

ARANZ Wellington Branch Committee Meeting

Date 17 August 2022

Chair Kristina

Time 1:30 pm

Venue Zoom

Attending:

Audrey Waugh

Rata Holtslag

Alison Day

Kristina

Siversen

Ashwinee

Pendharkar



Agenda Item

Discussion and Actions

<p>1. AGM Planning</p>	<p>Speaker confirmed by Alison. Alison to check which time suits Maja best, discussed a 5.30pm start so we can be flexible with our AGM if Maja would like to present first.</p> <p>Date and Zoom confirmed. Committee to join Zoom meeting from 5.10pm, can admit people from 5.15pm.</p> <p>Action: Kristina to sign all branch minutes, send a copy to the president to add to the drive. Let Rata know when this is done so she can to add minutes to the website under the Wellington branch page.</p> <p>Action: Kristina Send President a summary of branch activities for Council AGM, using examples from the drive and minutes.</p> <p>Action: Audrey to send out minutes and agenda 1 week in advance.</p> <p>Action: Alison to work with Sue to present a treasurer's report.</p> <p>Action: all committee members to be present for trial run of Zoom on Wednesday 24th August.</p> <p>Agenda for AGM:</p> <ol style="list-style-type: none"> 1. Apologies 2. Confirmation of Minutes of 2021 AGM 3. Matters arising from Minutes of 2021 AGM 4. President's Report 5. Presentation of Financial Statement 6. Presentations of activities for the year by Council members 7. Election of Officers 8. General Business 9. Closure
<p>2. Report back from ARANZ event</p>	<p>Rata, Alison, Chris, Ashwinee, attended an event organized by the Council. Invitation may not have gone out more widely to members? Any feedback for what worked well/didn't work could be sent to Evan.</p>

<p>3. Other Business</p>	<p>Membership fees are due, you should have received an email from Chris Meech, membership secretary.</p> <p>Chris has mail from the po box for ARANZ council. Recommended that he approach Evan for forwarding information and postage costs. Chris has received addresses and distributed mail, for returned mail, Chris sent an email to Chris for defunct address information for Archifacts.</p> <p>Audrey has been approached by Hocken who have two boxes of Wellington membership material, where do we store physical records? Audrey to follow up with the Council as no one from the previous Wellington committee knew where we stored physical records.</p>
<p>3. Meeting closed</p>	<p>Closed: 2.09pm</p> <p>Next meeting: via Zoom, TBC</p>