



it, so we will pre-warn Sarah that there may be an influx of emails, although to date a few have taken advantage of the ASA offer.

Jennie queried whether there is a need within our membership for special discussion groups on certain topics. Alison said this is already being achieved by her Twitter posts, which are very popular.

Kathleen suggested that the Twitter hashtags be mentioned in the *Alert*. Belinda agreed.

#### **Item 4**      **Correspondence**

##### Outward

Archives New Zealand – Kathleen sent ANZ an email in response to an email from Otago Southland Branch concerning problems surrounding the Community Archive. Eric spoke to this and said he had mentioned this matter to the Archive Council during his meeting with them. He said he was not happy with their non-committal response and that neither the Council nor the Chief Archivist were satisfied with the situation.

##### Inward

Otago Southland Branch – raising concerns re the Community Archive

Conference scholarship – two applications

Inward, Outwards and Web correspondence as tabled. Received and approved.

**Moved:** Jennie Henton

**Seconded:** Sean Connelly

**Carried**

In connection with correspondence, Alison said that in the past, all correspondence addressed to ARANZ and its officers, as well as official correspondence from Council members, was listed and included in the Agenda. Jennie and Catherine questioned whether all correspondence need be listed. Susan said that there was no requirement for this in the Procedures Manual. Sean said that once the G-drive was operational, all correspondence can be placed there for all Council to see. Alison added that all the material that had been on Dropbox had been transferred to the G-drive. The G-drive will be up and running soon, Sean is just working on login permissions.

#### **Item 5**      **Reports**

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

Eric said he had spoken with the Archives Council and he believed their response was a very positive one. He tabled copies of his power point presentation. The presentation included information about Eric himself, his background, how he came to work with Archives and how he found out about ARANZ.

He shared our Action Plan with the Archives Council.

Mentioning the Community Archive, he stressed that our membership is not happy with the situation. Jennie asked if we, as a body, should present Archives NZ with some ideas as to how it could be improved. Alison said a major problem is that there are no resources for it. She suggested that the Community Archive should either be improved or it should be removed completely. Eric agreed, but said that many small archives rely on the website and that is the only place that they list their holdings.

Eric said he was concerned that Archives NZ has spoken with large institutions but not small ones, archivists, or this Council.

Jennie mentioned at this time that Digital NZ is interested to learn if our sector is interested in the opportunity of providing series lists to their site, not only images. She felt this would also be a good way for small archives to promote their collections, if the Community Archive is not working.

Jessica believed it was good to keep the pressure on the DIA about this as other groups and archive leaders have spoken about the situation.

Eric said that he was concerned that a branch had approached us for help, but we were unable to resolve the issue at this time. He added that the French Archivist association had asked him to speak on a subject concerning putting people at the centre of designing an archive and he spoke about the Community Archive.

Another topic covered was Belinda's work regarding Find and Connect and Out of Home Childcare. On this topic he received a very positive response from Richard Foy.

Eric also spoke to the Archive Council about developing branches and increasing our membership. Richard Foy, Chief Archivist, would like to meet with Eric again. Eric said he would like input from Council as to what topics he should address.

Eric has also spoken with sole charge archivists in schools in Wellington.

ASA has approached Eric to see if we will provide names of our members so they can ensure NZ registrants to the Conference this year will get the ARANZ discount. It was stressed that only the names, no other details, would be given and it was assumed that the information would be deleted by ASA after the Conference. Eric said an email will go out to members to remind them that they need to apply when registering to get the discount.

On the subject of Conference Eric, as President, has been offered a complimentary registration. He cannot go and asked who would be interested. Alison and Jennie said they were both interested in going.. Other Council members hoped to be going.

## 5.2 **Awards:**

Ian Wards Prize – The panel to be Brad Patterson, Charlotte McDonald and Tiena Jordan.

## 5.3 **Advocay:**

Kathleen tabled her report and said that she had made a submission to Archives NZ re intentions to dispose, as well as a submission to MBIE re the Copyright Act. She thanked Alison for her help with this.

Alison said all submissions should go on the website. Kathleen to provide these.

## 5.4 **Editorial:**

Jessica said that the second issue of *Archifacts* for 2018 is being proofread and should be out by June. As only two of the presenters from the Rotorua Conference provided her with copies of their papers there will be no special edition of Maori Archives as hoped.

She said a real problem was getting articles for the journal. Catherine suggested we get students working on dissertations at university level to contribute. Belinda said this is happening. Eric said he believed that many students found contributing to our journal intimidating and wondered if a smaller journal should be established for regional archives and collections. Jessica thought that instead of another journal, maybe we should establish a one page section for newsy and less academic pieces. Eric then suggested this information could be on a blog when it is ready.

Jessica is about to contact people who are listed on the Editorial Committee that she has not heard from them for some time.

#### 5.5 **Membership:**

Sarah may look at other membership management options and costs for the new budget year. IT advice to Sean is that a spreadsheet is the best option for our membership size.

#### 5.6 **Finance:**

The following accounts were passed for payment:

Myth – website	\$ 86.25
V Love – Auckland School SIG workshop travel	\$ 246.00
Myth – membership brochure	\$ 463.45
Myth – website	\$ 85.25
Myth – website	\$ 86.25
Anglican Diocese – photocopying for School workshop	\$ 17.60
Banerect (Flag & Banner) – 4 promo flags	\$1429.45
Sarah Padey – reimburse School SIG workshop expenses	\$ 503.32
Valerie Love – parking School SIG workshop	\$ 55.20
Hutt City – membership brochure printing	\$ 22.89

Moved Accounts be passed for payment

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

Susan said she still required a signed copy of the July 2018 minutes for her records.

