



**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand,
in the National Library, Aitken St
on Wednesday 24 February 2016 at 1.00pm**

Present:

Vice President:	John Timmins	Council:	Lisa Austin
Secretary:	Stephanie Kitching	“	Elizabeth Charlton
Treasurer:	Darryl Pike	“	Sean McMahon
Present	Shannon Wellington	“	Christine Edney

Item 1 Apologies

Theresa Graham, Charlotte Macdonald, Louis Changuion

Item 2 Minutes Council meeting 18 November 2015

The minutes of the Council meeting held on 18 November 2015, having previously been circulated, were taken as read and confirmed as a true and correct record.

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

Item 3 Matters Arising

None

Item 4 Correspondence

Inwards, Outwards and Web as tabled. Received and approved.

Moved: Stephanie Kitching **Seconded:** Sean McMahon **Carried**

Ashley Feck web enquiry regarding advertising for Hydstor: Shannon will follow this up for *Archifacts* after contacting Gillian Oliver regarding previous advertising rates. Shannon will send the current rates to Christine who will contact Ashley about advertising in *Alert*.

Item 5 Reports

5.1 **President's Activity Report:**
No report

5.2 **Financial Report:**
The Treasurer's report was tabled:
Resolved that the Financial Report be approved.
Moved: Darryl Pike **Seconded:** Elizabeth Charlton **Carried**

5.3 **2015 Conference**
No report received.

5.4 **SIG- Religious Collections**
Elizabeth Charlton reported she had attempted to find major NZ non-Christian religious archives without success. There was no response from FIANZ (Federation of Islamic Bodies of NZ)

5.5 **2016 ARANZ – 40th Anniversary**
Sean McMahon reported verbally.
Title: *My Past is My Present is My Future*. The title comes from the Maori Whakatauki:
Kia whakatōmuri te haere whakamua
My past is my present is my future
I walk backwards into the future
with my eyes fixed on my past

Double room on the ground floor, National Library is booked. Along with one room in Archives NZ for a SIG. The first day will consist of a half day Arrangement and Description workshop, SIG meetings and the ARANZ AGM. That night there will be an ARANZ 40th year celebration party. The second day will comprise presentations from selected speakers and a panel discussion on community archives. Presenters will be personally invited.

A working group consisting of Sean McMahon, Lisa Austin, Elizabeth Charlton and Shannon Wellington has been established. A different venue for the 40th Anniversary party is being explored.

Item 6 Portfolios

6.1 **Archifacts Editorial Board** (Shannon Wellington)
Shannon Wellington reported that the December issue was published in January 2016 because of delays before Christmas. There has been good feedback on it. Issues to help with ease of publication have been identified.

The Council moved into Committee: (Wellington/Timmings)
The Meeting resumed:

The next issue of *Archifacts* is progressing well

1.55pm Shannon Wellington left the meeting after having reported on 6.1

6.2 **Alert** (Christine Edney)
Suggestions for next edition: 2016 Symposium details and names of 2015/2016 Council Members. Lisa Austin will send a list of Branch Secretaries and Chairpersons to Christine so that she can contact them seeking information for future editions of *Alert*.

- 6.3 **Membership:** (Christine Edney)
 The expiry date for all subs is now 31 March each year.
 1 April: Invoice issued and followed by an electronically generated friendly reminder on 1 May and 1 June. Those members who have not renewed their subscription by 30 June will have their status changed to Lapsed and will no longer receive *Archifacts* or *Alert*.
 Christine Edney reported that she had updated the database and was following up on a list of unpaid subscriptions. Council thanked Christine for all her hard work.
- 6.4 **Website:** (Louis Changuion)
 Resolved that the Website Report be received.
Moved: John Timmins **Seconded:** Stephanie Kitching **Carried**
- 6.5 **Branch Liaison:** (Lisa Austin)
 Lisa will work on providing a list of Branch Office Holders for Christine Edney
- 6.6 **Awards:** (Theresa Graham)
 No report. Only one award to be given this year.
- 6.7 **Face Book:** (Lisa Austin) A little more traffic with a few participants uploading material.

