



MINUTES for the meeting of THE OTAGO/SOUTHLAND BRANCH OF THE ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, held via Zoom, Wednesday 31st March 2022 at 10:00am

Present: Peter Miller, Amanda Hunter, Claire Dowling, Tom Riley (Chairperson), Chris Meech, Anna Blackman, Rachel Hurd, Jennifer Jeffery (Minute taker)

1. Apologies – Jenny Chen, Peter Petchey

2. Minutes of the last meeting March 3rd 2022: Moved: Claire Dowling, Seconded: Rachel Hurd

3. Matters arising N/A

4. Correspondence

- Prue Milbank: Will discuss under 'DCC Archives'

5. Financial Report/Update: \$747.17, no change in balance, expecting a few cents of interest today. Moved: Peter Miller, Seconded: Chris Meech

6. ARANZ Council Update: Chris Meech gave an update from Council. Council have been in touch with the Chief Archivist regarding advice on retention and disposal of information collected during the COVID-19 Pandemic, whom responded with an outline. It is in the works to get Archives New Zealand to publicise this on their website. CM also mentioned that there are discussions between ARANZ and a major tertiary education provider regarding reduced fees for ARANZ members. Claire Dowling was enthusiastic about this. CM added that the Council are trying to get the lunchtime Kōrero organised. CM said there is nothing from Council regarding the Community Archive.

7. Information and records management (IRM) group update: Claire Dowling informed the Committee that the IRM group meet two weeks ago, and discussed International Standards. Andrea McIntosh spoke. The group got a better understanding on how International Standards work. In April Jane Smith from Central Otago District Council will talk about her career – including her time spent at the Southern District Health Board.

8. Update: Listing of Branch Records at Hocken for Beaglehole [Holding]: Anna Blackman to sort.

9. Update: Community Archives [Holding]: N/A

10. Event Planning 2021

- Kimberley Stephenson (NZCCM President, Australasian Registrars Committee, LIANZA Mixer).

Jennifer Jeffery spoke with KS last week regarding her work on the Tū Tonu Regional Museums Project, especially the surveys she has offered. JJ asked the committee if it would be okay for KS to host a Zoom with ARANZ Otago/Southland members to discuss her work, her survey, our survey (discussed below) and the needs/wants of the ARANZ members in regards to training. Committee agreed and JJ is to organise with KS a time in May (Thursday 5:30pm) to do this. JJ to talk to KS about the social mixer with the other groups (NZCCM President, Australasian Registrars Committee, LIANZA Mixer). JJ talked about the idea of having a box of unwanted archives for members to arrange/describe and appraise from home – to discuss as a group on Zoom, if in person events cannot go ahead. Tom Riley suggested scanning a set of archives so all participants have the same items. Inclusion of pests was liked by all. Chris Meech added that digital arrangement and description would flow easy on Zoom.

- Survey

Claire Dowling, Jenny Chen and Jennifer Jeffery met two weeks ago to discuss the survey. CD sent the draft survey to the Committee for feedback. CD suggested sending it out in the next week or so, then request it back around 25th April, so we have time to analyse the results before the Zoom mentioned above. Peter Miller raised the point that we should ask if members want to do things in the weekdays or weekends – especially if there is travel involved. Members might want socialising events on different days to seminars etc.

- Lunchtime Kōrero

Claire Dowling, Rebecca Clarke and Jane Smith will speak. It will be a round robin of questions, which will Jennifer

Jeffery will ask the panel.

Social media posts

JC, CD and JJ discussed having social media posts fortnightly/monthly to promote Otago/Southland institutions. JC started with Toitū and has some feedback from other institutions. This idea was encouraged by the Committee

11. DCC Archives

Peter Miller and Tom Riley spoke last week. Both PM, TR, Stuart Strachan and Peter Petchey are eager for a site tour, before ARANZ can endorse the Dunedin City Council (DCC) plans for storage. TR has been speaking with Jason McDonald about the plans and processes. At the moment, the DCC are looking into the sites floor loading, which will dictate how much space is needed. The DCC are reluctant to give a tour of the site, without this information. Hopefully in early April a tour would be permitted. JMD suggested writing a submission in support of the actions that have been carried out so far. Wording from ARANZ would need to be careful, if a site has not been approved, or if an approved site has not been sighted by ARANZ. However, we can support the process the DCC are carrying out, and the progress being made. It was pointed out that it is great the DCC are seeking support and advice from us. TR added that we do need to be careful that we are not taken advantage of. TR has also received an email of thanks from Prue Milbank, the sole archivist at the DCC Archives.

12. Other Business

- Sending summary of Minutes to Otago/Southland members

Jennifer Jeffery brought up the suggestion made in the meeting with Jenny Chen, Claire Dowling and JJ, that was to send out a summary of the Minutes to members. Although members can access these Minutes on the ARANZ webpage, there is doubt that many do. A paragraph or two to members would keep them updated and informed about what we are doing – opening up the lines of communication. Committee agreed and JJ will do this going forward.

- Upcoming available roles on Council

JJ has decided she will run for Membership Secretary on ARANZ Council, as Chris Meech will be stepping down from this role. JJ explained that due to this, JJ will have to step down as Secretary of the Branch as the workload would be unmanageable. CD added that she is also considering joining Council, but needs to discuss this with her employer and also consider her current workload. Peter Miller asked for this to be an item on the Agenda next meeting to discuss and plan these changes. CD added that it might be an ideal time to discuss the President, Treasurer and Secretary in general, and see if anyone would like the opportunity to hold an office.

13. Date and venue of next meeting

Thursday 5th May @ 10am via Zoom

ARANZ Webmaster is inviting you to a scheduled Zoom meeting.

Topic: Otago/Southland ARANZ Committee Meeting

Time: Mar 31, 2022 10:00 AM Auckland, Wellington

Join Zoom Meeting

<https://zoom.us/j/94437338288?pwd=NklKaTRrajRtd1Z6RlByaUhMSU0vQT09>

Meeting ID: 944 3733 8288

Passcode: 825958

One tap mobile

+6448860026,,94437338288#,,, *825958# New Zealand

+6498846780,,94437338288#,,, *825958# New Zealand

Dial by your location

+64 4 886 0026 New Zealand

+64 9 884 6780 New Zealand

+64 3 659 0603 New Zealand

Meeting ID: 944 3733 8288

Passcode: 825958

Find your local number: <https://zoom.us/u/axHcEUArs>