

**Minutes of a Meeting of the Council
of the Archives and Records Association of New Zealand
held online
on Monday 7 April 2025**

Present:

President : Richard Foy

Vice President: Michael Upton

Secretary: Kathleen Stringer

Council: Rene Swan, Alison Day, Irina Winsley, Rata Holtslag, Sarah Welland and Paul O'Donoghue, Brad Wija

1. Karakia (Richard)

2. Apologies: Tom Riley

That the apologies be accepted. Richard / Kathleen. AGREED.

3. Confirmation of Minutes

Minutes of the meeting held 3 February 2025 (there was no March meeting) to be confirmed, noting that Kathleen put in an apology.

Michael / Paul AGREED.

4. Matters Arising

4.1 Planning time for discussion if *Archifacts* should become fully digital. Sarah said that *Archifacts* will be fully digital by 2026. She is looking at a Journal hosting platform. This is important if the Journal is to be easily 'findable' online. It appears that it could be between \$1500 - \$2000 US. She is researching cheaper options.

Richard believed that we agreed that there would still be some hard copies available for some members. He agreed that we need to investigate this matter further.

Sarah responded that to appear current, we do need to have a digital presence. Richard agreed that we need to have this journal on the web, as it would make aspects, such as embedding links, possible.

4.2 Konaē - resources for people who have been in care (update). Michael said CAB would like to have something in our newsletter. He and Rene are waiting for a response from them.

Rene said that they had already provided information, but it was almost three pages and too long for *Alert*. She says there needs to be a link attached to the information for anyone requiring extra information.

Sarah asked if it was something that might be included in *Archifacts*.

Rene said the document is more a FAQ statement, which may be useful to be included on our website.

Michael said it was a 'point in time', a new initiative that people need to be made aware of, so possibly inclusion on our website was the best option.

More discussion will be made once the updated information is received.

5. Correspondence

5.1 Inwards:

Australian Centre for Public History newsletter

ICA - Call for nominations: Society of American Archivists 2025 Awards for Writing

ICA - Copyright & The Public Interest - Africa & The Global South

ICA SAHR Newsletter, January 2025

ICA - TS-EAS meeting recording available

ICA - Why Endangered Archives Matter: Join the Conversation!

ICA - Two archive intern positions at International Federation of Red Cross and Red Crescent Societies, Geneva, Switzerland. Closing date February 7, 2025

ICA - AIDAinformazioni - CfP

ICA - Secure 50% off your ticket for DAM and Museums 2025

ICA - X Conference of Museums, Management Records and Archives. Extended Call for papers

ICA - NEW for 2025: Free to read issues in Indexing and Archiving from Liverpool University Press

ICA - Final Call: Submit Your Abstract for Comma's Special Issue on Endangered Archives!

ICA - suggesting the following topics for the 35th IIAS Conference and the 18th IIAS Archival School

ICA - Final notice: Submit your abstract for Comma's special issue on endangered archives!

ICA - Seize your opportunity: participate in the regional workshop on digitization and digital preservation in Tunis!)

ICA - Only one week left before our roundtable on sports archives)

ICA - Upcoming ICA Events

ICA - From Member to Changemaker: ICA Calls for Nominations Now Open!

ICA - Volume 36, 1-2 of The Bodleian Library Record is now available

ICA - Invitation to join the ICA/CCWG Open Virtual Forum

ICA - Invitation to join the ICA/EGATTT 2025 Webinar Series on Theft, Trafficking, and Security (Webinar 1)

ICA Newsletter 2025-1

ICA - Understanding Records in Contexts (RiC) – A Global Learning Opportunity

ICA - 12th ISKO Italy Meeting

ICA - Today! First Live Session in the Learn About RiC Webinar Series!

ICA - Now Live: Flash No. 45 – The Archivist-Activist!

ICA - Why Join PCOM? Make an Impact in the Global Archival Community!

ICA - Last chance to register for the first EGATTT webinar!