Item 7 **General Business**

- 7.1 **Membership Brochure**
 Council looked at the proposals for the brochure. John Timmins will work with Elizabeth Charlton on editing the text. Subscription costs will be removed although membership categories will remain with a direction to see the website for the current membership rates. Suitable photographs to be sent to Elizabeth Charlton as soon as possible. At the May meeting we will confirm the text and photos then we will get revised quotes.
- 7.2 **Retention of the Community Archive** (Theresa Graham, John Timmins)
 Council considered the 9 February 2016 Letter and Discussion Paper from Marilyn Little, Chief Archivist. Now we have the discussion paper from Marilyn the ARANZ Council will develop a Position Paper on the Community Archives for release mid 2016.
- 7.3 **Te Ara: online encyclopaedia of New Zealand** (Charlotte McDonald)
 The draft letter from Charlotte was circulated and discussed. Theresa Graham will discuss some of the issue with Charlotte before the letter is sent
- 7.4 **Nominations for Archives Council**
 ARANZ Council decided not to nominate anyone for the 2015/2016 term.
- 7.5 **Wellington Branch Committee Funds**
 Sean McMahon asked about progress on the branch's request to amalgamate funds with the ARANZ accounts. John Timmins to progress this discussion with Darryl Pike and Sean McMahon for resolution by the May 2016 Council Meeting.

7.6 Request from Mark Crookston

Received today. A request for a grant of \$1200 for the Wellington Branch to run a session for records management personnel during the ISO event on 10 May 2016. 150 persons expected.

Resolved that Council approves \$1200 for this event provided that opportunity is made for an ARANZ welcome at the beginning, for our ARANZ banner to be displayed in the room and the ARANZ logo appears on printed material about this event.

Moved: Lisa Austin

Seconded: Sean McMahon

Carried

7.7 Archives NZ Appraisal Ref 20154268

Of concern was a mention on page 34 Section 8.4 External Consultation that ARANZ had participated in the external consultation process and that we had responded and provided significant feedback. This is not the case and needs to be corrected – Theresa Graham to raise this issue with Marilyn Little.

3.30pm Lisa Austin left the meeting.

The ARANZ submission has been completed and now needs to have a covering letter added and then to be submitted by 26 February 2016. After it has been submitted it will be uploaded on the website

Since the February meeting Shannon has for personal reasons, tendered her resignation as Editor of Archifacts.

Theresa has thanked Shannon for her excellent editorship of the latest two issues of the journal.

Item 8

Meetings for 2016

Wednesday 25 May 2015) all at 1pm

Wednesday 24 August 2015)National Library, Ground Floor

Wednesday 23 November) Aitken St, Wellington

The next Council meeting will be held on 25 May 2016 at 1.00pm.

The meeting closed at 3.45pm

To Do List (February 2016)

- **Shannon Wellington** will follow up request from Hydstor re Archifacts after contacting Gillian Oliver re previous advertising rates. Shannon will send current rates to **Christine Edney** who will contact Ashley re Alert. (Item 4)
- **Lisa Austin** will send a list of Branch Secretaries and Chairpersons to Christine Edney (Item 6.5)
- **All members** send photographs suitable for brochure to Elizabeth Charlton as soon as possible (Item 7.1)
- **John Timmins** and **Elizabeth Charlton** will rework text on new membership brochure.(Item 7.1)
- **John Timmins** and **Theresa Graham** will develop a background position paper on the Community Archive (Item 7.2)
- **Theresa Graham** will be asked to discuss the issue with Charlotte before the letter is sent. (Item 7.3)
- **John Timmins, Darryl Pike** and Sean McMahon will progress the idea of the Wellington Branch accounts being subsumed into the ARANZ accounts. (Item 7.5)
- **John Timmins** will add a covering letter to our submission on Archives NZ Appraisal submit it by 26 February. (Item 7.7)
- **Theresa Graham** to speak with Marilyn Little regarding error in Archives NZ Appraisal Ref 20154268 (Item 7.7)

Held over from December 2015 meeting

- **Theresa Graham** to look at the background to holding ARANZ Conference in relation to dates of PARBICA and LIANZA