

**Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
held at Te Puni Kōkiri, 143 Lambton Quay, Wellington
on Friday 5 July, 2024**

Present:

President : Richard Foy

Vice President: Michael Upton

Secretary: Kathleen Stringer

Council: Tom Riley, Sarah Welland, Paddy Plunket, Paul O'Donoghue, and Brad Wija,

In attendance: Alison Day

1. Karakia (Richard)

2. Welcome by President Richard and introductions

Richard welcomed everyone to this first face to face meeting for some time, especially as there were so many new members. He said that it was very important to encourage a feeling of support and teamwork and this was difficult if meetings were short and over a digital platform.

Members introduced themselves to each other.

3. Apologies: Irina Winsley, who was unable to attend the meeting but did manage to meet everyone over lunch, which was much appreciated.

That the apologies be accepted Tom / Paddy Agreed.

4. Confirmation of Minutes

Minutes of the meeting held 7 May 2024 to be confirmed (there was no June meeting)

Brad / Sarah Agreed

5. Matters Arising from the Minutes:

Conference Scholarships

Richard said that a subcommittee would be formed soon to discuss and award these.

6. Correspondence

6.1 Inwards

Australian Centre for Public History

ICA - IAW2024 is getting closer, and you are invited to join us!

ICA - Flash No. 44 May 2024: Archives and Cybersecurity

ICA - Call for Special Issue: Film Heritage and Environmental Sustainability. Cultural Policy, Stewardship, and Technologies

ICA - Archives & Heritage for Palestine - Dr. Salman Abu Sitta in conversation with Ghada Dimashk

ICA - SAHR Tuesday Talks – The Archives of the ATD Quart Monde movement by Paule René-Bazin

ICA - International Archives Week #IAW2024

ICA - Next week is International Archives Week!

ICA - FAN Virtual Colloquiums on Archival Matters 2024

ICA - #IAW2024 Webinar / Using the Universal Declaration on Archives as an Advocacy Tool

ICA - Join Us for Our Final Two Webinars of #IAW2024!

ICA - Today is International Archives Day!

ICA - Digital Preservation Awards 2024 Finalists Announced: The Research Data Alliance Award for the Most Outstanding Digital Preservation Initiative in Commerce, Industry and the Third sector

ICA - Four Open Calls for Submissions – Apply Now!

ICA - #SPOonthSpot: Debates about Archives and Sports / Sport Archives and the Section on Architectural Records

ICA - SAHR Newsletter: May 2024

Ongoing correspondence between Richard and PHANZA , NZHA, LIANZA re meeting with Chief Archivist

Angela Cairncros - LIANZ - forwarding their letter to Chief Archivist re digitisation programme

ICA - Call For Participants to the International Seminar on Digital Records and Legal Admissibility, 10 & 11 July 2024 in Putrajaya Malaysia

ICA - Digital Preservation Awards 2024 Finalists Announced: The National Archives (UK) Award for Safeguarding the Digital Legacy

ICA - Invitation to ICA Webinar on Sex-Affective & Gender Diversity (SAGD) in the Archive Archives NZ - The updated List of Protected Records of Local Authorities (the List)

Chief Archivist thanking ARANZ and others for the combined letter requesting a meeting re digitisation programme and other matters.

6.2 Outwards:

Submission on Privacy Amendment Bill

Letter to Chief archivist re discontinuing digitisation programme

That the correspondence be accepted Richard / Tom Agreed

7. Reports

President

Richard stressed that he was still new to this role but was very excited by it. Much of his time recently has been dealing with advocacy, which he said was a very important part of ARANZ's activities. He has been working closely with kindred groups to compose a letter requesting a meeting with the Chief Archivist. This has had many benefits and he hopes the lines of communication will only increase between these and other groups. He would like to thank Maia who organised a 'meet the Chairs' function for her class at Victoria University and this enabled Richard to meet a number of people, including the new chair of LIANZA. Richard also has been monitoring listservs to see what members and the sector see as issues.

Richard also said that he had been contacted by Peter Miller concerning ARANZ's jubilee next year. We will invite Peter to our next meeting and discuss possible ways to celebrate this milestone. Some suggestions already included an oral history as well as a commemorative edition of *Archifacts*.