ICA - The Digital Preservation Coalition welcomes the Common Crawl Foundation as its newest member

ICA - Want to learn more about the CCWG Working Group? One week left to register for the webinar

ICA - Invitation to join the ICA/CCWG Open Virtual Forum

ICA - Invitation to join the ICA/EGATTT 2025 Webinar Series on Theft, Trafficking, and Security (Webinar 1)

ICA - Join TPAG & Shape the Future of Archival Training!

ICA - What Questions Do You Have About RiC? EGAD Members Are Ready to Answer!

ICA - Join our Digital Preservation Masterclass: A Celebration of Good Practice, Innovation and Collaboration on 11-12 March 2025

ICA - Want to learn more about the CCWG Working Group? Last chance to register for the webinar on March 14!

ICA - PhD in Archival Science at University of Angers- 3 years

ICA - Community feedback sought on the DPC's Global 'Bit List' of Endangered Digital Species

ICA - Your Expertise is Needed – Join an ICA Expert Group Today!

ICA - Today! French Session in the Learn About RiC Webinar Series + Final English Session This Week!

ICA - Get Ready for AI in Archival Practice: Join Our Video Series Launch

ICA - Protect Your Assets: Digital Preservation Course Starts in June

ICA - Maria Pia Rinaldi Mariani -- 1941-2024

ICA - Reminder: 2 Days Left for the AI in Archival Practice Video Series Launch!

ICA - Missed the RiC Webinars? Watch the Recordings Now!

ICA - Step into the Role of a Mentor: The ICA New Professionals 2025 Cohort Awaits!

ICA - It's Today! Don't Miss the AI in Archival Practice Video Series Launch!

ICA - Inside ICA: Bi-Monthly News 2025-2

ASA- 2025 Conference Call for Contributions Now Open

ICA - SAHR Newsletter, February 2025

ICA - Join the Conversation: Wrestling with Copyright in Archives!

5.2 Outwards:

ARANZ, PHANZA and NZHA combined letter to Chief Archivist and the National Librarian
re: Change Proposal

ARANZ, PHANZA and NZHA combined letter to Chief archivist requesting extended hours
before archives closes for relocation.

Privacy Commission - An invitation to speak to information management professionals in
Wellington in June.

That the correspondence be accepted Paul / Richard AGREED.

6. Reports

6.1 President/Vice President

Sharepoint webinar. Richard congratulated all those involved with the webinar. He said it was excellent and that he had heard many positive comments. He was pleased that it was oversubscribed.

He met with the Chief Archivist and National Librarian. He received a copy of the new final design document. He said that ARANZ, NZHA and PHANZA had all signed a combined letter asking for information and making suggestions. LIANZA had decided to compose their own letter, and he had met with them today. He discussed their response. Richard said that ARANZ is very concerned about the record management role of Archives New Zealand and its position as record keeper of the government.

Richard has met with the Archives Council. The main topic was the changes to Archives New Zealand and National Library. Richard explained our concerns and correspondence we have exchanged. One of his prime concerns is that stakeholders have not been informed nor

consulted. Both institutions say they are customer focused; however, they do not involve nor inform the public or stakeholders.

Richard feels that Archives New Zealand will be more affected by the changes than the National Library. He is concerned that there is a future threat to the management of digital records as it does not appear to be a priority. This will have a crucial impact on the availability of records for historians and researchers in the future.

ARANZ records. Richard said the offer of Wellington City Council to accept the archives of ARANZ had been withdrawn. The archives are still at the Beaglehole Library and will remain there until David is finished researching them for our anniversary book.

6.2 Treasurer

Paul believes it would be informative for Council to receive financial updates like this in future and suggests a quarterly frequency would be appropriate. Can Council please consider/affirm this proposal?

He is still working with David on formatting the paperwork for payments. He acknowledged the assistance provided by BookAssist Leeyan Stephens.

