

# 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 Otago House, Anderson Lloyd meeting room, Tuesday 21<sup>st</sup> July 2020 at 09:00am**

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

**1. Apologies:** All present

**2. Minutes of the last meeting June 2020:** Moved by Claire Dowling, seconded by Gwennyth Anderson

**3. Matters arising:** Nothing to report

**4. Correspondence:** Claire Dowling stated that the update she received from Evan Greensides was similar to the update that all branch members received earlier that past week.

#### **5. Financial Report/Update**

Balances: \$1057.43

#### Update on access for signatories – Tom Riley, Gwennyth Anderson:

Tom Riley will be heading to Kiwibank after the ARANZ Committee meeting to gain access as signatory. Gwennyth Anderson will also sort her role when she can. It was queried by Claire Dowling if GA should remain a signatory as she will be stepping down as President. Peter Miller said that it would be ideal for GA to remain as a signatory, as it is preferable to have more members able to access the account.

#### Reimbursement:

Claire Dowling purchased two greeting cards (One for Eleanor Leckie for service, and one for Douglas Roberts as a thank you). Claire Dowling is to be reimbursed \$13 for the purchase of these cards.

There is to be an allocation of up-to \$50.00 for the purchase of wine and juice for the AGM (Tuesday 18<sup>th</sup> August 2020).

There is to be an allocation of up-to \$50.00 for the purchase of a thank-you gift to Douglas Roberts for his talk at the AGM (Tuesday 18<sup>th</sup> August 2020).

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

Jennifer Jeffery has been having difficulty with receiving emails regarding updates from Council. Peter Miller suggested emailing council to inform them of the date of the next meeting to ensure and update is received, or as Gwennyth Anderson suggested, asking them to send an email after the council have met.

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

Claire Dowling reported that the plan she had set out of the year was disrupted by the Covid-19 pandemic, and therefore did not have a speaker at the last meeting. CD recruited two new members, one is a student at the University of Otago with an information management background, and the other is a student who is studying with the Victoria programme. Catherine is stepping down from her role.

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

Gwennyth Anderson asked if this should remain on our Agenda. Peter Miller said he would discuss this with GA later in the coming weeks, as they agreed to work on this, so they should follow through.

#### **9. Update: DCC Archives, records and heritage collections**

Peter Miller had not received any information regarding the submission, and we would have to ask the Dunedin City Council (DCC) about the result. Gwennyth Anderson is to write an email asking for the outcome of the submission, and ask about the specific recommendations for a place suited for an archival repository. GA to 'recast' last years email that was sent to the DCC for the same reason, and will do this in a couple of days.

## **10. Update: Community Archives**

Peter Miller has been in discussion with ARANZ Council. Survey is ready to be distributed and to go out to organisations and institutions who had items placed on the website and utilised it. Once the survey is completed, there will be discussion over whether it is worth having a replacement. Survey will be out at the end of the month (July), with a test run to begin with. Once the results are all in, it will be analysed and interpreted. The idea of a symposium will not go ahead as planned at the ARANZ Council AGM. Gwennyth Anderson asked about the support from Council, PM replied that Eric Boamah (ARANZ President) is very supportive as are other Council members.

## **11. Event Planning 2020**

### Otago/Southland AGM:

It was arranged by everyone that Tuesday 18<sup>th</sup> August 2020 would suit for the AGM. The venue of the Knox Centre of Ministry and Leadership (Presbyterian Research Centre, off Arden Street) was suggested by Rachel Hurd, and there is plenty of parking. Peter Miller and Yvonne Wilkie discussed that the time of 5:15pm for the start of drinks and nibbles, with our speaker Douglas Roberts starting at approximately 5:45pm. Claire Dowling is to email Jennifer Jeffery a small biography of DR to add to the invitation. RH asked about arranging a gift. CD said that it would have to be something DR could either use here, or take home – OCHO Chocolate was suggested and agreed upon. Gwennyth Anderson asked what we would do in terms of drinks and nibbles, wine and juice is easier than tea and coffee, and members to bring a plate. Queries over the glasses, RH stated Knox would be able to provide these.

### ARANZ Council AGM:

25<sup>th</sup> September 2020; Location is Hocken Collections, drinks and nibbles beginning at 5pm, starting at 5:30pm, and later a tour of the Hocken Collections. Peter Miller stated that we needed as many people as possible to attend to make a quorum, and asked whether we are trying to include people via Zoom. Rachel Hurd asked how many people is needed, PM did not know exactly, but perhaps 25. Peter Petchey mentioned it is hard to get people to attend events on Friday nights. PM added that it is not our responsibility to organise the event. It was mentioned that we might be required to acquire drinks/nibbles, but this was uncertain.

### 26<sup>th</sup> September 2020:

Planning day.

## **12. Update: Conference 2021 [Holding]**

Peter Miller to talk to ARANZ Council on Planning Day (Saturday 26<sup>th</sup> September 2020), and the Conference Committee are meeting at the start of September. Discussion will take place regarding a new proposed date, and from there the Committee would approach venues for booking. PM commented that it might just be an Australasian Conference due to Covid-19 restrictions. Claire Dowling mentioned that Robert Douglas would be interested in speaking and attending the Conference – again, Covid-19 restrictions would play a role .

## **13. Other Business**

Claire Dowling has recruited a new member, Jenny Chen, who is covering Emma Knowles' leave at Toitu. JC is studying the Master's Program through Victoria University.

Peter Miller mentioned that at the AGM Gwennyth Anderson will be stepping down as President, and that we need a replacement. PM wondered whether we should approach Amy Coleman of Archives New Zealand, to see if she would return to the committee and potentially become President of Otago/Southland. Yvonne Wilkie mentioned that you could place a term (e.g. two years) on it, so it would not be so daunting. GA said we needed more committee members, so that it is easier to transition in and out of roles. Tom Riley said he would be happy to take up the role of President. Claire Dowling suggested that the position could be rotated (e.g. TR for two years, CD for two years, Jennifer Jeffery for two and so on).

In regards to the Question and Answers Zoom event, GA said that it went well, and had about ten people attending. CD mentioned that it was recorded. PM asked if Jennifer Jeffery could send out the link to ARANZ members if they wished to see it.

## **14. Date and venue of next meeting**

Tuesday 8<sup>th</sup> September at 9am at Anderson Lloyd meeting room, Level 10 Otago House.

Meeting closed 9:45am.