

**Minutes of a Resumption of the 17 February 2020 Meeting of the Council of the
Archives and Records Association of New Zealand**

**Held on line,
on Monday 3 March 2020 at 1 p.m.**

Present:

President:	Eric Boamah	Council	Sean Connelly
Secretary:	Tiena Jordan		Chris Meech
Treasurer:	Susan Hanham	"	Stephen Innes

Item 1 APOLOGIES:

On behalf of Evan Greensides and Kathleen Stringer were sustained.

Moved: Susan Hanham **Seconded:** Eric Boamah **Carried**

Item 2 MINUTES

As this meeting is a resumption of the meeting held on 17 February 2020, the minutes for both Minutes will be confirmed at the May meeting.

Item 6 GENERAL BUSINESS

6.2 Conference 2020

Susan said we need to change the time of the AGM. She is not keen on the 4.30 p.m. slot on the Thursday and we should work with them to find a different time. We accept the proposal for the welcome event on the Wednesday night. It was suggested we hold the AGM after lunch on the Thursday.

6.3 Douglas Roberts

On 24 February 2020, Mr. Douglas Roberts gave a presentation at a lunchtime talk event on using stories to bring archives to life for school children. This event was an outcome of the conversations we have been having with Douglas since last year about his desire to tell New Zealand Archivists and records Managers about the training programmes they are running for schools in the United Kingdom. The event had over 50 participants from both members and non-members of ARANZ. The Wellington Branch executives, especially the Chair – Mr. Tom Ackroyd did very well with the organisation of a venue at the National Library in Wellington for the event to happen. Council appreciates their effort.

6.4 Branch Funding

Moved that a one-off financial stimulus of \$2000 be available to members, not in an active branch area, to assist with activities and events which are in line with the aims of ARANZ. The funds will be allocated proportionally based on membership representation in the area.

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

- Criteria: Applicant must represent a group of ARANZ members outside the current active branch regions.
- Financial assistance is to be used to fund activities and events that are in line with the aims and objectives of ARANZ. (<https://www.aranz.org.nz/about-us/about-ARANZ/>)
 - The funds cannot be used to fund expenses already paid for and events/activities that have been completed.
 - Where there is a fee, non members are expected to pay more than ARANZ members.
 - For Charities reporting any income needs to be separated between members and non-members. A percentage can be used and needs to be reported to the ARANZ treasurer at the conclusion of the activity.

A sub-group of 3 be formed to consider applications for funding.

Moved: Susan Hanham

Seconded: Chris Meech

Carried

On the application form, remove the first paragraph and the section below with the \$XXX and the regions.

6.5 Constitution

We had agreed on Option 1 at the previous meeting. Council to look at No. 2 in Option 2.

Item 7 **ACTION PLAN**

22 Find and Connect

Belinda suggested changing the title of her role to Find and Connect Project Co-ordinator. Council agreed.

21 G Suite Systems Administration

Email - G Suite is being extensively used by council members and I receive no email sent to my work email address. Success!

A new distribution group "members@aranz.org.nz" was created which contains all of Our members' email addresses. Only ARANZ Conference, ARANZ Membership and ARANZ Alert can use the email address - the rest of us are barred (including me!).

It was fiddly to setup but testing has confirmed that it is easy to use and the members Cannot view each others' email addresses.

We do need to get a workflow/process in place so that the Membership secretary / Systems Admin add new members to the group / remove former ones.

Shared Drive - Working well.

Slow growth in Chat.

There being no further business, the meeting closed at 2 p.m.

**Minutes of a short Meeting of the Council of the
Archives and Records Association of New Zealand
Held on line,
on Tuesday 31 March 2020 at 1 p.m.**

Present:

President:	Eric Boamah	Council	Sean Connelly
Vice President:	Kathleen Stringer		Chris Meech
Secretary:	Tiena Jordan		Evan Greensides
Treasurer	Susan Hanham		
		In attendance	Katrina Tamaira

Item 1 APOLOGIES:

On behalf of Stephen Innes were sustained.

Moved: Kathleen Stringer **Seconded:** Chris Meech **Carried**

Conference

Susan suggested we do not hold the conference in Dunedin this year. We could perhaps in September organise on line presentations by those who were going to present. She suggested not having it next year either as the LIANZA conference will be held at the same time and we would be competing with a similar organisation. Also the fallout from this present situation will preclude anyone from travelling next year.

It was moved the conference in its present form which was to take place in Dunedin will no longer take place in 2020.

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

The Dunedin Conference Committee needs to vote on this as to whether they can hold the conference next year.

Nina suggested that presenters who already have their papers ready might be able to present them on line.

Eric will call Peter Miller. We will then put a communication out to members via email, our website etc. with reasons for the decision.

Archifacts

Susan asked what we can do to support our members.

Katrina said we could piggy back on the ARANZ website or on an *Archifacts* blog (\$15/month) and include some articles on getting to know you. Susan suggested telling members the Journal was ready to go, but cannot be printed; and suggested we provide the journal digitally, and still get the printed edition out later.

Evan said we should be thinking about digitising our back issues and making them available to members on line.

Nina said we do not meet the criteria for universities putting the journal on their lists.

Chris suggested we drip feed articles over a period of time.

It was suggested one article in PDF form be ready to be shared in two weeks time on the website.


Katrina left the meeting at this point.

Chris raised the point of long term delivery of *Archifacts* digitally. Katrina has already done some thinking on this. If she writes down her thoughts, we can work from there. We need to set up a working group to support Katrina.

Sean said Jessica and Flora have videos of the Archiving Email Symposium and suggested we drip feed them on the website.

The meeting closed at 2.05 p.m.

Next meeting: Monday 11 May 2020 on line at 1 p.m.


3/06/2020
ERIC BOYMAN