



**Minutes of a Meeting of the Council of the  
Archives and Records Association of New Zealand  
in the Marist Archives, Thorndon Quay  
on Friday 24 November 2017 at 1.00pm**

**Present:**

President: Seán McMahon  
Vice President: Elizabeth Charlton  
Secretary: Gillian Tasker

Council: Alison Breese  
" Belinda Battley  
" Charlotte Macdonald  
" Christine Edney  
" Jennie Henton  
" Katrina Tamaira

**Item 1 Apologies**

Eric Boamah (lateness)  
Jessica Moran

**Item 2 Minutes Council meeting 23 August 2017**

The minutes were confirmed as a true and correct record.

**Moved:** Seán McMahon

**Seconded:** Charlotte Macdonald

**Carried**

**Item 3 Matters Arising**

Action Points:

- 5 Christine Edney will check the odd payment mentioned in Item 5.2.
- 8 Council will address the finances during this meeting.
- 9 A hold will be put on the possible MOU as RIMPA is probably not continuing. Present MOU to be removed from the ARANZ website.
- 11 ASA will get back to ARANZ about how the joint conference will be organised.

**Item 4 Correspondence**

Inward, Outwards and Web correspondence as tabled. Gillian will check to ensure two items sent by Elizabeth were recorded. Received and approved.

**Moved:** Gillian Tasker

**Seconded:** Christine Edney

**Carried**

**Item 5 Reports**

5.1 **President's Report:**

As tabled. The Chief Archivist position is to be advertised. Decision to be made on whether Archives New Zealand and National Library remain together under the Department of Internal Affairs.

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

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

5.2      **Financial Report:**

The auditors have recommended ARANZ change from using Excel to Xero type software to manage the financial records.

Income has been received from the Auckland branch with a transfer of funds.

Elizabeth presented her report on the SAA Conference that ARANZ supported her to attend.

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

**Moved:** Elizabeth Charlton              **Seconded:** Gillian Tasker                      **Carried**

**Moved:** That Elizabeth write a letter to ANZ requesting the two term deposits at ANZ be transferred on maturity to Kiwibank.

**Moved:** Elizabeth Charlton              **Seconded:** Charlotte Macdonald      **Carried**

**Item 6**              **Portfolios**

6.1      **Archifacts** (Jessica Moran)

Presented by Katrina Tamaira

The only edition for 2017 will be launched at the Wellington ARANZ Christmas party. It will be a double issue which will incur increased postal charges.

**Moved:** That Jessica Moran compose an email to explain there is to be only one issue of *Archifacts* for 2017 and Christine Edney will send this email to ARANZ members.

**Moved:** Jennie Henton                      **Seconded:** Alison Breese                      **Carried**

Papers are being received from the LIANZA and NDF Conferences for the next edition and it is expected more will be received after the 2018 Rotorua conference.

6.2      **Alert** (Belinda Battley)

As tabled. It is correct that only ARANZ members receive the Alert.

6.3      **Membership:** (Christine Edney)

As tabled. Christine has cleaned up the existing membership list and changed student membership length and qualification. A clear statement of categories of membership tagged with the date of the related Council decision is required.

3.20pm Meeting adjourned for a break.

3.35pm Meeting resumes

- 6.4 **Website:** (Alison Breese)  
As tabled. The news and events column has been cleared up and now features items current to 2017. The statistics are consistent across the site. There are no charges for advertising on the site.
- 6.5 **Branch Liaison/SIGs:** (Gillian Tasker)  
Otago-Southland are doing well recruiting records managers to ARANZ. Alison reported the success of the Vogel Street Party that helped to publicise and promote ARANZ – held at the same time as Dunedin’s Heritage Week.
- 6.6 **Awards:** (Seán McMahon)  
The two awards (Michael Standish award and the Ian Wards Prize) will be presented in 2018. An adjustment will need to be made to procedures, each committee requires three people including one council member, one archivist and one records manager.
- 6.7 **Social Media:** (Alison Breese)  
To be part of the Website portfolio. Katrina Tamaira will help Alison Breese with a review of Archives New Zealand’s Social Media, to adapt for use by ARANZ.
- 6.8 **Advocacy:** (Elizabeth Charlton)  
As tabled.

