

# ARANZ

ARCHIVES & RECORDS  
ASSOCIATION OF NZ  
TE HUINGA MAHARA

**AGENDA for the meeting of THE OTAGO/SOUTHLAND BRANCH OF THE ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, to be held at Otago House, Anderson Lloyd meeting room, on Thursday the 27<sup>th</sup> February 2020 at 9.00 am.**

**Present:**

Gwennyth Anderson (Chairperson), Claire Dowling, Rachel Hurd, Jennifer Jeffery (Minute taker), Peter Miller, Peter Petchey, Yvonne Wilkie, Tom Riley

**1. Apologies**

**2. Minutes of the last meeting January 2020**

Minutes of the meeting held 30<sup>th</sup> January 2020. Moved by Claire Dowling; Seconded by Gwennyth Anderson

**3. Matters arising**

**4. Correspondence**

Update from Evan Greensides, Branch Liaison for ARANZ, mentioned that the meeting was held on the 17<sup>th</sup> February 2020, and lasted four hours before they had to adjourn. Three main points was:

- The ARANZ Conference sub-committee is still looking for presenters for the conference in September;
- The Council is considering a \$2000 per annum dedicated fund for branches to tap into for events. There would need to be a clear benefit case for member/non-members before dispersal of funds and be put into the branches constitution. Will update at a later date;
- Council would appreciate if branches forwarded on more events, talks, presentations etc so that we can advertise them on the website and to ARANZ members. These can be sent directly to [webmaster@aranz.org.nz](mailto:webmaster@aranz.org.nz)

- Gwennyth Anderson mentioned that the Southland Heritage Month was happening shortly, and that it is a short notice for ARANZ Southland/Otago branch to add to the event. It was suggested that if ARANZ Southland/Otago branch was to assist in the event, we would need to start thinking about the event in November/December the following year – and to be pencilled in to the agenda at that time. Suggested that ARANZ could support an event that is already organised. Last year Tony Ballantyne gave a talk. Claire Dowling proposed that we miss it this year.

**5. Financial Report/Update**

Balance as of 27/02/2020: \$1057.15

Gwennyth Anderson, Claire Dowling and Tom Riley do not have access to accounts. CD became a Kiwibank member to make herself a branch account member, still having difficulties in access. Peter Miller suggested talking to Sue Hanham (Treasurer) to explain that the Kiwibank accounts are not working.

**6. ARANZ Council Update**

Peter Miller joined last meeting on 17<sup>th</sup> February 2020 via video conference. There were updates on the Conference, ARANZ wanted to know if they were supporting the Conference Committee to a level that was required. PM said that they needed quick responses when needed. Discussion on logo for Conference, was decided that they would not get a professional assistance. Invitation sent to the Governor General to speak at Conference by Eric Bomah (ARANZ President), delay in response of G.G can come. AGM to commence at 4pm on Thursday 24<sup>th</sup> September. Overall Council is happy with Southland/Otago branch. PM discussed community archives with Eric Bomah, and EB was asked to send a letter to Richard Foey.

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

Catherine and Claire Dowling has a plan for the topics for meetings this coming year. Met last week, and Southern District Health Board are joining. CD had discussion with IRM to see if the meetings should be formal or informal. Was

decided to keep it informal, and meet monthly.

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

Holding

#### **9. Update: School of Mines Records**

Holding

#### **10. Update: DCC Archives, records and heritage collections**

Peter Miller and Gwennyth Anderson have drafted a letter to Simon Pickford. Once Simon Pickford has received the letter, there will need to be a submission prepared. Peter Miller, Peter Petchey, Stuart Strachan and Gwennyth Anderson. Discussion was made about visiting the councillors, starting with Aaron Hawkins, in attempt to find out what they plan to do.

There has been a new archivist appointed at the DCC Archives.  
Jenny Chan was offered the job at Toitū Otago Settlers Museum.

#### **11. Update: Community Archives [holding]**

Eric Bomah is to discover the plans around this.

#### **12. Event Planning 2020**

- AGM [holding]

Gwennyth Anderson suggested that we leave plans around the AGM to another meeting

- Update Barbara Brookes: Tom Riley booked the Hocken for the 24<sup>th</sup> March 2020 from 4pm to approximately 7:30pm, Gwennyth Anderson to confirm with Barbara Brookes. Barbara Brookes to speak about her interaction with archives, and changes in archives that she has discovered over her career to date. GA to get the title of her talk in order to advertise it. Decided that we would each bring a plate, and serve tea and coffee when people arrive around 5pm, with Barbara Brookes starting at approximately 5:45pm.

- Update Douglas Roberts: Claire Dowling agreed on the date of 8<sup>th</sup> April 2020 between 2pm and 4pm. Anna Blackman has booked the Hocken Seminar Room, but CD to confirm what equipment Douglas Roberts needs, and what the title of his presentation is. Peter Miller suggested that it needs to be publicised, e.g. to LANZA (Mark Hughes), Archives New Zealand, Otago Museum, Dunedin Public Libraries. Gwennyth Anderson unsure whether she would be available to chair the event.

#### **13. Update: Conference 2020**

Peter Miller shared update, saying that the committee are meeting constantly. The Governor General has been asked to open the conference, if unavailable, then try the mayor (Aaron Hawkins), if not the deputy mayor (Christine Garey), if not then the Chancellor of the University of Otago. PM said the Conference dinner is to be held at the Dunedin Club (33 Melville Street), with busses from the Octagon being provided. The Conference will be held at the Dunedin Centre. The Welcome Function location is still unknown. Committee is firming up budget and sponsorships. So far, four people have been confirmed to speak, including a visiting academic archivist from the United Kingdom, and someone from the Department of Statistics to talk about the digital archive. The call for submissions of papers is closing end of March. Confirming Special Interest Groups (SIGs) including collecting, religious (Rachel Hurd to look after this SIG) and schools (hoping to have John McGlashan College). Archives New Zealand will be giving awards at the Welcome Function. PM stated that at this stage no more help was needed, but nearing to the Conference, they will need assistance. Gwennyth Anderson mentioned using the Exhibition Room at the Dunedin Public Library for archives, which is where the collecting archive SIG will be held.

#### **14. Other Business**

Rachel Hurd discussed use of Knox Centre for Ministry and Leadership for future ARANZ meetings. Claire Dowling looked into using BNZ conference rooms, but access given to those with BNZ accounts. Gwennyth Anderson to look into booking one and availability.

#### **15. Date and venue of next meeting**

The next meeting will be held on the 22<sup>nd</sup> April 2020 at 9am at Otago House, Anderson Lloyd meeting room.

Meeting closed at 09:52am on 27<sup>th</sup> February 2020.