

ARANZ Wellington Branch Committee Meeting

Date 9 May 2019 **Chair** Jessica Moran
Time 5.30pm **Venue** Vic Books Pipitea Campus
Attending *Jess Moran, Mark Crookston,
Mike Steemson, Tom Ackroyd*

Agenda Item	Discussion
1. Apologies	Lillie Le Dorre
2. Minutes of previous meeting and matters arising	<ul style="list-style-type: none"> Accepted.
Finances	<ul style="list-style-type: none"> Mark provided information on recent engagement with Council. Full details attached. In short, council has requested, or possibly instructed (it's unclear which), that branches transfer their accounts to the Council account. We will have autonomy under a specific account number, thus sticking to the constitution requirements for finances. Branches are eligible for a \$500 top up from Council. The committee agreed to the council request (or instruction) The Committee agreed to ask Council why the top up was \$500 rather than the \$2k stated at the Council AGM in Rotorua, for which Tom and Mark were present.
Events	<ul style="list-style-type: none"> Committee focused on a 'meet the archivist' series of events <ul style="list-style-type: none"> Discussion about different options for running such an event, including Short intro to archivists, then speed dating Branded series of 'short talk: meet the archivist' with intro into their professional life and a few great things they've worked on and learned. Format: 15-20 mins with 10 mins of questions. Thursday July 18. With option to work a week either side. Action: By May 23, all members to have approached a couple of people of interest who they think would be right kind of person for such a talk.
8. Next meeting	<ul style="list-style-type: none"> June 6 2019, Vic Books Pipitea

Appendix 1:



Archives and Records Association of NZ
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Dear ARANZ Branches

Branch financial top-up

If you have read the latest ALERT you will see that ARANZ National Council has set aside funding for active Branches, or Branches that wish to become active again, to assist with activities or running events which are in line with the aims of the Association. At this stage we are able to provide \$500 to existing Branches. The Otago/Southland Branch have use the funds to hold a special event in Dunedin to launch their updated Regional Directory of Archives Otago/Southland, promote the new ARANZ website and award the Ian Wards Prize.

If the Central District and Wellington Branches would like to receive their \$500 'top-up' now, please contact the National Council Treasurer, Sue Hanham, at treasurer@aranz.org.nz

We are working on reviewing our budgets and at this stage cannot confirm what further funds may or may not be available for Branches.

Branch Bank accounts

The ARANZ National Council is wanting to move all Branch bank accounts to the main ARANZ bank account. Difficulties arise when Branch finances need to be reported as part of the overall Society's results so this action has been recommended by the auditors. Bringing all ARANZ funds under one bank account will enable easier and cheaper auditing. We are aware that some Branches pay a monthly bank fee. This would no longer be the case under our current setup with the ARANZ National Council Kiwibank account.

Branches will still have autonomy of their Branch funds, while ensuring that all reporting requirements for auditing are met. This will be done by setting up separate accounts within the main bank account. Each Branch account will be easily identifiable and with the same signatories the Branches currently have, plus the National Council Treasurer for monitoring purposes.

How does this fit with the ARANZ Constitution?

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Branch Committee's may retain funds generated in their area and held on behalf of Council. The Treasurer of the Branch shall keep records of all money received and expended by the Branch and

shall submit to each Branch Annual General Meeting a financial statement. A copy of the financial statement to be forwarded via the Branch Liaison Officer to Council.

So how will this work?

- All branches will transfer their Branch funds to a separate account within the ARANZ bank account at Kiwibank.
- Each account will be easily identifiable as pertaining to each Branch.
- Each Branch will provide at least 2 signatories for their specific Branch account.
- The ARANZ National Council Treasurer will have access to all Branch accounts so that all bank reconciliations and annual consolidation can take place.
- A consistent system for recording receipts and payments needs to be used. Currently the volume of Branch transactions is relatively low. To begin with, Branches will email copies of invoices/receipts to the National Council Treasurer on a monthly basis. Alternatively, a shared Google or Dropbox sheet could be used so that central monitoring can be maintained.
- Branches will no longer be required to provide a financial statement at the end of the financial year as this will be done by the National Council Treasurer. This will also enable a quicker turnaround time in preparing financials for the auditor.
- The Branch Treasurer and the National Council Treasurer will work together so that Branch finance reports are available for branch annual general meetings.

To start the ball rolling on this, Branch Treasurers should contact the National Council Treasurer, Sue Hanham at treasurer@aranz.org.nz

Any queries regarding this new system, please contact Sue Hanham at the email above.