

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, Thursday 10th September 2020 at 09:00am

Present: Anna Blackman, Tom Riley (Chairperson), Jenny Chen, Rachel Hurd, Claire Dowling, Peter Miller, Peter Petchey, Yvonne Wilkie, Jennifer Jeffery (Minute taker).

1. Apologies: Gwennyth Anderson

2. Minutes of the last meeting July 2020: Moved by Claire Dowling, Seconded by Rachel Hurd

3. Matters arising: Nothing to report.

4. Correspondence: Jennifer Jeffery was reminded by Evan Greensides about keeping Council updated with changes to Committee members/positions, additional minutes, and event planning from Otago/Southland Branch.

5. Financial Report/Update

- **Balances:** \$1057.49

- **Update on access for signatories:** Tom Riley and Gwennyth Anderson need to have a discussion regarding access.

- **Reimbursement:** Claire Dowling is to be refunded \$48.00 for the purchase of OCHO Chocolate. The chocolate was shipped to Douglas Roberts in Wanganui, as a thank you present for speaking at our event. The reimbursement was moved by Jennifer Jeffery, Seconded by Peter Miller.

6. ARANZ Council Update: Evan Greensides got in touch, as mentioned under '4. Correspondence.' Tom Riley mentioned that Council wanted an ARANZ banner in the foyer or outside for the AGM (25th September 2020). There was uncertainty from Anna Blackman regarding bookings that had been made at Hocken Collections. Peter Miller mentioned that Council are to get in contact with AB regarding the bookings etc. as they are organising their own AGM.

7. Information and records management (IRM) group update: Claire Dowling informed us that IRM group met last month four to five people attending, with two people requesting the recorded version. The IRM discussed General Disposal Authorities – Geordie from Archives New Zealand was involved, and managed to get colleagues who manage the General Disposal Authorities at Archives New Zealand in Wellington to 'Zoom' in. It was decided it is beneficial to record these meetings, as people who could not attend were still able to engage with the meeting later. Zoom makes the meetings more formal, and the causal/social aspect has dwindled. Zoom does mean more people can attend which is positive. Next week, the IRM will meet to discuss Standards – who uses them, and how. Tom Riley mentioned how there are Zoom 'Drop-in's' where people are online for a couple of hours and can join chat and leave etc. when they want.

8. Update: Listing of Branch Records at Hocken for Beaglehole: Peter Miller said that this is 'holding.' Nothing can be done until we are down to Alert Level One, as COVID-19 is still an issue. Gwennyth Anderson and PM will organise action when it is possible.

9. Update: DCC Archives, records and heritage collections: Peter Miller discussed the results from the submission. The Dunedin City Council concluded their submissions in June, PM and Gwennyth Anderson wrote to DCC for results. PM and GA received a letter back a generic letter from Simon Pickford, so asked specifically for recommendations. Reply is that they will include upgrades and developments of DCC archives in the Ten Year Plan, which is progress. Once the Ten Year Plan is published, depending on the outcome, will dictate ARANZ Committee response – if it is not included then we need to rethink how to address the issue, ask for support, and lobby for its inclusion.

10. Update: Community Archives: Peter Miller has been talking to Eric Boamah about addressing the need for a Community Archive, and who would host it, since Archives New Zealand shut it down. A survey was issued widely to members in the records and information management community, asking for feedback. PM encouraged everyone to

complete it, and share it around. ARANZ Council will get a feeling regarding the need for a Community Archive – whether there is a strong desire, a little desire or no desire to continue on with the service.

11. Event Planning 2020

Douglas Roberts: Tom Riley stated that the event went well, and had positive responses from those who attended, plus individuals mentioned how they wished they could have gone, and gave apologies etc.

ARANZ AGM: 25th September 2020: Peter Miller mentioned we need to promote the AGM as much as possible, to make sure we have a quorum. Jennifer Jeffery asked if they needed to be ARANZ members, PM said that the public can join the AGM, but they would be unable to vote.

12. Update: Conference 2021: Claire Dowling informed us of the progress that has been made since our last ARANZ meeting. The Committee meetings have resumed, and are meeting monthly, after stopping in March. The Committee are currently getting in contact with venues and trying to rebook. The Committee want their 'ducks in a row' so that all functions (e.g. the dinner) can go ahead. Planning is a tad difficult due to the current COVID-19 climate, and everything is so uncertain. The dates for the conference are being organised – having to juggle the University of Otago holidays, school holidays, the ASA Conference and the International Archives Conference – to ensure that people can attend all of these events and nothing clashes. Ideal date would be the week after the ASA Conference, around the school holidays. Peter Miller added that if the COVID-19 situations does not improve, we might have to think of alternatives. An important aspect to Conferences is the socialising, this might be lost if we did everything via Zoom or Webinars. We might be able to hold something nationally, and international speakers might 'Zoom in.' PM questioned if we could make money from this – Conferences are a major source of income. PM wondered who would organise/host the technology side of things. It was mentioned by CD that conferences have been breaking up the talks (e.g. 6 weeks of 'lunch hour' talks), and this could be an option. Anna Blackman asked if, by March, things were looking bad, would Webinars be the way moving forward? PM stated that by March, if COVID-19 was still a major issue in New Zealand, we would have to think about online options, and possibly not holding the conference if it became a bigger issue. PM added that they would have to talk to Council, and that it would be a shame if people who prepared papers could not present them. Tom Riley suggested looking at other conferences held during the COVID-19 pandemic, to get ideas.

Anna Blackman offered her services to join the Conference Sub-Committee, Peter Miller moved, Tom Riley Seconded. AB mentioned that the University of Otago have access to technology to hold conferences.

13. Other Business: Peter Miller brought up the idea of holding another event – perhaps one in October. A Christmas party was suggested. Tom Riley agreed. PM and TR remarked that a Christmas Party held in November would work best – as December is usually a hectic time for many people.

14. Date and venue of next meeting: Tom Riley suggested a time early in October, so we have time to organise an event. It was decided: Thursday 1st October @ 9am – Venue TBC.

Meeting closed: 9:32am.