



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE
ARCHIVES & RECORDS ASSOCIATION OF NEW ZEALAND
HELD AT THE TRANSITIONAL CATHEDRAL, CHRISTCHURCH
ON TUESDAY 30 SEPTEMBER 2014 AT 1.30PM**

Present:

Theresa Graham (Chair), John Timmins, Lisa Austin, Anna Blackman, Elizabeth Charlton, Debbie Clarke, Elyse Clarke, Amy Coleman, Lesley Courtney, Peter Crush (non-member), Kate de Courcy, Janine Delaney, Mary Donald, Christine Edney, Nicola Frean, Shahzad Ghahreman, Sue Hirst, Dolores Ho, Dolores Hoy, Adrian Humphris, Paul Jarvis, Tiena Jordan, Emma Knowles, Jan Kotlowksi, Sean McMahon, Peter Miller, Jessica Moran, David Murray, Joanna Newman, Gillian Oliver, Helen Pannett, Darryl Pike, John Roberts, Susan Skudder, Rebecca Smith, Stuart Strachan, Isabel Sutherland, Gillian Tasker, Shannon Wellington, Diane Woods and Louis Changuion (Minutes).

Item 1: Apologies

Apologies were received from: Penny Griffith, Stephanie Kitching, Norah Mosen, Tom Norcliffe, Brad Patterson, Kathryn Patterson, Kay Sanderson and Barbara Wiley.
Moved that the apologies be sustained.

Moved: Theresa Graham

Seconded: John Timmins
CARRIED

Item2: Confirmation of Minutes of 2013 AGM

The minutes of the AGM held on 21 August 2013 in Wellington, were circulated and confirmed as a true and correct record.

Moved that the minutes be accepted.

Moved: Tiena Jordan

Seconded: Susan Skudder
CARRIED

Item 3: Matters arising from Minutes of 2013 AGM

3.1 Update on The Community Archive

The President, Theresa Graham, noted that there has been no change since the last AGM.

Item 4: Annual Reports

4.1 President's Report

The President presented her report.

She thanked the current Council for their work and pointed out that Tom Norcliffe and Helen Pannett indicated that they wish to step down from Council and would thus not be available for re-election.

Theresa also expressed a special word of thanks toward the organising committee of the 2014 Conference.

Moved that the President's Report be adopted.

Moved: Theresa Graham

Seconded: Joanna Newman
CARRIED

Attached as *Appendix 1*

Following the tabling of her report, the Chair presented the Ian Wards Award for innovative and exemplary use of primary research materials to Professor Peter Holland for his book, *Home in the howling wilderness. Settlers and the environment in Southern New Zealand* (Auckland: Auckland University Press, 2013).

Prof. Holland then responded with a short background about the book and thanked ARANZ for the honour bestowed on him. He also thanked all the archival institutions that helped him, his editor and the Auckland University Press for publishing the books.

4.2 Treasurer's Report

The Treasurer, Darryl Pike, presented his report.

Darryl noted his concern about the decline in income from subscriptions.

The low figure for conference income is due to the fact that a conference was not held during the reporting period.

Our operating deficit for the year is \$1665-11.

Moved that the Financial Statements as presented be accepted as correct, subject to being audited.

Moved: Darryl Pike

Seconded: Susan Skudder
CARRIED

Attached as *Appendix 2*

4.3 Auditor's Report

The Auditor's Report is currently being prepared and will be ready for the Charities Services submission which is due in December 2014.

Moved that the Report be accepted when completed.

Moved: Darryl Pike

Seconded: Lesley Courtney
CARRIED

4.4 Membership Secretary's Report

Helen Pannett presented her report.

Membership has fallen by 27 over the reporting period. The decline in membership could partially be attributed a drop in institutional corporate membership. Institutions, such as the DIA, now require their staff members to pay their own membership fees and Councils are also now only willing to pay one staff member's subscription. Many people have thus opted not join ARANZ as personal members.

