



**MINUTES for the meeting of THE OTAGO/SOUTHLAND BRANCH OF THE ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, to be held via Zoom/Toitū Early Settlers Museum, Thursday 14<sup>th</sup> October 2021 at 09:00am**

**Present:** Claire Dowling, Jenny Chen, Chris Meech, Peter Miller, Tom Riley (Chairperson), Rachel Hurd, Jennifer Jeffery (Minute taker).

**1. Apologies:** Anna Blackman, Peter Petchey

**2. Minutes of the last meeting September 2021:** Moved: Jenny Chen, Seconded Claire Dowling

**3. Matters arising:** Tom Riley is to get in contact with Prue Milbank.

**4. Correspondence:** Members received the Presidents Message

**5. Financial Report/Update:** \$746.88 (3 cents of interest!)

**6. ARANZ Council Update:** Chris Meech informed the Committee that there was a Council meeting the Monday after the Council AGM. Council are still looking for a Treasurer, and the position of Book Review has been filled. Peter Miller and Claire Dowling attended the AGM via Zoom, and both commented that it went well. Tiena Jordan was made an Honorary Member for 30 years of service. Due to the COVID-19 restrictions, there was no ceremony for Tiena to present a citation and certificate. The Ian Wards Award is also to be presented when holding such a function is permitted.

**7. Information and records management (IRM) group update:** Claire Dowling is preparing the next meeting which is to be held next week. Jane Smith (who previously worked for the Southern District Health Board records and is currently working for the Central Otago District Council) is meant to speak. CD to confirm this. If Jane Smith cannot, then CD will have to try and find a replacement.

**8. Update: Listing of Branch Records at Hocken for Beaglehole [Holding]:** Peter Miller would like this item kept on the Agenda until it is sorted. PM needs to get in contact with Vivienne Cuff to remind her – though Vivienne is not making this a priority. Tom Riley received a USB from David Murray, which TR needs to give to CD. PM asked if Anna Blackman has sent away the ARANZ records to Wellington, TR was uncertain. PM added we need to enquire. Claire Dowling still has a box of records from Emma Knowles, and aims to donate them to the Hocken next year. Jennifer Jeffery is to add the Cashbook to this collection when it is donated.

**9. Update: Community Archives [Holding]:** Nothing to report, but leave on Agenda

**10. Event Planning 2021:** It was decided that unless we are in Alert Level One that we should hold off on an event. PM mentioned the Southland Heritage Month next year. He was uncertain if the Southland Heritage Month is held annually or biannually. PM added that we should start thinking about a speaker etc. that might be appropriate.

**11. DCC Archives:** Nothing to report, but leave on Agenda.

**12. Other Business**

Jennifer Jeffery has received 'Bios' from Anna Blackman, Tom Riley, Claire Dowling, Jenny Chen and herself. For those willing, could members send a quick run-down of qualifications, interests, contact details etc.

Peter Miller was informed of the quality review that was occurring at the Hocken Collections. PM wanted ARANZ Council to send a submission (which Council did). PM contacted Stuart Strachan whom had written a submission. PM contacted the review secretary who gave PM/SS an extension – which is due today (14/10/2021). Therefore, the draft needs approved by the Committee. Peter Miller, Peter Petchey and Gwennyth Anderson will be speaking to the review committee regarding their submission. Discussion regarding this submission is a conflict of interest for Tom Riley, Chris Meech, Jennifer Jeffery and Anna Blackman (not present). TR, JJ and CM left the meeting whilst the rest of the Committee discussed the submission. It is believed by the Otago/Southland Branch Secretary that the submission was

approved. Tom Riley requested a vote of thanks to Peter Petchey, Peter Miller and Gwennyth Anderson for their valuable work at short notice.

13. Date and venue of next meeting:

25<sup>th</sup> November @ 9am, Toitū Boardroom

Meeting closed: 9:45am