



**Minutes of a Meeting of the Council of the  
Archives and Records Association of New Zealand,  
in the Rehutai Room, level 2, Archives NZ, Mulgrave St  
on Wednesday 20 MAY 2015 at 1.00pm**

**Present:**

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

**Item 1      Apologies**

Susan Skudder, Kay Sanderson, Lisa Austin.

**Item 2      Minutes Council meeting 18 February 2015**

The minutes of the Council meeting held on 18 February 2015, having previously been circulated, were taken as read and confirmed as a true and correct record.

**Moved:** John Timmins                      **Seconded:** Charlotte Macdonald      **Carried**

**Item 3      Matters Arising**

**3.1      Digitisation of Archifacts:**

Uniprint Otago has digitised all editions since 2012 and NZ Micrographics have done all up to 2010. The 2011 editions will be digitised in the immediate future by NZ Micrographics.

**3.2      Archives Council Nominations:**

Both ARANZ nominees were successful – Anna Blackman and Tom Norcliffe. They are not required to report to the ARANZ Council but are most welcome to raise any issues with the Council.

**3.3      5<sup>th</sup> anniversary of Christchurch Earthquake:**

Under way. A letter to ARANZ members is in progress.

**3.4      Treaty of Waitangi:**

Story Inc has been appointed exhibition designer.

**Item 4      Correspondence**

Inwards, outwards and web as tabled. Received and approved.

## **Item 5**      **Reports**

### 5.1      **President's Activity Report:**

Theresa spoke to her (tabled) report. Approximately 30 proposals for papers at the 2015 ARANZ Conference have been received.

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

### 5.2      **Financial Report:**

The Treasurer's report was tabled: Received

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

### 5.3      **Archifacts Editorial Board:**

Dr Gillian Oliver has resigned as *Archifacts* editor after a highly successful tenure. Stuart Strachan has also resigned as reviews editor.

The President will initiate the search for a new editor and leave the replacement of the reviews editor in the meantime.

A formal letter of thanks to be sent by President to both Gillian and Stuart.

### 5.4      **2014 Conference:**

Theresa Graham to seek a report from Kylie Percival, ASA president, including a breakdown of income and expenditure.

### 5.5      **2015 Conference:**

A Registration Call encouraging Early Bird applications will be issued in June.

### 5.6      **Archives Awareness Programme:**

Not taking place this year as there are many WW1 events being held throughout the country.

### 5.7      **Procedures Manual:** Pending.

### 5.8      **Honours Programme:**

It is hoped that this will be launched on June 9 as part of International Archives Day, with a call via Alert for nominations.

### 5.9      **Statement of Intent:**

Circulated by John Timmins. Accepted.

## **Item 6**      **Portfolios**

### 6.1      **Archifacts:**

The April 2015 edition has been completed.

6.2 **Alert** (Christine Edney) Christine tabled a new style *Alert* which was discussed. She tabled her report.

**Moved:** Christine Edney                      **Seconded:** Theresa Graham                      **Carried**

6.3 **Membership:** (Christine Edney) Report tabled.

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

Motion: Council agrees to contract Expert to provide a membership Database and a Mobile Friendly Website Design.

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**Moved:** Theresa Graham                      **Seconded:** Darryl Pike                      **Carried**

Two quotes have been provided for the design of the new membership brochure.

1. A4 3 fold: \$810 plus GST.
2. Two pages: \$540 plus GST.

Motion: Council accepts the quote from Expert to design a new membership A4 three- fold brochure for \$810 plus GST. Content to be provided by Council.

**Moved:** Theresa Graham                      **Seconded:** Christine Edney                      **Carried**

6.4 **Website:** (Louis Changuion)

Two members of Expert (Evan Bayley and Amanda Main) addressed the Council. After discussion it was agreed that 1. The site will be redesigned to accommodate mobile devices. 2. A membership package will be developed. (see Motion in 6.3)

Mock up invoices have been sent to Louis. Christine will send a list of members (single membership type) to Expert. Other members (corporate/doubles) will be sent a simple email invoice.

6.5 **Archives New Zealand Appraisals:** No report.

6.6 **ARANZ Recordkeeping & Archives:** No report

6.7 **Branch Liaison:**

Wellington Branch Reps, Sean McMahon and Mark Crookston, met with Theresa Graham and John Timmins. After discussion the following was put forward:

That Wellington Branch deposit their money into an 02 account within the ARANZ account. When the Wellington Branch wishes to hold an event the Branch can apply to ARANZ to uplift funds.

Motion: Council agrees in principle to enter into discussion with the Wellington Branch about hosting their Branch Bank Accounts.

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

6.8 **Awards:** (Theresa Graham)

There will be two awards next year, one for the Ian Wards Prize for a publication and the other the Michael Standish Prize for a scholarly article, both published during 2014. A call for nominations will be issued through *Alert*.

6.9 **Face Book:** (Lisa Austin) No report.

## **Item 7**      **General Business**

7.1 **Royal Society of Canada Publication:**  
Deferred for future consideration.

7.2 **ARANZ 2016:** 40 years anniversary  
We recommend that an issue of *Archifacts* will focus on this anniversary. Council may commission an article on *The Changing Context of Archives* and one on *The History of ARANZ – Where To From Here*.

7.3 **Printing of ARANZ Christmas cards with 40 years:**  
No further action will be taken.

7.4 **ARANZ/ASA Closer Relationship:**  
Deferred.

7.5 **Conference/Seminar 2016:**  
There is a possibility that the Wellington Branch might host this as a piggy back on the Interpares Trust event. ARANZ to do a one day programme including an AGM. Possible theme... *The right to be forgotten*.

7.6 **Retention of Community Archives:**  
Council to seek from the Archives Council the outcome of their meeting regarding the Community Archives. (On next meeting agenda)

7.7 **LIANZA Library & Archives Assistants' Day:**  
Theresa Graham will follow through on this.

7.8 **Budget 2015:**  
Charlotte alerted Council to fact that *Te Ara* may possibly be wound up because of funding cuts. Council agreed to write to the Minister - Charlotte to draft the letter.

## **Item 8**      **Meetings for 2015**

**Wednesday 5 August**  
**One during Conference in early September**  
**Wednesday 18 November**

**The next Council meeting will be held on 5 August 2015 at 1pm.**  
**Venue: Level 2, Rehutai Room, Archives NZ, Wellington.**

The meeting closed at 4.45pm

To Do List (May 2015)

- Archifacts Digitisation: **John Timmins**.
- Theresa Graham will contact Tom Norcliffe re financial outcome and report of 2014 conference
- **Christine Edney** will send a list of members to Louis Changuion.
- A formal letter of thanks to be sent by **Theresa Graham** to both Gillian Oliver and Stuart Strachan for their work on *Archifacts*.
- **Council** to follow up on new appointments for *Archifacts*.
- Louis Changuion to continue to liaise with Expert re motions/decisions in 6.3 and 6.4
- **Council** to provide content for new membership brochure to Expert.
- **Council** will enter into discussion with the Wellington Branch about hosting their Branch Bank Accounts.
- **Council** will commission an article on *The Changing context of Archives* and one on *The History of ARANZ – Where To From Here*.
- **Council** to seek from Archives Council the outcome of their meeting re Community Archives.
- **Charlotte Macdonald** to draft a letter to the Minister re possible contracting of Te Ara.
- **Theresa Graham** will follow through on LIANZA Day re Archives Assistants Training.