The Copyright Act 1994 is up for review and ARANZ will work with LIANZA’s copyright experts to make a submission. Charlotte and Alison are interested in assisting Elizabeth to make the submission and Professor Susan Corbett will be asked to give advice as well. There is a link on the APCA website to Susan’s speech from May 2017.

There has been no response from Archives New Zealand on submissions feedback.

4.28pm Alison Breese leaves the meeting.

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

- 7.12 **Creation of a Social Media portfolio:**  
Discussed under Item 6.7.
- 7.16 **Rotorua Conference update:**  
Tiena Jordan has booked 5-6 speakers, with Dame Anne Salmond to be keynote speaker. The call for papers has gone out.

Possibly include a workshop hosted by Vicki-Anne Heikell from Alexander Turnbull Library on conservation or an arrangement and description workshop with a Māori point of view, or an item on Māori subject headings.

Investigating the possibility of being able to film the presentations to on the ARANZ website, as the ASA does. May be able to use their permission forms as a template for ARANZ forms. Consider inviting speakers from the ASA.

Need to look at registration costs and which model to use. Charlotte Macdonald suggests checking the Google Docs option or Eventbrite for registrations.

Elizabeth Charlton reminded council that ARANZ doesn't have credit card payment set up and costs are increasing, so using a conference organizer may be a good option.

Seán McMahon will ask the Rotorua Copthorne Hotel if they can help.

**7.19 Statistics New Zealand item:**

Question on what is to happen to the records in the condemned Statistics New Zealand building, Wellington. Elizabeth Charlton presented the submission on the Archives New Zealand disposal authority for earthquake-affected records. There have been questions around whether people have entered the building and whose authority it is to declare the building can no longer be entered. Charlotte Macdonald would also like to know from Statistics New Zealand what records were in the building.

4.50pm Christine Edney leaves the meeting.

4.55pm Christine Edney returns and Katrina Tamaira leaves the meeting.

Charlotte Macdonald will bring back to Council any update via email if the issue goes further and requires ARANZ support.

Meeting closes 5.00pm.

Meeting resumes Saturday 25<sup>th</sup> November 2017, at 9.00am

**Present:**

President:	Seán McMahon	Council:	Alison Breese
Vice President:	Elizabeth Charlton	"	Belinda Battley
Secretary:	Gillian Tasker	"	Eric Boamah
		"	Jennie Henton

**7.9 Alerts:**

Previously sent out monthly.

**Moved:** That the Alert newsletter will come out quarterly after each Council meeting and in the interim other ways will be investigated to send it out directly without needing to go through other councilors.

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

9.20am Christine Edney joins the meeting.

Christine will send Belinda the instructions needed for access to the database.

**7.20 Position of Archives New Zealand in the Department of Internal Affairs:**

Seán McMahon wrote to Prime Minister Jacinda Ardern about Archives New Zealand and National Library being released from the Department of Internal Affairs. It is expected someone from ARANZ may be called on to comment when the issue hits the media.

**Moved:** That if there is a request for public comment, Elizabeth Charlton is the ARANZ officer to speak on this.

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

7.17. **ARANZ R & D schedule:**

Elizabeth had one correction for the draft schedule circulated to Council. The retention and disposal schedule will be applied to all ARANZ records, including ARANZ branch records. Records chosen for retention will be sent to Seán McMahon to take to the archive held at the Beaglehole Room at Victoria University. Council is asked to check the retention and disposal schedule and email their comments on it.

**Moved:** That Alison Breese and Elizabeth Charlton collate the comments and make any changes needed by Christmas 2017, ready to go up on the ARANZ website once approved by Council by email.

**Moved:** Seán McMahon                      **Seconded:** Christine Edney                      **Carried**

7.7 **Legal expert for Constitution check:**

After the review of the ARANZ Constitution it will be necessary to have the format and language used checked by a legal expert.

**Moved:** To have a legal expert in charities to check the ARANZ Constitution once it has been adjusted through the workshop.

**Moved:** Elizabeth Charlton                      **Seconded:** Jennie Henton                      **Carried**

Elizabeth will ask a legal contact of hers for a recommended person.

7.8 **Māori name for ARANZ:**

This is the first step to a wider bicultural programme. The new name will be launched at the ARANZ Conference - Ngā Taonga Tuku Iho 2018, Rotorua. Seán McMahon presented the report from the Māori name working group on the recommended name.

