



**Minutes of a Meeting of the Council of the  
Archives and Records Association of New Zealand,  
in the Rehutai Room, level 2, Archives NZ, Mulgrave St  
on Wednesday 18 November 2015 at 1.00pm**

**Present:**

President/Chair:	Theresa Graham	Council:	Lisa Austin
Vice President:	John Timmins	“	Christine Edney
Secretary:	Stephanie Kitching	“	Elizabeth Charlton
Treasurer:	Darryl Pike	“	Sean McMahon
Present	Shannon Wellington	“	Charlotte Macdonald
		“	Louis Changuion

**Item 1      Apologies**

Charlotte will arrive late. Sean will leave early.

**Item 2      Minutes Council meeting 5 August 2015**

The minutes of the Council meeting held on 05 August 2015, having previously been circulated, were taken as read and confirmed as a true and correct record.

**Moved:** Christine Edney

**Seconded:** Lisa Austin

**Carried**

**Item 3      Matters Arising**

None

**Item 4      Correspondence**

Inwards, outwards and web as tabled. Received and approved.

**Moved:** Stephanie Kitching

**Seconded:** Theresa Graham

**Carried**

**Item 5      Reports**

**5.1      President's Activity Report:**

Theresa spoke to her (tabled) report. Conference 2015 was very successful. Received and approved.

**Moved:** Theresa Graham

**Seconded:** John Timmins

**Carried**

**5.2      Financial Report:**

The Treasurer's report was tabled: Received and approved.

**Moved:** Darryl Pike

**Seconded:** Theresa Graham

**Carried**

5.3 **Archifacts Editorial Board:**

Dr Shannon Wellington reported that the Editorial Board is on schedule to capture the presentations from keynote speakers and others from 2015 Conference. Book reviews will also be included. Erin Kimber has agreed to join the Editorial Board for proofreading purposes. From an academic point of view *Archifacts* is invisible but is actually available to researchers.

A discussion took place on the publishing times for *Archifacts* with the following motion being moved:

Motion: That the publishing cycle of *Archifacts* move to two volumes per year titled Vol 1 and Vol 2 usually about April and November.

**Moved:** Shannon Wellington **Seconded:** Elizabeth Charlton **Carried**

**2.05pm** Charlotte joined the meeting

5.4 **2014 Conference:**

The requested information has not been received. This item to be removed from the agenda

5.5 **2015 Conference:**

Approximately \$2000 surplus. Verne Harris came to Wellington after conference and worked with Archives NZ staff as well as running a Master Class at Victoria Uni.

**Item 6** **Portfolios**

6.1 **Archifacts:**

See 5.3. Directions given to Christine Edney to dispose of all, except two, back issues of *Archifacts* for April 2014

6.2 **Alert** (Christine Edney)

Continuing regularly. Articles welcome

6.3 **Membership:** (Christine Edney) Christine spoke to her report which will be circulated.

342 members, 56 unpaid. CE sought permission for more website training

Motion: That Christine Edney seeks additional website training for Membership purposes.

**Moved:** Stephanie Kitching **Seconded:** Darryl Pike **Carried**

6.4 **Website:** (Louis Changuion)

Website report received and discussed. The Constitution is to be added to the website.

6.5 **Archives New Zealand Appraisals:** (Susan Skudder) No report as Susan is no longer a member of the ARANZ Council

6.6 **ARANZ Recordkeeping & Archives:** To be removed from agenda

- 6.7 **Branch Liaison:** (Lisa Austin)  
Stephanie Kitching to forward Branch Reports for Wellington and Central Districts to Louis Changuion for website loading.
- 6.8 **Awards:** (Theresa Graham)  
The Ian McLean Wards Prize presentation to Tom Brooking went well at Conference. The Michael Standish Prize for a scholarly article will be awarded to Ken Scadden at a Wellington ARANZ event in December.  
Council to revisit the topic of a one-off award for a community archivist at the next meeting.
- 6.9 **Face Book:** (Lisa Austin) Continuing.

## **Item 7**            **General Business**

- 7.1 **Membership Brochure**  
Theresa Graham has the text. Elizabeth Charlton will explore the visual production of this with Rowan Donoghue. A request will be made for a quote for this brochure to be published.

