

**MINUTES OF THE MEETING OF THE OTAGO/SOUTHLAND BRANCH COMMITTEE OF THE
ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, HELD AT
Toitū Otago Settlers Museum, on Thursday 30 January November 2020 at 9.00am.**

Present:

Gwennyth Anderson (Chairperson), Claire Dowling, Rachel Hurd, Jenny Jeffery, Emma Knowles (minute taker), Peter Miller (Chair), Peter Petchey, Yvonne Wilkie

1. Apologies: Chris Scott, Tom Riley

2. Minutes of the previous meeting

Minutes of the meeting held on 7th November 2019 passed. Moved by Peter Miller; seconded by Claire Dowling.

3. Matters arising n/a

With Emma Knowles leaving the committee the Secretarial duties have been taken over until the next AGM by Jenny Jeffery; Treasurer duties have been taken over by Claire Dowling. Next meeting at Anderson Lloyd at 9 am on the 27th of February. Claire D to circulate instructions for entry to the meeting at Otago House. It was discussed that Knox College may be a possible consistent new venue.

4. Correspondence

Correspondence from Evan Greensides, new Branch Liaison for ARANZ requesting a branch update which was provided by Gwennyth, Emma and Claire.

No correspondence from Catherine Barriga as Branch Liaison; Jenny to request this prior to next meeting. Next ARANZ council meeting scheduled for the 17th of February.

5. Financial Report

Balance: 1056.67

Financial Report remains unchanged, with the addition of several cents interest.

Claire Dowling and Tom Riley, still to be added to the Branch account. A time for an appointment to be arranged to set this up with Kiwibank. Emma to email through details to the new signatories and connect them with the treasurer Susan [Sue] Hanham.

6. ARANZ National Council Report

No update received. Jenny will ask Catherine Barriga for an update and distribute this as mentioned above.

7. IRM Group Update

Claire Dowling organised a tour of the Clinical Records Department of the Dunedin Public hospital just before Christmas on the 18th of December. It was an informative tour of their processes, storage and systems. The tour was well attended. The manaaki of the staff, their dedication and knowledge made for an enlightening and welcoming experience for all attendees.

Claire is working on a programme and topic list for the upcoming monthly meetings including guest speakers. One is already booked in for May – Alison Breese. The intention is that knowledge of the topics well in advance will provide people with the time necessary to organise attendance in their interest areas, especially those travelling from out of Dunedin.

8. Holding: Listing of branch records at Hocken Collections to be shared with holdings at Beaglehole Room, Victoria University

Peter M and Gwennyth deferring this until after the 2020 ARANZ conference.

9. School of Mines Records

Holding. A discussion of the National Library purging non-New Zealand published material. Noted that the University Librarian, Howard Amos, retiring tomorrow. Assurances from Howard Amos have been received concerning the University retaining published material. It is the intention of the committee to remain vigilant in raising any concerns about the University divesting itself of published material.

10. Holding DCC: Long Term Plan concerning archives, records and heritage collections

Peter M, Peter P and Stuart Strachan to make another submission in the annual plan.

PP and PM to talk to councillors concerning the last submission and the committee's concerns; will ask to include a physical tour of the archives and a briefing in person with Sophie Barker, Aaron Hawkins and other sympathetic members.

GA to draft a letter and ask on behalf of the committee for an update from Simon Pickford or the Council CEO Sue Bidrose on the progress concerning better storage of the DCC archives.

It was discussed if publicity or advocacy from the National Council might move things forward or be a next option.

11. Community Archives

No further update. Enquire if there is any update from National Council via Catherine Barriga / Evan Greensides.

12. EVENT Planning 2020

EOY and Members event, November 2019

Tom Brooking spoke in late November concerning using archives, and how archives have changed over the course of his 30-year career. The committee was grateful for the ability to utilise the space at Hocken for this event. The talk was well attended [c 24] and received. Tom was presented with a card on behalf of the committee.

Barbara Brookes

Gwennyth to email Barbara concerning possible dates for us to choose from in March. Knox College or Dunedin Public Library suggested as a venue. To confirm date and venue at next meeting.

Douglas Roberts

An additional speaker offered for April through National Council is the Scottish Council of Archives Education Developer, Douglas Roberts in Dunedin from 6-16th of April. He is willing to meet with Archivists interested in developing education and outreach programmes. Our branch will organise this in Dunedin to facilitate him meeting with institutions. Proposed venue of Hocken; Propose early in the week. PM to approach Anna Blackman with a proposed date of the 7th or 8th of April. CD to approach Douglas to confirm most convenient date.

Archaeology and Social Anthropology visits to institutions, 2020

Peter Petchey stated there was a new group of students. To visit one of three institutions this year, given the changeover at several of them. Proposed to visit Archives New Zealand, Hocken or Presbyterian Archives; most likely ANZ and Presbyterian Archives this year.

13.Conference

Tom Riley stepped down as convenor. Peter Miller has been asked by the conference committee to be the new convenor. This suggestion was approved by the branch: Moved by Yvonne Wilkie; seconded by Gwennyth Anderson.

Reported that development of the programme was going well. Addition of an Architectural Archives day in the works, with David Murray and others as speakers.

14.Other Business

Emma K has almost completed tidying up records digitally and in hard copy to hand to the Treasurer and Secretary, hopefully next week. The branch thanked Emma for her work on the committee over the last 5 years.

15.Date of next meeting

Date of next meeting: 27 February 2020

Venue: Otago House, Anderson Lloyd meeting room. Further directions to be given in the new agenda.

Meeting closed at 10.10