



**Minutes of a Meeting of the Council of the  
Archives and Records Association of New Zealand  
in the National Library, Aitken St  
on Wednesday 28 September 2016 at 1.30pm**

**Present:**

President:	Seán McMahon	Council:	Belinda Battley
Vice President:	Elizabeth Charlton	“	Alison Breese
Secretary:	Gillian Tasker	“	Charlotte Macdonald
		“	Jessica Moran

**Item 1      Apologies**

Louis Changuion  
Christine Edney  
Lisa Austin (lateness)

**Item 2      Minutes Council meeting 24 August 2016**

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

**Moved:** Elizabeth Charlton      **Seconded:** Charlotte Macdonald      **Carried**

**Item 3      Matters Arising**

Matters Arising:

7.5 Charlotte Macdonald is attending the New Zealand Historical Association AGM on 14 October 2016 and will raise concerns over access to LINZ records on behalf of ARANZ. All comments on access to LINZ records will go forward to a meeting of the Royal Society of New Zealand to be held later this year.

Action Points:

- 1 ARANZ Wellington Branch have moved their accounts to Kiwibank to align with Council.
- 2 The ASA financial documents were received from Kylie Percival, ASA President, and circulated to Council. They show that \$44,128 was paid to ARANZ as its share for the 2014 Conference held in association with ASA.
- 3 The position paper on the Community Archive Report was held over for the incoming Council to respond to. Seán McMahon will follow up with Theresa Graham on preparing a position paper on the current Community Archive website using the report available online. A report obtained in confidence on the Community Archive will be circulated to the incoming Council by Elizabeth Charlton.

- 4 The *NZ Journal of Information and Society* proposal will be addressed under Item 7.5.
- 5 Elizabeth Charlton will report on the publication of the membership brochure at the next Council meeting.
- 6 Training events for 2017 will be addressed under Item 8.2.
- 7 Development of a social media policy and strategy will be addressed under Item 7.14.
- 8 The deadline for submissions to the *TPPA Amendment Bill 2016* passed before the incoming Council could prepare a submission.

#### **Item 4      Correspondence**

Item deferred to the November Council meeting.

#### **Item 5      Reports**

- 5.1 **President's Report:**  
Deferred to the November Council meeting.
- 5.2 **Financial Report:**  
Deferred to the November Council meeting.  
An appointment will be made at Kiwibank for the new signatories to be added to the account. Until this change is completed all receipts for reimbursements of Council travel expenses are to be sent to John Timmins and Darryl Pike.
- 5.3 **Membership:**  
Seán McMahon reported that Christine Edney has checked membership payments and ARANZ currently has a total of 289 paid members and 34 unpaid members. The membership included around 240 individual members.

2.15pm Lisa Austin joined the meeting

#### **Item 6      Portfolios**

- 6.1 **Archifacts** (Jessica Moran)  
The deadline for the December issue has been set for November. Shannon Wellington has sent out a request for papers and approached people at the ARANZ Symposium for articles and SIG reports. Five book reviews are being prepared. Short items (two paragraphs) on recent acquisitions or new collections were also sought. A notice requesting items is to be placed in the *Alert*.  
  
Incoming President Seán McMahon will write the foreword for the December issue and prepare the citations for the three new Honorary Life Members for inclusion too.
- 6.2 **Alert** (Christine Edney)  
No report. Christine Edney wished to pass on responsibility for the *Alert* portfolio.

- 6.3 **Membership:** (Christine Edney)  
Reported under Item 5.3.
- 6.4 **Website:** (Louis Changuion)  
No report.
- 6.5 **Branch Liaison/SIGs:**  
No report, responsibility for the portfolio to be assigned.
- 6.6 **Awards:** (Seán McMahon)  
The Ian Wards Prize (Donald Kerr) and the Michael Standish Award (Jared Davidson) were presented at the Symposium. The awards of Honorary Life Membership to Ray Grover, Alison Fraser, Rosemary Collier will be presented at a Wellington ARANZ function that will be held in association with Brad Patterson's book launch later in the year.
- 6.7 **Face Book:** (Lisa Austin)  
Everything was going well on the Face Book site.

