



**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 05 August 2015 at 1.00pm**

**Present:**

President/Chair:	Theresa Graham	Council:	Lisa Austin
Vice president:	John Timmins	“	Christine Edney
Secretary:	Stephanie Kitching	“	Kay Sanderson
Treasurer:	Darryl Pike	Present	Shannon Wellington

**Item 1      Apologies**

Susan Skudder, Charlotte Macdonald, Louis Changuion

**Item 2      Minutes Council meeting 20 May 2015**

The minutes of the Council meeting held on 20 May 2015, having previously been circulated, were taken as read and confirmed as a true and correct record.

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

**Item 3      Matters Arising**

- 3.1      **LIANZA Library Assistants and Archivists Day**  
Quite a good turnout although only two ASAs present.

**Item 4      Correspondence**

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

**Moved:** Stephanie Kitching      **Seconded:** Theresa Graham                      **Carried**

- 4.3      Website: Much improved in presentation. Mobile friendly layout working well.  
Enhanced rate for the new website has not yet begun. Louis Changuion to check.

**Item 5      Reports**

- 5.1      **President's Activity Report:**  
Theresa spoke to her (tabled) report. Conference planning is progressing well.  
Received and approved.

**Moved:** Theresa Graham      **Seconded:** Kay Sanderson                      **Carried**

## 5.2 **Financial Report:**

The Treasurer's report was tabled: Received  
Received and approved.

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

Three new Term Deposits have been set up: NZSA Residual Money, Auckland Branch Residual Money, General Deposit Residual.

We now have a fee waiver situation at the bank and our balance is permitted to fall below \$4000.

An audit letter has been received saying the audit is nearly ready to proceed.

**Motion:** That ARANZ Council authorises Kelvin Deal to complete our audit for 2014 – 2015.

**Moved:** Darryl Pike                      **Seconded:** Christine Edney                      **Carried**

**Motion:** That ARANZ Council removes Janine Delaney and Helen Pannett as signatories on our accounts with Kiwibank

**Moved:** Darryl Pike                      **Seconded:** Lisa Austin                      **Carried**

Motion: That ARANZ accepts the unaudited report for 30 June 2015 subsequent on the items below

1. "Other Revenue" includes various things which need to be split out fro the final report
2. A note is required attached to "Website Payment and membership" re the enhancement costing more

**Moved:** Darryl Pike                      **Seconded:** Kay Sanderson                      **Carried**

It is noted that our Annual Financial Reports for us as an Incorporated Society have not been filed with the bank since 2009. Darryl Pike will see to this.

## 5.3 **Archifacts Editorial Board:**

Dr Shannon Wellington is forging her way. Gillian Oliver will "grandparent" her though the next issue of *Archifacts*. The next issue will be in December or January. Another person will be approached by ARANZ to act as Reviews Editor for the Editorial Board.

The Editorial Board has had an approach from EBSCO about absorbing material as researchers are asking how to access it. From an academic point of view *Archifacts* is invisible but is actually available to researchers.

Motion: That ARANZ Council appoints Dr Shannon Wellington as Editor of *Archifacts*.

**Moved:** John Timmins                      **Seconded:** Stephanie Kitching                      **Carried**

Shannon will get the ARANZ digital logo image from Louis Changuoin so it can be added to the title page of *Archifacts*

## 5.4 **2014 Conference:**

Accounts not yet available.

## 5.5 **2015 Conference:**

Progressing. Belinda Battley is co-convening with Theresa Graham. Almost \$13000 sponsorship is currently tagged. 100 persons are so far registered.

Minister Peter Dunne is currently indicating he will attend.

The AGM 2015 will be on 5.30pm – 6.30pm Monday 07 September at the conference site.

- 5.6 **Procedures Manual:** Pending. Theresa Graham to check progress with Louis Changuion and Susan Skudder
- 5.7 **Awards Programme:**  
Before the November Council Meeting John Timmins and Theresa Graham will write a framework for this.