Helen mentioned that new membership management systems were being investigated. The incoming Council would have to take the investigation further.

Moved that the Membership Secretary's report be accepted as correct.

Moved: Helen Pannett **Seconded:** Sean McMahon
CARRIED

Attached as *Appendix 3*

Item 5: Appointment of Auditor for 2013/2014

Moved that Kelvin Deal be appointed the Auditor for 2014/2015.

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

Item 6: Election of Officers and Council members

The following nominations for officers of ARANZ were received by the close-off date:

		Proposed / Seconded
President:	Theresa Graham	John Timmins / Darryl Pike
Vice President:	John Timmins	Tom Norcliffe / Christine Edney
Secretary:	Stephanie Kitching	John Timmins / Theresa Graham
Treasurer:	Darryl Pike	Theresa Graham / John Timmins

The following nominations for Council Members of ARANZ were received:

		Proposed / Seconded
	Lisa Austin	Talei Masters / Anthony Moss
	Louis Changuion	Norah Mosen / Theresa Graham
	Christine Edney	Theresa Graham / Darryl Pike
	Charlotte Macdonald	Theresa Graham / John Timmins
	Kay Sanderson	Theresa Graham / John Timmins
	Susan Skudder	Theresa Graham / Nicola Freaan

The Returning Officer was Christine Edney.

All those listed above were declared duly elected.

Moved: Peter Miller **Seconded:** Joanna Newman
CARRIED

Item 7: General Business

7.1 New Zealand archival publication

Sean McMahon put forward a suggestion that ideas be garnished for a publication, either stand-alone or as a special issue of *Archifacts*, on archival practice in New Zealand. He noted that there is a lack of such publications emanating from New Zealand and about New Zealand archival practice.

The meeting felt that it was a good idea to explore.

Moved that the proposal for a New Zealand archival work be discussed further.

Moved: Sean McMahon

Seconded: Janine Delaney
CARRIED

7.2 Digitisation of the New Zealand Archivist

Nicola Frean enquired about the progress with this project.

John Timmins indicated that New Zealand Micrographic Services have digitised the publication and that it would soon be posted on the ARANZ website.

7.3 Charitable Status

Joanna Newman enquired as to the meaning of the phrase, "...investigate funding opportunities with regard to our status as a charitable trust" which appears in the President's Report.

In reply Darryl Pike provided an overview of the advantages of being a registered charity.

7.4 Decline in membership

Stuart Strachan noted that the decline in membership is worrying and asked whether the second membership renewal notice reclaimed some losses.

Helen Pannett replied that she did reclaim some losses and that any ideas to increase membership would be very welcome.

Sean McMahon mentioned that membership could be boosted if branch committees were set up in regions where they do not exist. These committees could then organise events to draw in potential members.

Joanna Newman and Mark Crookston agreed that events could bring in new members. Events could include speaking events, workshops, online courses and other forms of professional development.

Lesley Courtney pointed out that one size does not fit all. Some branches cover such large geographical areas that events do not necessarily always draw people in. She suggested social media could be a way to help increase our membership as it could reach a wide audience.

Susan Skudder asked a question about the reason for the significant decline in membership in the Wellington Branch region. Helen Pannett replied that a possible reason for this decline could be the fact that the DIA now require its staff to pay their own membership fees.

Theresa Graham noted that she and John Timmins had a meeting earlier today with Kylie Percival, the President of the ASA. During that meeting, Kylie raised the possibility of the ASA and ARANZ exploring closer organisational ties sometime in the future.

7.5 Blue Shield NZ

Joanna Newman enquired about the state of affairs with this endeavour.

The Chair replied that the latest information we have is that it is still considered as a viable concept. ARANZ is monitoring the endeavour and is keen to be involved.

Item 8: Date and place of the next AGM

The next AGM will be held in Auckland on 7 September 2015.

The President declared the meeting closed at 2.10pm.