

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/Zoom, Thursday 1st October 2020 at 09:00am

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

1. Apologies: Peter Miller

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

3. Matters arising: Nothing to report

4. Correspondence: Jennifer Jeffery received an email from Suzie Best of the Otautau Museum requesting letters of support for the Museum Hardship Fund. Tom Riley wrote a letter on behalf of ARANZ Otago/Southland branch in support. Gwennyth Anderson received an email from the Dunedin Public Library regarding the booking for the Dunningham Suite for the ARANZ Conference that was to be held this year. GA cancelled the booking on behalf of the Conference Sub-Committee

5. Financial report: Balance: \$996.52.

The balance has decreased due to the reimbursement for Claire Dowling who paid for Ocho Chocolate and Thank-you cards for our guest speaker (Douglas Roberts). Jennifer Jeffery and Claire Dowling have signed the minutes allocating Claire Dowling the money owed. CD will check with Susan Hanham if all the paper work is in order and correct.

Gwennyth Anderson needs to double check that she has access to the account, CD mentioned that it might be possible to do this over the phone. Tom Riley believes he has access to the account, but will confer with Kiwibank.

6. ARANZ Council update: Council was in Dunedin for the AGM held Friday 25th September 2020 @ 5:30pm, Hocken Collections. It was considered to be a successful evening. On Saturday 26th September Council met for strategic planning, Claire Dowling and Peter Miller went along. CD and PM spoke about the Conference, and the organisation that is taking place in hope for next year.

7. Information and Records Management (IRM) group update: Claire Dowling stated that the Group met three weeks ago, and the Group discussed Standards (New Zealand and International). There were approximately 6-7 people in attendance. Tom Riley asked to what extent are Standards utilised. CD explained that organisations use the Standards as a starting point, and use them as guidance to create

an in-house policy. This month the IRM group will discuss Change Management (?), in November Office 365, and December the Group will have drinks! Again, Zoom has been a beneficial element in increasing members participation. Those who can't physically be in the meeting are able to attend.

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

9. Update: DCC Archives, Records and Heritage Collections: Gwennyth Anderson mentioned that no update has been given. ARANZ will have to see if our contributions have been added to the 10 Year Plan etc. If no changes are planned, we may have to rethink our methods to gain traction.

10. Update: Community Archives: Tom Riley asked if ARANZ Branch members have all completed the survey – Resounding yes from all members.

11. Event planning 2020: Tom Riley began by saying that the ARANZ AGM went well, and there were no logistical glitches. Anna Blackman explained that ARANZ emails were delivered to the 'Junk/Spam' folder – and this might be an issue for more people. AB also mentioned how ARANZ Council made no considerations of a 'Plan B' if the Alert Levels were raised to Level Two during the COVID-19 Pandemic. From the Hocken Collections' point of view, there would have had to be accommodations made. The number of people attending would be limited, seating would have to be altered, the tour may/may not have taken place due to numbers. Tom Riley stated that Council was optimistic that the AGM would go on, with no Plan B (e.g. Online only, arrangements as to who can attend if numbers are capped). TR wanted this fed back to the Council. Gwennyth Anderson added that Council were the ones to arrange the event, so it was up to Council to have made arrangements if 'Plan B' was activated.

Other events: Anna Blackman and Claire Dowling suggested a Christmas party. Tom Riley suggested that James Beattie could be our speaker.

Gwennyth Anderson asked about the Hocken Lecture – lead by Barbara Brookes. AB explained that they are waiting on confirmation of dates and arrangements, but will find this out shortly, and send it through to Branch members. GA asked if we wanted to invite ARANZ members to this event. AB Also mentioned that Hocken Collections have their 'Donor Day,' which is to be held on Saturday 5th December 2020.

12. Update: Conference: Claire Dowling exclaimed that her and Peter Miller went to the ARANZ Council planning meeting. Discussions around that would happen at Level Two; and the answer was the Conference would not be held (space is too tight, and to obtain larger spaces would be too costly). Other options are Webinars – spread over a longer period of time (e.g. not over two days). Council are to get back to the Conference Sub-Committee by the 15th October regarding what their decisions are, if Level Two is instated. CD felt more uncertain after the discussion with Council. If these plans fell through, the Sub-Committee would probably not try a third time. If the Conference was cancelled, there would be a financial loss – deposits on rooms etc. There needs to be input from the archives and records and information management community regarding what they would like to see if the conference is not held in person. CD believes that it might be best to just plan for a virtual event, as Alert Levels can change rapidly. Tom Riley said that it is disappointing, but Webinars are not without value.

12. Other business: Tom Riley quired if we should aim to have more casual catch-ups for the branch in the new year (2021). It was agreed by all that this would be a great idea.

14. Date and Venue of next meeting: Thursday 29th October @ 9am via Zoom or at Otago House, Anderson Lloyd.

Meeting closed 9:45am.