**Moved:** To accept the recommendation of the group for Te Hunga Mahora to be the Māori name for ARANZ.

**Moved:** Seán McMahon                      **Seconded:** Eric Boamah                      **Carried**

A request was made for a video on the pronunciation and meaning behind the name be made for the website.

7.18 **Logo brief:**

To match the development of the Māori name, a briefing paper for ARANZ members to consider and comment on will be prepared around a new logo design.

**Moved:** That a subcommittee be formed to work with a designer to develop three logo options for members to vote on by February's Council meeting.

**Moved:** Seán McMahon                      **Seconded:** Elizabeth Charlton                      **Carried**

7.18 **Training options from SAA:**

Elizabeth has negotiated discounted access to Society of American Archivist training for ARANZ members of up to 25%. ARANZ is to be given a coupon code to access the discount. SAA would also negotiate on other education opportunities. Elizabeth will check on access with SAA and will write an article for Alert.

10.25am meeting adjourns for a break.

10.45am meeting resumes.

7.14 **Australasian directory of archives:**

Seán will report back to Council at the next meeting.

7.13 **ARANZ action plan:**

Seán will update the plan and send it to Council to consider at the next meeting.

7.15 **ARANZ questionnaire:**

Need to consider the content for the survey. Suggestion to contact an archives student or training institution for design, collation and data return. Jennie Henton will assist with formation of the questionnaire.

Seán will send Jennie the ASA and LIANZA examples. An incentive may be considered to encourage more members to complete the questionnaire.

**Moved:** That everyone on Council with ideas for the member survey are to send them to Jennie Henton and she will develop a questionnaire with the possible assistance of a subcommittee of Council and ARANZ members for approval by Council.

**Moved:** Seán McMahon

**Seconded:** Belinda Battley

**Carried**

7.5 **School Archives SIG funds:**

Auckland Branch is in recess and the money left was returned to the main ARANZ accounts, with the source of the funds to be acknowledged. The money belongs to the larger Association, though Auckland feels it should use it as it was money taken in and used for School Archives SIG workshops in Auckland. The School Archives SIG has not submitted a report to Council.

Elizabeth has put the money on term deposit for the time being.

**Moved:** That Belinda Battley communicate to the School Archives SIG that money will be available under agreed terms under the Constitution. The SIG is to report back to ARANZ Council to an agreed template provided by Council. The Council encourages the SIG to advertise their School Archives workshops nationwide.

**Moved:** Belinda Battley

**Seconded:** Alison Breese

**Carried**

7.6 **Funded position to organise and coordinate training sessions nationwide:**

A suggestion from Sarah Padey to fund someone to coordinate nationwide training, may be a reason to have an education portfolio. Council will explore the capacity for an education portfolio to coordinate training and follow up on requirements of members following the questionnaire.

7.1 **Estimated annual budget:**

Elizabeth Charlton has estimated a basic yearly income from subs and expenses per year. She found that Council does not have any spare funds unless more income is received from Conference or the term deposits are used for special projects.

**Moved:** That the estimated budget will be monitored and reviewed over the year to match actual and estimated costs to provide robust figures at the end of the financial year.

**Moved:** Seán McMahon

**Seconded:** Christine Edney

**Carried**

**7.3 & 7.4 Proposals to increase the Michael Standish and Ian Wards prize amounts and to create an ARANZ Conference Scholarship:**

Elizabeth Charlton checked how much money on term deposit was required for self-funding the awards and a conference scholarship. This amount is \$50,000.

**Moved:** That Council accept the members motion to increase the value of the Michael Standish and Ian Wards prize awards to \$500 each from \$250 and initiate an ARANZ Conference Scholarship for up to \$500. Council approves placing \$50,000 on term deposit to fund these awards and the scholarship.

**Moved:** Jennie Henton

**Seconded:** Alison Breese

**Carried**

**7.2 Proposal from 2017 AGM for Council to set aside an approved budget for branches to use:**

Discussion was held around the ARANZ budget. Council is to refer to the workshop for consideration of updating procedures and the proposal for setting an approved annual budget for branches is to be reviewed. A statement of communication to branches is to be composed following final audited accounts that are due by the end of December.

