



**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
in the Marist Archives, Thorndon Quay
on Thursday 02 March 2017 at 1.00pm**

Present:

President:	Seán McMahon	Council:	Alison Breese
Vice President:	Elizabeth Charlton	“	Belinda Battley
Secretary:	Gillian Tasker	“	Charlotte Macdonald
Treasurer:	Lisa Austin	“	Jessica Moran
		“	Louis Changuion

Item 1 Apologies

Christine Edney
Jessica Moran (lateness)

Item 2 Minutes Council meeting 08 December 2016

The minutes of the Council meeting held on 08 December 2016, having previously been circulated, were taken as read and confirmed as a true and correct record.

Moved: Seán McMahon

Seconded: Elizabeth Charlton

Carried

Item 3 Matters Arising

Action Points:

- 1 Seán McMahon is still working on the documentation relating to the Community Archive and will report back to Council once completed.
- 2 Gillian Tasker did not receive feedback from ARANZ branches on whether they wished to use personal contacts or generic addresses on the website and will re-approach the branches for confirmation.
- 4 Seán McMahon is working on a draft document to send to Council for comment.
- 8 Seán McMahon is in contact with ASA President Julia Mant and has discussed the MoU review. It is planned for the Presidents and Vice Presidents of ASA and ARANZ to have a video conference to discuss this matter. Seán will bring a report back to the next meeting.
- 9 The request for expressions of interest to join a committee to work on training and advice for community clubs and societies resulted in three volunteers, Teina Jordan, Sarah Welland and Carleen Dekarski agreeing to assist.
- 12 Seán McMahon contacted ASA and received a sample survey form that can be used to design a survey of ARANZ members.

- 13 The password for the Charities Register was obtained and the Council's details updated on the site. Gillian Tasker will email Seán McMahon to request a new register key to access the NZ Societies Register.
- 14 A draft Dropbox folder list was circulated to Council and will be addressed under Item 7.11.3.
- 15 The 2018 ARANZ Conference will be addressed under Item 7.9.

Item 4 **Correspondence**

Inward, Outwards and Web correspondence as tabled. Received and approved.

Moved: Gillian Tasker **Seconded:** Seán McMahon **Carried**

Item 5 **Reports**

- 5.1 **President's Report:**
As tabled. The meeting with LIANZA will be addressed further under Item 7.15.

Moved: That the report be accepted.

Moved: Seán McMahon **Seconded:** Charlotte Macdonald **Carried**

- 5.2 **Financial Report:**
As tabled. One person is still to pay for the Symposium and from Ancestry. Lisa Austin will amend and send the updated report.

Moved: That the report be accepted with amendments.

Moved: Seán McMahon **Seconded:** Charlotte Macdonald **Carried**

Item 6 **Portfolios**

- 6.2 **Alert** (Belinda Battley)
Next *Alert* to be sent out by 4 March. Requests for more regional information – from the three branches will be included along with NZAA Conference details.

- 6.3 **Membership:** (Christine Edney)
Not circulated to the whole Council. New members in Auckland and other branches in recess and overseas. Feedback from members that records managers would like to see more for records professionals.

Suggestion that ARANZ could link with ALGIM to share information and arrange networking opportunities through branches. Request to be sent through *Alert* for stories or contributions from records managers.

Request for a fuller breakdown on complimentary / joint personal / special membership categories that are not listed in the constitution and a list of the institutions that are members.

Moved: That the report be accepted.

Moved: Seán McMahon **Seconded:** Alison Breese **Carried**

6.4 **Website:** (Louis Changuion)

An extra cost was incurred for the SSL Certificate for the secure membership site. Lisa Austin will follow-up on payments to Expert.

Margaret Tate found several broken links on the ARANZ website and is compiling a list for Louis Changuion to check and correct.

Moved: That the report be accepted.

Moved: Seán McMahon **Seconded:** Charlotte Macdonald **Carried**

6.5 **Branch Liaison/SIGs:**

There is a focus on membership growth by the branches. Recommended to try requesting regional reports from Auckland, Waikato and Christchurch.

Moved: That the report be accepted.

Moved: Seán McMahon **Seconded:** Louis Changuion **Carried**

6.6 **Awards:** (Seán McMahon)

Seán McMahon has requested information on the organisation of the awards. Seán will speak to Brad Patterson about assembling awards panels for the Michael Standish and Ian Wards Prizes. Calls for nominations for both awards are to be advertised in *Alert* and on NZ Records listserv.

6.7 **Facebook:** (Lisa Austin)

No report. Only occasional posts. This portfolio to be renamed Social Media.

