

# Archives and Records Association of New Zealand Te Huinga Mahara

**President's Annual Report and Councillor Portfolio Reports 2019-2020  
Dunedin AGM**

# President's Report

# Advocacy

## Changes in reading room hours

- Negative member feedback following Archives New Zealand announcing changes to reading room hours
- ARANZ Council reacted to this announcement by sending a series of submissions followed by several meetings between the President and the Chief Archivist to explain how such changes in the hours were not helpful for our members, especially researchers who needed regular access to materials for their work
- Reading room hours have been revised and the Chief Archivist is looking at sustainable access hours to support our members

# Advocacy

## The Community Archive

- Archives New Zealand decommissioned The Community Archive in March 2020
- A survey has been sent out to gather the views and perspectives of stakeholders to understand how a future Community Archive could be

# Events

## **ARANZ Conference September 2020, Dunedin**

- COVID-19 Pandemic - Activities have been significantly impacted by COVID-19, including our Biennial Conference. The Dunedin-based conference committee was well engaged, plans and their preparations far advanced. The following arrangements were either finalised or nearly completed:
  - Plans for the Governor-General to open the conference
  - Travel arrangements for international keynote speakers from United Kingdom and Australia
  - Conference programme
  - Sponsorship arrangements with Open Polytechnic, Victoria University of Wellington and Archives New Zealand
- Next steps: The conference committee and Council will meet again during this AGM period to discuss the best dates for the conference and communicate them to you.

# Events

## Workshops and Seminars

- Douglas Roberts from the Scottish Council on Archives held a number of presentations focused on how to use drama to bring archives to life, especially for school children
- Archiving Email Symposium held in collaboration with the National Library and Fulbright New Zealand

# Initiatives

## Support for Branches

- Active Branches continue to receive financial support and top-up funds distributed
- Financial support for member events in areas without an active branch

## Collaboration

- LIANZA invited ARANZ to setup a free stand at their Auckland conference
- Support offered to NZCCM New Zealand Conservators of Cultural Materials in their bid to host the 29th ICC International Institute of Conservation's Biennial COncference in 2022

# Council Portfolio Reports



# Webmaster & Facebook

## Website

- Contact Us Google Form implemented - allows Council to log, allocate, share and prioritise
- Job vacancies popular service, most notable vacancy was for the role of the Chief Archivist
- Micro sites launched for the Constitutional Ballot and Community Archive Survey

## Facebook

- Most popular post of the year was the news of Gareth Winter's Queen's Service Medal
- Interaction increasing (comments and discussion)

# YouTube & Systems Admin

## YouTube

- ARANZ launched its YouTube channel in April 2020, first video was the Wellington talk by Douglas Roberts from the Scottish Council on Archives
- National Library chose our channel as the host for videos from the Archiving Email Symposium

## G-Suite

- Council continues to leverage the benefits of the Nonprofits licence (free for charities)
- Google Meet allows for online Council meetings and AGM broadcast

# Branches

- COVID-19 - Flexibility & resilience shown through the uptake and usage of audio-visual platforms for meetings. Outreach and growth potential recognised.
- Successful events include:
  - Wellington Branch: “Archiving Email 2020 Symposium”; Douglas Roberts presentation
  - Southland/Otago Branch: “Questions and Answers”; Douglas Roberts presentation
  - Central District’s Branch: “Archives and Records Management” talk with Kerri Siataris
- Research continues for the Central District and Otago-Southland archives facility directories.
- Active support through \$2000 pool allocation to assist with activities and events for members in area with no active branch. Top-up funds disbursed to all active branches.
- Invitation to branches to send a guest for ARANZ Council meetings.
- Looking forward to Conference 2021!

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# *Archifacts*

## **Production**

- Archifacts 2019 no.1: printed in July. There were several errors, which we were hugely sorry for, however the Errata and the digital copy, with corrections, have been completed. Editorial processes have now been tightened.
- Archifacts 2019 no.2: is ready to be typeset, proofs will be sent to contributors and proofreaders shortly.
- Archifacts 2020: is in production and we are awaiting author contributions.

