



**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 Hocken Collections, Thursday 22<sup>nd</sup> April 2021 at 09:00am**

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

**1. Apologies:** Jenny Chen, Peter Miller, Rachel Hurd, Anna Blackman

**2. Minutes of the last meeting March 2021:** Moved: Claire Dowling  
Seconded: Tom Riley

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

**4. Correspondence:** Jennifer Jeffery mentioned the emails she has received from Peter Miller; PM has emailed Stephen Clarke on behalf of the Otago/Southland Branch regarding the state of the DCC Archives. Tom Riley will sign this letter and present it to the DCC today (22/04/2021).

Tom Riley sent a 'Thank-you' email to Amanda Hunter of Invercargill Library and Archives, on behalf of the Committee for her assistance during Southland Heritage Month. TR received a pleasant response from AH.

**5. Financial Report/Update:** Balance: \$996.70 (3 cents worth of interest!)

Claire Dowling asked about the reimbursement of Rachel Hurd (for payment of lunch etc. when she went to Invercargill for Southland Heritage Month). Jennifer Jeffery had spoken to RH, who did not want to receive compensation. Tom Riley moved financial report; Gwennyth Anderson seconded

**6. ARANZ Council Update:** Claire Dowling mentioned the Alert Update; Halyee from Hamilton has joined Council. Queries over Chris Meech joining in on Branch Committee meetings - Tom Riley stated that no decision has been made, but TR will follow up. CM is likely to attend next Branch meeting. CD informed the Committee that Council are having shorter but more frequent meetings for efficiency. The Council are making new appointments, CD is interested to join, but not in 2021 as her work load this year is taxing.

**7. Information and records management (IRM) group update:** Claire Dowling informed the Committee that the IRM Group met last night (21/04/2021) and discussed Metadata. There were two new attendees: Tiffany from Clutha Council, and Ellie who is the new Information Manager at Waitaki District Council. CD sent meeting details to Evan Greensides to forward to Council. Due to a technical glitch, CD had to rush around to get Zoom sorted etc. CD has decided that from henceforward, all IRM meeting will be conducted entirely via Zoom – it is less stressful, and more reliable. It also means CD does not have to hire a room, just for no one to show etc. CD is aware that not every member will join every week, but Zoom will be more flexible if numbers are few.

**8. Update: Listing of Branch Records at Hocken for Beaglehole [Holding]:** Gwennyth Anderson was unable to meet with Peter Miller and Anna Blackman to discuss this at the previous meeting (parking issues). GA is trying to reduce her role, but made the commitment to this project two years ago, and the urgency has shifted. There was discussion that there is not as much there to work through has anticipated. Claire Dowling added that her employer (Anderson and Lloyd) hold a 'Community Day' each year. CD is hoping that she will be able to work on the Branch Records for her 'Community Day.' Tom Riley and GA said that it would consist of a Box list or a File list at the very most. TR will ensure that Anna Blackman will get in contact with CD about this.

**9. Update: Community Archives:** Holding

**10. Event Planning 2021:** Discussion around an Architecture Day – Led by David Murray and Susan Irvine. It would be a whole day event. Claire Dowling said she would get in touch with SI to communicate with DM when an appropriate time is for them both. Hopefully before the July School Holidays.

Tom Riley is to get in contact with Jennifer Jeffery regarding AGM arrangements – looking at sometime in August. TR added that Anna Blackman mentioned at the previous meeting that Stephen Clarke might be in Dunedin at some point – and it might be an idea to get him to speak at an event.

TR brought up the failed event with Micrographics (due to COVID-19 restrictions) and thought it might be worthwhile arranging our own cross-sector event.

**11. Other Business:** Peter Miller gave Jennifer Jeffery the Otago/Southland Branch Cashbook from 1977-1995. JJ reported that it was given to PM on the 24<sup>th</sup> March 2021 from John Timmons who was Branch Secretary/Treasurer in 1995. JT was tidying papers when he found it. It will eventually make its way to the Hocken.

**12. Date and venue of next meeting:** 3<sup>rd</sup> June 2021 @ 9am, Hocken

Jennifer Jeffery to talk to Jane Thomsen, Rachel Hurd and Susan Peters about using the facilities at Knox/KCML.

Meeting closed: 9:40am