**AGENDA for the ANNUAL GENERAL MEETING of THE OTAGO/SOUTHLAND BRANCH OF THE ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, to be held via Zoom, Tuesday 15th August 2023 at 12:30pm via Zoom**

**1. Welcome**

**2. Apologies**

Jane Smith and Willa Faber

**3. Minutes from previous ANNUAL GENERAL MEETING held 22nd August 2022**

**4. Matters arising from Minutes**

**4. Annual Report (Tom Riley)**

**5. Financial Report (Claire Dowling)**

**6. Nominations**

| **Nomination** | | **Nominator** | **Seconder** | **Office** |
|---|---|---|---|---|
| Tom Riley | Returning | Anna Blackman | Rachel Hurd | Chairperson (Returning) |
| Claire Dowling | Returning | Rachel Hurd | Anna Blackman | |
| Rachel Hurd | Returning | Claire Dowling | Jenny Chen | Co-Secretary (Returning) |
| Amanda Hunter | Returning | Claire Dowling | Rachel Hurd | Treasurer (New) |
| Anna Blackman | Returning | Claire Dowling | Jenny Chen | |
| Peter Petchey | Returning | Claire Dowling | Rachel Hurd | |
| Jenny Chen | Returning | Anna Blackman | Rachel Hurd | |
| Peter Miller | Returning | Claire Dowling | Anna Blackman | |

*Additional nominations or applications from the floor*

**7. Other business**

ARANZ Otago Southland Branch AGM 2022

Chairs' Report

**MINUTES for the ANNUAL GENERAL MEETING of THE OTAGO/SOUTHLAND BRANCH OF THE ARCHIVES and RECORDS ASSOCIATION OF NEW ZEALAND, TE HUINGA MAHARA, held via Zoom, Tuesday 31st August 2021 at 5:30pm**

**Present**: Peter Miller, Peter Petchey, Claire Dowling, Gwennyth Anderson, Rachel Hurd, Jennifer Jeffery (Minute taker), Tom Riley (Chairperson), Anna Blackman, Yvonne Wilkie, Jenny Chen, Neil Gamble, Abigail Brooks, Rebecca Clarke, John Timmins, Chris Meech, Tiffany Jenks, Gina Rocco, Jill Bowie.

1. **Welcome:** Tom Riley welcomed the ARANZ Otago/Southland members to the Annual General Meeting held online via Zoom. There were 18 members in attendance.

2. **Apologies:** Margaret Mattsen

**3. Minutes of previous ANNUAL GENERAL MEETING held 18th August 2020**
Minutes moved by Tom Riley, seconded by Jenny Chen without correction.

**4**. **Annual Report (Tom Riley):** Tom Riley read out the Annual Report for the year 2020-2021. Tom thanked Committee members for their hard work. Tom mentioned Claire Dowling's efforts organising monthly meetings for the Information and Records Management Group, Peter Miller and Claire Dowling's tremendous job listing the Branch Records, as well as their work towards organising the Conference which was postponed till 2022. Tom Riley acknowledged the passing of Jane Thomsen (Director of the Presbyterian Research Centre), and offered deepest sympathies from the branch to her family, friends and colleagues. The Annual Report was Seconded by Peter Miller

Peter Miller enquired about the Branch records that are to be sent to Wellington. Anna Blackman claimed she had all the information to send it, but is yet to do so. Anna Blackman thanked Claire Dowling and Peter Miller for their efforts in listing the Branch Records; they are more accessible now.

Peter Miller added that the Branch should also thank Stuart Strachan, John Timmins and Susan Irvine for assisting with planning the Conference. Peter Miller concluded by saying the Architecture Day will go ahead – this was planned for the Conference.

**5. Financial Report (Claire Dowling)**: Claire Dowling presented the Financial Report. She added that there was a very low level of transactions this year, due to the COVID-19 Pandemic restricting events. The Branch earned $0.91 interest. The Financial Report was seconded by Gwennyth Anderson.