6.8 **Advocacy:** (Elizabeth Charlton)

Archives New Zealand is to automatically send intentions to dispose notices to ARANZ. In addition to the submissions listed in the report, in January 2017 Dr Susan Skudder made a submission on behalf of ARANZ to the ICA Experts Group on Archival Description (EGAD) on the Records in Contexts (RiC) conceptual model.

2.15pm Jessica Moran joins the meeting

Moved: That the report be accepted.

Moved: Seán McMahon **Seconded:** Gillian Tasker **Carried**

6.1 **Archifacts** (Jessica Moran)

Final proofs have been received before printing. Flora Feltham and Katrina Tamaira have volunteered to be assistant editors and Jessica Moran will get the working group underway.

The first issue for the working group will be to decide on what work is needed to be done first. Calls for more content for the next edition will go out soon and a timeline completed on the working group after the meeting with ASA later this month.

Moved: That the report be accepted.

Moved: Seán McMahon **Seconded:** Charlotte Macdonald **Carried**

2.30pm Meeting paused for a break.

2.53pm Meeting resumes.

Item 7 **General Business**

7.1 ARANZ annual return for Charities Services:

Lisa Austin is waiting on Darryl Pike and the accountants to complete the audit of the ARANZ finances. Discussion held on possibility of changing the ARANZ rules to allow unaudited finances to be presented at the AGM. This would require two months' notice prior to the AGM that the changes were voted on. There is the ability to hold special meetings for changing the constitution if legislation changes require immediate action.

The process of nomination for Council also needs to be streamlined; Seán McMahon and Elizabeth Charlton will look at how this can be achieved.

7.2 Out of Home workshop, Auckland:

7.2.1 Database of residential homes for NZ children

The database of homes only has a list of state homes and does not include religious homes, nor does it record locations. The only information available is from Government departments and tends to be negative information not the personal photographs and records of lives the children are seeking.

Find and Connect from Australia is a database with history and information about Australian orphanages, children's homes and other institutions with trauma specialists available. ARANZ could formally support the database.

ARANZ should advocate for the Life-long living Archive of the Child, where the child has agency for the records.

7.2.2 Children, Young Persons and their Families (Oranga Tamariki) Legislation Bill

The legislation proposed still has problems with children's records. Belinda Battley recommends ARANZ make a submission on the legislation.

Moved: A motion of thanks to Belinda Battley for co-organising the workshop and support for the workshop's aims.

Moved: Lisa Austin **Seconded:** Alison Breese **Carried**

Moved: That Bronwyn Dalley be approached to scope a database that includes all state, religious and other residential children's institutions showing where records are held, and that Belinda Battley, Seán McMahon and Lisa Austin work on this project. They will also examine Find and Connect as an example of how the database should be set up.

Moved: That more information will be brought back to Council after the "Setting the Record Straight" National Summit in Melbourne in May 2017.

Moved: That Belinda Battley will make a submission on behalf of ARANZ on the proposed Children, Young Persons and their Families (Oranga Tamariki) Legislation and submit a report on the Auckland workshop to *Alert* and *Archifacts*.

Moved: Charlotte Macdonald **Seconded:** Seán McMahon **Carried**

7.3 **ARANZ/ASA MoU:**

Seán McMahon is drafting a copy of the MoU with proposed changes and will send this to Council.

7.4 **2017 Co-sponsorship of conference on WW1 and dissent:**

The revised call for papers including the ARANZ request for papers on how archives were used to inform research has gone out together with a request encouraging ARANZ members to contribute and be part of the organising committee.

7.5 **2017 Co-sponsorship of North and South Island born digital management workshops:**

LIANZA has agreed to co-sponsor the workshops with ARANZ. LIANZA will manage the registration process. The cost will be \$50 for ARANZ members and \$70 for non-members. Details will be released next week with restricted numbers for the initial workshops in Auckland in April and in Dunedin in May.

7.6. **2017 Community Archive/Records training or Community Archives Week:**

Seán McMahon is reviewing the Archives NZ training package and potential dates for training. With the help of a volunteer working group a clubs and societies handbook would be produced with training to follow once the booklet is produced.

Lisa Austin will approach Archives New Zealand for permission to release their training documents on the ARANZ website.

Training would roll-out through workshops and community engagement during Archives Week or through training organised for the provinces. To be completed in stages as a long-term project over several years. The volunteer working group will have an ARANZ Council member to help with the scope of the project and be a contact for them. The working group will develop a draft handbook for the ARANZ Council to review.

National Library will be approached for permission to use the National Preservation Office 2005 publication and be invited to join the working group.

Moved: That Christine Edney is to scope the project.

Moved: Elizabeth Charlton **Seconded:** Lisa Austin **Carried**

Moved: That after the initial scoping is complete Lisa Austin will approach Archives New Zealand and update the Council.

