**Minutes of a Meeting of the Council of the Archives and Records Association of New Zealand held online on Monday 6 May 2024 at 3.00 p.m.**

**Present:**
President : Richard Foy
Secretary: Kathleen Stringer
Council: Tom Riley, Michael Upton, Irina Winsley, Sarah Welland,

**1. Karakia**

*2.* **Welcome by Richard**

**3. Apologies:** Rata Holtslag.
That the apologies be accepted Tom / Michael. Agreed.

**4. Confirmation of Minutes**
**Minutes of the meeting held 12 February 2024 were confirmed.**
**Michael / Tom. Agreed**

**5. Matters Arising from the Minutes:**
Nil

**6. Correspondence:**

6.1 Inwards

Breaking news: New ICA website now up and running!
Ica-l #SPOontheSpot: Debates about Archives and Sports - February
One Week Left! Call for New Members to join ICA Expert Groups
Ica-l Join us! NPP/FAN Virtual Seminar Series – Archives and Technology
Upcoming ICA Events – February/March
Evan Greensides -'Active Archives' Report and Photographs

Australian Centre for Public History newsletter

ICA SAHR Newsletter: February 2024
ICA Join the Next Session of the SUV's Community-Coffee-Cultures Discussion Group!
Evan Greensides - Ministry Culture and Heritage Cultural Participation Report 2023
ICA One month left! Register for the second NPP/FAN Virtual Seminar Series on Archives and Social Justice !
ICA News - February
Archives New Zealand Invitation to take part in our Access Services survey

ICA It's today! SUV's Community-Coffee-Cultures Discussion Group
SAHR Tuesday Talks – The Residual Special Court Archive for Sierra Leone - Preserving the Memories of a Civil War: From the Archivists' Perspective

ICA [INVITATION] #SPOontheSpot: Debates about Archives and Sports / Sport Archives and Photographic and Audiovisual Archives
Jeff Wilstead - obituary of his father, Tom ( a life member)
ICA - Basic Archive skills training day online 20th May
ICA - Upcoming ICA events April
ICA - FAN Virtual Colloquiums on Archival Matters 2024
ICA - Closing soon! Call for Participants: International Workshop on Archives, Shanghai, 14-21 July 2024
ICA Webinaire ICA archives Central Africa
Charlotte Greenhalgh NZ History Association - re History Council
ICA - #SPOontheSpot: Debates about Archives and Sports / Sport Archives and Photographic and Audiovisual Archives
Archives NZ - Help Us Reach Peak Body Members - Your Voice Matters!
ICA - NPP/FAN Virtual Seminar Series – Archives and Social Justice
Stuart Strachan re Tom Wilstead

6.2 Outwards:
Archives2057 review submission
Comment on FENZ disposal schedule
Peter Miller re Tom Wilstead, could he provide information for an ARANZ obituary / comment
Tom wilstead re comment about father's passing from Stuart Strachan

**That the correspondence be accepted Richard / Tom Agreed**

## Express Reports

### President

Richard presented a verbal report. He spoke at the RIMPA roadshow, which Michael chaired.

He believed that there was a great attendance, especially from the public sector community. It was a real success.

He has been attending the Conference Committee meetings and believes all in progressing well.

He and Michael have been working through the challenges associated with updating our signatories for our Kiwibank accounts. This has been made more difficult with changes in the Incorporated Societies as well as Kiwibanks own requirements. Michael has almost completed all the steps and is about to send a letter to Evan and Jenni for them to request that their names be withdrawn as signatories.

Richard has been reaching out to our branches to see how we as Council can assist them, and what challenges they are facing. He believes this is a very important part of our activities.

Richard acknowledged the passing of Life Member Tom Wilstead and thanked those involved in preparing a brief statement for our website. He added that Stuart Strachan will be writing a fuller obituary for *Archifacts*. The family were very appreciative of the comments made by members.

