



**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 18 FEBRUARY 2015 at 1.00pm**

Present:

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

Item 1 Apologies

Susan Skudder, Gillian Oliver, Kay Sanderson

Item 2 Minutes Council meeting 26 November 2014

“The minutes of the Council meeting held on 26 November 2014, 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

3.1 *Archifacts:* Copies of *Archifacts* are loaded on the website one year after their publication date. Two older editions still to be digitised and added to the website holdings. John Timmins still to complete this.

“ That the two editions not in digital format be digitised at NZ Micrographics.”

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

3.2 Southern Response: Letter sent. Tabled.

3.3 *The New Zealand Archivist.* John Timmins has emailed Rosemary Collier informing her about what we are doing. We will launch this as a project on 9 June 2015 International Archives Day. The digitisation has gone to Louis Changuion to put up on the website

3.4 GDAP – letter to Chief Archivist. Theresa met with Marilyn Little and this issue was discussed

3.5 Postage Stamp Issue: Theresa contacted Stuart Strachan and explained that this was not a priority for the Council.

- 3.6 International Standards Review Group: Draft standard for 1589 is open for submissions at present. Lisa Austin to put into ALERT.
- 3.7 ARANZ/ASA Closer Relationship Proposal. Clarified with ASA by Theresa Graham. What does ARANZ do next? Collaborate over Professional Development. All modules of ASA are up for professional review. If ARANZ put money in, we could have access. John Timmins to contact Kylie Percival to explore this.
- 3.8 Monthly Council Updates. Secretary to send out a reminder about 10th of each month regarding any updates for council members to be sent to all via secretary on 15th of each month.

Item 4 Correspondence

4.1 Inwards

| | |
|-------------------|---|
| 19 November 2014 | Aus War Memorial. Claim for missing Archifacts vol. Received 19.12.2015 (Christine Edney, Gillian Oliver, Darryl Pike) |
| 29 November 2014 | Statement from Kiwibank (Darryl Pike) |
| 1 December 2014 | from Bridget Williams Books (Theresa Graham) |
| 1 December 2014 | 3 invitations addressed to Dion Blair, Shaun Maloney, and Mike Walker – unknown, so notified sender GNS Science |
| 08 December 2014 | ANZ Term Deposit Maturity (Darryl Pike) |
| 15 December 2014 | ANZ Term Deposit Maturity (Darryl Pike) |
| 29 December 2014 | Statement from Kiwibank (Darryl Pike) |
| 29 December 2014 | ANZ Term Deposit Maturity (Darryl Pike) |
| 09 January 2015 | Parbica Invoice (Theresa Graham, Darryl Pike) |
| 29 January 2015 | Statement from Kiwibank (Darryl Pike) |
| 09 February 2015 | Mark Crookston ARANZ Database in spreadsheet (Theresa Graham, John Timmins, Christine Edney) |
| Various magazines | (President and Archifacts Editor) |

4.2 Outwards

| | |
|-----------------|---|
| 4 December 2014 | Richard Overy notifying photos posted on website |
| February 2015 | Responses acknowledging and /or answering queries |

4.3 From web

| | |
|--------------------|--|
| 28 November 2014 | Dawn Goodman re ARANZ membership (Christine Edney) |
| 12 December 2014 | Marilyn Pierson Query re record destruction (Lisa Austin) |
| 17 December 2014) | Nathalie Florent. Request for ListServe posting |
| 03 February 2015) | re ICA Annual Conference 2015 call for papers (Theresa Graham) |
| 12 January 2015 | Freed Media NZ Request re adding them to our media release list (Theresa Graham, Lisa Austin) |

| | |
|------------------|---|
| 22 January 2015 | Areesh Education And Trading Sdn Bhd, Malasia re purchase of 2014 Archifacts (Gillian Oliver, John Timmins) |
| 24 January 2015 | Tony Cairns re Educators get together 28 Feb 2015 Wellington (Louis Changuion, Lisa Austin) |
| 02 February 2015 | Pearle Wong, Hobsons Inc re linking with their education opportunity website (Theresa Graham, John Timmins) |
| 04 February 2015 | Te Papa library re ARANZ sub (Christine Edney) |
| 05 February 2015 | Aubertin Johann re requesting used stamps |
| 10 February 2015 | Te Papa Library Membership renewal (Christine Edney) |
| 10 February 2015 | Elizabeth heritage re Creative Commons Road Tour (Theresa Graham, Lisa Austin) |
| 13 February 2015 | ICA Membership Invoice (Darryl Pike) |
| 17 February 2015 | Possible donation of Archifacts |

Item 5 Reports

5.1 President's Activity Report
Theresa spoke to her (tabled) report

5.2 Financial Report
The Treasurer's report was tabled:
Moved: Darryl Pike **Seconded:** Lisa Austin **Carried**

Darryl Pike to follow through re the Cal Lee item.

