended a local committee meeting in Adelaide
- Other admin related tasks

There is another meeting tomorrow.

IRG meeting

The International Review Group – IRG is the group responsible for reviewing and voting on records management standards before they are used in New Zealand. The purpose of IRG is to provide a New Zealand view and ballot on TC 46 SC11 and to inform NZ representation on IT-021. The goals of the group are:

- To ensure that New Zealand votes on international recordkeeping standards in a timely and informed way, and provides substantive expert comment where appropriate.
- To ensure that these votes represent a broad constituency
- To ensure that the recordkeeping community in NZ is well informed and represented
- To support New Zealand participation in Working Groups, Work Items, and Projects
- To actively promote New Zealand priorities
- To coordinate information flow to and from the NZ recordkeeping community.

The IRG holds meetings four times a year. The last meeting was held on Friday 14 May from 12:00 noon – 2:00 pm. Some of the standards we discuss relate to some of the areas of expertise of people who may not know that such a group even exists.

At the last meeting, we discussed plans to create a community of practice to have discussions on some of these standards

Open Polytechnic ILS Stakeholder Advisory Group

On Monday 27 May 2019, Eric attended the ILS advisory Group meeting on behalf of ARANZ via Zoom. A quick summary of the meeting.

1. Student participation at the Noho Marae for the LIS504 course.
2. Student Placements L7 LIS Professional Practice
 - This course gives students the opportunity to have a workplace placement for practicum. Stakeholders the placements work for them and they are happy to support students. So if your archives or workplace can support some of the Open Polytechnic students for their practicum, do let Open Polytechnic know. ePortfolios (web tools)

Guest Lecturer at the School of Information Management, INFO520

On Monday 27 May 2019, Eric was invited to the INFO 520 Lecture at the School of Information management, Victoria University of Wellington to talk about ARANZ's roles to the students. The roles we place in the New Zealand archives and records community and the information environment generally. The work we are doing regarding advocacy, education and training support and motivating archives and records professionals by offering an authoritative voice, awards, and how students can join us etc.

RIMPA

The New Zealand Branch of RIMPA organised an event to launch their Excellence Awards on Thursday 27 June 2019, in Wellington.

5.2 Finance:

Susan presented her report.

The following accounts passed for payment:

Alison Breese – meeting travel reimbursement	114.00
Susan Hanham – meeting travel reimbursement; photocopying	138.20
Kathleen Stringer (Camerson) – meeting travel reimbursement	366.00
Myth Digital – website	86.25
Myth Digital – website	86.25
St Margarets College re Vickie Ward ASA/ARANZ conference Scholarship	1000.00
Susan Hanham – meeting travel reimbursement; photocopying	261.40
Elaine Morrison – <i>Archifacts</i> 2018 No 2 design and layout	600.00
Sean Connelly – meeting travel reimbursement	116.00

Belinda Bettley – meeting travel reimbursement and account	212.81
Kiwibank – Wellington branch audit fee	30.00
Tiena Jordan – stationery reimbursement	56.88

Moved Accounts be passed for payment

Moved: Susan Hanham **Seconded:** Alison Breese **Carried**

Kiwibank is charging \$60 to bank international cheques. It was moved we set up a PayPal account for overseas subscription payments.

Moved: Susan Hanham **Seconded:** Sean Connelly **Carried**

Susan investigated our membership fees. These have not been increased for at least 18 years. Costs have increased. Postage has just been increased to 30c per journal. The main expenses are meeting travel and printing and mailing out of the journal.

5.3 **Website/Social Media:**

Alison has put the Council nomination form and a notice re the AGM on the website. She has started developing a social media policy.

5.4 **Information & Records Management:**

Sean and Catherine have been working on the idea of establishing a network or community for IRM professionals and have received positive feedback on the idea. They would like feedback on Google Meet from Council members to see if this is a tool that we could use for that forum.

As part of our G-Suite we have the ability to create more sites which can be linked to the website. Sean has an idea that this could be an IRM community led “organic” site where we provide the infrastructure but let the community go wild with how it develops.

5.5 **Membership:**

Sarah is resigning as Membership Secretary. It was suggested we place an advert in the *Alert* for a member to take over this role.

Catherine Barriga joined the meeting at this point.

5.6 **Awards:**

Ian Wards Prize – a selection of 43 books was reduced to 15, which Brad Patterson, Charlotte McDonald and Tiena are perusing with a view to reach a total of 5 books, from which one will be chosen.

5.7 **Editorial Committee:**

There is a big problem getting content for the journal – there are only 5 submissions for the next journal.

5.8 **Alert Editor:**

Belinda has sent out one issue of *Alert* since the last meeting.

5.9 **Membership Survey:**

Jennie had sent Council a draft survey to review. She will re-send it to Council with the suggested changes. Sean to look at various platforms for the survey.

Item 6. General Business

6.1 ARANZ AGM – to be held on 23 September 2019 at Wellington City Council. We need to check with WCC if there is a facility for members to attend remotely. Adrian Humphries will do a tour of the WCC archives, and then demonstrate their online Recollect software.

6.2 **International Archives Day:**

Alison reported that Otago/Southland branch staged an exhibition in the Central Library for a week on archives and their work.

6.3 **Otago/Southland Branch:**

The branch has invited Eric to attend their AGM. He will do this online.

6.4 **ASA/ARANZ/ICA/PARBICA Conference:**

Belinda reported that planning is proceeding as expected. The initial programme has been announced. She pointed out the early bird registration ends 31 July.

6.5 **Constitution:**

This was last updated in 2009. We need to look at changes in the new term.

6.6 **Dunedin 2020 conference:**

The venue contract had been signed.

Alison left the meeting at this point.

6.7 **Find and Connect:**

Belinda reported she has had a busy week of community building and getting support from international researchers in the area.

6.8 **Systems Administrator's Report:**

Sean requested Council vote on 2 options in order to finalise the migration of our documentation from Dropbox to G-Suite. Option 1 was chosen. He will get training from Alison to share the workload of website administration.

Item 7 Action Plan

Numbers correspond to the numbers on the Plan.

21 G-Suite – Sean obtained our Nonprofits licence and is administering it. All Council members will receive logins and @aranz.org.nz email addresses so that we can fully utilise its potential.

- 5 Directory of archives – Otago/Southland has produced an updated directory for their region. It was suggested we ask other branches to update a directory of archives for their areas. For those who do not have an active branch, perhaps individual members can assist ARANZ to update their areas. Put a paragraph in the *Alert*. Tiena to contact branches.

There being no further business, the meeting closed at 4.21 p.m.

The next meeting is in Kinsey Room, National Library, Wellington, on Tuesday 24 September 2019 at 9 a.m.

AGM at Wellington City Council on Monday 23 September 2019 at 5 p.m.