## **Publishing**

- New printer, now in Wellington. Allows in-person collection by the Editorial Rōpū, or alternative Wellington delivery by Bicycle Cargo - reducing carbon emissions
- New typesetter and reduction in associated costs

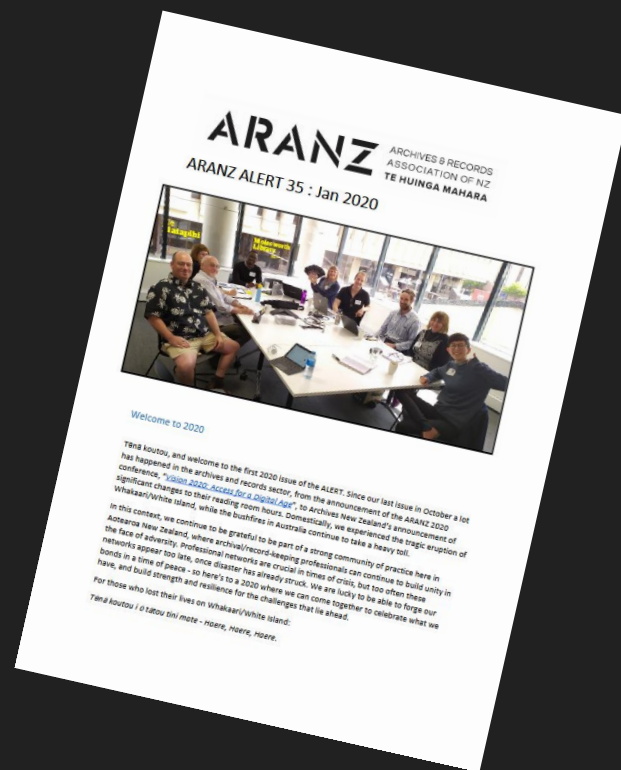
# *Archifacts*

## **Editorial**

- Belinda Battley as reviews editor, Stephen has come on-board. Jessica Moran and Flora Feltham stepped back from editing duties, and there have been some issues in replacing this void - **kanohi kī te kanohi**
- Katherine, Geordy, Nina Whittaker, Susan Skudder & Jacinta and other on the council as proofreaders
- Updated Archifacts style guide and editorial policy, altered journal fonts to mirror those used on the ARANZ website
- FOUND! 2011 - 2016 digital issues of *Archifacts*

# The ALERT

- Focus on communicating Council activities, NZ and international news, and professional resources and training opportunities
- Increasing use of images and hyperlinks to streamline the reading experience
- Experimenting with Alt-Text on images for people with visual Impairments (or slow internet!)
- Investigating different avenues for news distribution, for example micro-sites for live projects



# Membership

- Current members 223
- Membership management migrated to Google sheets, functionality to invoice, receipt and email implemented with Google apps script
- Membership application Google form implemented

# Treasurer

## Financial Report: Revenue vs Expenses

**Revenue**  
**\$34,719**

**Expenses**  
**\$25,193**

**Surplus/(Deficit)**  
**\$9,526**

Down \$13,925 from 18/19  
Primarily membership fees  
Interest and IRD RWT refund  
Wellington special event  
No conference  
18/19 shifted membership year

Down \$40,513 from 18/19  
No conference  
Award & conference scholarship  
Archifacts  
Wellington special event  
Council meeting costs  
Insurance, audit fees

Up \$26,588  
18/19 shifted membership year  
COVID – reduced in person meetings  
IRD RWT refund  
Only 1 Archifacts printed



# Treasurer

## Financial Report: Resources

- We ended the year with \$156,107 in the bank, commitments of \$1434
- Auditor did not encounter any significant difficulties
- Bank balances are looking good, but we still need to be careful
- Budget for 2020-2021 shows a \$10,000 loss. Our biggest income is from membership which does not cover the costs of our biggest expenses of Archifacts, Council running costs, audit and insurance fees

# Constitutional Change Ballot

The results are in.....(JP verified)

- 126 for
- 3 against
- 67.7% for, we needed 66.7% to get over the line

# Awards

## Michael Standish Prize

- 10 articles submitted for Michael Standish Prize
- 2020 winner is Elizabeth Charlton's *Reappraisal and deaccessioning: Applying a 'Dangerous Practices' in New Zealand*

## Ian Ward Prize

- A long list of contenders was initially drawn up through searches of the New Zealand National Bibliography. This was ultimately reduced to diverse short lists of four.
- 2020 winner is Sarah Gaitanos's *Shirley Smith: An Examined Life*