Theresa Graham will contact Tom Norcliffe re financial outcome of 2014 conference.

Membership revenue has dropped radically. Perhaps Gillian Oliver could investigate the MIS orientation/programme to see if she could speak to students. Susan Skudder is looking at the membership brochure.

"That ARANZ reinvests the NZ Society of Archivists seed fund reimbursements balance of the tern deposit as a separate fund (with a top up to the minimum deposit required)."

Moved: Darryl Pike **Seconded:** Charlotte Macdonald **Carried**

5.3 Archifacts Editorial Board
October Issue successfully published

5.4 2014 Conference.
Theresa Graham to seek a report from Tom Norcliffe.

5.5 2015 Conference
7 – 9 September 2015 in association with PARBICA (but not a joint conference). Theme: Footprints in Space and Time. The conference committee has met twice. Confirmed speakers: Dr Verne Harris, Director,

Research & Archive at the Nelson Mandela Foundation & Professor Anne Gilliland, Director, Information Studies and Moving Image Archive Studies at UCLA

Main venue at Auckland University. Workshops. SIGS and PARBICA gatherings.. Keynote speakers will be on Tuesday and Wednesday.

The Museum Grand Foyer will be used for cocktails on Tuesday evening. The Wednesday dinner will be at the Fale at Auckland University. Thursday will provide an opportunity for PARBICA to continue if wished and for Auckland tours.

Ancestry.com has committed \$5000. We are asking the SA High Commission for \$5000 to assist with the cost of Verne Harris's travel to Auckland (letter tabled)

Shortly there will be a call for papers and information on keynote speakers will be released. Auckland University is willing to provide a Conference Website and is designing a logo in conjunction with the ARANZ logo.

Sponsorship suggestion: Invite some long time "friends" to have a stand and provide funding.

Genealogists' Society- advertise in their publications etc. Maybe have a couple of sessions on the same day which will interest them to register for that day.

2016 Conference. Probably in Wellington

- 5.6 Archives Awareness Programme: Scheduled for May 2015 culminating in early June. John Timmins and Stephanie Kitching to lead with Christine Edney and Susan Skudder assisting. To be continued.
- 5.7 Procedures Manual: Needs a review and an edit. Louis Changuion reissued it to all Council Members who will read it before the next meeting. The section on Financial Reporting needs updating. Council needs to ensure protocols are developed to facilitate the easy transfer of portfolios when personnel change. Send changes to Susan Skudder to do final edit. Date to be completed: 31 March 2015. Before being put up on the website any confidential information will be removed.
- 5.8 Honours Programme: Pending
- 5.9 Statement of Intent: to be reissued to Council Members by John Timmins

Item 6 Portfolios

- 6.1 Archifacts: No report.
- 6.2 Alert (Lisa Austin) Lisa can no longer put this together. Until the next meeting Christine Edney will do ALERT with a few items from the SAG newsletter after permission from Deirdre Wogan (no more than an A4Page). Lisa Austin will continue to do LinkedIn and FaceBook.
- 6.3 Membership (Christine Edney)

Current membership 365 on membership list but some of these have not paid. John Timmins has assisted Christine to update the membership reporting system which is now easier to manage. Invoices will be sent out with a monthly reminder.

Lisa Austin and Stephanie Kitching will follow up a graphic designer re possible new membership brochure.

John Timmins, Lisa Austin and Louis Changuion will seek quotes for the production of a membership brochure. Council needs to determine the content of the brochure. Theresa Graham to contact Susan Skudder once the content has been agreed on.

6.4 Website

The changeover from Triona Docey to Louis Changuion has taken place successfully. Expert, our website providers, have a membership package and Council will explore this – Louis Changuion to lead this project.

6.5 Archives NZ Appraisal Process: proceeding

Lisa Austin left room – conflict of interest

6.6 DIA Intention to Dispose – Ministry of Social Development Appraisal:

The Chair to write to the Chief Archivist expressing our concern and requesting notification of the outcome of this matter.