Vice President

Michael said his main efforts have been to arrange the new requirements for our Kiwibank accounts and adding new signatories. It was rather complicated, but at last this has been completed. Now this has been achieved he will return to working with RIMPA, including focussing on the reciprocal membership benefits. He also wished to thank the new members who have put their hands up for various positions. Renee Swan has recently agreed to manage the *Alert* newsletter.

Membership

Irina provided a comprehensive report in the drive. Current membership stands at 216. The first reminder for subscriptions have been sent out.

Richard said that he was interested in learning more about our members, such as how long have they been members, location etc. Brad said he can facilitate that.

Sarah would be interested in knowing what institutions / sectors they are connected with etc

Michael suggested that we explore what fields we have on the membership database at the moment and then later we can discuss what other fields may be of use / interest.

Finance

Paul introduced himself again and stated that while it was a learning curve he was confident he would be able to become familiar with the processes required shortly.

Alert

Renee Swan has agreed to be the new editor and will attend the next meeting.

That Renee Swan and Alison Day be co-opted onto Council

Richard / Michael Agreed

Systems Administration

Following on from the above motion Richard asked if these people could be added to the Council Only email. Discussion followed as who received these emails and it appeared that Jennie Hood (ex Vice President), Belinda Battley (ex-officio member of Council working on the Abuse in Care Royal Commission of Inquiry) and Claire Dowling (who is working on our Incorporated Societies documentation) are on the mailing list.

Richard will contact Claire and ask her to attend the next meeting to brief us on what still needs to be done to fulfil the Incorporated Societies requirements.

Belinda, Jennie and Claire to be removed from the Council Only mailing list. Richard / Michael Agreed.

Brad will contact Claire and Jennie and advise them of this and inquire if Claire needs access to any information on our drive.

Richard will contact Belinda.

Website/Social Media

Richard asked what social media we currently use. Brad explained that we do have a Facebook account, which Jenny Chen manages. Youtube, X LinkedIn are part of our vacant Comms portfolio.

Richard said he will contact Jenny to see if she would like to take on the Comms role.

Brad said that if Jenny is unable, he would be willing to take on the role as he already undertakes much of this work as part of his website portfolio.

Alison said she would be keen to maintain an eye on listservs.

Awards

Tom said Brad Patterson has prepared a long list for the Ian Wards, the winner will be announced at Conference. The Michael Standish award is in progress. He is working on the awards scholarship. Tom added that Pamela Wood received her award at a ceremony at Hocken recently.

Archifacts

Sarah's request to engage a new typesetter / printer was agreed to by Council via email as this needed to be progressed before this meeting. We ratified this decision. Sarah has engaged the new company, and she says they are very professional and easy to work with. The next edition has about 130 pages. Final editing is underway and should be at the printers early August. She added the articles were a good mix of topics and shows the breadth of the profession.

Records management

(see Michael's comments in his Vice President's report)

Comms (vacant)

8. General Business

Bookkeeper role

Michael said he has asked BookAssist to give a quote.

Paul said he has spoken to Leanne from the above firm and she looked at our *moneyworks* programme and undertook an analysis. She reported that the time needed to process our financial matters was 'fairly light' and might only need 1 – 2 hours per month on average.

Paul was very impressed and said Leanne made recommendations on how best to work together and already gave himself useful insights and information. Leanne is the deputy chair of the NZ Bookkeepers Association and will be easy to work with and very professional.

Paul said Leanne suggested to simplify matters we should consider upgrading to *moneyworks gold* at an approximate cost of \$30 per month.

That we engage BookAssist to manage our financial affairs

Paul / Kathleen Agreed

Paul will provide exact costs of *moneyworks gold* at our next meeting

Richard requested a full report of our financial position and assets for the next meeting.

AGM

Richard asked if Council had considered whether we hold our AGM at Conference or some other date.

It was decided that the 2024 AGM will be held 12pm 7 November

Richard agreed to prepare a presentation as 'guest speaker'.

Michael said he would investigate how to change the constitution so Council members can continue to be on Council for longer than the current 3-year term.

Resolutions outside meetings

Tom wanted to ensure that resolutions made outside meetings via email, for example the engaging of a typesetter, were included in the minutes to become part of the official record, and so our members are aware.

Kathleen said that this is the case, but added that she would pay particular attention to continue to do so.

There being no further business, the meeting closed at 3.20pm

The next meeting is scheduled for Monday, 5 August at 3.00pm online