## **Item 7            General Business**

- 7.1 **Membership Brochure:**  
Item deferred to the November Council meeting.
- 7.2 **Official thankyou to outgoing Council members coming off Council:**  
A thankyou to the outgoing Council members coming off Council, and to Shannon Wellington for her work as *Archifacts* Editor, will be placed in the *Alert* and Seán McMahon will include them in his foreword for the December *Archifacts* issue.
- 7.3 **Press release for the three new Life Members of ARANZ and citation ceremony:**  
Instead of a press release the citations for the three new Life Members will be placed in *Archifacts* and they will be acknowledged at the citation presentation ceremony planned for later this year and on the ARANZ website.
- 7.4 **Focus areas for ARANZ Council and a yearly theme:**  
Seán McMahon presented his proposal that the ARANZ Strategic and Annual plans be adjusted and a theme or focus for the year be taken. The ARANZ Procedures Manual and the Treasurers Manual also required updating. Gillian Tasker will circulate the latest copy of the Procedures Manual to Council for comment. Seán McMahon and Elizabeth Charlton will compile the updated edition.  
**Moved:** That ARANZ have one theme per year.

**Moved:** Lisa Austin

**Seconded:** Jessica Moran

**Carried**

Seán McMahon suggested the focus for 2016-2017 be the community and The Community Archive. This would incorporate training for community groups needing help to manage their archives. A 'Community Archives Week' could replace Records and Archives Week, utilising the one-day training course developed by Archives New Zealand.

The PARBICA toolkit could also be adapted for small New Zealand organisations needing records management help. A pamphlet or guidance package may be developed that pulled all available information and useful websites together. Discussion on this proposal will be continued at the next Council meeting.

#### 7.4.1. **Update of SIG and other information for website:**

The SIG information and latest meeting minutes required updating as part of the general update of the ARANZ website.

#### 7.4.2 **Archives Directory updates for branches like Otago/Southland:**

Elizabeth Charlton suggested that branches could take up the project of updating their region's repositories as Otago/Southland has done. The new Otago Directory link is to be placed on the ARANZ website. Lisa Austin will check if Archives New Zealand can supply the Archives New Zealand Directory for the ARANZ website.

#### 7.4.3 **Reconstitution of ARANZ branches in recess:**

Auckland branch and Canterbury branch are in the process of reconstitution. Seán McMahon is supporting their set up and will check the process for this as outlined in the ARANZ constitution.

**Moved:** ARANZ Council (pending the check of the constitution) authorises the expenditure of up to \$2000 to support reactivation of branches in recess.

**Moved:** Charlotte Macdonald      **Seconded:** Lisa Austin      **Carried**

#### 7.4.4 **Survey of members about the direction of ARANZ:**

Seán McMahon suggested a survey of ARANZ members to ask their opinion on the purpose and future direction for ARANZ, the value of ARANZ, what more can be done for members and what the best communication channels are. Members may be asked to rank a list of priorities and have the opportunity to add their own comments and ideas. An incentive may be provided to complete a short online survey.

**Moved:** That Seán McMahon explores the survey idea.

**Moved:** Lisa Austin      **Seconded:** Alison Breese      **Carried**

7.4.5 **Community Archives (website & community)/Community Archives Week?**  
Discussed under Item 7.4.

#### 7.4.6 **Working closer with ASA on strategic directions:**

Kylie Percival, outgoing ASA President, has suggested ASA work closer with ARANZ and reminded Council that the memorandum of understanding with ASA is due to expire on 31 December 2016. There may also be the opportunity for ARANZ members to get a discount on the purchase price of *Keeping Archives III* (\$100 instead of \$130).

Examples of working closer with ASA include possibly combining *Archifacts* with the *ASA Archives and Manuscripts* journal and providing strategic feedback support for each other on regional issues such as the TPPA. Seán McMahon and Belinda Battley will report back to Council after meeting with ASA at their conference in Australia in October.

#### 7.4.7 **List of people who can formulate feedback for submissions (e.g. ICA submission):**

Assistance is needed in the formulation of feedback for ARANZ submissions on issues such as legislative changes, R&D schedules and ICA Archival Description (EGAD), Records in Contexts (RiC) submission.

**Moved:** Council will put a call out through *Alert* for volunteers to help on submissions; with volunteers to state what areas they will cover.

**Moved:** Lisa Austin      **Seconded:** Belinda Battley      **Carried**

**7.4.8 Sort aims, goals and objectives into short, medium, long-term:**  
Discussed under item 7.4.4.

- 7.5 Forming a working group to discuss options for the *Archifacts* journal:**  
Jessica Moran suggested forming a working group to consider the future of the *Archifacts* journal and the proposals to publish jointly with LIANZA, to publish an online journal only, or to combine *Archifacts* with the ASA journal. The Editorial team will be part of the working group that will develop a recommendation to put to members.