Lisa Austin returned

6.7 Branch Liaison: Nothing to report. Quiet at present

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. Panels: IW Award – Brad Patterson and Theresa Graham, MS Award – Susan Skudder and Theresa Graham

Item 7 **General Business**

7.1 Archives NZ Realignment: All in place now

7.2 Archives Council Nominations:
No new information is available.

7.3 Royal Society of Canada Publication:

The Future Now: Canada's Libraries, Archives, and Public Memory It is recommended that all Council Members read the relevant sections, especially the Executive Summary p 9 - 15 for discussion at the next Council meeting. John Timmins will circulate it to Council Members

7.4 Digital NZ:

ARANZ may invite the Hocken team to present at the Conference on the Marsden

project. Discussion ensued around the setting up of a register of completed and upcoming digital projects. Agreement that this was originally the core business of the NZ Digital Forum.

A one page position paper coming out of the Canadian Document would help. Theresa Graham and John Timmins to write this. We need to identify people with whom we could begin a conversation about this.

As David Adams has been appointed Manager, Preservation & Repository Services at Archives New Zealand, agreed that the Council would revisit Blue Shield with him in the second half of 2015 (in conjunction with Marilyn Little)

7.5 Treaty of Waitangi Move:

ARANZ Council will monitor this project. Conservators are looking at Document. The Magna Carta is being profiled so this may be an opportunity to awaken interest in the Treaty too. Theresa Graham to link with Marilyn Little.

7.6 Christchurch 4th Anniversary of Quake

"That ARANZ write a follow up letter to check the current situation in Christchurch"

Moved: John Timmins

Seconded: Lisa Austin **Carried**

John Timmins and Theresa Graham in ALERT and personal/corporate letters

7.8 RIMPA:

Theresa has established contact with RIMPA: Kristin Keely, Paula Smith, with a view to collaboration between the two organisations

7.9 Award Ken Scadden

Stephanie Kitching to investigate with Wendy Adlam whether an award would be appropriate

Item 8 **Next Agenda**

- ARANZ 2016 - 40 year anniversary
- Printing of ARANZ Christmas Cards with 40 years noted on them. Design ideas needed

Item 9 **Meetings for 2015**

Wednesday 20 May

Wednesday 5 August

One during Conference in early September

Wednesday 18 November

**The next Council meeting will be held on 20 May 2015 at 1pm.
Venue: Level 2, Rehutai Room, Archives NZ, Wellington.**

The meeting closed at 4.45pm

To Do List (February 2015)

- Archifacts Digitisation: John Timmins
- International Standards Review Group: Draft standard for 1489 is open for submissions at present. Lisa Austin to put into ALERT etc
- John Timmins to contact Kylie Percival to explore ASA Professional Development papers
- Stephanie Kitching to send out reminder each month re council update
- Darryl Pike to follow through re the Cal Lee financial item.
- Theresa Graham will contact Tom Norcliffe re financial outcome and report of 2014 conference
- Darryl Pike “That ARANZ reinvests the NZ Society of Archivists seed fund reimbursements balance of the tern deposit as a separate fund (with a top up to the minimum deposit required).”
- Archives Awareness Programme: Scheduled for May 2015 culminating in early June. John Timmins and Stephanie Kitching to lead with Christine Edney and Susan Skudder assisting.
- All members: read Council Procedures Manual. Send changes to Susan Skudder
- Statement of Intent: to be reissued to Council Members by John Timmins
- Christine Edney will do ALERT
- Theresa Graham and John Timmins to write a one page position paper on Canadian document
- Lisa Austin and Stephanie Kitching will follow up a graphic designer re possible new membership brochure.
- John Timmins, Lisa Austin and Louis Changuion will seek quotes for a professional brochure.
- Theresa Graham to contact Susan Skudder re proposed content of membership brochure.
- Theresa Graham to contact Elizabeth Charlton re possibly convening a religious SIG
- Louis Changuion to seek details/proposal for membership package
- Theresa Graham to request in writing notification of outcome of MSD Retention and Disposal of Records matter with Charlotte Macdonald to draft this.
- John Timmins will circulate **The Future Now: Canada’s Libraries, Archives, and Public Memory** p 9 – 15 to Council Members
- Theresa Graham and John Timmins to write a one page position statement based on above document.
- Theresa Graham to link with Marilyn Little re link between Magna Carta celebration and Treaty of Waitangi move
- John Timmins and Theresa Graham re followup letters about Christchurch earthquake
- Stephanie Kitching to investigate with Wendy Adlam re award for KS