6.3 Membership

Irina said new members were still enrolling. We have 260 members currently.

Changes to membership types in Hello Club.

That the membership period be changed from financial years to 12 months from the date of joining. Irina / Michael AGREED. New members will receive the next issue of *Archifacts*, not the current or immediate past.

Irina suggested that they use back copies as prizes such as when they join up as members, attend webinars, seminars etc. We have approximately 15 copies to 'dispose' of.

RIMPA membership type has been set up in Hello Club for RIMPA members who would like to get access to ARANZ benefits. We have 1 RIMPA member in Hello Club so far.

6.4 Alert Editor (report in drive)

Rene said that the last newsletter had a lower open rate than other issues. 280 received it but only 130 opened it. However, there was a clickrate of 26 %, the highest to date. She had included a communication survey, sadly only 9 people responded. Of the people who replied they said that they are not interested in facebook, preferring linkedin. They would prefer communication weekly or monthly.

The next newsletter is due for May. She will insert the survey again.

Some discussion occurred as to whether the survey could be sent out in an email. Rene did not want to spam email everyone. She did suggest that the survey could be placed on the website.

6.5 Systems Administration (nothing to report)

6.6 Website/Social Media

Brad commented about the number of participants on webinars. Currently we can cater for 100. He said to increase to 500 people it will cost \$912AUD per year to increase our current Zoom meeting account. For a Zoom webinar add-on it will cost \$1049AUD per year. He asked for discussion.

Irina queried why we needed this, as most people use *teams*. There was debate about whether we should be using the accounts of Council members, rather than having a specific account.

Brad said that the business team's account costs \$480 for up to 300 participants.

Irina responded that both she and Michael have business accounts, so queried why we need a specific account.

Brad stressed that it was risk management that we have an ARANZ account, in case there is an issue. It would be better for the hosting address to be ARANZ as an organisation, instead of a Council member.

It was agreed that we will discuss this further. Michael will prepare a report on the matter.

Rene asked when the next webinar was occurring.

Alison said it is May. It is agreed that we still use Zoom for this next webinar. Alison and Michael will report back.

Alison said that numbers for other webinars may not be as high as this was our first webinar and the topic was of great interest to many.

Rene wondered if we use the account of a Council member what happens when they leave Council. This needs to be discussed as part of our Communications strategy.

Alison said that now their priority is sending out the recording of the webinar out to members.

6.7 Awards (no report)

6.8 *Archifacts*

Sarah is having a meeting with the editing team this week. There are 7 articles promised.

6.9 Records Management.

Alison said they are working on the next webinar.

6.10 Book Progress

Sarah said she had finally contacted David about the book's progress. He had said he has been suffering with cataracts which obviously slows down progress. He is undergoing surgery soon. Progress was being made however. There is much to go through, he says.

7. Other Business:

7.1 Comms strategy (Michael)

Michael has closed our twitter / X account as agreed. He also closed our LinkedIn group, which was private and rarely used. He has activated a new linkedin page.

That Michael takes on the role of communication officer in a temporary capacity. Irina / Richard. AGREED.

7.2 Change to way we calculate membership anniversary ratified. (see membership)

7.3 *Archifacts* 2024 - using remaining issues as 'prizes' at different events to attract more members. Irina said that 2024 was one of our best issues. It was agreed that this was a good idea. Michael will investigate this and report back.

7.4 Discussion re RIMPA agreement for RIMPA global members. RIMPA members who wish to avail themselves of our benefits will be included in HelloClub.

Rene said we need to be mindful that if we exceed 500 members, we will incur costs from Mailchimp.

Irina said that this was the case with HelloClub. However, she added, she would not be adding all RIMPA members to HelloClub.

7.5 Face to face meeting, preliminary discussion

Richard said that he felt that we could benefit from a face-to-face meeting. He suggested it could be a strategic meeting. Everyone was supportive of this idea.

There being no further business the meeting closed at 2.45

The next meeting is to be held 5 May

