



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 meeting, Wednesday the 27nd May 2020 at 10.30am.

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

1. Apologies: Peter Petchey, Yvonne Wilkie, Tom Riley.

2. Minutes of the last meeting April 2020

Minutes of the meeting held 22nd April 2020 moved by Peter Miller, Seconded by Claire Dowling

3. Matters arising

Gwennyth Anderson: covered in later points in agenda.

4. Correspondence

Gwennyth Anderson: covered in later points in agenda.

5. Financial Report/Update

Claire Dowling reported that the balance is \$1,057.37; gained approximately 4 cents in interest. Tom Riley was not present, so was unable to report on his progress on becoming a signatory. Claire Dowling has heard nothing from Treasurer Susan to confirm Tom Riley's progress. Gwennyth Anderson to pop into Kiwibank to reconfirm her access details, Claire Dowling recommended the phone service, as they are helpful. Peter Miller suggested GA discuss with TR his progress, as it was faulted by the COVID-19 pandemic and the lockdown.

6. ARANZ Council Update

Claire Dowling read the report from Evan Greensides issued on 17th May 2020. ALERT quarterly was issued, attempting to address the COVID-19 pandemic, including a special section on record-keeping during COVID-19. Eric Boamah and ARANZ Council discussing the Community Archive and possible solutions. Archifacts: Editor has finished the 2019 Winter issue and created pre-print PDF to be distributed to members. Editor seeking content for 2020 Winter and Summer issues, and requesting that if a member wish to submit an article, to do so. Community Archive has been a key issue and has been heavily discussed. Eric Boamah has been conversing with Archives NZ, ARANZ members and branches trying to solve the issue. Council will be distributing a survey to gauge ARANZ members support and ideas of where the Community Archives lie. Vision 2020: Access for a Digital Age Conference has been postponed, ARANZ Council will be hosting the AGM and Awards in September, and will discuss the best way to reach members during the COVID-19 situation. ARANZ has an active You-Tube channel, and there is one vacancy on the website.

The ARANZ Membership Report for May 2020 shows:

- Current Members: 280
- Honorary members: 8
- Institutional New Zealand: 85
- Institutional International: 7
- Personal New Zealand: 157
- Personal international: 8
- Student New Zealand: 15

Rachel Hurd asked what the benefits of becoming an ARANZ institutional member was, as the Presbyterian Research Centre (PRC) is not a member. Peter Miller informed us that there is the subscription to Archifacts that institutions

would still have access to, if individual members left an institution. Peter Miller suggested to ask Yvonne Wilkie about the status of the PRC.

7. Information and records management (IRM) group update

Claire reported that the IRM meeting was held over Zoom, and managed to attract 19 members, some who are not currently reside in Dunedin. Alison Breese spoke. Gwennyth Anderson mentioned that Zoom might be a way to attract more participants in the future, and CD agreed that meeting virtually would be a component of going forward. Anthony Moss from Archives New Zealand, Wellington, was eager to become a more active participant. GA and Peter Miller both agreed that the Zoom interactions were encouraging and positive.

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

- Gwennyth Anderson: Holding

9. Update: School of Mines Records [Holding]

-Gwennyth Anderson: Holding

10. Update: DCC Archives, records and heritage collections

Peter Miller drafted a submission along with Gwennyth Anderson, Peter Petchey and Stuart Strachan. This submission was followed by a hearing on Tuesday 5th May 2020 via Zoom, with five minutes to present, and five minutes for questions and answers. PM reported that there was a number of councillors who asked questions, including inquiries about the current state of the pipes in the DCC archives. The aim is to get the councillors to see a purpose-built facility, for example, Archives New Zealand on 556 George Street, Dunedin. PM informed ARANZ committee that there was no set date for replying to the inquiry, but at the end of May the DCC councillors will be meeting to make a decision, and a response will be received in late June. Discussion regarding obtaining a proposal of a purpose-built structure. If DCC councillors response is not positive, PM suggested we draft a proposal for the 10 year plan, with the aim to directly meet with each councillor – this was planned for this year, but with COVID-19, it was impossible.

11. Update: Community Archives

Peter Miller reported that ARANZ President Eric Boamah is taking up the matter of Community Archives strongly. There is a call to ask ARANZ members and users of the Community Archives what their feelings are towards its closure. A proposal of a small group (approximately 12 people) who will help navigate its future. PM is planning on being on the committee. First task is to issue a survey to get evidence of the Community Archive's importance and should be sent to ARANZ and non-ARANZ members. Second task is to find a host for the Community Archive. Suggestions of a symposium at the ARANZ AGM held in September 2020. Lorraine Johnston is eager to assist. Gwennyth Anderson inquired if it was still accessible, Peter Miller said the best way to access it is through the National Library website. Rachel Hurd added that it is an important asset to smaller institutions to be represented. PM and GA agreed that the survey should go out to all archives, big and small, to gain support. PM stated that we need evidence that the Community Archives are important, and that this evidence needs to be strong. The survey should allow for comments at the bottom to allow expression.

12. Event Planning 2020

Gwennyth Anderson sent email to Barbara Brookes about the talk she was to deliver, and inquired about a Podcast. BB was struggling with the workload of her lectures, so declined. BB informed GA that she is to deliver a talk at the Hocken Library at the end of the year, regarding the changing ways of engaging in research and the access of archives, which ARANZ could be included in. Peter Miller said that with the new limitations of 100 plus, events could be held. Claire Dowling stated there would be hesitation amongst the public to attend large gatherings. CD also stated we do not know when the rules will change, and who they will apply to, so making events into the future might be difficult. CD also mentioned it might be hard to get a venue. PM suggested we discuss later in June. GA claimed it might be easier to plan an event closer to the AGM/incorporate it into the AGM. GA proposed that the Otago/Southland AGM be held before the ARANZ AGM (which is to be held in September – perhaps Otago/Southland Branch held in August?)

Peter Miller suggested at Q and A via Zoom, considering the success of Claire Dowling's IRM meetings (with speaker Alison Breeze). Suggestions of Anna Blackman, Anne Jackman and Rachel Hurd giving a casual 20 minute Zoom talk regarding what the experience has been like working with archives during COVID-19. Ideas from Peter Miller included what was it like in terms of staffing? How the archives/archival repository were maintained and managed? How did staff work from home? How did archival repositories deal with donations/collections during lockdown? Did archival

repositories try to obtain documents about the public's experiences in lockdown? How did they engage with the community? etc. Discussion about what time would suit the wider members of ARANZ. Gwennyth Anderson asked would attendees prefer to do it at work, in which 4pm might be a better time, or is later in the evening okay for everyone – if it is a Zoom meeting? Claire Dowling can host up to 100 people in a Zoom meeting. Peter Miller suggested Jennifer Jeffery arrange a time in June that suits Rachel Hurd, and then JJ to contact Anne Jackman and Anna Blackman to get their input for dates/times.

Claire Dowling spoke regarding Douglas Roberts, which we believe is still in NZ. CD said we might be able to get him via Zoom – perhaps an option as speaker for AGM?

Discussion regarding AGM; PM suggested we leave arranging this till next meeting

13. Update: Conference 2020

Peter Miller: Done with winding up, next meeting to be held 2nd September 2020. Spoke with international speakers (two from Australia, one from United Kingdom), and asked if they had any preferences of dates. Do we want to do our Conference before or after the ASA? Booked venues have been accommodating with deposits, and this is all sorted.

14. Other Business

Nothing to report.

15. Date and venue of next meeting

25th June 2020 at 9am Via Zoom (Claire Dowling to arrange).

Meeting closed at 11:30am