



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 4th February 2021 at 09:00am

Present: Tom Riley (Chairperson), Peter Miller, Yvonne Wilkie, Gwennyth Anderson, Jenny Chen, Claire Dowling, Jennifer Jeffery (Minute taker), Peter Petchey, Rachel Hurd, Anna Blackman, Stuart Strachan (Invited guest)

1. Apologies: All present

2. Minutes of the last meeting October 2020:

Moved by Claire Dowling

Seconded by Jenny Chen

3. Matters arising

Stuart Strachan was invited to join this meeting of the Otago/Southland branch to discuss the issues surrounding the Dunedin City Council (DCC) Archives. Peter Miller and Stuart Strachan met with Simon Pickford and Graham Riley to discuss the DCC Ten Year Plan.

Peter Miller began by explaining that Otago/Southland would need to make another submission, as the DCC Archives was not allocated any funding in the Ten Year Plan. Initially PM and SS wanted to meet with Sandy Graham, but she was occupied, instead PM and SS met with Simon Pickford (General Manager of Community Services) and Graham Riley. It was discussed at the meeting that there was no mention of upgrading the DCC Archives, and options were explored on what could be done. Graham Riley took the lead in the conversation, who said there was no space for a new facility. The approximation of ten million dollar was generated as the necessary funding for such a task (this may include the price of land).

PM knows the Chief Archivist (Stephen Clarke) who has an archives background – and may push for inspections of archives and also reinforce standards (which the DCC Archives may not be adhering to). Stuart Strachan added that these plans surrounding the DCC Archives may be quashed at the top level. SS also explained that there were suggestions of co-operations with other archives/libraries – including the Dunedin Public Library (which does not seem feasible), however no suggestion was made of co-operating with the Otago Regional Council. Archives New Zealand was suggested, as was the Otago Museum. The Otago Museum has offsite storage, but their archives facilities are small and disorganised. GR was not adverse for Otago/Southland to make another submission, but it is the belief that GR has not come to grips with how extensive this issue is. The DCC digital archives are held off site at CCL in Christchurch.

Peter Miller suggested a submission to the Otago Regional Council as well. PM explained that in 2020 it was arranged that he and others were to meet with Dunedin City Councillors to discuss this matter one-on-one, but with COVID-19, it was impossible to arrange. The plan going forward is to still meet with the Councillors individually, but also discuss the matter (lightly) with the Chief Archivist (Stephen Clarke), in hopes to arrange an audit/inspection. Peter Petchey added that it would be ideal to talk to the Councillors to remind them of the issue, but also to contact the Chief Archivist, as a bit of embarrassment might help our cause. Peter Miller explained that the Otago Daily Times were keen on the matter and enlisting in their support might be beneficial.

Stuart Strachan suggested looking towards other small cities/towns for how they deal with their archives. Anna Blackman added that the Invercargill Library model has worked well there.

It was formally agreed that ARANZ Otago/Southland would engage with the DCC on this matter. Peter Miller, Peter Petchey and Stuart Strachan are to take the lead. PM will make a campaign plan and bring it to the next Committee meeting.

Stuart Strachan left at 9:23am.

Tom Riley moved that Peter Miller was to go forward with the plan, and that Peter Petchey and Stuart Strachan were

to assist. Seconded by Gwennyth Anderson.

4. Correspondence: Jennifer Jeffery had received an email from Evan Greensides requesting the Minutes from the last Otago/Southland meeting (EG was aware these Minutes were not passed but were forwarded regardless), and any other activities. The next meeting for Council will be 15th February.

5. Financial Report/Update

Balance: \$996.64

6. ARANZ Council Update

No update, Council are to meet on 15th February.

7. Information and records management (IRM) group update

Claire Dowling informed the Committee that the IRM group met mid November, and discussed Office 365. Wanda of the Southern District Health Board (SDHB) spoke about their love/hate relationship with the software. The SDHB transitioned to the software during the COVID-19 mandatory Lockdown in March 2020. CD mentioned that the group had social drinks to celebrate Christmas/New Years. At the moment CD is planning the year ahead, and seemed optimistic.

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

Peter Miller and Gwennyth Anderson are still to discuss with Anna Blackman on how to move forward with this project – understandably, due to the time of year, members were busy.

9. Update: Community Archives

No further updates from ARANZ Council, since the report later last year.

10. Event Planning 2021

Tom Riley, in agreeance with all, that the End-of-Year function was well attended and enjoyed.

Tom Riley informed the Committee that Andy Fenton of Micrographics has made contact with Otago/Southland Branch members about the possibility of a GLAM Sector social event, suggesting the 1st or 2nd March. All Committee members were in agreeance to 'get on board.' Anna Blackman mentioned that the Hocken could be used as the venue, but queried who would be paying for the catering etc. The question arose as to who is taking the lead. (Groups involved include LIANZA, NDF, RIMPA etc.). Yvonne Wilkie stated that Micrographics will need to contribute something as this was their suggestion. Claire Dowling is could be a 'Bring a Plate' event. It was mentioned that Museum Aotearoa should be included.

Peter Miller brought up 'Southern Heritage Month,' as Rachel Hurd is to speak – discussing the new Recollect software used at the Presbyterian Archives at Knox College. The title for the talk is "Take a Moment to Recollect." Jennifer Jeffery informed the Committee that the date and venue had been arranged. Saturday 13th March 2pm – 3pm at the Invercargill Library. There is no fee, due to the short occupancy. Tea/Coffee/Biscuits are allowed to be consumed in the room. Peter Miller suggested that invites are to be sent to small Southland venues, and include a link to the Presbyterian Archives Recollect to allow previews. Yvonne Wilke quired whether Jane Thomsen (Director of the Presbyterian Research Centre – Presbyterian Archives and Hewitson Library) should join, as she contributed heavily to get the software. An email is to be sent out to members advertising the talk: Including small Southland Museums, genealogy groups. JJ look at the NZSG website and the directory. Committee Members asked Rachel Hurd if she would be okay repeating the talk in Dunedin, if all went well in Invercargill. Gwennyth Anderson later suggested that RH could use this talk at the Otago/Southland AGM.

Anna Blackman mentioned an event regarding Architecture Archives. Peter Miller explained that this was an event to be held at the Conference in 2020, which did not go ahead. David Murray and Anna Blackman of Hocken Collections were also involved in the planning of this event in 2020. The event will encourage a wide-spectrum of users, including genealogists, archaeologists, architects as well as archivists. There is no hurry to arrange this event, which would utilise a whole day. Claire Dowling suggested August.

For other potential events: Peter Miller mentioned that if Stephen Clarke came to Dunedin, it might be worthwhile asking him to participate in an event. Anna Blackman believes that SC is in Dunedin in August.

Claire Dowling brought up the idea of assisting Douglas Roberts with his outreach. DR is still in New Zealand due to COVID-19, and is working at the Katherine Mansfield House.

11. Update: Conference 2021

Peter Miller said that Council are to finish coordinating with the venues, as that was their responsibility. All the tasks the Sub-Committee needed to complete are finished.

Council have been discussing a 'One day' event in Wellington, but there is little traction.

12. Other Business

Discussed previously in the meeting

13. Date and venue of next meeting

March 18th @ 9am, Hocken Collections

Meeting closed: 9:45am.