**6. Nominations**

| | Nominator | Seconder |
|---|---|---|
| Tom Riley – Chair returning | Gwennyth Anderson | Anna Blackman |
| Claire Dowling – Treasurer returning | Anna Blackman | Gwennyth Anderson |
| Jennifer Jeffery – Secretary Returning | Rachel Hurd | Anna Blackman |
| **Nomination of Committee:** | Claire Dowling | Jennifer Jeffery |

| | |
|---|---|
| Jenny Chen | Returning |
| Rachel Hurd | Returning |
| Peter Miller | Returning |
| Peter Petchey | Returning |
| Chris Meech | New |
| Anna Blackman | Returning |

Tom Riley (Chairperson/President), Claire Dowling (Treasurer) and Jennifer Jeffery (Secretary) were all nominated to return to their respective positions. Through a show of hands, it was agreed that Tom Riley, Claire Dowling and Jennifer Jeffery would continue holding office. Through a show of hands, the rest of the Committee was elected. Gwennyth Anderson and Yvonne Wilkie will be stepping down from the Committee after many years of service, support and advice. The Branch thanks them for their dedication. The Committee now consists of nine members.

**7. Other business**: Gina Rocco asked whether the Committee would be willing to initiate a mentoring programme. Rocco added that some members do not have direct contact with archivists, but would like their knowledge and support. There was no comment as to how this could be arranged. Tom Riley mentioned this could be informal, e.g., one Branch member on duty. Tom Riley added that the mentoring programme is something to explore.

Peter Miller mentioned that the ARANZ Council AGM is to be held 24th September in Wellington. Peter Miller has booked to go to Wellington to be there in person, and offered to read the Branch Report. Claire Dowling added that there will be a virtual link for the AGM. Peter Miller queried if Tom Riley would like to read the report, if Tom Riley attends virtually. Chris Meech added that the Committee thought about carefully about the Council AGM, and decided to hold it virtually only, in light of the current COVID-19 Levels/Lockdown. The Zoom link will be out shortly. This decision was not made lightly, but there were concerns about transit. Tom Riley agreed this was the right decision to make as did Anna Blackman. Anna Blackman also added that it was practice for Branches to read out their Annual Report at the Council AGM, and it should be promoted that Branches do this. Chris Meech will pass this suggestion onto Eric Boamah

Tom Riley ended the meeting with a thanks to the Committee, and declared the meeting closed at 5:55pm.

**Following the meeting, Rachel Hurd will speak about her experiences with 'Recollect.'**

Rachel Hurd began her talk by acknowledging the passing of Jane Thomsen, Director of the Presbyterian Research Centre and Hewitson Librarian. Jane was a strong advocate for the Presbyterian Research Centre, and was incredibly passionate. Jane was the driving force behind obtaining a Recollect website. Rachel presented her talk on Recollect explaining the troubles and triumphs of the software. After the talk was concluded, a serious of questions were asked by members, who were interested in the contribution of users, as well as the functionality of the software.

The Branch thanks Rachel Hurd for taking the time to organise and present this talk for the Otago/Southland AGM.

ARANZ ARCHIVES & RECORDS ASSOCIATION OF NZ TE HUINGA MAHARA

**BRANCH NAME: Otago-Southland 2021 - 2022**

**ANNUAL FINANCIAL REPORT**

**Receipts and Payments for the year 1 July 2021 to 30 June 2022**

| | 2022 | 2021 |
|---|---|---|
| **Income** | | |
| Interest | 0.62 | 0.36 |
| **Total Income** | 0.62 | 0.36 |
| **Expenses** | | |
| General Expense | 250.00 | 61.00 |
| **Total Expenses** | 250.00 | 61.00 |
| **Operating Surplus/(Deficit) for the year** | **-249.38** | **-60.64** |
| **Increase/(Decrease) in Bank and cash balances** | -249.38 | -60.64 |
| Bank Balance at beginning of year | 996.79 | 1057.43 |
| | | |
| **Equals closing balance at end of year** | **747.41** | **996.79** |

## Zoom Invitation

ARANZ Webmaster is inviting you to a scheduled Zoom meeting.

Topic: ARANZ Otago/Southland Branch AGM 2022

Time: Aug 22, 2022 12:00 PM Auckland, Wellington

Join Zoom Meeting

https://us06web.zoom.us/j/84053767007?pwd=SDB3d3duRWdJcGVlNmh1anYxTDEyUT09

Meeting ID: 840 5376 7007

Passcode: 210654

One tap mobile

+6448860026,,84053767007#,,,,*210654# New Zealand

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Dial by your location

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+64 3 659 0603 New Zealand

Meeting ID: 840 5376 7007

Passcode: 210654

Find your local number: https://us06web.zoom.us/u/keG9yQ5clz