The previous proposal for the joint LIANZA and online publication will be circulated to Council by Jessica Moran for discussion at the next meeting.

**Moved:** A working group be formed to explore joint publication with LIANZA, electronic publication, or combined publication with ASA, and reports back at the first 2017 Council meeting.

**Moved:** Lisa Austin                      **Seconded:** Seán McMahon                      **Carried**

- 7.6 To find out what is happening at Victoria with Archives/Records teaching positions:**

Gillian Oliver is leaving her position as Information Studies Programme Director at Victoria University and there will be someone reappointed to the role.

**Moved:** ARANZ writes to the Head of School noting the position is becoming vacant and should be replaced by someone with similar skills in the sector.

**Moved:** Charlotte Macdonald                      **Seconded:** Seán McMahon                      **Carried**

- 7.7 Symposium update:**

Seán McMahon and Lisa Austin are to complete the financial records but expect a better return than the previous conference, with special thanks to Elizabeth Charlton for securing the sponsorship.

**Moved:** A vote of thanks to Seán McMahon, Shannon Wellington, Elizabeth Charlton and Lisa Austin for their hard work to ensure a successful Symposium.

**Moved:** Charlotte Macdonald                      **Seconded:** Belinda Battley                      **Carried**

- 7.8 DIA conflicts of interest:**

Seán McMahon has discussed with his employer potential conflicts of interest in his position as ARANZ President with his work for DIA and the Alexander Turnbull Library. Councillors should be aware of any potential conflicts of interest and step back from any issues that may conflict.

- 7.9 ARANZ contacts list (Secretary) and for website:**

Gillian Tasker will circulate the updated Council contact list and Louis Changuion will change the email addresses on the ARANZ website.

**Moved:** Personal email contacts for Council members be removed from the ARANZ website except for the Secretary and President positions that are to be changed to [Secretary@aranz.org](mailto:Secretary@aranz.org) and [President@aranz.org](mailto:President@aranz.org)

**Moved:** Seán McMahon                      **Seconded:** Charlotte Macdonald                      **Carried**

- 7.10 Archives 2057 Discussion Document:**

ARANZ members and Council members are encouraged to put in their own submissions on the Archives New Zealand 2057 discussion document. A request for ARANZ members to put in submissions will be placed in the *Alert*.

**Moved:** Elizabeth Charlton will compile the ARANZ submission on the Archives 2057 Discussion Document.

**Moved:** Seán McMahon

**Seconded:** Alison Breese

**Carried**

7.11 **ICA Experts Group on Archival Description (EGAD), Records in Contexts (RiC) submission:**

Discussed under Item 7.4.7.

7.12 **RAILS Conference 7-8 December, InterPARES Symposium 9 December:**

The RAILS Conference, together with the InterPARES International Symposium, will be hosted by the School of Information Management, Victoria University, Wellington. A notice about these events will be included in *Alert*.

7.13 **Health and Safety. Legislation page on ARANZ website:**

Elizabeth Charlton noted that the Health and Safety in Employment Act mentioned on the Recordkeeping Legislation page needs to be updated, and the other legislation listed needs to be checked to ensure the information is up to date. This is to be part of the general website update. Seán McMahon supports adding training videos and materials to the ARANZ website.

Louis Changuion will continue as webmaster with the assistance of another Council member to help update the website, including design and content. The final design and content of the website will include feedback from the proposed survey of ARANZ members. A request for harvest of the website will be made as part of the update process.

**Moved:** Alison Breese to work with Louis Changuion on updating the design and content of the ARANZ website.

**Moved:** Seán McMahon

**Seconded:** Elizabeth Charlton

**Carried**

**Late Items:**

7.14 **ARANZ on social media:**

Seán McMahon suggested establishing a social media portfolio that includes Twitter. Branches could contribute tweets to the national ARANZ channel. Development of a social media policy is to be part of the policy update. Currently the ARANZ Facebook page is a closed group, do we wish to open this to everyone?

Belinda Battley agreed to take over the *Alert* portfolio and Gillian Tasker will look after the Branch Liaison/SIGs portfolio. Branch Chairs will be asked to contribute a report on what the branches are up to for each ARANZ Council meeting that will then be published in the next *Alert*. Yearly reports from each branch are also required for AGM.

