



**Minutes of a Meeting of the Council of the  
Archives and Records Association of New Zealand  
in the Marist Archives, Thorndon Quay  
on Wednesday 23 August 2017 at 12.00pm**

**Present:**

President:	Seán McMahon	Council:	Alison Breese
Vice President:	Elizabeth Charlton	“	Belinda Battley
Secretary:	Gillian Tasker	“	Charlotte Macdonald

**Item 1      Apologies**

Christine Edney  
Jessica Moran  
Lisa Austin (lateness)

**Item 2      Minutes Council meeting 24 May 2017**

One correction to the minutes of the Council meeting held on 24 May 2017 was noted under Item 6.6 the correct title is Ian Wards Prize not Ian Wards Scholarship. The corrected minutes were confirmed as a true and correct record.

**Moved:** Gillian Tasker

**Seconded:** Elizabeth Charlton

**Carried**

**Item 3      Matters Arising**

Action Points:

- 1 The two vacancies on Council have been advertised.
- 2 Retention and disposal of branch records is an ongoing project for Council.
- 3 The new requirements on financial reporting for ARANZ Council and branches is underway and the Auditor's Report has been received. This item will be further addressed under Item 5.2.
- 4 The volunteers to help develop the clubs and societies training package have been contacted.
- 5 Alison has sent out general ideas for renewing the ARANZ website.
- 6 Branch financial reporting will be addressed under Item 5.2
- 7 The review of social media and communication will be addressed under Item 6.7
- 9 The Marist Spirituality Centre is available as a venue to host the proposed Council workshop.
- 10 Seán McMahon is one of the members of an organising committee for the 2018 ARANZ Conference and is working with Tiena Jordan to establish the committee and plan the conference. Belinda Battley will contact her Archival Education and Research

Initiative (AERI) contacts as potential speakers for the ARANZ Conference. Elizabeth Charlton volunteered to help on the committee

#### **Item 4**      **Correspondence**

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

**Moved:** Gillian Tasker                      **Seconded:** Charlotte Macdonald      **Carried**

#### **Item 5**      **Reports**

##### 5.1      **President's Report:**

As tabled.

**Moved:** That the report be accepted.

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

##### 5.2      **Financial Report:**

Addressed later in the meeting.

#### **Item 6**      **Portfolios**

##### 6.1      **Archifacts** (Jessica Moran)

As tabled.

Elizabeth Charlton reported very positive feedback was received from the Director of the Society of American Archivists on the publication.

**Moved:** That the one copy of *Archifacts* is given to each author of an article who is not a member of ARANZ.

**Moved:** Elizabeth Charlton                      **Seconded:** Belinda Battley                      **Carried**

The release of digital copies of *Archifacts* online was discussed and it was decided to add this issue to the agenda of the workshop planning day.

##### 6.2      **Alert** (Belinda Battley)

As tabled. Mike Steemson has offered to provide photos of ARANZ events. This will require permission of the people in the images before publication.

##### 6.3      **Membership:** (Christine Edney)

As tabled. Latest update membership report shows 294 current members and possibly 28 unpaid members. An increase in Otago/Southland membership was noted. Branch members may undertake further promotion during Dunedin Heritage Week in October.

**Moved:** That Alison Breese ask the Otago/Southland branch if they would like to consider financial support for the membership promotion to be approved by Council via Branch Liaison.

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

- 6.5 **Branch Liaison/SIGs:** (Gillian Tasker)  
Otago-Southland now have a records manager on the committee and this is encouraging other records managers to meet.

Belinda Battley reported that Auckland members are organizing occasional events. The new AHA group are meeting once per quarter; some members may join ARANZ. The group is focused on archives and does not include records.

Membership of Branch committees and the length of service in positions on these committees is to be reviewed at the Council workshop.

Council will consider at the next meeting the possibility of traveling to meet with the branch committees.

- 6.4 **Website:** (Alison Breese)  
Alison Breese is adding extra items and photos to generate interest. Broken and out-of-date links have been fixed and all email contacts changed to generic addresses. Alison will write a brief note for *Alert*.

1.37pm Lisa Austin joins the meeting.

- 6.6 **Awards:** (Seán McMahon)  
The Michael Standish award will be presented next year. The Ian Wards Prize is to be awarded to Jessie Munro for *Voices of Belonging: A history of Clevedon – Te Wairoa*. It has been a strong year for history, with Jessie's work displaying innovative use of original and diverse resources. Photographs of the prize giving to be placed on the website and in *Alert*. Paul Diamond and Seán McMahon will provide a press release to Auckland and national newspapers.

The question of possibly raising the prize money awarded (there has been no increase since the inception of the awards in 2002) will be addressed at the Council workshop. Possible extra sponsorship for the awards and a new scholarship will also be discussed at the workshop.

- 5.2 **Financial Report:**  
All ANZ term deposits are to be transferred to Kiwibank. An exemption for Resident Withholding Tax will be sought from IRD for the Kiwibank accounts.

Two odd transactions were noted in the main account, one for \$87 and for \$1400 received from Delaware, USA.

