



**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
in the Marist Archives, Thorndon Quay
on Thursday 24 May 2018 at 1.00pm**

Present:

President:	Seán McMahon	Council:	Alison Breese
Vice President:	Elizabeth Charlton	“	Belinda Battley
Secretary:	Gillian Tasker	“	Christine Edney
		“	Eric Boamah

Item 1 Apologies

Charlotte Macdonald (lateness)
Jennie Henton (lateness)
Jessica Moran (lateness)
Katrina Tamaira (lateness)

Item 2 Minutes Council meeting 22 February 2018

The minutes were confirmed as a true and correct record.

Moved: Seán McMahon **Seconded:** Christine Edney **Carried**

Item 3 Matters Arising

Action Points:

- 1 To be addressed under Item 7.13.
- 1.12pm Jennie Henton joins the meeting.
- 2 Seán McMahon and Alison Breese are exploring adding a sound file to the website for pronunciation of the Māori name for ARANZ.
- 3 To be addressed under Item 7.10.
- 4 Sarah Padey was contacted by Christine Black has taken over the Schools SIG. Gillian will attempt to contact Christine Black.
- 5 To be addressed under Item 7.8.
- 6 Checks of membership details were completed. Elizabeth Charlton will work with Belinda Battley to develop the membership database further.

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:**

Elizabeth presented the profit & loss, monthly profit & loss and the balance sheet and cash flow.

Moved: That the financial report be accepted.

Moved: Elizabeth Charlton

Seconded: Gillian Tasker

Carried

The list of payments for approval was presented.

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

Moved: Elizabeth Charlton

Seconded: Christine Edney

Carried

The minutes of the ARANZ Council meeting of 6 May 2010 indicate that the Waikato-Bay of Plenty Branch of the Association has gone into recess. It has not been reactivated since that date. Under the ARANZ Constitution, branches hold funds on behalf of Council (article 35). Money from branches in recess needs to be returned to Council.

Moved: To authorise Westpac to transfer the balance of the Waikato-Bay of Plenty Branch Committee bank account back to Council and to then close the account.

Moved: Elizabeth Charlton

Seconded: Alison Breese

Carried

An assessment of the 2018-2019 ARANZ budget shows that the association will operate at a \$5000 loss if kept at a minimum. The only income above this is if the 2018 Conference makes a profit. Options to increase income include recruiting more members, increasing subscriptions and getting rid of the requirement for annual audit of the financial records.

Motion: Submitting the 2018-2019 Budget.

Motion accepted

Carried

Item 6 **Portfolios**

6.1 **Archifacts** (Jessica Moran)

To be addressed later under Item 7.8.

The next publication of the journal is planned for June/July 2018.

1.41pm Katrina Tamaira joins the meeting.

6.2 **Alert** (Belinda Battley)
New members receive two back-copies of *Alert*. Chance to acknowledge the six new members that recently joined or re-joined.

6.4 **Website and Social Media:** (Alison Breese)
Myth has commenced work on the website and will look at how it can be improved before the Conference. Alison requested images for the website be sent to her.

The ARANZ Facebook page is now open as a public group (with approval) so is attracting more likes.

6.3 **Membership:** (Christine Edney)
Christine provided an update on membership since her submitted report. One member has paid twice and required a refund, which Elizabeth will arrange.

Reminders for unpaid membership fees will be sent at the end of June.

6.5 **Branch Liaison/SIGs:** (Gillian Tasker)
As circulated.

6.6 **Awards:** (Seán McMahon)
As circulated. Eric Boamah presented a report on the procedure for selecting the winner of the Michael Standish Award.

Moved: That the report be included in the Procedures Manual.

Moved: Elizabeth Charlton **Seconded:** Seán McMahon **Carried**

6.7 **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**

7.3 **Website update:**
The updating of information on the ARANZ website has been completed. A final report will come to Council.

2.07pm Charlotte Macdonald joins the meeting.

There has been a request for a deposit of electronic records from Southland/Otago branch.

Moved: That all branches records (including those in recess) are to be deposited in the Beaglehole Room according to the amended retention and disposal schedule.

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

2.12pm Jessica Moran joins the meeting.

Gillian will circulate to branch secretaries the amended retention and disposal schedule with the request from Council for branches to arrange and transfer their records to the Beaglehole Room, along with an electronic listing of the archives and deaccessioned records.

