

ARANZ

ARCHIVES & RECORDS
ASSOCIATION OF NZ
TE HUINGA MAHARA

MINUTES for the meeting of THE OTAGO/SOUTHLAND BRANCH OF THE ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, to be held at Hocken Collections, Thursday 3rd June 2021 at 09:00am

1. Apologies: Peter Petchey, Anna Blackman, Rachel Hurd

2. Present: Jenny Chen, Peter Miller, Chris Meech (Invited), Yvonne Wilkie, Gwennyth Anderson, Jennifer Jeffery (Minute taker), Claire Dowling, Tom Riley (Chairperson).

2. Minutes of the last meeting April 2020: Moved: Tom Riley
Seconded: Claire Dowling

3. Matters arising: Jennifer Jeffery mentioned the Council update that was sent from Evan Greensides (forwarded to Committee by JJ).

Peter Miller talked about the submission to the Dunedin City Council about their archival repository. PM spoke to the DCC on the 12th May, discussing the risks and breach of standards and guidelines. PM received questions from Jim O'Malley, including if there should be a placeholder amount of money in the Ten Year Plan. PM stated 'Yes', as this is the next best thing. Placeholder will be in the second half of the Ten Year Plan. PM brought up the idea of the DCC working with the Otago Regional Council who are currently looking for a new building for their offices.

Sophie Barker requested to speak with Peter Petchey, PM and Stuart Strachan, as she believed they had more to say at the hearing. PP, PM and SS met with SB on the 26th May and spoke for approximately 45 minutes, enlightening SB on the requirements of the Public Records Act 2005 which are mandatory. PM reiterated that the situation regarding DCC archives create bad public relations; if there is a leak the archives are inaccessible and there are poor research facilities. There are also issues with Digitisation and Data Migration at DCC Archives. PM mentioned it is inappropriate for the Archives to move to the Dunedin Public Library (Central), as well as this, the Chief Archivist (Stephen Clarke) has been informed of these concerns.

There has also been a submission to the ORC, discussion a joint facility with DCC, or the space on Mclaggan Street in Dunedin with Otago Museum. The DCC often do not follow-up with the conclusion of a submission, so Tom Riley will do so in the end of June once decisions have been finalised. It was arranged that the Chief Archivist would supply a letter of support addressing the issues at the DCC Archives, but PM has not received any notification this has happened.

John Gibb of the Otago Daily Times is retiring, and has been a supportive of ARANZ in their attempts to get the situation of the DCC Archives recognised publicly. It is hoped that he will offer a 'Swan Song' article before he retires. If the DCC do not incorporate any mention of the Archives in the Ten Year Plan, we will have to consider a new campaign. Getting the Chief Archivist to complete a Formal Inspection might be an alternative.

Peter Miller wanted to formally thank Stuart Strachan, Tom Brooking and Peter Petchey for our assistance and dedication to this matter. It was suggested that Prue Milbank from the DCC Archive be contacted in case she needs support – as she is the sole Archivist at present. We need to ensure that it is not awkward for Prue Milbank, but she can come to us for professional advice. Tom Riley offered to call Prue Milbank to initiate contact.

4. Correspondence: Discussions with Sophie Barker (as above)

5. Financial Report/Update: \$996.76

6. ARANZ Council Update: Peter Miller discussed the Alert that had been emailed to Members. Including the progress on Community Archives, the 'Express' meetings, the AGM to be held in Wellington 24th September at the National Library – Eric Boamah has been asking for speakers. Chris Meech thanked the Committee for inviting him along – He will join the Committee at the AGM in August.

7. Information and records management (IRM) group update: Claire Dowling informed the group that the meeting on the 19th May went well, it was about Automation Artificial Intelligence. Chris Gousmett from Hutt City Council attended. There is an invitation to be sent to Gareth West (Archivist at Otago Museum). CD seemed positive about the meetings, and Zoom appears to be working wonders. CD will also ask GW if he wishes to join ARANZ in August at our AGM.

8. Update: Listing of Branch Records at Hocken for Beaglehole [Holding]: Peter Miller and Claire Dowling will be looking at this in 2 weeks. CD has a Volunteer Day at Anderson Lloyd and is utilising this to help list the Branch Records.

9. Update: Community Archives [Holding]: Peter Miller said that Eric Boamah is meeting regularly with the Chief Archivist. The problem is to who would host the Community Archives, it would need to be a major institution. Encouraging reviews from Archives New Zealand. The full results of the survey will be available on the ARANZ website shortly.

10. Event Planning 2021

Architecture Day: Claire Dowling has spoken with Susan Irvine giving the June/July is not reasonable, looking towards September. SI to talk to David Murray and Amy Coleman to cement a date. Saturday is the best day, at the Archives Reading Room and at the Reading Room Hocken (half a day at each). Peter Miller stated that they can follow the plans made for the 2020/21 Conference that did not happen. SI wants to be reassured that we will promote the event – including on My Little Local which offers free advertising. Need to consider how to manage RSVP's as there will be a limit on how many people can attend. CD stated it is best to not have a payment, but rather a donation for tea/coffee and biscuits. PM is happy to assist CD.

AGM: Tom Riley to speak to Jennifer Jeffery about arrangements.

Stephen Clarke: Tom Riley was unsure if Anna Blackman had heard word about Stephen Clarkes' availability.

11. Other Business: It was agreed that contact should be made with Gareth West at Otago Museum.

Yvonne Wilkie and Gwennyth Anderson both mentioned that they are thinking of stepping down from their role on the Committee.

Parking was challenging. It was decided to arrange to meet at Toitū next month, Jenny Chen was to arrange directions to the Board Room.

Peter Miller mentioned the School of Mines records. A floor of the Science Library is being reallocated, and there is fears that due to storage issues, the School of Mines records may be weeded. We need a formal verbal agreement that these items will be safe. PM and Peter Petchey are to discuss this with Sharon Dell.

12. Date and venue of next meeting: 8th July 2021 @ 9am, Toitū Board Room.

Meeting closed: 9:38am