Moved: Seán McMahon **Seconded:** Belinda Battley **Carried**

7.6.1 **Training – Copyright/Digital rights:**

The seminar has been organised for early May at Victoria University of Wellington. Awaiting confirmation on whether the seminar will be live-streamed or filmed, in partnership with South Pacific and others. LIANZA is also interested in being involved.

- 7.7 **2017 Survey of members:**
Seán McMahon is considering the scope of the survey. It will be an opportunity for members to have their say and an incentive will be offered. Gillian Tasker will email Seán McMahon a link to a survey of LIANZA members undertaken in 2012.
- 7.8 **2017 ARANZ AGM:**
Proposed date is Wednesday 23 August 2017 in Wellington. The AGM is to be run in conjunction with a speaker or event.
- Moved:** That ARANZ Patron, the Governor General Dame Patsy Reddy be invited to speak at the ARANZ AGM.
- Moved:** Seán McMahon **Seconded:** Gillian Tasker **Carried**
- 7.9 **2018 Conference venue and committee:**
Teina Jordan is happy to organize the conference in Rotorua for August 2018 with the theme of Māori records and archives.
- Moved:** That Teina Jordan be asked to submit a proposal on the conference that includes the structure of support committees for approval from Council.
- Moved:** Seán McMahon **Seconded:** Lisa Austin **Carried**
- 7.10 **2019 joint ASA conference in Adelaide:**
Seán McMahon expressed interest at a meeting with ASA representatives in a joint conference underwritten by ASA and proportional for ARANZ. As 2019 is not the ARANZ conference year there would be no interference with the ARANZ programme.
- Moved:** That ARANZ support the ASA joint conference with Seán McMahon to liaise.
- Moved:** Seán McMahon **Seconded:** Jessica Moran **Carried**
- 7.11 **ARANZ legacy work:**
- 7.11.1 **Updating details with Charities Register & NZ Societies Register:**
A check of the records will be made for the login details for the NZ Societies Register.
- 7.11.2 **Procedures manual:**
Seán McMahon and Elizabeth Charlton are reviewing the ARANZ Procedures Manual before office holders are sent specific sections relating to them to check and update.
- 7.11.3 **Electronic records of ARANZ:**
To preserve the electronic records of ARANZ a Dropbox site will be set up with a records list of what needs to be saved per portfolio.
- Moved:** That an ARANZ Dropbox is established with a retention and disposal schedule applied (when located) with a naming convention including year – month-day to be confirmed.
- Moved:** Gillian Tasker **Seconded:** Lisa Austin **Carried**

7.11.4 **ARANZ logo:**

Paul Diamond has provided a contact for ARANZ to consult on adopting a Māori name. The update of the logo will follow this, with the name and logo to be launched at the 2018 ARANZ conference.

7.11.5 **Subscription payments from Ebsco Ltd:**

Christine Black is to send the invoice to Seán McMahon to clear up, with Christine Edney to review payments from Ebsco Ltd.

7.12 **Domain name and plan for redevelopment of the website:**

7.12.1 **Check on current costs for website**

We share "ARANZ" with another organisation, so neither can register "aranz.nz" as a domain name. Council can release the hold on this name or leave the status quo.

Moved: That ARANZ stay with the status quo.

Moved: Jessica Moran

Seconded: Lisa Austin

Carried

Redevelopment of the website will require scoping to be completed first, including assessing possible costs and reviewing related websites such as SAA.org, ASA and AABC (Archives Association of British Columbia).

Moved: That Alison Breese and Louis Changuion scope redevelopment and Alison to approach a web developer for an idea of likely costs.

Moved: Charlotte Macdonald

Seconded: Lisa Austin

Carried

7.12.2 **Social media policy**

Lisa Austin to investigate policies and report back to the next Council meeting.

7.12.3 **Clubs & societies guide**

This was addressed under Item 7.6.

7.13 **Update on LINZ:**

A joint proposal went to the Royal Society but Charlotte Macdonald has not had a response yet. She will report back to the next Council meeting.

7.14 **Sort aims, goals, objectives into short, medium, long-term:**

This was addressed under Item 3 Matters Arising, Action Point 4.

Late Items:

7.15 **LIANZA meeting:**

Seán McMahon has discussed with Joanna Matthew closer association between LIANZA and ARANZ, and working together. There is a possibility of cross-topic presentations at the alternate year professional conferences i.e. to present a paper at each other's conferences, and if there was enough interest to run a separate ARANZ or LIANZA theme or SIG meeting.

LIANZA and ARANZ have already collaborated on advocacy on issues that concern both organisations and will continue to keep each other informed.

A proposal for joint training, education or workshops was discussed along with the possibility of qualified archivists applying for professional registration from LIANZA.

This would require a representative from ARANZ to review applications to the Registration Board.

Development of online education courses could also be done via the LIANZA site, using their infrastructure to keep costs low.