**Moved:** That Lisa Austin is to check if the same payments have been made in previous years before possibly asking Kiwibank to reverse the payments if the payee cannot be identified.

**Moved:** Lisa Austin

**Seconded:** Elizabeth Charlton

**Carried**

Complete Branch receipts, account records and financial reports are required for auditing. Each ARANZ Branch (including recessed branches) and SIG will be approached by Lisa Austin to see if any other accounts need to be assessed by 31 December 2017. Lisa will prepare the records for audit before leaving the committee and will organise everything for the new Treasurer.

**Moved:** That Elizabeth Charlton pay International Council on Archives (ICA) membership fee and be reimbursed by ARANZ.

**Moved:** Lisa Austin                      **Seconded:** Gillian Tasker                      **Carried**

**Moved:** All accounts for payment.

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

6.7      **Social Media:** (Lisa Austin)

Alison Breese will take over the Social Media portfolio when Lisa Austin steps down from Council. Occasional posts have been made to the Facebook page.

**Moved:** That the Website and Social Media portfolios be consolidated into one portfolio, title to be determined.

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

6.8      **Advocacy:** (Elizabeth Charlton)

As tabled. Elizabeth Charlton will complete a report on the SAA Conference she attended.

2.32pm Meeting adjourned for a break.

2.52pm Meeting resumes.

**Item 7**                      **General Business**

7.1      **Preparing for the ARANZ AGM:**

Everything has been prepared ready for the AGM later in the afternoon.

7.2      **Ian Wards Prize:**

Discussed under Item 6.6.

7.3      **Clubs and societies working group:**

The working group has commenced work on the training package.

7.4      **Branch finances:**

Each ARANZ Branch is to provide Council with a budget for the coming year. Council will work out the finances and ensure each Branch is audited.

7.5      **Maori name for ARANZ:**

Seán McMahon is to work on this project, ensuring time is taken to follow the right procedure, with the aim of having the name and new logo for the 2018 Conference.

7.6.      **MOU with RIMPA:**

No further progress has been made since the May meeting with RIMPA. Seán McMahon will approach Katherine Clarke to ask if they are interested in continuing the process.

7.7      **2018 ARANZ Conference:**

Ongoing work with Tiena Jordan to plan the ARANZ conference next year, with a call for papers to be issued by February 2018. Elaboration of the theme for the 2018 Conference includes indigenous archives and records, Maori metadata and records, and geotagging. Conference title, date and place to be sent to Alison Breese for uploading to the ARANZ website.

Seán McMahon to talk to ASA when attending the ASA Conference about the 2019 ASA/ARANZ Joint Conference.

**7.8 ARANZ relationships with organisations:**

ARANZ members are often part of other organisations such as Auckland Museum. Council to consider institutional memberships and how ARANZ can work them more closely. A survey for institutional members may be developed.

**7.9 Website design and upgrade:**

Alison Breese is working on this and will bring issues back to the next Council meeting.

**7.10 ARANZ Council workshop:**

Scheduled for Friday 24 November – Saturday 25 November.

Beginning with an ARANZ Council meeting and dinner on Friday evening.

Workshop Saturday 9am-4pm

Items for discussion:

- Procedural Manual
- Website
- Constitution
- *Archifacts* issue

The first three items to be reviewed in advance and decisions made at the workshop with references included to when the decisions were made.

ARANZ will cover accommodation costs of Councillors from outside of Wellington.

**Item 8**

**Date of next meeting**

**Friday 24 November 2017 (To Be Confirmed)**

**1.00pm – 5.00pm at the**

**Marist Archives, Thorndon Quay, Pipitea, Wellington**

The meeting closed at 3.45pm.

**ACTION LIST: 24 - 11 - 2017**

1. **Belinda Battley** will contact her Archival Education and Research Initiative (AERI) contacts as potential speakers for the 2018 ARANZ Conference. (Item 3, Action Point 10).
2. **Alison Breese** to ask the Otago/Southland branch if they would like to consider financial support for the membership promotion to be approved by Council via Branch Liaison. (Item 6.3)
3. **Alison Breese** will write a brief note for Alert on the website updates. (Item 6.4)
4. **Seán McMahon** and Paul Diamond will provide a press release to Auckland and national newspapers on the 2017 Ian Wards Prize winner. (Item 6.6).
5. **Lisa Austin** to check if odd payments noted have been made in previous years before possibly asking Kiwibank to reverse the payments if the payee cannot be identified (Item 5.2)
6. **Elizabeth Charlton** to pay International Council on Archives (ICA) membership fee and be reimbursed by ARANZ. (Item 5.2)

7. **Elizabeth Charlton** will complete a report on the SAA Conference she attended. (Item 6.8).
8. **Council** will work out the finances for the coming year and ensure each Branch is audited. (Item 7.4).
9. **Seán McMahon** will approach Katherine Clarke about a possible MOU between ARANZ and RIMPA. (Item 7.6).
10. **Alison Breese** to upload the 2018 Conference title, date and place to the ARANZ website. (Item 7.7)
11. **Seán McMahon** to talk to ASA when attending the ASA Conference about the 2019 ASA/ARANZ Joint Conference. (Item 7.7)