



MINUTES for the meeting of THE OTAGO/SOUTHLAND BRANCH OF THE ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, to be held via Zoom, Thursday 19th August 2021 at 09:00am

Present: Claire Dowling (Chairperson), Yvonne Wilkie, Anna Blackman, Jenny Chen, Rachel Hurd, Peter Petchey, Gwennyth Anderson, Jennifer Jeffery (Minute Taker).

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

2. Minutes of the last meeting July 2021: Moved: Claire Dowling
Seconded: Anna Blackman

3. Matters arising: Nothing to report

4. Correspondence

Claire Dowling discussed the plans of Council to remove the role of Treasurer from the Branches, and have a single Treasurer with Council. CD was uncertain if this is allowed, as the Constitution states each branch to have a Chair, Secretary and Treasurer. Jenny Chen queried why we should join them. Anna Blackman made the point that some branches are not as strong/established as the Otago/Southland Branch so might have difficulty finding a member willing to take on the role of Treasurer. However, it would be beneficial to have a Treasurer closer to the decision making, especially if we need finances for an event. CD added that we still have to have people on the account to sign for transactions, so location isn't a huge issue as it can be done via the app. JC asked whether the Council would want to know the reasoning behind decisions. Jennifer Jeffery wondered if Council would have the right to veto decisions around finances if the Council did not agree with Otago/Southland. Rachel Hurd pointed out it adds another layer of time. RH suggested we ask Council if we can 'opt out,' which still allows other branches the opportunity to have a centralised Treasurer. CD said we should ask Evan Greensides if we can opt out. Peter Petchey mentioned the importance of the Branch keeping its independence. It could damage the Branch reputation if we couldn't pay invoices on time, due to the Council Treasurer not acting quickly. CD states JJ should reply to Evan, saying we wish to opt out of this option, and state we wish to maintain treasurer role, but other branches may need this support.

5. Financial Report/Update

Balances: \$746.82

- Claire Dowling stated that the Branch reimbursed the Presbyterian Research Centre \$250 for Jennifer Jeffery to partake in the Triptych Disaster Preparedness Course. Tom Riley and Claire Dowling to sign these minutes to approve transaction.

6. ARANZ Council Update

- Claire Dowling mentioned that the Council is planning to hold their AGM on the 24th September, and will be offering Zoom. Anna Blackman added that a few Council members wanted to resign, and have these positions been filled. CD had emailed Chris Meech asking if he wishes to be nominated for Council.

7. Information and records management (IRM) group update

- Claire Dowling informed the Branch that the IRM group met yesterday (18/08/2021), with four people in attendance. The number was most likely due to the COVID-19 Level Four restrictions that were put in place on the Midnight 17/08/2021. Jenny Chen spoke about use of Transkribus. CD said it was an interesting talk.

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

Jennifer Jeffery had emailed Evan Greensides and Tiena Jordan. Claire Dowling said this item no longer needs to be on the agenda, but instead we need to find the items that previously secretaries have, and then donate these items to the Hocken. CD to follow up with David Murray if he has any items. CD has also been in contact with Debbie and Vivienne Cuff to seek if they still hold ARANZ material.

9. Update: Community Archives

No update

10. Event Planning 2021

Architecture Day: Claire Dowling has messaged Susan, but no response. CD has not talked to David Murray, but CD believes we should postpone and see what happens regarding COVID-19 Restrictions/Alert Levels

AGM: CD can provide a Zoom if we are still under Alert Levels that restrict numbers. Anna Blackman mentioned it is most likely that we will have our AGM via Zoom. CD added we cannot hold our AGM later, as this is the last day allowed in the Constitution. Jennifer Jeffery to send email that the AGM will go ahead, but most likely via Zoom

11. DCC Archives

Peter Miller called Peter Petchey on the 30th to discuss DCC Archives and School of Mines. PM will email the Chief Archivist when he gets back. PM has spoken to the new University of Otago Librarian about the School of Mines records. PM will check back in when he returns.

12. Other Business

Mailing list: Jennifer Jeffery to contact Chris Meech regarding mailing list and Spreadsheet for members.

Nominating Office Holders/Committee: Claire Dowling reminded the Committee that Yvonne Wilkie and Gwennyth Anderson will be stepping down from their roles. All other Committee members to stay in their current positions

Treasurer: Claire Dowling

(Nominated: Anna Blackman, Seconded: Gwennyth Anderson)

Secretary: Jennifer Jeffery

(Nominated: Rachel Hurd, Seconded: Anna Blackman)

Chairperson/President: Tom Riley

(Nominated: Gwennyth Anderson, Seconded: Anna Blackman)

Committee:

(Nominated: Claire Dowling, Seconded Jennifer Jeffery)

Rachel Hurd

Jenny Chen

Anna Blackman

Chris Mech

Peter Petchey

Peter Miller

- Jennifer Jeffery read her report from Triptych Disaster Preparedness Course as required.

13. Date and venue of next meeting

16th September @ 9am, Toitu (or by Zoom)

Meeting closed 9:40am.