**Item 6**      **Portfolios**

- 6.1 **Archifacts:**  
See 5.3
- 6.2 **Alert** (Christine Edney)  
Being well received in its new format. Theresa Graham will write up something for the next issue.
- 6.3 **Membership:** (Christine Edney) The Report was tabled and approved.  
  
**Moved:** Christine Edney                      **Seconded:** John Timmins      **Carried**  
  
It has been a huge task to realign the membership database.  
An immediate reminder will be sent to all persons who have not yet paid.  
Overseas members will be issued with manual invoices
- 6.4 **Website:** (Louis Changuion)  
Completed. See 4.3
- 6.5 **Archives New Zealand Appraisals:** (Susan Skudder) No report.
- 6.6 **ARANZ Recordkeeping & Archives:** (Susan Skudder) No report
- 6.7 **Branch Liaison:** (Lisa Austin)  
Lisa will shortly be asking branches for their reports for the AGM  
  
**Wellington Branch:**  
**Motion:** ARANZ Council agrees to finance 2015 ARANZ lecture in Wellington August 26 being the airfare and accommodation for Cassie Findlay.  
**Moved:** John Timmins                      **Seconded:** Theresa Graham                      **Carried**  
  
In future it would be good to have the ARANZ Lecture in the other half of the year from Conference.
- 6.8 **Awards:** (Theresa Graham)  
The Ian McLean Wards Prize for a publication is being judged by Theresa Graham and Brad Patterson. The Michael Standish Prize for a scholarly article is progressing. Both presentations will be during the cocktail event at the 2015 Conference in Auckland .
- 6.9 **Face Book:** (Lisa Austin) 140 Likes. New ones coming in.

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

**7.1 Future Makeup of Council 2015-16**

A discussion occurred: Re-standing: All except Kay Sanderson who is resigning at this stage. There is a possible new nomination.

**7.2 AGM**

7 September, Auckland. Stephanie Kitching to ask Louis Changuion to act as Secretary in her absence.

**7.3 Royal Society of Canada Publication**

Keep this in mind for future reference.

**7.4 ARANZ 2016: 40 years anniversary**

Will be an agenda item for the November meeting.

**7.5 Retention of Community Archives**

Theresa Graham and John Timmins will prepare a Position Paper for discussion at the November Council Meeting

**7.6 ARANZ/ASA Closer Relationship**

On going.

**7.7 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.*

**Motion:** That ARANZ Council invited Mark Crookston to enter into negotiations with Interpares for a one day event in lieu of the Annual Conference.

**Moved:** Theresa Graham                      **Seconded** Stephanie Kitching                      **Carried**

**7.8 Approved Standards**

Theresa Graham to respond to this question from a a member

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

**Monday 07 September 4.30pm in Auckland**  
**Wednesday 18 November 1pm at Archives NZ**

**The next Council meeting will be held on 07 September 2015 at 4.30pm.**  
**Venue: Engineering School, University of Auckland**

The meeting closed at 4.00pm

#### To Do List (August 2015)

- **Louis Changuion** to check when enhanced rate for new website will begin
- Notes to be added to 30 June unaudited report as in minutes. **Darryl Pike**
- Annual Financial Reports for us as an Incorporated Society have not been filed with the bank since 2009. **Darryl Pike**
- **Louis Changuion** will send Shannon Wellington a digital logo image
- **Council** will approach another person to act as Reviews Editor for the Editorial Board.
- **Theresa Graham** to check progress of Louis Changuion and Susan Skudder re Procedures Manual
- Before the November Council Meeting **John Timmins** and **Theresa Graham** will write a framework for the Awards Programme
- **Christine Edney** will send an immediate reminder to all persons who have not yet paid.
- **Lisa Austin** to ask branches for their reports for the AGM
- **Stephanie Kitching** to ask Louis Changuion to act as Secretary for September meeting and AGM
- **Theresa Graham** and **John Timmins** to write a Position Paper on the Retention of Community Archives Report.
- **Theresa Graham** to respond to question on Approved Standards from member.