

## ARANZ Wellington Branch Committee Meeting

<b>Date</b>	7/09/2022	<b>Chair</b>	Kristina Siverson
<b>Time</b>	3:30pm-4:30pm	<b>Attending</b>	Rata Holtslag, Chris Swan, Kimberley Mobbs, Alison Day
<b>Venue</b>	Zoom, Joseph Kinsey (National Library)	<b>Apologies</b>	Ashwinee Pendharkar



<b>Matters arising</b>	<b>Actions</b>
Purchase of book vouchers	Approve and second the previous minutes for the reimbursement of Alison Day for book voucher purchases <b>Kristina motions that the minutes of 29 August 2022 are true and correct; Chris seconded 3:35pm</b>

<b>Agenda item</b>	<b>Discussion and Actions</b>
1. Welcome Kimberley onto committee	Group welcomed Kimberley and confirmed that membership has been paid for 2022/2023 year
2. Go over Constitution and confirm roles and responsibilities within committee	Discussed roles - Kristina as Chair facilitates webinars, acts as main point of contact for Council Rata as Secretary circulates minutes, keeps records, sets up meetings Alison as Treasurer keeps track of finances, arranges payment, acts as point of contact for Council around finances
3. Delegation of event lead role	<ul style="list-style-type: none"> <li>- Chris noted that we often draw on personal connections - perhaps person who knows speaker makes initial contact and then refers them on to the event lead for coordination</li> <li>- Discussed use of WhatsApp or other channel for quick back and forths rather than email</li> </ul> <p><b>Action: Chris to investigate use of Slack for message board - sign-off for DIA devices</b></p>
4. Plans for next	Kristina raised idea for one in-person event before the end of the year

financial year	<p>as well as Christmas party</p> <ul style="list-style-type: none"> <li>- Another GLAMR event with Vic? Host at Vic - see if Jennifer has connections with The Lab for catering</li> <li>- Aim for beginning of November</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- <b>Kristina to reach out to Jennifer</b></li> <li>- <b>Group to come up with ideas for speakers</b></li> <li>- <b>Group to think of ideas for Christmas party - something more structured than last year</b></li> </ul>
5. Seek new Webmaster - social media, website, Zoom	<p>Discussed breaking up Webmaster tasks amongst group</p> <ul style="list-style-type: none"> <li>- Three people to do Zoom - Rata, Chris, Kimberley</li> <li>- Alison to continue with Twitter</li> <li>- Kimberley to do Facebook</li> <li>- Rata to continue with website</li> </ul> <p><b>Actions: Rata to follow up with Council about sharing logins and take Chris and Kimberley through Webmaster duties once login confirmed with Council</b></p>
6. Discuss potential Lunchtime Kōrero session for October (Toi Mai, Open Polytech and Victoria Uni about tertiary study)	<ul style="list-style-type: none"> <li>- Discussed that the subject not a priority for Wellington branch</li> <li>- No Chris from October to November, busy time of year</li> <li>- Eager to direct energy to an in-person event</li> <li>- Might be better coming from Council as it's broader than Wellington</li> </ul> <p><b>Action: Kristina to go back to Council to turn down opportunity</b></p>

<b>Other Business</b>	N/A		
<b>Meeting closed</b>	4:19pm	<b>Next meeting</b>	3:30-4:30pm 19 September 2022, MW3_21 National Library and <a href="https://dia-nz.zoom.us/j/81234480778?pwd=OVMramRrSTdRMGZsc1BmeW1INTRPZz09">https://dia-nz.zoom.us/j/81234480778?pwd=OVMramRrSTdRMGZsc1BmeW1INTRPZz09</a>