7.15 **Payment for 2014 Conference guest speaker:**

Lisa Austin will follow-up payment for one of the 2014 ARANZ Conference guest speakers.

7.16 **KPIs to be set for ARANZ:**

Key performance indicators will be established, especially around submissions made and letters answered. The statistics will be part of a report on the work completed by ARANZ Council during the year.

**Item 8**            **Potential objectives for ARANZ from members**

Council are requested to assign short, medium and long-term rankings to the objectives listed under Item 8 and send their rankings back to Seán McMahon.

**Item 9**            **Date of next meeting**  
**Wednesday 23<sup>rd</sup> November**  
**1.00 – 5.00pm at the**  
**National Library, Ground Floor, Aitken St, Wellington**

The meeting closed at 5.00pm.

**ACTION LIST: 28 - 09 - 2016**

1. **Seán McMahon** will follow-up with Theresa Graham on preparing a position paper on the Community Archive website. (Item 3, Action Point 3)
2. **Elizabeth Charlton** will circulate the in-confidence Community Archive Report to the Council. (Item 3, Action Point 3)
3. **Elizabeth Charlton** to report on the publication of the new membership brochure at the November meeting. (Item 3, Action Point 5)
4. **Seán McMahon** to arrange appointment with Christine Edney, Elizabeth Charlton and Lisa Austin to meet at Kiwibank and change signatories on the ARANZ account. (Item 5.2)
5. **Jessica Moran** to provide Belinda Battley with a notice for next *Alert* requesting items for inclusion in December issue of *Archifacts*. (Item 6.1)
6. **Seán McMahon** will write the foreward (to include thankyou to outgoing Council members) for the December *Archifacts* issue and send Jessica Moran the citations of the three new Life Members for inclusion too. (Item 6.1 and Item 7.2)
7. **Gillian Tasker** will circulate the latest copy of the ARANZ Procedures Manual to Council for comment. (Item 7.4)
8. **Seán McMahon** and **Elizabeth Charlton** will compile an updated edition of the ARANZ Procedures Manual. (Item 7.4)
9. **Lisa Austin** to check if Archives New Zealand can supply the Archives New Zealand Directory for the website and the send the link for the new Otago Directory to Louis Changuion. (Item 7.4.2)
10. **Seán McMahon** will support the reconstitution of branches previously in recess and will check the process as outlined in the ARANZ constitution. (Item 7.4.3)
11. **Seán McMahon** and **Belinda Battley** will report back at the next Council meeting on working closer with ASA. (Item 7.4.6)
12. **Jessica Moran** to circulate to Council the report on “*The NZ Journal of Information and Society: a proposal to the ARANZ and LIANZA Councils.*” (Item 7.5)

13. **Jessica Moran** to form a working group to explore the publication options for the *Archifacts* journal. (Item 7.5)
14. **Elizabeth Charlton** will draft the letter from ARANZ to the Head of the School of Information Management on the upcoming vacancy of the Programme Director position. (Item 7.6)
15. **Seán McMahon** and **Lisa Austin** to complete the financial report on the 2016 ARANZ Symposium for the next Council meeting. (Item 7.7)
16. **Gillian Tasker** will circulate the updated Council contact list. (Item 7.9)
17. **Louis Changuion** will remove personal Council email contact details from the ARANZ website except for the Secretary and President contacts to be replaced with the generic addresses. (Item 7.9)
18. **Belinda Battley** will include a request for ARANZ members to make submissions on the Archives 2057 Discussion Document in the next issue of *Alert*. (Item 7.10)
19. **Elizabeth Charlton** will compile the ARANZ submission on the Archives 2057 Discussion Document. (Item 7.10)
20. **Belinda Battley** will include a notice about the RAILS Conference and InterPARES International Symposium in the next issue of *Alert*. (Item 7.12)
21. **Louis Changuion** and **Alison Breese** will work together to update the design and content of the ARANZ website. (Item 7.13)
22. **Gillian Tasker** will request a report on branch activities from each Branch Chair for the next Council meeting in November. (Item 7.14)
23. **Lisa Austin** to check if the 2014 Conference guest speakers were paid correctly. (Item 7.15)
24. **ARANZ Council** will establish KPIs to report on work completed by Council during the year. (Item 7.16)
25. **ARANZ Council** members will rank the potential objectives for ARANZ from members listed under Item 8 and send their rankings back to Seán McMahon. (Item 8).