



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 9th February 2022 at 09:00am

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

1. Apologies: Chris Meech

2. Minutes of the last meeting November 2021

Moved: Peter Miller

Seconded: Claire Dowling

3. Matters arising

- Tom Riley warmly welcomed Amanda to ARANZ Otago/Southland branch meetings
- Peter Miller has not heard back/received report from Hocken Review. Anna Blackman informed PM that he needs to ask for the report in order to receive it. PM will follow up on this.
- Peter Miller has heard nothing in regards to Southland Heritage Month. Amanda Hunter informed the Committee that Southland Heritage has held a meeting regarding the event, but is yet to hear back from them. AH mentioned that the Invercargill City Libraries and Archives have decided to not go ahead with their events in March, but rather hold these events later in the year. AH to inform Tom Riley of the decision that eventuates out of the Southland Heritage meeting.

4. Correspondence: N/A

5. Financial Report/Update

Total balance: \$747.11

Claire Dowling brought to the Committees attention that Gwennyth Anderson and Emma Knowles are still signatories for the Otago/Southland branch.

Claire Dowling and Tom Riley will take signed minutes to Kiwibank to show that Gwennyth Anderson and Emma Knowles should be removed as signatories as they are no longer a part of this Committee.

CD added that we need to keep an eye on our signatories in the future, and be proactive when signatories leave.

6. ARANZ Council Update

Tom Riley mentioned that Council/Evan Greensides sent out a newsletter explaining that the Conference will be cancelled this year, and it would be up to Committees to arrange and host events. Claire Dowling added that it is important to note that Council are asking Committees and members to put their hands up to volunteer to arrange/hosts events, instead of Council asking for their assistance.

7. Information and records management (IRM) group update

Claire Dowling is currently making plans for the IRM group. CD and Jenny Chen had a catch-up regarding these plans. There are a few gaps in her calendar, so CD is welcoming suggestions for speakers or topics. Andrea McIntosh is to speak next week on International Standards.

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

Claire Dowling completed listing the Branch Records. All records that were not held were destroyed or scanned and put on the Google Drive and then destroyed. CD still has the flag and the binding supplies for the directories. Peter Miller suggested that we put Branch Records on the Agenda once a year to keep on top of them. PM inquired about the Wellington Branch Records. TR to check that items that were to be destroyed, are.

9. Update: Community Archives [Holding]

Peter Miller said there was no update regarding the Community Archive. Still waiting to hear back from Archives New Zealand.

10. Event Planning 2021

- Southland Heritage Month – March; TBA whether this will go ahead.
- New heritage adviser (DCC) Mark Mawdsley – Tom Riley to make contact with MM just to make sure he knows who we are.

11. DCC Archives

Jason McDonald made contact with Tom Riley to discuss the DCC (Dunedin City Council) plans. TR and Peter Miller met with Pru Milbank (DCC Archivist) and talked through the plan broadly. The plan is to use the upper basement as the archives storage area. There is one water pipe that runs through this level, and is adjacent to the carpark (a strong fire wall would be needed). PM, TR, Peter Petchey and Stuart Strachan are to meet to draft a response. Discussion around the timetable of events would also been needed. There is hope that this plan can be fulfilled with the current budget, but very preliminary. The Reading Room may be in the New Zealand Room of the Dunedin Public Library. It is promising that the DCC are consulting ARANZ Otago/Southland and are asking for feedback. Tom Riley is to distribute the plans to the Committee but is to remain private.

12. Other Business

- PM spoke to Stuart Strachan regarding Governance Seminar records. SS was unable to locate them easily, may have to sift through Branch Records. PM wanted to use these notes to great a Governance Seminar. Claire Dowling checked the Google Drive and through the records at the Hocken but could not locate them. It may not be in an obvious place or labelled correctly. PM will find a registration form to discover what the talks SS put together were about.

Ideas for talks/seminars include:

- Arrangement and Description (Popular)
- Access
- Reading Rooms (Popular)
- Appraisals
- Digitisation
- Packaging

With aim to help smaller institutions. May need to be delivered by Zoom.

Anna Blackman raised the point that it might be wise to look at what other institutions (Archives New Zealand, Te Papa Services) offer.

It was decided to send out a list of topics to those listed in the directory to get a feel of what is wanted and needed, to make a survey which lists the priority of each topic. Rachel Hurd added that it is also important to include a space where people can suggest topics/themes that are relevant to them. TR to draft survey and send it out to the Committee before putting it into a Google Doc.

-Disaster Management – Pooling local knowledge

Claire Dowling started a list of resources to use in a disaster – this is a starting point.

Anna Blackman added that Hocken Collections staff recently completed the Triptych Disaster Preparedness course.

This discussion/resource should also include the wider GLAM sector, meetings around disaster preparedness should happen bi-annually, and include Southland. Peter Miller suggested we get in contact with Archives New Zealand to ask for a copy of their disaster plans. Amanda Hunter will send round the Invercargill Library and Archives disaster management plan.

13. Date and venue of next meeting

4th March @ 11am via Zoom

Meeting closed 10:08am.