Council will communicate with Wellington branch via the Branch Liaison officer immediately that due to national financial issues, including Charities reporting requirements, Council regrets that they are unable to provide an answer at this time.

**Item 8**

**Date of next meeting**

**Thursday 22 February 2018**

**1.00pm – 5.00pm at the**

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

The meeting closed at 1.00pm.

**ACTION LIST: 2018-02-22**

1. **Christine Edney** will check the odd payments made to ARANZ from an American source. (Action Point 5).
2. **Elizabeth Charlton** to write letter asking for the two ANZ term deposits to be transferred on maturity to Kiwibank. (Item 5.2)
3. **Jessica Moran** to compose an email to explain there is to be only one issue of *Archifacts* this year and **Christine Edney** will send this email to ARANZ members (Item 6.1).
4. **Christine Edney** will clean up the existing membership list and change the student membership length and qualification. (Item 6.3)
5. **Gillian Tasker** will resend the login details for the ARANZ Council Dropbox to councillors. (Item 6.3)

6. **Katrina Tamaira** will help **Alison Breese** with reviewing Archives NZ social media policy to adapt it for use by ARANZ. (Item 6.7).
7. **Charlotte Macdonald** and **Alison Breese** will assist **Elizabeth Charlton** with a submission by ARANZ on the review of the Copyright Act 1994 (Item 6.8).
8. **Seán McMahon** to ask Copthorne Hotel if they can help with credit card payments for the 2018 ARANZ Conference at Rotorua. (Item 7.16)
9. **Charlotte Macdonald** to bring issue around disposal of Statistics NZ records to Council if it requires ARANZ support. (Item 7.19)
10. **Belinda Battley** will send out the *Alert* newsletter quarterly after each Council meeting and will look at ways to send it out directly without needing to go through other councillors. **Christine Edney** will send database access to Belinda. (Item 7.9)
11. **Elizabeth Charlton** will provide comment on behalf of ARANZ should there be a public request for comment on the issue of Archives NZ and National Library being released from DIA. (Item 7.20)
12. **ARANZ Council** are to check the proposed ARANZ Retention & Disposal schedule. **Alison Breese** and **Elizabeth Charlton** are to collate the comments and make changes to the schedule by Christmas, ready for it to go up on the website once approved by Council by email. (Item 7.17)
13. **Elizabeth Charlton** to ask for a recommended legal expert in Charities to check the ARANZ Constitution once it has been adjusted through the workshop. (Item 7.7).
14. **Seán McMahon** to explore the possibility of providing a video guide for the pronunciation of the Māori name for ARANZ and the meaning behind it. (Item 7.8).
15. **Seán McMahon** to report back to Council at the next meeting on the Australian Directory of Archives. (Item 7.14).
16. **Seán McMahon** to update the ARANZ Action Plan and send it out to Council for consideration at the next Council meeting. (Item 7.13).
17. **Seán McMahon** to send **Jenny Henton** ASA and LIANZA questionnaires as examples to assist her to compile a draft ARANZ questionnaire for ARANZ members. (Item 7.15).
18. **ARANZ Councillors** to send ideas for the member survey to **Jenny Henton**. Jenny will develop a questionnaire with possible assistance of a subcommittee of councillors and members, for approval by ARANZ Council. (Item 7.15).
19. **Belinda Battley** to communicate to the School SIG that money will be available under agreed terms under the Constitution. The SIG will report back to ARANZ Council using a template provided by Council. The Council encourages the SIG to make their workshops available nationwide. (Item 7.5).
20. **ARANZ Council** to monitor the estimated budget to match actual and estimated costs to provide robust figures at the end of the financial year. (Item 7.1).

21. **Elizabeth Charlton** to transfer \$50,000 to a term deposit to fund the increased Michael Standish and Ian Wards Prizes (each prize to be increased from \$250 to \$500) and an ARANZ Conference Scholarship of up to \$500. (Items 7.3 & 7.4).
22. **Seán McMahon, Elizabeth Charlton and Gillian Tasker** to compose a statement of communication to all branches to be composed following the final audited accounts that are due by the end of December. ARANZ Council will communicate via Branch Liaison **Gillian Tasker** with Wellington Branch immediately about their request for an annual budget for an event programme. (Item 7.2)