

The logo for ARANZ (Archives & Records Association of New Zealand) features the word 'ARANZ' in a large, bold, white, sans-serif font against a black rectangular background.

ARCHIVES & RECORDS
ASSOCIATION OF NZ
TE HUINGA MAHARA

**MINUTES for the ANNUAL GENERAL MEETING of THE OTAGO/SOUTHLAND
BRANCH OF THE ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND,
TE HUINGA MAHARA, to be held via Zoom,
Tuesday 18th August 2020 at 5:30pm**

Present: Peter Miller, Jennifer Jeffery (Minute taker), Gwennyth Anderson (Chairperson), Peter Petchey, Claire Dowling, Senga White, Maryam Nakhoda, Jenny Chen, Yvonne Wilkie, Rachel Hurd, Abigail Brooks, Tom Riley, Chris Meech.

1. Welcome

The chairperson, Gwennyth Anderson, welcomed the branch members and other attendees to the AGM, 13 in total. Claire Dowling was thanked for arranging the Zoom meeting.

2. Apologies

Anne Jackman, Anna Blackman, Suzie Best, Gavin Ashworth

2. Minutes of previous ANNUAL GENERAL MEETING held 22nd August 2019

Minutes of previous AGM moved by Yvonne Wilkie, Seconded by Peter Miller without correction.

3. Annual Report (Gwennyth Anderson)

Gwennyth Anderson read out the report for the year 2019-2020. Gwennyth noted the difficulty the Branch had in organising events in the past year due to the COVID-19 pandemic. Gwennyth also expressed her thanks all the hard work that the Committee has engaged with this year. This included the efforts surrounding The Community Archives, the submission to the DCC, the arrangements regarding the ARANZ 2020 Conference, and Claire Dowling for her work with the Information and Records Managers Group.

4. Financial Report (Claire Dowling)

Financial report was presented by Claire Dowling. The bank balance has remained stable this year, with an increase of .91 cents interest. Claire mentioned that no fundraising had taken place in the form of raffles, as there has been no events this year due to the COVID-19 pandemic. As of 30th June 2020 the balance stood at \$1057.43.

The financial report was accepted. Moved by Rachel Hurd, Seconded by Gwennyth Anderson

5. Nominations:

	Nominator	Seconded
Tom Riley - Chair returning	Gwennyth Anderson	Peter Miller
Claire Dowling - Treasurer returning	Yvonne Wilkie	Jenny Chen
Jennifer Jeffery - Secretary returning	Jenny Chen	Gwennyth Anderson

Nomination of Committee: Claire Dowling Jennifer Jeffery

Gwennyth Anderson	returning		
Jenny Chen	new		
Rachel Hurd	returning		
Peter Miller	returning		
Peter Petchey	returning		
Yvonne Wilkie	returning		
Anna Blackman	new	Tom Riley	Gwennyth Anderson

Gwennyth Anderson is stepping down as Chairperson, and had nominated Tom Riley to fill this position. Gwennyth will remain on the Committee. There was an additional nomination for Anna Blackman of Hocken Collections to become a Committee member. Anna Blackman was nominated by Tom Riley and was seconded by Gwennyth Anderson. It was decided by all current Committee members that another committee member would be beneficial. The Committee Branch now consists of ten members.

6. Other business

Peter Miller offered to speak about either the DCC Submission or The Community Archives to anyone who is interested. Jenny Chen asked about some clarification surrounding The Community Archives, and what was no longer supported by Archives New Zealand. Peter Miller explained that it was the actual database that was no longer supported by Archives New Zealand, and all that remained was the directory. Gwennyth Anderson thanked Peter Miller for all his hard work surrounding the DCC Submission and The Community Archives. Tom Riley thanked Gwennyth Anderson for all her dedication over the years, claiming it was a gargantuan effort and was very much appreciated by all.

Meeting was declared closed at 5:53pm.

Following the meeting Douglas Roberts will give an *Archives Education Workshop*.

Douglas Roberts gave an engaging talk on his work with Archives in the field of education. Douglas talked about a number of projects which have been successful. One of these projects was John Alex Vietch War letters, where local drama students made audio recordings of the letters, The East Dunbartonshire's War where students performed scenes created from letters of a nurse in World War One, the Boyd brothers war letters where another performance was created, and the Tiree mermaid deposition which was designed for young pupils who lived on the island of Tiree. Douglas was asked by Peter Miller as to how he gets funding for such projects, and Douglas informed us that he gets financial support from the Scottish Council on Archives and the Heritage Lottery Fund.

Douglas Roberts was thanked by all. Douglas then offered his contact details to all participants if they

would like further contact, Jennifer Jeffery to send this information to all participants. The hope is that we can all meet Douglas Roberts in person, once the COVID-19 pandemic has settled, to allow us to do so.