



**Minutes of a Meeting of the Council of the  
Archives and Records Association of New Zealand  
in the Marist Archives, Wellington  
on Friday 14 September 2018 at 1.00pm**

**Present:**

President: Eric Boamah  
Vice President: Jennie Henton  
Secretary: Tiena Jordan  
Treasurer: Susan Hanham

Council: Catherine Woeber  
" Belinda Battley  
" Kathleen Stringer  
" Sean Connelly  
" Catherine Barriga  
" Helen Pannett

In attendance: Elizabeth Charlton

The new Council introduced themselves.

**Item 1      Apologies**

On behalf of Sarah Padey, Alison Breese and Jessica Moran were sustained.

**Moved:** Helen Pannett

**Seconded:** Belinda Battley

**Carried**

**Item 2      Minutes**

The minutes of the meeting held 22 August 2018, having previously been circulated, were confirmed as a true and correct record.

**Moved:** Belinda Battley

**Seconded:** Eric Boamah

**Carried**

**Item 3      Matters Arising**

Eric acknowledged the work of the previous Council.

- 1 In response to a query from Kay Sanderson, there is no joint membership. A letter to be written to Kay to apologise on behalf of the previous council for not informing them after the February meeting.
2. Gillian Tasker has informed Jessica Moran of the Council's decision on the sponsorship request.

**Item 4      Correspondence**

**Inward**

Dunedin Branch – conference 2020. They would like to see the Procedures Manual and will make a decision at their October meeting. Tiena to forward the Manual.

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:**

No report, as the President has only been in office 2 weeks.

### **5.2    Financial Report:**

Elizabeth Charlton presented the attached report, and explained the financial position to Council.

Moved that the report be accepted.

**Moved:** Susan Hanham

**Seconded:** Jennie Henton

**Carried**

The list of payments for approval was presented:

Elizabeth Charlton	\$ 127.00	August Council travel
Gillian Tasker	\$ 718.46	July August Council travel
Alison Breese	\$ 770.50	August Council travel
Eric Boamah	\$ 547.50	August Council travel
Expert Development	\$ 107.13	Website hosting
Myth Digital & Brand	\$4680.50	Website
William Buck	<u>\$2762.30</u>	
	\$9713.39	

**Moved:** That the payments for approval be accepted and approved.

**Moved:** Elizabeth Charlton

**Seconded:** Christine Edney

**Carried**

Elizabeth suggested that the \$13,691.93 in the Conference 05 account be used towards funding for Branches (up to \$2000) the publication of Maori conference papers.

She also suggested the \$5905.72 in the NZSA 02 account be used towards digitisation of *Archifacts*.

She also pointed out that due to the widespread locations of Councillors we could run at a loss due to travel costs.

## **Item 6            Administration**

### **6.1    Meeting dates**

Monday 12 November 2018

Monday 18 February 2019

Monday 20 May 2019 – those preparing to go off Council should say so at this meeting

Monday 15 July 2019– Zoom

Monday 30 September 2019 – AGM

Tuesday 1 October 2019 - Council

2 p.m. Sean McMahon entered the meeting at this point.

## 6.2 Conference 2019

Sean spoke to the attached document on the ARANZ/ASA conference in 2019. He explained that every 6-8 years we hold a joint conference with ASA. Next year it will be ARANZ/ASA.ICA in Adelaide on 21-25 October 2019. The Adelaide branch is doing most of the ground work, we will help with the programme.

Tiena was asked about feedback from the conference in August. Tiena to compile the feedback received in emails.

2.25 p.m. Sean McMahon left the meeting at this point.

## 6.3 Portfolios

Branch Liaison/SIG liaison – Tiena Jordan and Helen Pannett. Helen will communicate with the Branches.

2.35 p.m. Jennie Henton left the meeting at this point.

Awards – Tiena Jordan

Alert – Belinda Battley

Advocacy – Catherine Barringa and Kathleen Stringer

Conference

Website/social media – Alison Breese

Information & Records Management – Katherine Barringa and Sean Connelly

Membership database – Sarah Padey, Sean Connelly, Belinda Battley

Kaupapa Maori – Eric Boamah, Catherine Woeber

## 6.4 Maori name Te Huinga Mahara

Some confusion has arisen over the new Maori name in that some regard the Te Reo name as replacing the ARANZ name. ARANZ is not being replaced; the Te Reo name is a by-line. The Te Reo name was proposed to bring a bicultural element into our name.

## Item 7      General Business

7.1      **Constitution** The subject of a postal vote to change the Constitution came up. But the process can be long and expensive. We would like to change the Constitution so that we do not need to do a postal vote in order to change the Constitution. It would be ideal to be able to do it by email.

7.2      **Waiata** Eric said he would like ARANZ to have a waiata; and maybe start meetings with a karakia.

7.3      **Biculturalism** Belinda and Jennie spoke with Hinerangi re having more biculturalism in ARANZ. Hineangi is more than happy to come and speak with us.

7.4 **Signatories** We need to change the signatories to the bank account.

Moved Eric Boamah, Jennie Henton, Susan Hanham, Sarah Padey and Tiena Jordan be signatories, with any two to sign.

**Moved:** Catherine Barriga

**Seconded:** Kathleen Stringer

**Carried**

Alison to email the names and email addresses to Terry at Kiwibank. Signatories to take these minutes to the bank with their ID.

7.5 **Procedures Manual** Susan will hold the master copy.

7.6 **Email address** We need to have an account which uses the [aranz@aranz.org.nz](mailto:aranz@aranz.org.nz) address.

7.7 **Vision for ARANZ** Eric would like to see a stronger branch base. Distance is a barrier to some branches attracting members. A suggestion of virtual branches was raised.

7.8 **MOU with RIMPA** Eric has received an approach from RIMPA re an MOU between the two organisations. It was pointed out that an MOU was signed with ARMA in about 2005.

4.45 p.m. Catherine Woeber left the meeting at this point.

7.8 **Archifacts** Eric suggested Archifacts have the option of papers being peer-reviewed. Tiena to ask Jessica if she is still in touch with members of the Editorial Committee.

Digital Archifacts on the website was discussed. To be discussed further.

#### **Item 8** **Date of next meeting**

Monday 12 November 2018 at 1 p.m. in Wellington. Venue to be advised.

There being no further business, the meeting closed at 5 pm.

#### **ACTION LIST: 2018-08-22**

1. **Tiena Jordan** to write to Kay Sanderson re joint membership (Item 3.1)
2. **Tiena Jordan** to send Procedures Manual to the Dunedin Branch. (Item 4)
3. **Tiena Jordan** to compile feedback from conference (Item 6.2)
4. **Helen Pannett** to communicate with Branches (Item 6.3)
5. **Alison Breese** to email names and addresses of signatories to Terry at Kiwibank (Item 7.4)
6. **Signatories** to go to Kiwibank to be added to account (Item 7.4)
7. **Tiena Jordan** to ask Jessica re Editorial Committee (Item 7.8)