



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE
ARCHIVES & RECORDS ASSOCIATION OF NEW ZEALAND
HELD AT THE COPTHORNE HOTEL,
ROTORUA, NEW ZEALAND,
ON WEDNESDAY 22 AUGUST 2018 AT 5.00PM**

Present:

Seán McMahon (President), Kathleen Stringer, Susan Skudder, Eric Boamah, David Ward, Belinda Battley, Elizabeth Charlton (Vice President and Acting Treasurer), Katrina Tamaira, Mahue Dewes, Simon Moody, Diane Weatherhead, Catherine Woeber, Gillian Tasker (Secretary), Alison Breese, Christine Edney, Mark Crookston, Peter Miller, Deidre Ayrton, Joanna Newman, Diane Woods, Mark Stoddart, Bruce Ralston, Polly Martin, Tiena Jordan, David Murray, Isabel Sutherland, Rachel Hurd, Richard Overy, Emma Knowles, Erin Kimber, Kirsty Cox, Charlotte Macdonald, Tom Ackroyd, Sarah Padey, Alison Barnett, Christopher Meech, Koa Luke.

Item 1: Apologies

Apologies were received from: Lesley Courtney, Penny Griffith, Brad & Kathryn Patterson, Jessica Moran, Anna Blackman, Andy Fenton, Louis Changuion and Jennie Henton.

Moved that the apologies be sustained.

Moved: Elizabeth Charlton

Seconded: Gillian Tasker
CARRIED

Item2: Confirmation of Minutes of 2017 AGM

The minutes of the AGM held on 23 August 2017 in Wellington, having been circulated, were confirmed as a true and correct record subject to spelling correction for Sarah Welland.

Moved that the minutes be accepted.

Moved: Seán McMahon

Seconded: Christine Edney
CARRIED

Item 3: Matters arising from Minutes of 2017 AGM

Will be addressed in the reports.

Item 4: Annual Reports

4.1 President's Report

The President's report was presented by Seán McMahon. He then presented the results of the constitutional vote:

A total of 110 votes were received. The votes for each proposal were as follows:

Proposal 1 - Article 29 - Branch Financial Reporting

For 105 / Against 4/ Abstain 1

Proposal 2 - Article 42 - Reappointment of Auditor

For 109/ Against 1

Proposal 3 - Article 44 - Annual Audit

For 104/ Against 6

Proposal 4 - Article 18.1 - AGM Quorum

For 99 / Against 11

Proposal 5 - Article 18.2 - Actions when Quorum not met

For 104 / Against 6

Proposal 6 - Article 20-21 - Changing the Rules

For 90 / Against 20

There was a question on the definition of 'postal vote' required by the constitution. All requirements were checked and confirmed by a lawyer.

Amendment to President's Report, page 2.

Moved that the President's Report be adopted.

Moved: Seán McMahon

Seconded: Joanna Newman

CARRIED

Attached as *Appendix 1*

Mark Crookston expressed his thanks to the ARANZ Council. He requested Council make the process of requesting and receiving funding simple.

Peter Miller asked about the delay in the production of the latest edition of *Archifacts*. Seán McMahon explained that the time involved in advertising for copy, review, and getting proofs back from authors in time for print put pressure on the editorial team. The journal was already out of sequence in printing dates, with new dates now set for June and December issues.

4.2 Treasurer's Report

The Acting Treasurer, Elizabeth Charlton, presented the annual budget and Treasurer's report.

Moved that the Treasurer's report be accepted as correct.

Moved: Susan Skudder

Seconded: Tiena Jordan

CARRIED

Attached as *Appendix 2*

4.3 Auditor's Report

Acting Treasurer, Elizabeth Charlton, presented the Auditor's Report.

Moved that the Auditor's report be accepted as correct.

Moved: Elizabeth Charlton

Seconded: Seán McMahon

CARRIED

Attached as *Appendix 3*

Peter Miller proposed public thanks to Acting Treasurer, Elizabeth Charlton, for all the work completed on preparing the financial reports.

Moved: Peter Miller

Seconded: Seán McMahon
CARRIED

4.4 Membership Secretary's Report

Membership Secretary Christine Edney presented her report.

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

Moved: Seán McMahon

Seconded: Susan Skudder
CARRIED

Attached as *Appendix 4*

Item 5: Results of Postal Ballot on Rules Changes

This item was presented by the President as part of his President's report (Item 4.1).

Item 6: Appointment of Auditor for 2018/2019

It is possible to make finding another auditor a contestable process.

Moved that the incoming treasurer and ARANZ Council conduct a Request for Proposal (RFP) process and be given the authority to appoint the new auditor at their discretion.

Moved: Elizabeth Charlton

Seconded: Susan Skudder
CARRIED

Item 7: Election of Officers and Council members

No nominations for Officers of ARANZ were received by the close-off date. The following nominations for Officers of ARANZ were received late and nominators and seconders were called to confirm election to Council:

		Proposed / Seconded
President:	Eric Boamah	Elizabeth Charlton / Seán McMahon
Vice President:	Jennie Henton	Elizabeth Charlton / Joanna Newman
Treasurer	Susan Hanham	Elizabeth Charlton / Seán McMahon
Secretary:	Tiena Jordan	Elizabeth Charlton / Bruce Ralston

Ex officio officers appointed:

Membership Secretary Sara Padey
Archifacts Editor Jessica Moran

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

	Proposed / Seconded
Alison Breese	Peter Miller / Gwennyth Anderson
Belinda Battley	Deidre Ayrton / Sarah Mathieson
Catherine Woeber	Louis Changuion / Norah Mosen

The following nominations for Council Members of ARANZ were received from the floor:

	Proposed / Seconded
Helen Pannett	Elizabeth Charlton / Charlotte Macdonald
Sean Connolly	Elizabeth Charlton / Charlotte Macdonald
Kathleen Stringer	Elizabeth Charlton / Charlotte Macdonald
Catherine Barriga	Elizabeth Charlton / Charlotte Macdonald

The Returning Officer was Gillian Tasker.

All those listed above were declared duly elected.

Moved: Seán McMahon

Seconded: Gillian Tasker
CARRIED

Item 8: General Business

8.1 Passing of Alison Fraser

The President acknowledged the passing of ARANZ Life Member Alison Fraser.

8.2 Review of Archives New Zealand:

ARANZ Council are preparing a submission on the review of Archives New Zealand. Peter Miller requested the submission be sent out to members and suggested that local MPs be lobbied.

It was also requested that the incoming Council consider if institutional members should have the right to a vote.

Item 8: Date and place of the next AGM

The next AGM location and date to be decided by the incoming Council.

The meeting was declared closed at 6.10pm.