

# 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 via Zoom/Toitū Early Settlers Museum, Thursday 16<sup>th</sup> September 2021 at 09:00am**

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

**1. Apologies:** Anna Blackman

**2. Minutes of the last meeting August 2021:** (Jennifer Jeffery to correct Vivian to Vivienne Cuff). Moved Peter Petchey, Seconded Jenny Chen.

**3. Matters arising**

- Gina Rocco (Dunedin Public Library – Librarian, studying the Masters of Information Services at Victoria University Wellington) asked about a mentoring programme (Abi Brookes of Queenstown District Council - Information and records advisor, interested too). Tom Riley suggested a phone tree for archivist around Otago and Southland. Individuals could use the tree, and work their way down to find answers or suggestions. Peter Miller mentioned it would be worth while meeting with Gina Rocco to understand what she wants from a mentoring programme. Jenny Chen suggested that the phone tree could include a small biography and specialities of each person, that way if there was a specific problem, the most knowledgeable person would be contacted first. Jenny also noted that it might be the case of having a ‘catch-up’ and given some direction and guidance, or a ‘how to do’. Rachel Hurd added that it could have an informal component of meeting with Gina Rocco etc. to see how they are tracking. Claire Dowling mentioned that some advice will be tricky to give, as processes may be in place due to the type of institution. Members on the phone tree could give advice, but with a disclaimer that it might not suit the institution in question. RH said that despite this, it might be good for those seeking help to hear how other institutions operate in certain situations. Tom Riley is to meet with Gina Rocco to explain what the Committee has discussed and receive feedback. Peter Miller added that Gina Rocco could be working on a cataloguing which Gwennyth Anderson had started. If this is the case GA might be able to offer advice. Members are encouraged to write a small biography about their expertise, an submit this to TR or Jennifer Jeffery to generate a phone tree. CD added that individuals who have completed, or are near completion, of the Master of Information Services find it is an awkward transition to find what to do next.

Peter Miller had several matters to bring to the Committee. The first point was asking what the status is of the Branch records that have been listed. The Committee was informed that the records are ready to be sent away, but they have not yet left the Hocken Collections.

The second point was in relation to collecting the records from previous Secretaries and Treasurers. PM has been in contact with Vivienne Cuff of Archives New Zealand, who has electronic records from her time in Office. VC will send the Committee a USB with these records when she has time. It is likely that there are duplicates of material we already have. If PM has not heard back from VC in a few months’ time, PM will remind VC.

The third point was relating to the Dunedin City Council Archives. Peter Miller will try and find out what the response was from the Chief Archivist.

The fourth point was regarding the School of Mines Records. Peter Miller has not spoken to Mike Hall (University Librarian) but has spoken to Sharon Dell (Hocken Librarian) who was reassured PM that there is no purge at the Leith Street Storage Building (where the School of Mines Records are held).

**4. Correspondence**

After several emails the last month, it has been decided by the Committee that we wish to maintain the role of Treasurer in the Otago/Southland Branch. Jennifer Jeffery will formally email Evan Greensides to confirm this.

**5. Financial Report/Update:** \$746.85 – Up 3 cents of interest!

## **6. ARANZ Council Update:**

Jenny Chen mentioned the AGM notice that was emailed out. Peter Miller added that the report Tom Riley crafted will be incorporated into Eric Boamah's annual report.

## **7. Information and records management (IRM) group update**

Claire Dowling informed the Committee that the IRM group met yesterday (15/09/2021). The group discussed disaster management. Claire Dowling attended the Triptych course on disaster management and preparedness, information obtained from this course fuelled the discussion. Wanda and Jody talked about issues they were having with disaster management plans. Jenny Chen attended too, and agreed that there is no specific central resource of guidance on best practice. Claire Dowling suggested the idea of having a list of people to contact in case of an emergency. These contacts could offer support and guidance – such as where to get freezer space, or large rooms to rent for drying, or even where to purchase large tarpaulins. It was agreed that it would benefit the wider community (not just Dunedin, but incorporating Otago and Southland). Peter Miller added that there used to be meetings with the heads of institutions to discuss arrangements and bring their respective institutions together. It was an informal agreement. Jenny Chen chipped in that it would be a 'disaster partnership.' PM believed that the Committee could be the catalyst to get this idea off the ground, but to leave it till next year, but the Committee could start by contacting institutions.

Tom Riley put forth that the Committee explore facilitating disaster management discussion between institutions in the Otago and Southland regions. Moved: Jenny Chen, Seconded Claire Dowling.

Claire Dowling mentioned that she will start to prepare a list of resources. CD has given herself the deadline of Christmas to start her project, adding that it only has to be a draft.

## **8. Update: Listing of Branch Records at Hocken for Beaglehole [Holding]: No Changes**

## **9. Update: Community Archives No Changes**

## **10. Event Planning 2021**

Architecture Day: Claire Dowling has not heard back from David Murray, and has no knowledge as to what is going on. CD believes that we should postpone event planning until we are back at COVID-19 Alert Level One, and perhaps this means postponing till next year. Tom Riley agreed with CD. It seems irresponsible to plan events with large numbers of people. TR mentioned that this event might be better held at the start of next year – people tend to be fatigued at the end of the year. Peter Miller agreed stating it should be deferred to next year. Tom Riley put forth that we defer the Architecture Day till 2022. Moved Jenny Chen, Seconded Claire Dowling.

## **11. DCC Archives: Previously covered.**

**12. Other Business:** Peter Miller mentioned that the Council AGM is next Friday by Zoom. Chris Meech is standing for the next term. If any Business pops up that Committee members would like to be forwarded to Council, please email Tom Riley or Jennifer Jeffery.

Jenny Chen asked if any Committee members had heard about what was happening with the Archives New Zealand Regional Archivist position that was previously held by Anne Jackman. Peter Miller stated that it is both an archivist role and a leadership role, and a position like this does not appear often. Tom Riley added that there will be interest around Australasia.

Claire Dowling mentioned that herself and Jennifer Jeffery had been emailing about the possibility of gifting Yvonne Wilkie and Gwennyth Anderson with a present to say thanks for their years of service. Tom Riley replied by stating that it is not traditional to be given gifts for working on a Committee or Council. Peter Miller believed that a letter of warm thanks to be sent to both YW and GA for their efforts. TR to draft letters.

## **13. Date and venue of next meeting**                      14<sup>th</sup> October @ 9am, Toitu Boardroom

Meeting closed 9:40am