

**Minutes of a Meeting of the Council of the  
Archives and Records Association of New Zealand  
at National Library, Wellington,  
on Thursday 21 November 2019 at 1 p.m.**

The meeting opened with a Karakia

**Present:**

President:	Eric Boamah	Council	Sean Connelly
Vice President:	Kathleen Stringer	"	Stephen Innes
Secretary:	Tiena Jordan	"	Evan Greensides
Treasurer	Susan Hanham	"	Chris Meech
		"	Nina Whittaker

**Item 1 APOLOGIES:**

On behalf of Jessica Moran and Catherine Barriga were sustained.

**Moved:** Tiena Jordan

**Seconded:** Kathleen Stringer

**Carried**

**Item 2 MINUTES**

The minutes of the meeting held 24 September 2019, having previously been circulated, were taken as read, confirmed as a true and correct record.

**Moved:** Evan Greensides

**Seconded:** Susan Hanham

**Carried**

**Item 3 MATTERS ARISING**

1. Beaglehole has sent Tiena a list of ARANZ holdings which she will email to everybody.
2. Hinerangi Himiona – has asked what advice we want from her – suitable karakia/waiata/Whakatauki

**Item 4 CORRESPONDENCE**

**Outward** Nil

**Inward** Nil

**Item 5 REPORTS**

**5.1 President's Report:**

Eric spoke to his report touching on ASA/ARANZ/ICA/PARBICA and LIANZA conferences; ARANZ Conference 2020; ARANZ Post Box; RIMPA/ARANZ MoU; Open Polytechnic ILS Stakeholder Advisory Group.

Moved President Report be accepted.

**Moved:** Eric Boamah

**Seconded:** Tiena Jordan

**Carried**

Stephen Innes reported our stand at the LIANZA Conference was fairly quiet. But it was worth doing. They took back issues of *Archifacts* to sell, but none sold.

Discussion re back issues of *Archifacts* ensued. It was suggested a new portfolio – Records Manager/Archivist be created for our records.

Katrina Tamaira entered the meeting at this point. She is succeeding Jessica Moran as Editor of *Archifacts*. The next issue is almost ready to go. It will be a double issue to get the sequence back on track. Susan Skudder and Geordy Muir are on board with her. She has been looking at the way we deliver *Archifacts*. Katrina also said that the people involved in the production of *Archifacts* need to be acknowledged in some way.

Katrina Tamaira left the meeting at this point.

## 5.2 Finance:

Susan presented her report.

The following accounts passed for payment:

Ian Wards Prize to Blakely Trust	\$ 500.00
Tiena Jordan – AGM photocopying	\$ 25.00
Susan Hanham – AGM accounts, travel, photocopying, gifts for retiring Members	\$ 573.81
Evan Greensides – meeting travel	\$ 249.64
ColourPrint – copies of financial report for AGM	\$ 31.05
Myth Digital & Brand – website	\$ 109.25
Jennie Henton – AGM expenses, membership flier print	\$ 477.56
Chris Meech – meeting travel	\$ 293.00
Susan Hanham – PARBICA, stationery	\$ 371.16
Sean Connolley – meeting travel	\$ 306.72
Myth Digital & Brand – website	\$ 109.25

Moved Accounts be passed for payment

**Moved:** Susan Hanham      **Seconded:** Nina Whitakker      **Carried**

Moved that \$10,000 be put in a three month term with rolling investment with interest compounding.

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

## 5.3 Website/Social Media:

Sean spoke to his report. Our Facebook page is doing really well. The most popular post was the stand at LIANZA conference.

## 5.4 Information & Records Management:

A number of responses to the survey have highlighted that we provide little to the IRM community, so this should be progressed ASAP.

## 5.5 Sundry Report:

The Survey – there were 92 responses:

66.3% individual member in Archives & Records Management



23.9% individual member in another area  
9.8% organisation member

5.6 **Membership:**

Chris spoke to his report. There are 254 members. 33 are still to pay.

5.7 **Awards:**

Ian Wards Prize - Brad Patterson and Charlotte McDonald have agreed to sit on the panel again with Tiena Jordan.

Michael Standish Prize – the Panel will consist of Eric Boamah, Kathleen Stringer and Triona Doocey.

5.8 **Alert Editor:**

Nina reported she has already sent an *Alert* out since the AGM. She is finding she has to hunt around for copy. She needs a current email list for emailing the *Alert* out. Chris and Sean to look into this. She is also looking at the format. She has suggested that when portfolio changes occur, it would be good to have a welcome/hand-over pack. She will work on one.

5.9 **Branches:**

Evan reported that he did not know who the Wellington Branch contact was. Evan gave an update on the Central Districts Branch and Otago/Southland Branch, most of the information for which is related to Conference activities.

Evan reported that he did not know who the Branch contacts were.

**Item 6 GENERAL BUSINESS**

6.1 **ASA/ARANZ/ICA/PARBICA Conference** – Tiena to send Eric her feedback.

6.2 **Changes to Policies & Procedures Manual**

Susan spoke to her proposed changes.

Moved the changes be approved.

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

It was suggested we remove Clause 6 Publications Section 4 – Website. Nina and Sean will look at it for the next meeting.

6.3 **Dunedin Conference**

A progress report was sent in. Susan said we have paid a \$500 deposit for the venue. DCMS are charging \$35 +GST per delegate for handling the registrations – this does not include name tags, name tag holders, lanyards etc. Sean will set up a dedicated conference Twitter account which they will administer.

6.4 **ARANZ archives**

It was suggested we visit the Beaglehole room before the May meeting. Tiena to contact Beaglehole.

#### 6.5 Auckland event

Nina has been in contact with the Auckland Heritage Archive. Jane Wild is organising an archiving email workshop and she thought she would like to have ARANZ included. Such as sponsoring refreshments or something. It was felt providing refreshments is not a good use of members' funds. It was suggested a letter with a proposal be sent to Council. Nina to contact Jane.

#### 6.6 ArchivesNZ changes to reading room hours

ARANZ will put forward a submission. Kathleen will draft a response. Council members to send her their thoughts.

#### 6.7 Liaison with Scottish Archives

Douglas Roberts would like to have a collaboration with New Zealand archivists as he sees similarities in our practices. He would like to come and give presentations.

#### 6.8 Social media policy

Sean and Nina are going to look at it.

Nina suggested a "baby shower" for the new school curriculum. T be discussed at a later meeting.

### Item 7 ACTION PLAN

Numbers correspond to the numbers on the Plan.

#### 21 – G-Suite Systems Administrator Report

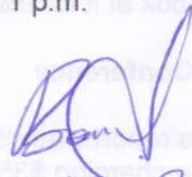
There is a list of ARANZ Council email addresses. Remove [info@aranz.org.nz](mailto:info@aranz.org.nz). It was suggested if an issue comes up, a half-hour lunchtime online meeting be called.

#### 1. Clubs & Societies

Susan has drafted a proposal to develop a manual.

There being no further business, the meeting closed at 5.05 p.m. with a Karakia.

The next meeting will be online on Tuesday 3 March 2020 at 1 p.m.

  
ERIC BOOTH  
17/02/2020