7.7 ASA Conference:

Scheduled for October 2019 in Adelaide. Seán McMahon and Belinda Battley are on the committee as the New Zealand organizing group. Conference theme to be "Archives by design". The ICA is also holding a conference in Australia and may combine with the ARANZ/ASA one, this is to be confirmed.

7.10 New Zealand Archives Directory:

On hold for now. There is an option for ARANZ to create a new directory as Archives New Zealand doesn't have anything to replace it. It may be possible to use the ASA directory as an example, and to put it on the ARANZ website or host it jointly with ASA. Requires a project plan and budget.

Seán McMahon to include this in his President's report for the AGM.

2.37pm Jessica Moran leaves the meeting.

2.39pm Jessica Moran returns to the meeting.

7.6 Clubs and Societies:

Christine Edney is to resume work on the project to provide training for clubs and societies on care and management of the archives. Rosemary Collier has Edukit that can be used. Seán McMahon will seek permission for others to use the ARANZ retention and disposal schedule (to be acknowledged as Susan Skudder's work).

7.8 Archifacts E-options:

The present method of publishing *Archifacts* is labour intensive and difficult to correct and share. The options for continued publication include:

Option 1: Online Only

Saves time and the cost of typesetting and mailout.

Option 2: Online + Print opt-in

There is an extra project to look at pdfs of the back issues and adding them into the database.

Katrina Tamaira and Jessica Moran recommend Option 1, with a print on-demand option.

2.53pm Christine Edney leaves the meeting.

The costs of a print on-demand option are being explored using Wellington area printers.

2.56pm Peter Murray, Deputy Chief Executive Information and Knowledge Services, DIA and Anthony Moss, Acting Chief Archivist arrive to address the Council.

3.00pm Christine Edney returns to the meeting.

Peter and Tony presented an update on the Ministerial forum and future of Archives New Zealand and the National Library.

The Ministerial group has been formed to examine policy development for Archives New Zealand and the National Library, and the role of the Chief Archivist. They are looking at information management for government and open government issues. Their first meeting is scheduled for next week, when Terms of Reference will be released.

3.30pm Peter Murray and Anthony Moss leave the meeting. Meeting adjourns for a break.
3.46pm Meeting resumes.

Item 7.8 Archifacts E-options continues:

An item about embargoing a number of issues online will be included in the upcoming survey of ARANZ members. Context around why we're looking at online printing is to be provided e.g. to make it more accessible, key-word searchable and allow international archive contribution, in addition to easing publication issues.

Jessica Moran is to send this item to Council for approval.

7.1 **Procedures Manual - Branches:**

4.20pm Gillian Tasker leaves the meeting, Elizabeth Charlton takes over recording the meeting minutes.

Discussion was held on what was meant by the terms 'events/activities', 'projects' and 'self-supporting'. For the next meeting the words in question used in 1.3.1 of the draft procedure need to be clarified by providing examples. Elizabeth will work on these.

7.2 **Constitutional changes:**

Elizabeth Charlton explained what the proposed changes were and why.

Moved: That the articles as proposed be accepted for the postal ballot.

Moved: Elizabeth Charlton

Seconded: Eric Boamah

Carried

Item 8

Date of next meeting
Wednesday 22 August 2018
1.00pm – 5.00pm at the
Cophthorne Hotel Rotorua

The meeting closed at 5.06pm.

ACTION LIST: 2018-08-22

1. **Seán McMahon and Alison Breese** will explore the possibility of adding a video guide for the pronunciation of the Māori name for ARANZ to the website. (Action Point 2)
2. **Gillian Tasker** to attempt to contact Christine Black about the School Archives SIG. (Action Point 4)

3. **Elizabeth Charlton** will arrange refund for a member who paid their fees twice. (Item 6.3)
4. **Gillian Tasker** will circulate to branch secretaries the amended retention and disposal schedule with the request from Council for branches to arrange and transfer their records to the Beaglehole Room. (Item 7.3)
5. **Seán McMahon** will include options on developing a New Zealand Archives Directory in his President's Report to the AGM. (Item 7.10)
6. **Seán McMahon** will seek permission for others to use the ARANZ retention and disposal schedule (to be acknowledged as Susan Skudder's work). (Item 7.6)
7. **Jessica Moran** will send to Council for approval an item about embargoing a number of issues online for inclusion in the upcoming survey of ARANZ members. Context around why we're looking at online printing is to be provided. (Item 7.8)
8. **Elizabeth Charlton** will work on clarification of the terms: 'events/activities', 'projects' and 'self-supporting' found in 1.3.1 of the draft procedure by providing examples. (Item 7.1)