



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

**Present:**

President:	Seán McMahon	Council:	Alison Breese
Vice President:	Elizabeth Charlton	“	Christine Edney
Secretary:	Gillian Tasker	“	Jessica Moran
Treasurer:	Lisa Austin		

**Item 1      Apologies**

Belinda Battley  
Charlotte Macdonald  
Louis Changuion

**Item 2      Minutes Council meeting 02 March 2017**

The minutes of the Council meeting held on 02 March 2017, having previously been circulated, were taken as read and confirmed as a true and correct record.

**Moved:** Seán McMahon

**Seconded:** Alison Breese

**Carried**

**Item 3      Matters Arising**

Action Points:

- 1 All branches will have generic contacts, with the Branch Chair and Secretary being the two email contacts provided.
- 3 The draft ASA MoU will be addressed under Item 7.2
- 4 There are 18 complimentary members of ARANZ. Three are to be checked further, 2 joint memberships receiving one copy of *Archifacts* and two special memberships that receive the journal being Archives NZ and the Hocken Library. The list is to be reviewed and report brought back to Council. Student membership to be for 3 years with a requirement to provide student identification as proof of continuing student status after this. New membership categories are to be part of the review of the constitution.
- 5 Alison has completed a review of the broken links on the ARANZ website.
- 6 ARANZ awards will be addressed under Item 6.6
- 8 The out-of-home database will be addressed under Item 6.2
- 11 & 12 Archives training will be addressed under Item 7.3
- 13 Progress has been made on the ARANZ survey and this will be further considered as part of the constitution review work.

- 14 The 2018 ARANZ Conference will be addressed under Item 7.14
- 15 Seán McMahon is yet to hear back from ASA about the proposed joint conference but this would require a four-person team from New Zealand to work with ASA.
- 16 The ARANZ Procedures Manual review will be addressed under Item 7.13
- 17 The ARANZ Dropbox account will be addressed under Item 7.4
- 18 The Maori name for ARANZ will be addressed under Item 5.1
- 21 Social media policies for ARANZ will be addressed under Item 7.8

#### **Item 4            Correspondence**

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

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

#### **Item 5            Reports**

- 5.1 **President's Report:**  
As tabled.

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

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

- 5.2 **Financial Report:**  
The audit report has been received and the submission to Charities Services completed. A financial report will be submitted later.

#### **Item 6            Portfolios**

- 6.1 **Archifacts** (Jessica Moran)  
The December issue came out by March. Content for the next issue is arriving with June the deadline for receipt of content and July for printing.  
  
The working group and online access have not been worked on yet.
- 6.2 **Alert** (Belinda Battley)  
As tabled. With Lisa Austin and Louis Changuion standing down from Council, the two vacant places will be notified in *Alert*. Seán McMahon will write a short entry for this.
- 6.3 **Membership:** (Christine Edney)  
Christine will send an acknowledgement email with the latest *Alert*. Ninety-two members had not paid and will be sent account rendered notices by June.

- 6.4 **Website:** (Louis Changuion/Alison Breese)  
Alison Breese is the new webmaster and has received introductory training on the management of the site.
- 6.5 **Branch Liaison/SIGs:** (Gillian Tasker)  
Otago-Southland were the only branch to complete a report for Council. Seán McMahon will speak to Sue Hirst at the J C Beaglehole Room about branch records and Gillian Tasker will try contacting branches in recess to find their records. ARANZ Branch and Council records will need a retention and disposal record and Seán McMahon will check with Susan Skudder who started writing this. Full box lists of Branch records will also be required.
- 6.6 **Awards:** (Seán McMahon)  
Seán McMahon has arranged for an awards panel for the Ian Wards Scholarship but the Michael Standish award requires review as there is confusion between the website and the rules now allowing articles published outside New Zealand to be entered.
- 6.7 **Social Media:** (Lisa Austin)  
Access to Twitter posting to be arranged.
- 6.8 **Advocacy:** (Elizabeth Charlton)  
Submissions on behalf of ARANZ Council are to be without a name attached, and the submission documents will continue to be uploaded to the ARANZ website.
- Moved:** That the ARANZ become a member of the Asia Pacific Copyright Association (APCA) and that ARANZ pay the catering for APCA seminar on 17 May 2017.

**Moved:** Elizabeth Charlton

**Seconded:** Seán McMahon

**Carried**

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

- 7.1 **ARANZ annual return for Charities Services:**  
The ARANZ annual return has been completed. Charities Services have increased accountability requirements. Branches are required to submit required financial documents for audit, being bank statements from 01 July 2016-30 June 2017. ARANZ will also need to institute processes and policies for taking cash payments for any ticketing, e.g. having two people supervising this at all times. Membership information is also needed. Lisa Austin is to record the new requirements for Council.
- The ARANZ Constitution will be reviewed along with the Procedures Manual.
- 7.2 **ARANZ / ASA Memorandum of Understanding:**
- Elizabeth Charlton presented the second review of the MoU with points to be clarified on the permission of reproduction of items from authors. To be added is clause "Reciprocal material is published with the permission of the author".
- 2.30pm LIANZ representatives Joanna Matthew (Executive Director) and Kris Whehipeihana (Immediate Past President) join the meeting to discuss joint events between ARANZ and LIANZA branches.

LIANZA is keen to collaborate on cooperate for example around shared events. LIANZA is about to send out a membership survey and will send ARANZ a copy.

LIANZA is reworking guidelines on what each SIG and regional branch is expected to do with a list of activities and what national LIANZA Council will do.

Archived copies of Library Life newsletters are on a new Recollect site from New Zealand Micrographic Services.

