



**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
in the Copthorne Hotel, Rotorua
on Wednesday 22 August 2018 at 12.00pm**

Present:

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

Council: Alison Breese
" Belinda Battley
" Charlotte Macdonald
" Christine Edney
" Eric Boamah

Item 1 Apologies

Jennie Henton
Jessica Moran
Katrina Tamaira (lateness)

Item 2 Minutes Council meetings 24 May and 26 July 2018

The minutes were confirmed as a true and correct record.

Moved: Charlotte Macdonald **Seconded:** Belinda Battley **Carried**

Item 3 Matters Arising

Action Points:

- 1 Otago/Southland branch require more time to consider hosting the 2020 ARANZ Conference. If they do not wish to take up the opportunity, the offer may be made to ARANZ membership through a message in *Alert*.
- 2 - 6 All completed.
- 7 To be addressed under Item 7.5.

Item 4 Correspondence

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

Moved: Gillian Tasker **Seconded:** Charlotte Macdonald **Carried**

Vote of thanks from the Committee to Gillian for her secretarial work.

Moved: Charlotte Macdonald **Seconded:** Christine Edney **Carried**

Item 5 **Reports**

5.1 **President's Report:**

As presented.

Moved: That the report be accepted.

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

5.2 **Financial Report:**

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**

Elizabeth presented the Auditor's management letter. In the future the ARANZ AGM will need to be moved to September to allow enough time for the preparation of financial statements for the AGM.

Vote of thanks from the Committee for the outstanding work completed by Elizabeth as Acting Treasurer.

Moved: Christine Edney **Seconded:** Alison Breese **Carried**

Elizabeth presented the Performance Report that will be presented at the AGM.

Motion: For Elizabeth Charlton to remain signatory on the ARANZ accounts until all the financial washup for the 2018 Conference is completed to allow all payments to be made smoothly, until the new Treasurer takes over.

Moved: Elizabeth Charlton **Seconded:** Belinda Battley **Carried**

Item 6 **Portfolios**

1.33pm Seán McMahon leaves the meeting.

6.1 **Archifacts** (Jessica Moran)

As circulated.

1.35pm Seán returns to the meeting.

6.2 **Alert** (Belinda Battley)

As circulated.

6.3 **Membership:** (Christine Edney)

As circulated. A list of the current paid members is available for the AGM.

6.4 **Website and Social Media:** (Alison Breese)

As circulated. The new ARANZ website will be launched after the AGM tonight and is likely to be live in the next month.

A decision on the membership database will be needed by the end of the year.

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

6.6 **Awards:** (Seán McMahon)
As circulated. Eric Boamah will present the Michael Standish Award tonight.

The Ian Wards prize winners will be announced by Seán tonight with Charlotte to assist in reading the citations. Neither of the winners can attend tonight but Seán may be able to travel to Dunedin to present the prize to Jane McCabe and will write a review of her book for *Archifacts*.

6.7 **Advocacy:** (Elizabeth Charlton)
As circulated. A submission was also made to Standards New Zealand on the withdrawal of the mobile shelving standard.

2.05pm Meeting paused for a break.

2.30pm Meeting resumes.

Item 7 General Business

7.1 Incoming Council:

7.1.1 Election of Officers

There must be two officer positions filled tonight or a special general meeting be called.

Moved: That Sarah Padey be appointed as Membership Secretary, an ex-officio appointment, for a term of up to three years.

Moved: Charlotte Macdonald **Seconded:** Belinda Battley **Carried**

It was proposed to nominate Eric Boamah as President, Tiena Jordan as Secretary and Susan Hanham as Treasurer at the AGM.

3.00pm Elizabeth Charlton leaves the meeting.

3.03pm Elizabeth returns to the meeting.

7.1.2 Joint membership

Seán did not have the authority to change the Council decision (Council meeting, 22 February 2018) to remove joint membership. The remaining joint members will be informed of the Council decision.

7.2 Constitutional changes:

Gillian Tasker reported the voting results. A total of 110 votes were received. The votes for each proposal were as follows:

Proposal 1 - Article 29 - Branch Financial Reporting

For 105 / Against 4/ Abstain 1

Proposal 2 - Article 42 - Reappointment of Auditor

For 109/ Against 1

Proposal 3 - Article 44 - Annual Audit

For 104/ Against 6

Proposal 4 - Article 18.1 - AGM Quorum

For 99 / Against 11

Proposal 5 - Article 18.2 - Actions when Quorum not met

For 104 / Against 6

Proposal 6 - Article 20-21 - Changing the Rules

For 90 / Against 20

3.38pm Seán McMahon leaves the meeting.

3.40pm Seán returns to the meeting.

7.3 Branch discussions:

Seán McMahon will present in his President's Report the summary of thought by Council that has gone into the issues discussed around branch funding.

Motion: That as a one-off financial stimulus be available to branches to enable greater activity, the sum to top up branch accounts to \$2000.

Moved: Seán McMahon

Seconded: Charlotte Macdonald

Vote: For 7 / Against 1

Carried

7.6 Sponsorship request:

4.00pm Katrina Tamaira joins the meeting.

The request from Jessica Moran for sponsorship of a workshop associated with the International Internet Preservation Consortium Web Archiving Conference does not demonstrate enough direct benefit for members. Gillian will inform Jessica of the Committees decision to decline the request.

7.4 Work plan:

The ARANZ Council work plan was passed to Eric as incoming President after Seán briefly reviewed the plan.

7.5 ARANZ/ASA/ICA Conference 2019:

Seán McMahon is working on part of the organising committee looking at the process of presenting to ICA on doing a combined conference. This is contingent on an MOU between all three organisations and a budget being developed. The announcement of the combined ARANZ/ASA conference will be made at this ARANZ Conference.

Seán will continue to work on this project with Belinda Battley. "Archives by design" is the proposed theme and ARANZ will likely have a role around organising the programme.

Vote of thanks from the Committee to Seán McMahon for his work as President.

Moved: Belinda Battley

Seconded: Alison Breese

Carried

Item 8

Date of next meeting

To be confirmed by the new Council

The meeting closed at 4.15pm.

ACTION LIST: 2018-08-22

1. **Seán McMahon** will write a review of Jane McCabe's book for *Archifacts*. (Item 6.6)
2. **Gillian Tasker** to inform Jessica Moran of the Council's decision on the sponsorship request. (Item 7.6)