- 7.2 **Planning for ARANZ 2016 – 40 year anniversary**  
At the 2015 AGM it was suggested that our conference be every two years. However if we go on to this cycle from now on we will be in sync with LIANZA. This will be discussed again to take into account the PARBICA cycle as well. Theresa Graham will look at the background to this. It is advisable that ARANZ offers one public event each year for its members, possibly linking with LIANZA/PARBICA

Interpares does not have a strong alignment with ARANZ but it was decided to recommend to members that they support the Interpares gathering, *The Right to Be Forgotten*, December 2016.

The Council decided to support an ARANZ symposium on 25 – 26 August 2016 (TBC) preceded by our August Council meeting on 24 August 2016. Sean McMahon and Lisa Austin will discuss this with Wellington ARANZ branch.

Darryl Pike will look up the finances spent on a similar symposium at Turnbull House a few years ago.

All will report back at our February meeting.

*Archifacts* will be acknowledging the 40 year anniversary.

- 7.3 **Retention of Community Archive** (Theresa Graham, John Timmins)  
Sarah Welland's paper at ARANZ Conference concluded that groups like ARANZ need to be more involved and advocate for community archives. Sean McMahon will send a link for her paper to all the Council

Theresa Graham and John Timmins will prepare a Position Paper. Three steps they will take regarding this –

- a) Write to Chief Archivist and ask what are the plans and timeline for community Archive

- b) Prepare a brief background paper on NRAM/Community Archive
- c) Solicit comments from interested parties

ARANZ is advocating the maintenance of Community Archive.

- 7.4 **Formation of SIG for Religious Collections** (Elizabeth Charlton)  
Elizabeth reported on her progress re this item. The Council offered thanks for her efforts. It was suggested that she continue to seek out non-Christian religious archives who may wish to join.

**Motion:** That ARANZ establish a SIG for archivists of Religious collections  
**Moved:** Elizabeth Charlton                      **Seconded:** Stephanie Kitching                      **Carried**

- 7.5 **ARANZ H&S Contract Contacts** (Christine Edney)  
This question has no applicability for ARANZ. Christine Edney will respond as such.

- 7.6 **Te Ara: online encyclopaedia of New Zealand** (Charlotte McDonald)  
Charlotte Macdonald explained the downsizing of staff and support from 30.10.2015. The Ministry of Culture and heritage says Te Ara will continue as it is but it will no longer be updated. Council asked the question about the relevance of an encyclopaedia which is not updated.

Charlotte Macdonald will write the draft of a letter for Theresa Graham as President to send to Minister Maggie Barry.

- 7.7 **NZ War Diaries overseas**  
This was discussed by Council. The matter will not be addressed by us as those who need to know are aware of the issue.

## **Item 8**                      **Meetings for 2016**

**Wednesday 24 February 2016)**  
**Wednesday 25 May 2015                      ) all at 1pm**  
**Wednesday 24 August 2015                      )venues TBC**  
**Wednesday 23 November                      )**

**The next Council meeting will be held on 24 February 2016 at 1.00pm.  
Venue: To be arranged**

The meeting closed at 3.50pm

#### To Do List (November 2015)

- **Christine Edney** to seek additional website training for Membership purposes.
- **Stephanie Kitching** to forward Branch Reports for Wellington and Central Districts to Louis Changuion for website loading.
- **Elizabeth Charlton** to explore the visual production of new membership brochure, along with a quote for cost, with Rowan Donoghue.
- **Theresa Graham** to look at the background to holding ARANZ Conference in relation to dates of PARBICA and LIANZA
- **Sean McMahon** and **Lisa Austin** will discuss a possible 2016 ARANZ Symposium with Wellington ARANZ branch.
- **Darryl Pike** will look up the finances spent on a similar symposium at Turnbull House a few years ago.
- **Sean McMahon** will send a link for Sarah Welland's 2015 ARANZ paper on Community Archives to all the Council
- **Theresa McMahon** and **John Timmins** will follow through on item 7.3  
**Elizabeth Charlton** will continue to seek out non-Christian religious archives who may wish to join our new SIG
- **Christine Edney** will respond to a member's contact re ARANZ H&S Contract Contacts
- **Charlotte Macdonald** will write the draft of a letter re Te Ara for Theresa Graham as President to send to Minister Maggie Barry.