



**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
in the Marist Archives, Thorndon Quay
on Thursday 22 February 2018 at 1.00pm**

Present:

President: Seán McMahon
Vice President: Elizabeth Charlton
Secretary: Gillian Tasker

Council: Alison Breese
" Christine Edney
" Katrina Tamaira
" Jennie Henton

Item 1 Apologies

Belinda Battley
Charlotte Macdonald (lateness)
Jessica Moran (lateness)

Item 7 General Business

7.1 Co-option of Jennie Henton:

It was discovered that Jennie Henton was not a financial member at the time of her election to Council.

Moved: That Jennie Henton be co-opted on to Council until the 2018 AGM.

Moved: Seán McMahon **Seconded:** Katrina Tamaira **Carried**

Item 2 Minutes Council meeting 24 November 2017

The minutes were confirmed as a true and correct record.

Moved: Seán McMahon **Seconded:** Alison Breese **Carried**

Item 3 Matters Arising

Action Points:

- 3 Jessica Moran explained there is to be only one issue of *Archifacts* this year in the journal introduction.
- 4 Christine Edney has updated the complimentary membership list and is to complete the student membership changes.
- 7 Charlotte Macdonald, Alison Breese are assisting Elizabeth Charlton with a submission by ARANZ on the review of the Copyright Act 1994.
- 8 Copthorne Hotel are unable to help with credit card payments for the 2018 ARANZ Conference at Rotorua.

- 9 The Statistics NZ building has been demolished and any un-retrieved records are gone.
- 12 ARANZ Council are to check the proposed ARANZ Retention & Disposal schedule. To be discussed at the next meeting.
- 14 Seán McMahon will explore the possibility of providing a video guide for the pronunciation of the Māori name for ARANZ and the meaning behind it for the next meeting.
- 15 Seán McMahon will report back to Council at the next meeting on the Australian Directory of Archives.
- 16 Will be discussed at this meeting.
- 17 & 18 The draft ARANZ questionnaire for ARANZ members is in progress, and the report on this is to be delivered at Conference 2018 or through *Archifacts*.
- 19 As Belinda Battley was unable to attend this meeting she will report back on her communication to the School SIG at the next meeting.
- 20 ARANZ Council continue monitor the estimated budget.
- 21 The term deposit to fund the increased Michael Standish and Ian Wards Prizes and an ARANZ Conference Scholarship has been established. Final signoff is to be completed with Kiwibank.

Moved: A vote of thanks by ARANZ Council for Elizabeth Charlton's work on the Policy and Procedures Manuel.

Moved: Alison Breese **Seconded:** Jennie Henton **Carried**

Item 4 **Correspondence**

Inward, Outwards and Web correspondence as tabled. Received and approved.

Moved: Gillian Tasker **Seconded:** Seán McMahon **Carried**

Item 5 **Reports**

- 5.1 **President's Report:**
As tabled.

Moved: That the report be accepted.

Moved: Seán McMahon **Seconded:** Alison Breese **Carried**

- 5.2 **Financial Report:**
The action report has been circulated.

Moved: That the payments for approval be accepted and approved.

Moved: Elizabeth Charlton **Seconded:** Gillian Tasker **Carried**

Elizabeth presented the profit & loss, monthly profit & loss and the balance sheet and cash flow. Thanks to the work of Elizabeth it will be easy for the new treasurer to take up the role from August 2018.

Moved: That the financial report be accepted.

Moved: Seán McMahon

Seconded: Christine Edney

Carried

Item 6 **Portfolios**

1.50pm Charlotte Macdonald joins the meeting.

6.1 **Archifacts** (Jessica Moran)

Presented by Katrina Tamaira

As tabled. The issue of an online journal will be added to the member survey.

Katrina will review the cost options, compared online options with printing, typesetting and postage. She will send this by email to Council and the survey question will be developed from this.

6.2 **Alert** (Belinda Battley)

As circulated.

6.3 **Membership:** (Christine Edney)

As circulated.

6.4 **Website:** (Alison Breese)

As circulated.

