



**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 18<sup>th</sup> March 2021 at 09:00am**

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

**1. Apologies:** Rachel Hurd, Yvonne Wilkie, Gwennyth Anderson

**2. Minutes of the last meeting February 2021**

Moved: Tom Riley

Seconded: Claire Dowling

**3. Matters arising:** N/A

**4. Correspondence:**

Jennifer Jeffery mentioned the Directories – Central District has been recently updated.

**5. Financial Report/Update**

- Balance: \$996.67

Jennifer Jeffery and Claire Dowling suggested that Rachel Hurd be reimbursed for the money she spent on petrol, for the trip down to Invercargill for Southland Heritage Month. Peter Miller said that he purchased the petrol and would not accept a reimbursement. It was agreed by the committee that ARANZ Otago/Southland would cover the cost of lunch/food etc. that was purchased by Rachel. Moved by Claire Dowling, Seconded Tom Riley.

**6. ARANZ Council Update:**

Jennifer Jeffery had not heard from Evan Greensides, other than the directories.

Anna Blackman mentioned that Chris Meech (The new Head Curator Publications at Hocken) would like to join the Otago/Southland Committee. Peter Miller informed the Committee that this could be done at the next AGM in August, however Chris (Who is on ARANZ Council) is welcome to join Committee meetings to report back from the Council.

**7. Information and records management (IRM) group update:**

Claire Dowling arranged with the IRM to meet yesterday (17/02/2021), and Susan Irvine spoke. Jane Smith attended (who previously worked for the Clinical Records Department in the Southern District Health Board), and now lives in Central Otago invited her colleagues along. CD mentioned that she is struggling with the balance between Zoom and in-person. Evan Greensides suggested to CD expanding the IRM group to include others – beyond Otago. Distance is no longer an object with Zoom technology, but CD is worried that the casual nature of the group may change as more people get involved – it becomes a balancing act. Jenny Chen added that the “others” from outside Otago must fit into the mould that CD has created. Anna Blackman mentioned that the IRM has benefits – such as creating a network. Next month CD will include a wider group of people via Zoom, and experiment with how the meeting goes. Next months meeting will discuss Metadata. JC reminded the Committee of the ‘Slack’ group chat, which could be used as an informal platform to communicate ideas/ask questions.

**8. Update: Listing of Branch Records at Hocken for Beaglehole**

Peter Miller and Anna Blackman to discuss (Gwennyth Anderson to be involved, but was not in attendance at today’s meeting).

**9. Update: Community Archives**

Peter Miller said there was no update. PM had spoken to Eric Boamah whose plan was to issue a full analysis of the results. PM was unsure of the next steps, but there was mention of speaking to the Chief Archivist, Stephen Clarke. Anna Blackman mentioned that the previous Chief Archivist (Richard Foy) suggested using a similar system as Australia adopted. Peter Miller added that this ‘system’ was a directory for archival repositories, rather than a directory for

archives in repositories.

## **10. Event Planning 2021**

- Southland Heritage Month – review

Jennifer Jeffery reported that it went well – however there were only five people in attendance. These five people were interested in the Recollect software, and looking at it as an option for their institution in the future, so there was engagement. Peter Miller who also attended stated that the workshop before the ARANZ presentation only had seven people; last year there was 40 (The good weather in Invercargill could have been a factor to the low participants). PM added that it was hard to get publicity, as we were left of the Brochure, and recommended that next year we get involved even earlier to solidify our place. JJ mentioned that when making an event, it is unknown what else is held that day. There needs to be some forward warning about who is holding events, so there is few date/time clashes. Tom Riley is to write a letter to Amanda Hunter of the Invercargill Library to say ‘Thank-you’ for her help and assistance in organising the room/facilities, and publicising the event.

## **11. Update: Conference 2021:**

Remove from agenda

## **12. Other Business**

- DCC Archives:

Stuart Strachan, Peter Petchey and Peter Miller met on the 2<sup>nd</sup> March to invent a strategy surrounding the DCC archives and the DCC Ten Year Plan. The first idea was to approach Heritage New Zealand, Southern Heritage, the University of Otago History Department, and request that they make a submission, as well as getting individuals such as Tom Brooking, Eric Olsen. PM added that ARANZ Otago/Southland should contact the ODT, and resend the Branch Committee submission (making minor adjustments, e.g. dates). PM was told by Simon Pickford that there is no space in the Ten Year Plan for updated Archives Repository.

Anna Blackman mentioned that we need to take into consideration how the DCC Archives staff feel about this, we don't want to make suggestions that are not appropriate/what they want. Tom Riley added that the DCC Archives are unable to maintain standards. Peter Petchey stated that the biggest threat was the pipes (if they ruptured etc.). AB queried if it was the role of the DCC or us, to make the solutions, or whether we just highlight the problems. PM replied by saying we are offering solutions, as the Council have agreed that the Archives are in an unsatisfactory state. TR thinks the tone of the submission should be to make the Archival repository safe. Discussion about who is the line charge of the Archives began, where PM stated that the CIO is in charge of both the digital and paper records. Jenny Chen (who works for Toitu) mentioned that there is restructuring in the DCC, Nick Dixon's role is to be disestablished – eight positions in total are to be disestablished and replaced with six. Conversation led back to Simon Pickford, whom PM had spoken with. Pickford said there was no space for the Archives in the Ten Year Plan, and that the estimated cost would be \$10 Million. Claire Dowling brought forward the point that any suggestion that we make must be in line with what the DCC Archives staff desire, in order to give them support. PM added that getting DCC Archives staff involved can make it awkward. Peter Petchey reminded us that we should not spend too much time on this; submit to the Ten Year and Annual Plans, and perhaps mention to the Chief Archivist that Standards are not being met.

It was moved by Tom Riley that Peter Petchey, Peter Miller and Stuart Strachan are to go forth with their plan to work with the DCC and get traction towards improving their archives. Seconded by Anna Blackman.

Claire Dowling informed the Committee that Jenny Chen is now the permanent/full-time archivist at Toitu.

Tom Riley moved that the Committee congratulate Jenny Chen on this achievement, Claire Dowling seconded.

JC said that she must juggle between inquiries and collection management; has now stated that entry is by appointment only. JC is asking that the Toitu website be updated to stop people from 'dropping in'. JC also struggles with receiving Collections inquiries (e.g. objects), and Archives inquiries. JC is also hoping to start up a volunteer programme, but is waiting for Jane McKnight to join the Team (who will start in April 2021), as the new Collections Manager (JM recently left her job at Heritage New Zealand), and will have to operate back and front house. JC plans to engage with the University of Otago's Humanities Department to reinstall the Internship programme.

## **13. Events**

Peter Miller offered to talk about the Architectural Drawing event, which is planned to be later in the year.

Committee made suggestions about speakers – Chief Archivist (Stephen Clarke?) was suggested by Anna Blackman, as well as Angela Wanhalla. Committee decided to discuss this in our next meeting,

**14. Date and venue of next meeting:** 22<sup>nd</sup> April @ 9am, Hocken

Apologies: Jenny Chen.

Meeting Closed: 9:58am.