The Otago Southland Branch to be forwarded \$776.23 to be transferred to the new branch account for final top up payment. Top up payments for the other two branches yet to be made.

<b>Branch</b>	<b>Balance at 1 July 2018</b>	<b>Amount already paid</b>	<b>Amount require4d to top up to \$2000</b>
Wellington	\$860.09		\$1139.91
Central Districts	\$966.77		\$1033.23
Otago Southland	\$723.77	\$500	\$ 776.23
<b>Total</b>			\$2949.37

Moved separate accounts be established for Central Districts and Wellington branches. These new accounts will have the top up funds deposited in them.

**Moved:** Susan Hanham

**Seconded:** Catherine Barriga

**Carried**

There was an email discussion re the purchase of banners and flags. The suggestion was made to purchase 4 double-sided black feather flags from Flag and Banner for \$1407. An e-vote was carried out, and agreement received from 10 of the 12 Council members. Therefore the purchase could be made. All relevant correspondence has been retained.

## **Item 6**      **Action Plan**

Numbers correspond to the numbers on the Plan.

- 14 Children in and out of home care – Belinda updated us on her work in this area, especially Find and Connect. This, she stressed, did not have personal information, but acted as a finding aid for material and a place for people to connect and share their experiences. She has inputted data on 80 or so institutions. She mentioned some of the issues she is facing, such as roughly 70% of the people involved are Maori, so she is hoping to obtain help from within that community, rather than designing something for them from outside.

She said once the data is inputted she will be co creating with a number of people/groups. She is getting support from the Information Systems unit of Auckland University, which is appropriate as many of those in care live in that area. She has applied for funding, which will assist her paying for contract workers. Unfortunately it cannot pay for her time. Eric asked if we, as a Council, could offer her support and it was decided that a letter be drafted encouraging her employer to support her in whatever way possible, for example funding for her time or time within her work day to carry out tasks.

- 4 Sean spoke about how he and Catherine have established a networking group for information and record managers to discuss problems. He feels this may a better way to reach people than a seminar. He will provide Belinda with something for *Alert*.
- 2 Website is completed.
- 5 Directory of archives. Kathleen's name had been placed next to this, however she was unaware of it. Eric believed there had been confusion between this and the Community Archive letter she wrote. Eric will liaise with Archive NZ on this
- 7 Logo completed
- 8 Social media strategy. - Alison said nothing had been achieved in this area, largely as there is little information to draw on from other sources. She asked if anyone had access to a good social media plan that they forward it to her.

10 and 11 Conferences 2019 and 2020 well underway in terms of organisation

- 12 Branches – It was felt that Sean was doing a great job on working with RM and IN. Eric said that engagement was as important as actually re-establishing branches and groups. Jennie suggested the title of the branches action plan be changed to 'engagement with branches and interest groups'.
- 13 Polices and procedure manual. - It was clarified that Susan was in charge of making the changes in our document. Susan also clarified a question Sarah had re membership. Sarah's suggestions to be accepted – new members get a receipt

when they pay their membership; Other receipts may be asked for from time to time.

- 15 Membership - the database was in need of an overhaul and Alison said the data needed to be cleaned up before we invest in a database. Sean will assist Sarah with the new spreadsheet both formatting and its automation.
- 20 Online Learning - rather than prepare something ourselves, we will continue to promote the ASA learning modules, although many felt that they were aimed at the beginner rather providing in-depth, mid-career training. Belinda will mention ASA's programme in *Alert*.
- 21 It was agreed that a new item on the action plan would be the development of G suite by Sean.

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

### **7.1 Conference**

Dunedin Conference 2020 Correspondence was received from the conference committee enquiring how much of a profit we as Council, think feasible. After discussion it was suggested \$15,000. They also asked how they can access funds for the Conference. Susan stated they forward the accounts to her and she will pay it. The planning is well underway for this conference. Eric asked Alison and Catherine to inquire from the Conference Committee how we can help them. The Conference Committee will provide regular reports to Council.

7.2 Budget Susan asked for input for next year's budget before the July meeting.

7.3 AGM Jessica will see how much the room will cost for the AGM and Council meeting.

7.4 Social Media lead Alison reminded Council that she won't be continuing this role after the AGM when she resigns. It was suggested Sean take over this role; he will consider it.

7.5 Information management networking Sean will send a report to *Alert* re the networking he has set up with his peer in the IM community. This could be a good way for ARANZ to reach out to the IM and RM community. Alison thought was a great idea as response from twitter discussions points to a gap in records management networking in this country.

7.6 Biculturalism Eric brought up the topic of having more input from the Maori community – for example a karakia and waiata that we could incorporate in our meetings . Jessica suggested working with Te Ropu Whakahau. She will ask a colleague to assist us with discussing what is the best way to become more bi and multi-cultural. A brief discussion took place on possible reasons why Council is all 'pakeha'.

7.7 Postal voting. Susan said that NZ Post have free pre-paid envelopes available. She suggested we apply for this and post only the voting form (no other papers). She said August is when applications to NZ Post open.

Catherine suggested a prize draw for people who respond to the postal vote. Susan asked if August was a good time to send these out.

Alison suggested that we might be able to put the form on the website and get people to print it out and post it (so it would still be a postal ballot). Jessica suggested doing

that as well as posting out forms.

- 7.8 2019 conference scholarship. Vickie Ward was chosen to be the recipient of the scholarship. Belinda will contact Vickie and ask her to provide a report for inclusion in the journal or *alert*. Belinda will also write the letter telling Vickie of her success, but Eric will send it.

There being no further business, the meeting closed at 4.39. The next meeting is via Zoom 15 July 2019, commencing at 1pm.