



**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
in the Marist Archives, Thorndon Quay
on Thursday 26 July 2018 at 1.00pm**

Present:

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

Item 1 Apologies

Jennie Henton
Eric Boamah (lateness)
Jessica Moran (lateness)
Katrina Tamaira (lateness)

1.05pm Eric Boamah joins the meeting

Item 2 Reports

2.1 Financial Report:

Elizabeth presented the financial report of payments requiring authorisation.

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

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

Item 3 General Business

3.1 ARANZ Paper for Branches:

1.10pm Katrina Tamaira joins the meeting.

ARANZ Council aims to support an active membership and seeks to cultivate and encourage membership. ARANZ Council is funding the publication and possible move online of *Archifacts*, the development of the new website, and increased administration costs. This leaves little in a central fund for directly supporting member activities to the extent that ARANZ Council want to make available.

ARANZ Council encourages branches to submit applications for projects to the quarterly Council meetings. It will be up to the incoming Council to decide the extent to which they can support these requests.

Council suggests that the incoming Council reviews this process and reports back to members in a year's time.

Council recommends further budgetary analysis to ringfence money (as has already occurred for the ARANZ Conference Scholarship, Ian Wards Prize and Michael Standish Prize through the establishment of the Awards term deposit), possibly

through the creation of further specific term deposits when appropriate, for the following:

- ARANZ Conference Scholarship
- ARANZ Branches
- Risk
- General fund / Administration costs
- Digital *Archifacts*
- Conference seed / risk fund
- Website / membership database upgrade

Dates of upcoming Council meetings are to be published on the website to allow applications from branches to be submitted prior to the Council meeting, along with the renewed ARANZ Procedural Manual.

Branch records should be transferred to the Beaglehole Room at Victoria University. Council recognises Otago/Southland branch wish to retain their history and maintain the history of the Association. While the branch remains an active branch, they may retain their records in the Hocken Library at Otago University. Council suggests that the retention and disposal of records is carried out according to the approved schedule and that the list of records is provided to Council when this is completed.

3.2 **Constitutional changes (vote):**

A reminder for members to vote on the proposed changes to the constitution is to be sent out.

2.20pm Jessica Moran joins the meeting.

3.5 **2020 ARANZ Conference:**

On behalf of the Central Districts branch committee, Gillian Tasker thanked Council for the opportunity to host the 2020 Conference. Central Districts branch committee has decided to decline the offer and come back to Council in the future with a request to host.

Council will offer the opportunity to host the 2020 Conference to Otago/Southland branch. Council recommends using a conference organizer for registrations.

3.3 **ARANZ Conference / AGM 2018:**

Alison Breese may have the Beta version of the website available to show at the 2018 Conference with an interim logo.

Three confirmed Councillors will return to the new Council, with the remaining Councillors to be nominated from the floor. An *Alert* is to be sent reminding members of this.

Belinda Battley and Alison Breese to become signatories to the ARANZ account prior to the AGM.

3.4 **Survey:**

The timeline has been pushed back to allow more consideration for mātauranga Māori, for further editing and after the new website goes live.

A survey is to be sent to terminated ARANZ members (former members post 2015) to gain their feedback.

3.8 **NZMS letter:**

A request has been received from NZ Micrographic Services for ARANZ to appear on an Associate page on the NZMS website. ARANZ is not supporting NZMS as a preferred provider. The wording referring to branches is to be removed, Gillian Tasker will email NZMS with the amendment request.

3.7 Ministerial Group feedback on the DIA and Chief Archivist:

A link to the feedback will be placed on the ARANZ website. The feedback is ongoing with further stakeholder meetings to be held around New Zealand.

The deadline for the feedback on the five questions is 19 August. Jennie Henton is to lead the compilation of the feedback for Council if possible, with Elizabeth Charlton to assist if needed. Notes on the submission of feedback are to be sent to Elizabeth.

3.6 2019 ARANZ/ASA/ICA Conference:

Seán McMahon and Belinda Battley are the ARANZ representatives for the combined conference to be hosted in Australia. They are planning for 600-800 conference participants with a budget of more than \$800,000.

National Archives of Australia will underwrite the conference and examine the process, coming back to ARANZ to confirm the joint conference. Work on risk management of such a large event continues. Seán will report back to ARANZ Council and remain on the working group if requested by the incoming Council.

The meeting closed at 4.08pm.

ACTION LIST: 2018-08-22

1. **Gillian Tasker** will write to Otago/Southland branch to convey Council's decision on the retention of their historic records and with the offer to host the 2020 ARANZ Conference. (Item 3.1 and Item 3.5)
2. **Christine Edney** will send a reminder to members to vote on the proposed changes to the constitution. (Item 3.2)
3. **Belinda Battley** will send an *Alert* prior to the 2018 Conference reminding members of the procedure to nominate members for Council. (Item 3.3)
4. **Elizabeth Charlton** will arrange with Kiwibank for **Belinda Battley** and **Alison Breese** to be become signatories to the account. (Item 3.3)
5. **Gillian Tasker** will email NZMS with a request to amend the ARANZ entry on their Associates webpage. (Item 3.8)
6. **Jennie Henton** will lead the compilation of feedback on the DIA and Chief Archivist. (Item 3.7)
7. **Seán McMahon** will report back on progress planning the 2019 ARANZ/ASA/ICA Conference. (Item 3.6)