Moved: That two LIANZA council members be invited to attend the next ARANZ Council meeting.

Moved: Seán McMahon

Seconded: Lisa Austin

Carried

7.16 ICA Day 9 June 2017:

Promotion of the international archives day to remind members and celebrate archives. Elizabeth Charlton will email Council with ideas on the theme of Revolutionary Archives and Belinda Battley will promote the day through *Alert*.

7.17 NZCCM proposal for joint seminar/workshop:

There is a proposal around a joint seminar or workshop on the theme of disaster management. Seán McMahon and Peter Whitehead to bring back information on what NZCCM has done on disaster management for an event later in the year.

7.18 Constitution change:

This was addressed under Item 7.1.

7.19 National collection framework seminar:

A business innovation idea from National Library around a national documentary framework that would identify who is collection what and where. The National Collection Strategy was first presented to the Collecting Archives SIG. The National Collection Framework and Appraisal Strategy could be worked on as a joint National Library and ARANZ initiative and a proposal will be put to the National Library group developing the framework. Seán McMahon will bring a report back to the next meeting.

7.20 Vendor updates on the website:

Vendor updates will be included in the redevelopment of the website with links to their websites checked to make sure they work and are relevant.

Item 8

Date of next meeting

Wednesday 24 May 2017

1.00 – 5.00pm at the

Marist Archives, Thorndon Quay, Pipitea, Wellington

The meeting closed at 5.00pm.

ACTION LIST: 02 - 03 - 2017

1. **Gillian Tasker** will re-approach the ARANZ branches about email contacts for branch committees on the ARANZ website (Action Point 2)
2. **Seán McMahon** working on draft document of ranked objectives to send to ARANZ Council. (Action Point 4).
3. **Seán McMahon** to bring draft ASA MoU with proposed changes to the next meeting. (Action Point 8)
4. **Christine Edney** to provide a breakdown of complimentary / joint personal / special membership categories that are not listed in the constitution and a list of the institutions that are members (Item 6.3).
5. **Louis Changuion** to check and correct broken links found on the website from list to be supplied by Margaret Tate (Item 6.4).
6. **Seán McMahon** requests information on organisation of ARANZ awards and will speak to Brad Patterson about this (Item 6.6).
7. **Elizabeth Charlton** and **Seán McMahon** review nomination for Council and look at streamlining the process. (Item 7.1)
8. **Belinda Battley**, **Lisa Austin** and **Seán McMahon** to scope database of out-of-home care institutions in New Zealand and look at Australia's *Find and Connect* database. Bronwyn Dalley to be approached to assist with the database. (Item 7.2)
9. **Belinda Battley** will make a submission on behalf of ARANZ on the proposed Children, Young Persons and their Families (Oranga Tamariki) Legislation and submit a report on the Auckland workshop to *Alert* and *Archifacts*.
10. **Seán McMahon** to draft ASA/ARANZ MoU and send to Council. (Item 7.3)
11. **Seán McMahon** reviewing Archives NZ training document and potential dates for training (Item 7.6.1).
12. **Christine Edney** to scope the training package project and **Lisa Austin** to approach Archives New Zealand for permission to release their training package on the ARANZ website. (Item 7.6.1).
13. **Seán McMahon** considering scope of ARANZ survey, **Gillian Tasker** to send LIANZA survey link (Item 7.7).
14. **Seán McMahon** to ask Tiena Jordan to send proposal on ARANZ Conference for approval from Council (and the structure of committees to support the organisers). (Item 7.9)
15. **Seán McMahon** to liaise with ASA to coordinate joint Conference in 2019 (Item 7.10).
16. **Elizabeth Charlton** and **Seán McMahon** review the ARANZ Procedures Manual and send out portions to relevant portfolio holders to check/update (Item 7.11.2).
17. **Gillian Tasker** to establish an ARANZ Dropbox account (Item 7.11.3).
18. **Seán McMahon** given contact for Maori name for ARANZ to be launched in time for 2018 Conference (Item 7.11.4).
19. **Christine Edney** to review payments from Ebsco Ltd (Item 7.11.5).

20. **Alison Breese** and **Louis Changuion** will scope redevelopment of the ARANZ website and approach a web developer for an idea of likely costs (Item 7.12.1).
21. **Lisa Austin** will investigate social media policies and report back to Council (Item 7.12.2).
22. **Seán McMahon** will invite two LIANZA Council members to attend the next ARANZ Council meeting (Item 7.15).
23. **Seán McMahon** and Peter Whitehead to bring information on what has been done on NZCCM and disaster management during the year (Item 7.17).
24. **Seán McMahon** to bring back information on National Collection Strategy, leading to national documentary framework and appraisal strategy (Item 7.19).