6.5 **Branch Liaison/SIGs:** (Gillian Tasker)

As circulated.

6.6 **Awards:** (Seán McMahon)

As circulated.

6.7 **Social Media:** (Alison Breese)

As circulated.

6.8 **Advocacy:** (Elizabeth Charlton)

As circulated.

Moved: That all the portfolio reports be accepted as circulated.

Moved: Seán McMahon

Seconded: Alison Breese

Carried

Item 7 **General Business**

7.2 **Procedures:**

Four sections are to be completed.

1. Awards.

Reference to article 2.2.

Moved: That the Michael Standish award article must be by an ARANZ member.

Moved: Elizabeth Charlton **Seconded:** Christine Edney
Vote: 6 For, 1 Against, 1 Abstention **Carried**

2. Conferences

Reference to article 1.1 Payment for speakers on panels.

To be rewarded so panellists receive pro-rata waiving of the conference fee. This section to be circulated for confirmation.

Two records management papers to be retained.

Commercial conference organisers, prepayment for organisers and other expenses needs to be provided for by Council, with seeding money of up to \$5000, this section to be rewritten and circulated.

ARANZ Scholarship, Council are clear that a total sum of up to \$500 is actual and reasonable.

Moved: That these changes be agreed to by Council.

Moved: Elizabeth Charlton **Seconded:** Alison Breese **Carried**

3. Council Administration

The Secretary's address is the official address for ARANZ. A statement regarding officer handover will be added.

4. Branches & SIGs

Reference to article 1.3.2

3.07pm Jennie Henton leaves the meeting.

3.10pm Christine Edney leaves the meeting.

3.15pm Jennie Henton returns to the meeting.

3.16pm Christine Edney returns to the meeting.

After discussion around this article it was recommended to pass the changes relating to SIGs with article 1.3 to be discussed further by email.

Tabled Procedures parts 2, 4, 6, and 9.

Moved: That the sections listed as tabled above are moved as is and are to be reviewed in November.

Moved: Elizabeth Charlton **Seconded:** Jennie Henton **Carried**

7.3 **Rule changes to be flagged:**

3.30pm Jessica Moran joins the meeting.

Elizabeth Charlton presented the comments from the lawyer, with any change requiring a postal ballot with two thirds of the membership in agreement. To have a postal ballot the institutional membership needs to be tidied up. Each Council member will be given a number of institutional members to contact and obtain a personal contact for that institution. The proposal of having an incentive for returning a ballot will be checked with the lawyer.

7.7 **Website**

Proposals for changes to the website from Myth are in the Dropbox account.

Compared with Expert they came out at a similar cost. Discussion around the ARANZ logo will be sought from Council by email.

7.4 **MoST database training**

Database training is available from Christine before she retires from Council. Elizabeth, Alison and Jennie will take the opportunity before the next Council meeting.

7.5 **Michael Standish and Ian Wards Prize panels**

Eric Boamah will be approached to be on the Michael Standish panel. Charlotte Macdonald has agreed to be on the Ian Wards panel.

Item 8

Date of next meeting

Thursday 24 May 2018

1.00pm – 5.00pm at the

Marist Archives, Thorndon Quay, Pipitea, Wellington

The meeting closed at 4.00pm. Richard Foy, Chief Archivist arrives to address Council.

ACTION LIST: 2018-05-24

1. **ARANZ Council** are to check the proposed ARANZ Retention & Disposal schedule. To be discussed at the next meeting. (Action Point 12).
2. **Seán McMahon** will explore the possibility of providing a video guide for the pronunciation of the Māori name for ARANZ and the meaning behind it for the next meeting (Action Point 14)
3. **Seán McMahon** will report back to Council at the next meeting on the Australian Directory of Archives (Action Point 15).
4. **Belinda Battley** will report back on her communication to the School SIG at the next meeting. (Action Point 19)
5. **Katrina Tamaira** will review the cost options for producing *Archifacts*, comparing the online options with printing, typesetting and postage (Item 6.1).
6. **ARANZ Council** are to check the contact details of the institutional members given to them to provide updated information to correct the membership database (Item 7.3).