



MINUTES for the meeting of THE OTAGO/SOUTHLAND BRANCH OF THE ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, held via Zoom/Toitū Early Settlers Museum, Thursday 25th November 2021 at 09:00am

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

1. Apologies: Anna Blackman

2. Minutes of the last meeting October 2021: Moved – Jenny Chen ; Seconded Claire Dowling

3. Matters arising: Peter Miller brought up the Hocken Review in which himself, Peter Petchey and Gwennyth Anderson wrote a submission. PM and PP went to speak to the Review Committee and were given 30 minutes to do so. PM has asked for a copy of the review report, as it is not an automatic process for those who submit get a copy. It was decided that PM will send Jennifer Jeffery a copy of the submission, and JJ will circulate this around the Committee. PM said one suggestion was a field librarian who deals with donors and depositor, as well as publicising the library and talking to groups. Tom Riley added that the report was overall positive and the panel were open to more people. PM also added that he suggested that the Archives team be relieved from desk duty to focus on the archives; or contract people specifically to work on arrangement and description (A&D). PM was uncertain if ARANZ Council submitted as submissions were needed quite urgently.

4. Correspondence

- Evan Greensides - ARANZ Zoom Account and updater of regional events for Otago/Southland

Jenny Chen has taken on the role of Zoom Account and updater of regional events for Otago/Southland. JC has had her training session and has started to update vacancies on the ARANZ webpage. JC added there is a back log of minutes that needs to be uploaded, but currently has not had information about the Zoom aspect of the role.

- Amanda Hunter – Re: Joining Committee

It was agreed that Amanda Hunter can attend meetings via Zoom, but will be unable to join the Committee until the AGM next year – as per the constitution. However the Committee was excited to have a member in southland – hopefully she will be our liaison. She can start to attend at the next meeting.

5. Financial Report/Update: \$746.93 (5 cents interest!)

6. ARANZ Council Update – No update. PM did add that Council are trying to arrange a function, so that Tiena Jordan and the winner of The Ian Wards Award can receive their recognition etc.

7. Information and records management (IRM) group update: Claire Dowling and Jenny Chen met last week.

Unfortunately Jane Smith was unable to speak, but JC and CD discussed personal development and what ARANZ could offer in regards to this. CD will start to plan speakers/talks next year. There will be no meeting next month as CD is having a well earned break! The Committee wanted to thank CD for all the hard work and dedication she puts into the IRM group.

8. Update: Listing of Branch Records at Hocken for Beaglehole [Holding]: Tom Riley dropped David Murray's USB to Claire Dowling. CD also has Vivienne Cuffs USB too. CD has put the digital records on the Google Drive. Discussion around dropping off the USB and physical records (as well as the Cashbook and USB that Jennifer Jeffery has) – CD thinks around January would be an appropriate time. CD is happy to do the A&D for these as well. Peter Miller asked about the Wellington Branch records. TR will speak to Anna Blackman about this, saying that he will send them away. Discussion around the destruction of ARANZ branch records, it needs to be authorised. CD to write a letter and attach a list of items to be destroyed. CD feels confident that we creating a fuller picture of the ARANZ records. TR thanked CD and PM for their hard work.

9. Update: Community Archives [Holding] – No update

10. Event Planning 2021

- Christmas/EOY Event- Rachel Hurd suggested a 'bring-a-plate' to the Gardens by the bandstand (or Knox Centre for Ministry and Leadership if raining), on Thursday the 9th December at 5:30pm. Jennifer Jeffery to send out invitations, and to inform members who RSVP whether it will be in the gardens or at KCML.

- Southland Heritage Month – March – Rachel Hurd believes there is a Facebook page trying to organise the event. Tom Riley volunteered to participate in Southland Heritage Month but was uncertain what to do/talk about. It was suggested to talk about Southland archives that are kept in Dunedin repositories. Jenny Chen suggested talking to the Balclutha Library who have recently got a Recollect website which is heavily community based. Jennifer Jeffery is to ask Amanda Hunter about the prospects of Southland Heritage Month.

11. DCC Archives: Tom Riley received a call from Jason McDonald regarding an update on the DCC Archives. JMD explained proposals to TR. JMD interpreted TR's response as though these proposals had TR support. Peter Miller found out about this misunderstanding through watching a video of a DCC Council meeting. TR informed the Committee that the plan is to use the basement of the Dunedin Public Library (DPL) to store the archives, but have a reading room somewhere in the DPL (potentially the McNab Room). PM suggested that TR make contact with JMD and ask if TR, PM and Peter Petchey can inspect the facilities. Concerns include fumes from the parking lot and whether the infrastructure is strong enough to support archives/stacks etc.

12. Other Business

- Phone tree – Qualifications, interests, specialities, contact information - Peter Petchey and Peter Miller will not be on the phone list, Rachel Hurd is still to send Jennifer Jeffery her bio. JJ to publicise phone list, asking if people are interested, but not freely giving out the list due to confidential information. Jenny Chen to publicise on ARANZ website and Facebook.

- ARANZ Signs at Toitū – Jenny Chen found signs in Toitū. Peter Miller deciphered that they were mock-ups of membership brochures. Claire Dowling is to see if these posters can fit in the box with the ARANZ banner/flag. In the meantime, TR will take the posters to the Hocken.

- Professional development opportunities – Claire Dowling raised the point that ARANZ use to promote and run professional development opportunities. CD added that we need to offer more to Branch members to get their 'money's worth' in regards to their membership fee. However we do need to raise money in order to help support members. The Architecture Day was brought up again as way to engage with the members. Jennifer Jeffery added that Council can offer funds/support for certain events. Peter Miller added that the Branch used to run A&D workshops as well as records management and reading room seminars. CD added that these can be run by Zoom. PM to ask Stuart Strachan if he has an records of the seminars he arranged. The Committee is going to think about potentially courses we could offer and bring ideas to the next meeting.

Agenda cut-off - Jennifer Jeffery wanted to add that a day-and-a-half before the meeting, Agenda items must be in. That way there is less confusion about the current Agenda, and also stops JJ have to send out numerous emails. It was agreed.

13. Date and venue of next meeting – Tom Riley mentioned that Judith Holloway from the Hocken Library would appreciate if TR and Jennifer Jeffery were available to attend Reference Desk Training, which falls on Thursday mornings. It was agreed by the Committee that the new day for meetings would be Wednesdays.

Next meeting: Wednesday 26th January 2022 @ 9am, Toitū Boardroom or via Zoom.

Meeting closed: 10:08am.