

ARANZ Wellington Branch Committee Meeting

Date 4 July 2022 **Chair** Audrey
Time 3.30 pm **Venue** Zoom

Attending:
Audrey Stratford
Ashwinee
Pendharkar
Rata Holtslag Chris
Swan
Alison Day

Apologies: Kristina
Siversen



Agenda Item	Discussion and Actions
1. Events	<p>ARANZ Wellington to present at the July kōrero.</p> <p>Thursday 21st or 28th July were suggested dates for our next session, 12 - 1pm. Members to contact our speakers within the next week.</p> <p>Sole charge archivists as a session;</p> <ul style="list-style-type: none">• Tanya Connor from the BNZ Archive• Erin Kimber from Macmillan Brown• Rachel Bell from Fletcher Trust Archives• Elizabeth Charlton from Marist Archives <p>Facilitator for the session: Audrey.</p> <p>Potential questions:</p> <ul style="list-style-type: none">- What are some of the challenges of being sole charge of the archive?- Where do you go for help? Are there support systems for sole charge archivists?- Without a peer review process in place, how do you ensure your work adheres to standards, principles etc?- What are the best parts of your role?- What does your day to day look like?- Where do you get your resources from, how do you decide how to allocate these?- Do you have any advice for newcomers to the field, would you recommend a sole charge role?- What is one project you are working on at the moment? Or a favourite project you have worked on in the past in your current role?

	<p>Zoom account - Rata will set up the meeting. Zoom test using a separate link to test recording the session.</p> <p>Comms: Chris to email Wellington ARANZ membership (via Gmail account) and Ashwinee to email list-serves.</p> <p>Sessions will be recorded - and hosted on ARANZ Youtube account.</p> <p>Audrey to create an introductory slide, whakatauki, and closing slide for membership information for the kōrero.</p>
<p>2. Other Business</p>	<p>Membership fees are due, you should have received an email from Chris Meech, membership secretary.</p> <p>Rata: email from Evan reminding us about the AGM. Rata will contact Evan about our responsibilities for a treasurer's report/financial report now that Council manages our funds.</p> <p>Chris away 15-18th July Rata away 5th August.</p> <p>Action: All to think about speakers/activities for our AGM and come up with a date that suits for our Wellington AGM before 23 September.</p> <p>Chris has mail from the po box for ARANZ council. Recommended that he approach Evan for forwarding information and postage costs.</p> <p>Audrey has been approached by Hocken who have some boxes of Wellington membership material, where do we store physical records? Audrey to follow up.</p>
<p>3. Meeting closed</p>	<p>Closed: 4.15pm</p> <p>Next meeting: via Zoom, TBC</p>