



AGENDA 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 22nd April 2020 at 10.30am.

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

1. Apologies: Gwennyth Anderson

2. Minutes of the last meeting February 2020:

Minutes of the Meeting held 27th February 2020 passed. Moved by Peter Miller.

3. Matters arising

Rachel Hurd brought up what can be done with archives in the current climate of Covid-19 now and the following weeks. Peter Miller suggested we discuss this later in the meeting under '12. Event Planning 2020', where we can discuss ARANZ more generally and consider what can be done to promote archives. All agreed.

4. Correspondence

Peter Miller: No updates to report.

5. Financial Report/Update

- Balance: \$1,057.33

Peter Miller asked how the signatories were getting on, Claire Dowling reported she had access to the accounts, but needed the approval of either Tom Riley or Gwennyth Anderson before an action could take place. Tom Riley mentioned that he had nearly gone through the process when Covid-19 Lockdown began, so will continue this once he has access to the bank.

6. ARANZ Council Update

Peter Miller informed all that the next ARANZ council meeting will be held in May 2020. ARANZ council have been involved in the questioning why the Community Archives was discontinued. It is believed that Archives New Zealand decided to stop hosting the Community Archives website/database with little consultation with the public and professional archivists. ARANZ council will be taking up this decision with Archives New Zealand. ARANZ is in a position where it can speak up for the sector. Yvonne Wilkie asked if there was a survey or questioner regarding the future of Community Archives, Peter Miller responded saying there was no community wide input, instead a decision was made, without consulting stakeholders and those involved. Peter Petchey mentioned this drew a parallel to what happened to the reduced hours/access to the Reading Rooms at Archives New Zealand. Rachel Hurd mentioned that this is reflective of a wider movement of pushing the digital aspects of archives and forcing many to have their own websites and online databases. Peter Petchey stated that this exacerbates the lack of digital access to records, with little consideration or discussion with the public or professional communities. Yvonne Wilkie mentioned that there was often little discussion with ministers regarding these decisions. Peter Miller put forward that ARANZ spends time and money on trying to support national access, which is positive for the records community.

7. Information and records management (IRM) group update

Claire Dowling stated that the meetings were non-existent. The scheduled meeting that was due in March was postponed due to the nationwide imposed lockdown due to Covid-19, stopping events and meetings to occur. CD suggested a Zoom meeting but received no responses in support of this. CD is unsure about what will happen next month, but the next meeting is scheduled on the 20th May, and more effort will be made to connect with members.

The topics planned for this year will be shifted into 2021. Peter Miller agreed that there might be other priorities stopping members from attending (in person or via digital conferences).

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

9. Update: School of Mines Records [Holding]

10. Update: DCC Archives, records and heritage collections

At the last ARANZ (Otago/Southland branch) meeting held 27th February 2020, it was decided that Peter Miller, Peter Petchey, Stuart Strachan and Gwennyth Anderson would form a letter to write to the DCC regarding an update on their archives, with intentions to speak to councillors. Since the last time ARANZ got feedback from the DCC action has not been initiated – no physical actions have taken place (e.g. movement of archives to a safer area). Peter Miller suggested that a submission for a proposal on the DCC Ten Year plan, which is reviewed every three years. PM mentioned that he is unsure how the council will hear these proposals with the current state of lockdown of Covid-19, whether this will be done in person or via an electronic platform. The submission deadlines have been extended. Jennifer Jeffery is to send the submission to members of Otago/Southland ARANZ committee. PM mentioned that this is the fourth year ARANZ has recommended changes for the safety of the archives, and nothing has been achieved. PM informed the committee that the New Zealand Government are offering to spend money on projects, and that the DCC should use this opportunity to gain funding to make positive changes. PM stated that he has suggested that the DCC work with other institutions such as the Regional Council or the Hocken Library.

11. Update: Community Archives [holding]

Previously discussed

12. Event Planning 2020

- AGM [holding]

- Update Barbara Brookes (New date to be arranged)

Peter Miller stated that Barbara Brookes talk was postponed due to Covid-19 restrictions, and questioned whether it would be possible for Brookes to do a podcast, and Claire Dowling suggested she could record her talk at her home and send out the link for members to watch. PM said that he would talk to Gwennyth Anderson to discuss if she is able to contact Brookes regarding the talk.

- Douglas Roberts?

Claire Dowling stated that Douglas Roberts will be stuck in New Zealand and believed that it was probably unlikely that we would be able to reschedule, due to Roberts trying to get back to Scotland.

- Wider programme

Peter Miller mentioned that the AGM needs to be organised, but this depends on the current protocols regarding gatherings during the Covid-19 pandemic. PM questioned if there is something we can do virtually.

Claire Dowling mentioned the ASA training courses that are discounted for ARANZ members, and perhaps promote this.

Yvonne Wilkie mentioned that it would be beneficial for members to know where archival repositories are, in terms of access and what can be done to support users.

PM suggested putting out an email with events when they have been arranged, including items like ASA training courses, links to news and updates in our area. Rachel Hurd mentioned we should pull together information from the various organisations to communicate what is open and available. Claire Dowling said to share this information as lockdown restrictions change – questions arose from CD as to whether we want to hear about what other archives are doing, how they are coping with the changes (e.g. not having physical access to collections).

PM mentioned that we should also ask what actions archival repositories are undertaking to ensure that there is no damage to their collections – water damage, maintaining controlled temperatures, physical security, and reporting on significant findings. Members are to email Jennifer Jeffery with how their institutions are coping, and JJ is to issue email to all members to inform them of what is going on in the archival realm in Dunedin.

Rachel Hurd mentioned a LIANZA spreadsheet which documents what services libraries will be offering at each alert level. Tom Riley stated that this would be hard to create a similar document for archival repositories due to the variety and scope of each institution. CD mentioned that LIANZA has useful webpages on how to take care and ensure safety during the Covid-19 pandemic and will send links to committee members.

13. Update: Conference 2020

Claire Dowling announced that the Conference to be held in September 2020 would be postponed till 2021. It was decided that the coming months are uncertain which would affect domestic and international travel would be disrupted – which would stop participants from coming. The Conference date for 2021 is undecided, and to be announced later. Peter Miller has been contacting those involved – including those whose facilities that were to be used, and asking that there is no penalty for their postponement, and informing those involved that the Conference will be held in 2021 in hope that the same facilities can be used again. The planning for 2020 has not been wasted, as it is hoped that this can be shifted till 2021 – Some speakers have agreed to speak in 2021.

14. Other Business

15. Date and venue of next meeting

Claire Dowling suggested we could use Zoom again, if Covid-19 is restricting public gatherings. CD to create a Zoom meeting, but also to book a room at Otago House, Anderson Lloyd meeting room in case we can meet in person.

Date: Wednesday 27th May 2020 at 10:30am.

Meeting closed 11:22am.