As stated in the correspondence, Richard was approached by NZHA in reference to a possible history council. Richard believes it is a very positive step and that the more kindred groups work together the better. He looks forward to participating in a proposed meeting in the future.

**Membership**

Current membership is 205 with 31 unpaid members .

Irinia continues to praise Hello Club, it has made a huge difference to her role. She said one common comment is how people appreciate being able to pay their subscriptions by credit card.

She reminded Council that they must have an individual membership to be qualified to be on Council. RIchard asked her to check that our current Council were all individual and paid up.

**Alert**
(Vacant)

**Systems Administration**
(no report)

**Website/Social Media**
(no report)

**Awards**

Tom said that it has been suggested by Brad Patterson that an article be written explaining how the Michael Standish prize is awarded, including answering such questions as can you nominate your own work.

***Archifacts***

Copy of Style Guide Draft v1.docx
Copy of Setting up style in Word Draft v1.docx
Copy of Obituary template Draft v1.docx
Copy of Brief Biography template Draft v1.docx
Copy of Book review template Draft v1.docx
Copy of Author guidelines Draft v1.docx
Copy of Article template Draft v1.docx
Copy of About the Journal Draft v1.docx

Sarah has prepared the above templates and placed them in the Archifacts folder. These have been circulated and discussed .
**These templates be adopted Richard / Irina. Agreed.**

Sarah said that there was a wide variety of articles for the Journal, which should be out in November. She believed it would be a bumper issue, with something to interest most members.

She had had to obtain a back issue for National Library from ex treasurer, Sue Hanham. Sue has a number of back issues that she would like to relocate. Richard queried why we require back issues, and Sarah agreed saying that all have been digitised and put on our website (with the exception of the last two years). Richard asked Sarah to ascertain the size of the collection and we can then discuss their fate.

**Records management**

Nothing to report

## General Business

**Transfer of ARANZ records from the Beaglehole Library to Hocken Collections, Dunedin**

Tom said that Hocken is not in a position to  accept them. He wlll contact Alexander Turnbull to see if they may accept them. RIchard offered to contact them on our behalf.

**Conference 2024 Scholarship**

After some discussion it was decided that ARANZ will offer 5 scholarships to the Conference. Two at least will be for student members. Richard, Michael and Paul will work on the details and get back to Council as soon as practicable.

**Bookkeeper role**

*Resolution: That ARANZ seek indicative costs from the company BookAssist and share whatever information is required, with the intention of contracting BookAssist to provide bookkeeping services on an ongoing basis.*

*Resolution: That ARANZ enter into a contract with BookAssist, to provide services in line with those previously approved by the Council, if the ongoing costs are expected to average less than $325 + GST.*

*Resolution: That ARANZ use BookAssist's accounting solution, which would mean storing our accounts on a server operated by BookAssist, noting that:*

- *Copies of all financial information could be exported and received at any time,*
- *An approved ARANZ member could access these accounts remotely,*
- *Costs of this server usage are included in BookAssist's fees, and*
- *BookAssist state that their customer's information is logically separated, so ARANZ financial information would not be accessible by other BookAssist customers.*

***Richard / Michael Agreed.***

Michael will continue to discuss this matter with BookAssist

**New Council members**

Michael has received some positive approaches from members who would be willing to be on Council.

***That Paul O' Donoghue be our new treasurer***

**Michael / Irina. Agreed.**

***That Paddy Plunket join Council and take over the advocacy role from Kathleen***

**Michael / Irina Agreed**

Richard reminded everyone that these new placements are co-options only, and will be up for discussion at the AGM.

Michael will contact these people, advise them of their duties and contact Brad to ensure they have email addresses and Drive access etc.

## Other Business

### In-person meeting of Council

Richard said it was a good idea and an important opportunity for people to meet new members. He will canvass Council members but hoped it would be in June one Friday afternoon. Therefore there will be **NO JUNE EXPRESS MEETING.**

**There being no further business, the meeting closed at 4.05pm**