

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 held via Zoom meeting, Thursday the 25th June 2020 at 09:00am

Present: Gwennyth Anderson (Chairperson), Peter Miller, Claire Dowling, Tom Riley, Rachel Hurd, Jennifer Jeffery (Minute taker)

1. Apologies: Yvonne Wilkie, Peter Petchey

2. Minutes of the last meeting May 2020: Moved by Peter Miller (on the condition of the completion of edits), seconded by Tom Riley.

3. Matters arising: Claire Dowling was sent an email by Evan Greensides requesting input from the Otago/Southland branch committee on holding the ARANZ AGM on Friday 25th September in Dunedin. We would need assistance to find a venue. Tom Riley suggested to use the Seminar Room at the Hocken Collections, but would be limited to approximately 30 people; however the University of Otago Central Library have larger rooms, and there would be other available spaces throughout the University. TR to check availability of Hocken's Seminar Room. Peter Miller suggested that a tour could be given of the Hocken Collections, and to try and get as many people as possible for quorum – we need to find out how many people are needed for this reason. Claire Dowling mentioned that one year there was not enough people that attended the AGM, and will follow this up with Evan Greensides to confirm numbers. CD will work with Jennifer Jeffery to arrange a place to host this event.

4. Correspondence: Peter Miller: As above

5. Financial Report/Update

- Balances: \$1,057.40

- Update on access for signatories : Tom Riley has a meeting with Kiwibank today to discuss his access to the account. Gwennyth Anderson has plans to phone Kiwibank, to discuss her access or arrange to do so in person when she is able to.

6. ARANZ Council Update: Claire Dowling said there was no update from ARANZ Council. Peter Miller mentioned their last meeting was in May, and their next is due on Monday 13th July.

7. Information and records management (IRM) group update: Claire Dowling had another successful IRM meeting. Members were bringing their colleagues along – e.g. Queenstown District Council introduced a new colleague via Zoom. Zoom is an easy way to host meetings. The plan is for the next meeting to be in person at the Dunedin Public Library, but also have it available via Zoom. Those who cannot make it in person can still participate (e.g. Queenstown or Central Otago, or those still at work). Geordy Muir from Archives New Zealand to speak in August. The next meeting is planned to be casual, for existing members, and only giving the Zoom invitations out to those who RSVP. Zoom has been helpful for the growth of the IRM. Tom Riley added that this is incredibly encouraging and positive.

8. Update: Listing of Branch Records at Hocken for Beaglehole: Gwennyth Anderson: Holding

9. Update: School of Mines Records [Holding]: Peter Miller stated that this is not going to be changing any time soon, so perhaps leave this off our Agenda, and we can always add it back in as the situation evolves.

10. Update: DCC Archives, records and heritage collections: Peter Miller stated there is no update since our last meeting in May. PM looked on the DCC website, and they have recorded the submission, but will have to wait till the end of June to get any feedback. Peter Miller suggested that Gwennyth Anderson send an email asking for feedback/response of the submission at the end of June, which PM will help GA with.

11. Update: Community Archives: Peter Miller said that progress is being made. The Committee that was mentioned in the ARANZ meeting in May has been formed. They are in the process of making a survey to distribute to the records

community, with the help of Catherine Patterson. This survey should be finalised by the end of the week. The next meeting will be held in early July. Peter Miller is hopeful that this committee will have something to present at the AGM, but also have a symposium (a whole day), to discuss the future of the Community Archives. There is a strong support for the Community Archives, and the committee is determined to not let it fade away.

12. Event Planning 2020

- **AGM [holding]:** Peter Miller suggested we plan the AGM next meeting, in July, and that the end of August would be an appropriate time to hold it.

- **Question and Answers evening – 30th June 2020 @4pm:** Jennifer Jeffery has sent out an invitation to this event, eight people (besides the members of the ARANZ Otago/Southland branch) has RSVP'ed. Jennifer Jeffery to send out the Zoom invitation on Monday 29th June, so that the details are fresh in participants inboxes.

Gwennyth Anderson asked about any updates on Douglas Roberts. Claire Dowling is willing to speak to him to figure out when is a good time for him, he is believed to be leaving for Scotland in August, and is unlikely to speak at our AGM. CD mentioned he is in Dunedin from the Thursday 25th June to Tuesday 7th July, but CD will confirm with DR to make certain, when he leaves Dunedin/New Zealand. Considering that he is here today, GA stated that it would be too difficult to hold an in-person event and quite challenging to get a space so urgently – as well as the hesitance of some to host large groups. Tom Riley mentioned that the Hocken Collections are still not hosting large events in their facilities, but will follow this up. Claire Dowling suggested it could be done by a Zoom meeting, and GA added that if it was by Zoom, he would not have to be in Dunedin. Peter Miller suggested that if it was around late August, then DR could be apart of our AGM.

Barbara Brookes' talk: GA asked TR about Barbara Brookes' talk that is planned at the end of the year, but was unsure of the date. TR commented that he did not know, and it will not be on the website yet – will ask around. PM claimed that University exams have just recently finished, and BB might be marking papers – so might still be in Dunedin.

13. Update: Conference 2021 [Holding]: Peter Miller mentioned that issues regarding the Conference are all wound up, and the next meeting will be held in early September, to discuss where they are all at. Gwennyth Anderson stated that it was the right move to cancel the Conference, as events etc. are only slowly improving. PM added that with the borders still being closed, and uncertainty is around when they will open again, our Australian speakers would be unlikely to get there.

14. Other Business: Nothing to add

15. Date and venue of next meeting: Peter Miller suggested that the next meeting needs to be in July to organise the AGM, and if the AGM is in late August/early September, perhaps late July to give time to notify and organise the event, and get reports and finances etc. sorted.

Gwennyth Anderson suggested, tentatively, Tuesday 21st July at 9am. All agreed. Uncertain if it will be by Zoom or in person but will be arranged later.

Meeting closed: 9:35am.