

ARANZ

ARCHIVES & RECORDS
ASSOCIATION OF NZ
TE HUINGA MAHARA

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 Toitū, Otago Settlers Museum, Thursday 8th July 2021 at 09:00am

Present: Jenny Chen, Peter Miller (Chairperson), Claire Dowling, Rachel Hurd, Jennifer Jeffery (Minute taker), Gwennyth Anderson, Yvonne Wilkie

1. Apologies: Peter Petchey, Chris Meech, Tom Riley

2. Minutes of the last meeting June 2021: Peter Miller informed Jennifer Jeffery of some minor corrections. These being corrected the minutes were moved by Peter Miller, Seconded by Gwennyth Anderson.

3. Matters arising: Nothing to report

4. Correspondence: Nothing to reports

5. Financial Report/Update: Balance: \$996.76. Claire Dowling has received the Annual Financial Report from Sue Hanham (this has been saved to the Drive). We have accumulated a total of 91 cents in interest!

6. ARANZ Council Update: The National AGM is to be held on the 24th September in Wellington. Peter Miller offered to take our Annual Report up to Wellington, to present (as we would have had our Branch AGM by then).

7. Information and records management (IRM) group update: Claire Dowling reported that the Group met on the 16th June, and discussed retention and disposal of council records. There was also discussion around digital and physical archives, of which there are similar problems. Approximately five people attended from around Otago and Southland.

8. Update: Listing of Branch Records at Hocken for Beaglehole [Holding]: Claire Dowling reported that she used a 'Community Day' offered to her by Anderson and Lloyd, and one day annual leave to complete the task with Peter Miller. All Branch records are listed, and a list has been made for items for disposal. There needs to be consent to go through with destruction. A list has been prepared of the Wellington Branch records, which it is planned that they are sent back to Wellington. Question arose regarding the need for Council approval to dispose records. CD and Gwennyth Anderson both agreed that these are our records, and therefore we do not need approval. Peter Miller added that they took into consideration of policies such as holding financial records for 7 years (IRD), but the items listed on the spreadsheet were unnecessary to keep. PM moved for the secure destruction of the items listed on the spreadsheet dated Tuesday 6th July. Yvonne Wilkie seconded. Motion was carried. Anna Blackman offered to cover the cost of getting the boxes of Wellington Branch records up to Wellington (2 transit boxes). The Committee thanked AB for this. Items included a Minute Book in 1993 – approximately near the beginning of the Wellington Branch. PM added that he saw no reason for restricting access, as the most recent item is approximately 2009/2010. Committee agreed that there do not need to be restrictions imposed. There is no paper trail to explain how the Wellington records ended up in Archives New Zealand (before they were transferred to Hocken Collections). CD added that we now need to think about the records we have outside of the Hocken (e.g. 2010 to current). PM suggested we compile a list of past Secretaries, and approach them to ask if they have any records/documents from their time on the Committee. We will have to check we do not get 'double ups' of items. CD has box(es) of items left from Emma Knowles. CD is to send a list of items to Tiena Jordan to fulfil agreement made previously with Council. (The Otago/Southland Branch did not want their records sent to Wellington).

9. Update: Community Archives: Nothing to report; full survey is up on ARANZ website.

10. Event Planning 2021

AGM

Week of 30th August (either the 31st August, 1st or 2nd September).

Jenny Chen suggested the Hocken for a venue. Anna Blackman would confirm a date. Rachel Hurd is to speak about Recollect, including user access. Committee member are to 'bring a plate,' and the Committee are to provide tea, coffee, milk, juice, wine (maybe? AB to check University of Otago policy on providing alcohol). The Hocken Collections can provide cups, saucers, drinking glasses, wine glasses. The AGM is to start at 5:30pm with the speaker beginning at

6pm. Tom Riley is to write the Annual Report, Claire Dowling has already received the Financial Report. Peter Miller enquired about new memberships for the Committee. Yvonne Wilkie and Gwennyth Anderson will be stepping down from the Committee. Claire Dowling suggested that we ask in the AGM email if there are members who want to join the Committee, or other interested party – it would be good to get an archives user on the Committee. JC said she could ask the New Zealand Society of Genealogists – Mosgiel Branch if there is anyone interested. Claire Dowling is still interested in being Treasurer, Jennifer Jeffery is still interested in being Secretary. PM added there needs to be a call for nominations in the AGM email/notice.

Architecture Day

It would be best to have this later in the year, perhaps late September/October. Claire Dowling is to discuss with Sue regarding timing.

11. DCC Archives: Peter Miller reported that he finally received a copy of the Chief Archivist's letter to the Dunedin City Council, which was sent to Sandra Graham. PM suggested that Tom Riley to request a response from our submission. There has been no acknowledgement from the Otago Regional Council regarding the submission. The ORC has purchased the old 'The Warehouse' building on Maclaggan Street. However, there does not appear to be enough room or capacity to sufficiently store archives. One of the Committee's suggestions was to combine the DCC and OCR archives, but this would not be possible at the Maclaggan Street site. Tom Riley to contact OCR about our submission.

12. Other Business

Jenny Chen informed the Committee that Anne Jackman is retiring from Regional Manager of Archives New Zealand (Dunedin).

Archives New Zealand Reading Room hours (Dunedin: Mon – Fri 9am-1pm): Although the time suggests you would be asked to leave at 1pm, JC informed the Committee that if you were using their archives, they would not stop you working at 1pm. Rather, they are not allowing 'walk-ins' to occur after 1pm. They are more flexible in Dunedin.

Claire Dowling mentioned the Triptych Disaster Preparedness and Response for Libraries, Archives and Records held in Dunedin on the 12th August 2021. There is a fee of \$575 per person. CD suggested we could fund a member/s to attend. PM suggested perhaps offer \$250 for two members and ask for an expression of interest from members. Applicants must write a statement about why they want to attend the course, and then provide a report of the event.

13. Date and venue of next meeting: Parking was easier to find at Toitū.

Next meeting: Thursday 19th August, 9am, Toitū, Boardroom (Confirmed).

Jenny Chen to contact Jennifer Jeffery about which room is available.

Meeting closed: 10:00am.