



**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand,
in the National Library, Aitken St
on Wednesday 25 May 2016 at 1.00pm**

Present:

President:	Theresa Graham	Council:	Elizabeth Charlton
Vice President:	John Timmins	“	Louis Changuion
Secretary:	Stephanie Kitching	“	Christine Edney
Treasurer:	Darryl Pike	“	Charlotte Macdonald

1.10pm

Item 1 Apologies

Shannon Wellington, Sean McMahon, Lisa Austin

Item 2 Minutes Council meeting 24 February 2016

The minutes of the Council meeting held on 24 February 2016, having previously been circulated, were taken as read and confirmed as a true and correct record.

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

Item 3 Matters Arising

7.6 ISO event held on 12 May 2016 went well. Our sponsorship was worthwhile.

Item 4 Correspondence

Inwards, Outwards and Web as tabled. Received and approved.
Discussion took place re letter from Richard Overy 17 May 2016. Theresa Graham and John Timmins will draft a letter about this to be sent to both Richard and Marilyn Little.

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

Item 5 Reports

5.1 President's Activity Report:

ARANZ at 40 Report tabled. Networking with other organisations is continuing but new directions for the future need to be sought. At the AGM we need to be aware of who will be retiring and to acknowledge and thank them. One of the successes of an organisation is its continuation - we are still here.

1.35pm (Jeremy Cauchi joined the meeting on behalf of Marilyn Little)

Topic: The name of Archives New Zealand. This was initiated in 2000 but seems not yet to have “stuck”. Thought is being given to changing the name back to National Archives of New Zealand. After much discussion Council indicated that they would respond to Marilyn Little about this matter.

1.55pm (Jeremy left the meeting)

Theresa Graham will respond to this by email. The Council is unanimous in not wanting to change the name of Archives NZ. We see no merit in the proposal.

5.2 **Financial Report:**

The Treasurer’s report was tabled:

Resolved that the Financial Report be approved.

Moved: Darryl Pike

Seconded:Theresa Graham

Carried

5.3 **2015 Conference**

Financial information pending

5.4 **2016 ARANZ – 40th Anniversary**

Elizabeth Charlton reported on behalf of Sean McMahon. A draft symposium programme was tabled. Only one morning tea remains to be sponsored. All other sponsorship is arranged. Lisa Austin is handling registrations with Eventbrite.

Sean McMahon asked for Council support to explore a relationship between ARANZ and Te Ropu Whakahaau. This was affirmed.

Item 6 **Portfolios**

6.1 **Archifacts Editorial Board** (Shannon Wellington)

Shannon Wellington submitted her resignation.

Council accepts the resignation with regret and thanks.

Moved: Theresa Graham

Seconded: Stephanie Kitching

Carried

Shannon put forward names for replacement. Theresa Graham will follow this up.

Council will approach Jess Moran to produce the 2 x 2016 issues. The June issue already has submissions for printing and the December issue will be taken care of by gathering papers from the August Symposium.

The proposal “*The NZ Journal of Information and Society: a proposal to the ARANZ and LIANZA Councils*” was tabled. This process of combining journals needs to be a considered process which takes into account responses from ARANZ membership. There are several issues and questions to be dealt with.

After discussion:

The Council recommends that the next ARANZ Council creates an ARANZ working party to explore this issue with the authors of the paper, with LIANZA leadership and with ASA.

Items for the working party:

- a. Issues around access
- b. Format, Open Journal Systems software
- c. Related to the above – implications for membership of going open on line and the potential loss of income streams from institutional membership.
- d. Where there is scarcity of submissions how might we get more articles submitted? Who is currently contributing and who might potentially contribute?
- e. Who are the readers of both publications?
- f. We should consult with LIANZA, ASA and ARANZ members
- g. Is producing *Archifacts* a burden?

Darryl Pike will provide a two year breakdown of various costs relating to *Archifacts*.

- 6.2 **Alert** (Christine Edney)
Issue 12 has been published on line
Issue 13 will relate to the symposium, including a call for articles for *Archifacts*
- 6.3 **Membership:** (Christine Edney)
Report tabled.
On 1 June 2016 an Account Rendered will be sent.
- 6.4 **Website:** (Louis Changuion)
Louis will publish the final minutes from Council after they have been accepted.
- 6.5 **Branch Liaison:** (Lisa Austin)
No report
- 6.6 **Awards:** (Theresa Graham)
To celebrate ARANZ 40 two awards will be given this year - Ian Wards Prize and the Michael Standish Award.
- 6.7 **Face Book:** (Lisa Austin)
No report.

Item 7 **General Business**

- 7.1 **Membership Brochure:**
Elizabeth Charlton showed Council some possible illustrations which were agreed upon. If anyone wishes to submit something else they need to ensure it is at least 3 megabytes. Elizabeth will put a final draft together, including Te Reo, and circulate it for approval.
- 7.2 **2016 ARANZ – 40th Anniversary:**
Already completed above.
- 7.3 ***Te Ara: online encyclopaedia of New Zealand:*** (Charlotte McDonald)
The draft letter from Charlotte will be sent by Theresa Graham to the Minister and to the CEO of the Ministry of Culture and Heritage.

7.4 **Venue of the 2017 Conference:**

No conference is planned for 2017 so we can come into alternate years with LIANZA conferences. Instead we may run another symposium, or workshops throughout the country.

7.5 **Wellington Branch Committee Funds:**

John Timmins offered a proposed solution re a process for the next three months after which time it will be reviewed. John will send this proposal to Sean McMahon for approval.

Moved: John Timmins **Seconded:** Theresa Graham **Carried**

7.6 **Application for Vice Regal patronage:**

Theresa Graham tabled the application form. Council approved her to complete the process.

7.7 **ARANZ Records for deposit.**

The latest batch of records have now been accepted by the Beaglehole Room, Victoria University.

Item 8 **Meetings for 2016**

all at 1pm

Wednesday 24 August 2015)National Library, Ground Floor

Wednesday 23 November) Aitken St, Wellington

The next Council meeting will be held on 24 August 2016 at 1.00pm.

The meeting closed at 3.50pm

To Do List (May 2016)

- **Theresa Graham** and **John Timmins** will write a letter about concerns raised by Richard Overy to be sent to both Richard and Marilyn Little. (Item 4)
- **Theresa Graham** will email Marilyn Little regarding Council position on proposed name change for Archives New Zealand. (special item)
- **Sean McMahon** will explore a relationship between ARANZ and Te Ropu Whakahaau (Item 5.4)
- **Theresa Graham** will explore options for new editor of *Archifacts* and will ask Jess Moran to produce the two 2016 issues which already have articles available (Item 6.1)
- **Darryl Pike** will provide a two year breakdown of various costs relating to *Archifacts* (Item 6.1)
- 1 June an Account Rendered will be sent to those with unpaid dues by **Christine Edney** (Item 6.3)
- **Louis Changuion** will publish each set of minutes on ARANZ website after they have been passed. (Item 6.4)
- **All members** send photographs suitable for brochure to Elizabeth Charlton as soon as possible (Item 7.1)
Theresa Graham will send Charlotte's letter to the Minister and to the CEO of the Ministry of Culture and Heritage.
- **John Timmins** will contact Sean McMahon re a proposal for the Wellington Branch accounts being subsumed into the ARANZ accounts. (Item 7.5)
- **Theresa Graham** will complete the application form for Vice Regal Patronage. (Item 7.6)