LIANZA pay the accounts for all branches and are moving to budget for each branch. They will send a copy of their Code of Practice to ARANZ. LIANZA are intending to request the repeal their New Zealand Library Association Act 1939 and will operate under the rules of an incorporated society.

LIANZA and ARANZ could share training with ARANZ providing expertise and LIANZA providing staffing.

Advocacy should be shared with both organizations working together on submissions relating to the sector.

3.12pm Meeting pauses for a break.  
3.42pm Meeting resumes

Seán McMahon thanked the LIANZA representatives for the positive discussion on collaboration between the two organisations. The LIANZA representatives leave the meeting.

### 7.3 **Clubs and societies training package:**

Christine Edney will contact the three ARANZ members who volunteered to assist in putting together the training package.

### 7.4 **ARANZ Dropbox:**

A Dropbox account has been set up to trial storage of ARANZ electronic records. Once the storage limit is reached a decision will be made on whether to increase the storage capacity or transfer the files to a digital repository elsewhere.

### 7.5 **Digital preservation workshop:**

The workshop was very successful and working with LIANZA went well, with good feedback comments from attendees. ARANZ will be billed by LIANZA for the morning tea. Jessica Moran is promoting the idea of continuing the workshops to the National Library Leadership Board and thanks ARANZ for the support.

### 7.6. **ARANZ website redevelopment and funding:**

Council needs to decide if the website will be information only or also include historic information and documentation. The current system is hard to use and update, with the current 40 pages recommended to be cut to 10 pages. It will be possible to integrate the current membership database into the new website. The new website will require a privacy policy that will be developed as part of the ARANZ Council workshop.

Alison Breese will send a list of questions to Council about what needs to be considered in renewing the website.

Alison Breese will send the basic information architecture for the website to Council.

- 7.7 **Preparation of handover of financial portfolio and collection of annual branch accounts for audit:**  
The ARANZ finance manual is to be updated with strategy for when and how information from the branches is collected. Lisa Austin will report back to Council on this strategy and check the Charities Act on the requirements for branch financial accounts.
- The ANZ term deposit account will be changed to Kiwibank the next time it matures.
- 7.8 **Social media policy and new Comms portfolio for incoming Council:**  
The new Comms portfolio will include responsibility for social media and communications. Lisa Austin is looking at social media and communication policies. Alison Breese will send Lisa the Dunedin Council policy as an example.
- 7.9 **2017 ARANZ AGM and incoming Council:**  
Curators, conservators or architects involved in the *He Tohu* project from Alexander Turnbull Library and Archives New Zealand will be invited to speak at the AGM. An invitation will be sent out in *Alert* for the two vacant positions on Council. Council may comprise up to a total of 12 members.
- 7.11-7.13 **ARANZ workshop, ARANZ survey and legacy work:**  
Items 7.11, 7.12 and 7.13 were taken together. In order to deal with issues such as updating the Procedures Manual, it is proposed to organise a one-day workshop or retreat, with a Council meeting on a Friday and the workshop on the Saturday.
- Elizabeth Charlton will check a possible venue and report back to the next Council meeting.
- 7.14 **2018 ARANZ Conference:**  
Recommended date for the next ARANZ Conference is 23-26 August 2018, titled Nga Taonga Tuku Iho. A draft programme for the Wednesday-Friday would include one day for SIG meetings and workshops and a two-day conference. Te Rōpū Whakahaui would also be invited to be involved. A conference committee needs to be formed by August 2017 and Seán McMahon will contact Teina Jordan to follow-up on this.
- 4.50pm Christine Edney leaves the meeting, and apologises for being unable to attend the next meeting and AGM.
- 7.10 **AHLAG Association in Auckland:**  
The Auckland Documentary Heritage Group is a new organization seeking support from ARANZ. Seán McMahon will send the minutes from the group outlining their plans to Council.

**Item 8**                    **Date of next meeting**  
**Wednesday 23 August 2017**  
**12.00 – 4.00pm at the**  
**Marist Archives, Thorndon Quay, Pipitea, Wellington**  
**To be followed by the AGM, 5.00-6pm at the National Library.**

The meeting closed at 5.00pm.

## **ACTION LIST: 24 - 08 - 2017**

1. **Seán McMahon** will write a short note for *Alert* about the two vacancies on Council. (Item 6.2).
2. **Seán McMahon** will contact Sue Hirst and Susan Skudder about retention and disposal of branch records. **Gillian Tasker** will check where records of the ARANZ branches in recess may be (Item 6.5)
3. **Lisa Austin** to record the new requirements on financial reporting for ARANZ Council and branches. (Item 7.1)
4. **Christine Edney** to contact the three volunteers to help with the clubs and societies training package (Item 7.3).
5. **Alison Breese** to send Council a list of questions to be considered in renewing the website and the basic information architecture for the new website (Item 7.6).
6. **Lisa Austin** to report to Council on the strategy for when and how financial information is collected from the branches to fulfil new audit requirements (Item 7.7).
7. **Lisa Austin** is reviewing social media and communication policies and **Alison Breese** will send Lisa the Dunedin Council policy as an example. (Item 7.8)
8. **Lisa Austin** and **Seán McMahon** to approach colleagues to speak the ARANZ AGM on their work on the *He Tohu* project. (Item 7.9)
9. **Elizabeth Charlton** will report back to Council on the availability of a venue for the proposed Council workshop (Items 7.11-7.13).
10. **Seán McMahon** will contact Teina Jordan to follow-up on an organising committee for the 2018 ARANZ Conference. (Item 7.14)
11. **Seán McMahon** will send the minutes of the new Auckland Documentary Heritage Group to Council (Item 7.10).