



**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
On line via Zoom
on Monday 18 February 2019 at 1.00pm**

Present:

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

Item 1 Apologies

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

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

Item 2 Minutes

The minutes of the meeting held 12 November 2018, having previously been circulated, were taken as read, confirmed as a true and correct record.

Moved: Kathleen Stringer **Seconded:** Susan Hanham **Carried**

As this meeting is an on-line one, the previous minutes could not be signed. They will be signed, along with these ones, at the next meeting in Wellington.

Item 3 Matters Arising

1. PO Box – an email to be sent to Sean McMahon asking him who has the Keys.
2. Secretary to send Councillors a list of roles on the Action Plan.

Item 4 Correspondence

Outward

Sympathy card to Ray Grover's family
Charlotte McDonald – if she is willing to stay on the Ian Wars Prize panel – she is
Archives Council – Eric new President
Kay Sanderson - her joint membership stands

Inward

Nil

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. He focussed on the Review of the Copyright Act consultation. Secretary to email members asking for their comments to add to the Council submission. To be in to Catherine and Kathleen by 15 March.

The joint ASA/ARANZ/ICA/PARBICA conference – the committee have changed the distribution of profits. It was suggested we take up their suggestion that we do not take up no risk and no profit. Eric will email Julia.

Jennie attending a gathering at Government House. She did not see anyone else from the archives community.

5.2 **Finance:**

Susan spoke to her attached reports.

She asked Councillors to give her their volunteer hours for the Charities Commission return.

The conference scholarship was discussed. It was not awarded last year, and in view of the additional cost to attend this year's conference in Australia, it was decided to add it to this year's \$500. A sub-committee consisting Belinda, Catherine and Tiena was formed to choose the recipient.

Moved we offer a one-off \$1000 scholarship to attend the ASA/ARANZ/ICA/PARBICA conference in Australia under the current criteria.

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

Moved we spend \$300 for brochures designed by Myth Ltd to match the re-branding.

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

Jennie will print them.

Database – we have a free G-suite.

It was moved the accounts be passed for payment:

Myth Digital & Brand Agency - Website hosting	86.25
Claire Hall – Copyright distribution	287.40
Pay IANZ Trust Account – insurance	661.11
Pay Myth Digital & Brand Agency – Myth Web host	130.81
Pay University of Otago Debtor – <i>Archifacts</i> IN223082 mailout	1000.50
Pay University of Otago Debtor – <i>Archifacts</i> IN223085 mailout	4237.75
Pay Myth Digital & Brand – Myth Logo design	1782.50
Pay Expert – website	107.13
Pay Myth Ltd – website	86.25
Pay GR Cameron; K Stringer – travel reimbursement	132.00
Pay Catherine Barriga – May meeting travel reimbursement	216.00
Pay Alison Breese – May meeting travel reimbursement	158.00
Pay Susan Hanham – May meeting travel reimbursement	186.00
Pay SP Connelly – May meeting travel reimbursement	86.00
Pay Sarah Padey – meeting travel reimbursement	301.30
Pay Alison Breese – meeting travel reimbursement	335.00

Pay JG Jordan – meeting travel reimbursement	285.00
Pay BL Brookes – membership refund	55.00
Pay Belinda Battley – meeting travel reimbursement	132.00
Pay Christine Edney – <i>Archifacts</i> postage	28.14
Pay Expert Developments – Domain name invoice diff	91.89
Pay Myth Digital & Brand Agency – website hosting 1 month	85.25

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

5.3 Web site/Social Media:

Alison spoke to the attached report. She has done a great deal of work getting material from the old to the new site. LIANZA wants to copy our design. Twitter is the largest growing group.

5.4 Information & Records Management:

Sean said his Manager has said how good our website is, but it still does not deal with Records Management. Alison said she could manage Records Management on Twitter.

Jennie Henton left the meeting at this point.

5.5 Membership:

Sarah said she had taken all the information in her report off the Expert Database.

5.6 Awards:

Already dealt with in Item 5.2.

5.7 Editorial:

Jessica spoke to the attached report.

Item 6 Action Plan

This was discussed later in the meeting. Numbers correspond to the numbers on the Plan.

- 14 Children in Government Care – Belinda has joined the Royal Commission Forum looking after the Record Keeping.
- 4 Records seminar – RIMPA is going to do something about it. Eric suggested we do a lunchtime talk or a presentation at one of the others.
- 16 Closer relationship with NZHA. Kathleen is a member and will liaise.
- 2 Website – Alison is standing down from the website and is happy to assist after the AGM. She will contact Sean re taking over.

School Archives – Sarah sent a flyer about the workshop.

Item 7 **General Business**

7.1 Conference

They have discussed moving the date for submissions for papers. They are still deciding on a Keynote speaker.

7.2 Constitution

We need to think about how and when we inform members of the changes. Councillors to bring thoughts to the next meeting.

7.3 Code of Ethics

Eric sent a document to members asking for feedback. He received 1 reply. He will send an email to Stephen Knight for an update.

7.4 Membership Survey

Jennie had feedback from 1 person. Many could not open it. She will try to send it to Councillors on Survey Monkey as a trial. Sean suggested Google Forms. He will trial it with Jennie's questions. Suggested we offer a free membership for 2020. All to send feedback to Jennie as to what should be in it. Sean will do 15 questions on Google Forms for Jennie to send out.

7.5 AGM

To be held on the evening of Monday 23 September 2019, and the Council meeting on Tuesday 24 September. Jessica to book National Library Conference room.

Item 8 **Date of next meeting**

Monday 20 May 2019 at 1 p.m. at the National Library, Wellington.

There being no further business, the meeting closed at 4.22 p.m.

ACTION LIST: 2018-08-22

1. **Eric Boamah** to email Sean McMahon re PO Box key (Matter Arising)
2. **Tiena Jordan** to send a list of roles on the Action Plan (Matters arising) and update the electronic version
3. **Tiena Jordan** send Review of Copyright Act consultation document to all membersd (Item 5.1)
4. **Tiena Jordan** to send Susan David Retter's contact details (Item 5.2)
5. **Jennie Henton** Print the brochure (Item 5.2)

6. **Councillors** bring thoughts on informing members of Constitution changes to the next meeting (Item 6.2)
7. **Eric Boamah** send email to Stephen King re Code of Ethics (Item 6.3)
8. **Sean Connelly** membership survey questions on Google Forms for **Jennie Henton** to send out (Item 6.4)
9. **Jessica Moran** to book National Library Conference room for the AGM (Item 7.5)