ARANZ ARCHIVES & RECORDS ASSOCIATION OF NZ TE HUINGA MAHARA

Minutes of a Meeting of the Council of the
Archives and Records Association of New Zealand
held online
on Monday 2 September , 2024

Present:
Vice President: Michael Upton (in chair)
Secretary: Kathleen Stringer
Council: Tom Riley, Paul O'Donoghue, Rene Swan, Rata Holtslag (until 2.48)
In attendance: Peter Miller

1. **Apologies:** Richard Foy, Sarah Welland, Irina Winsley, Brad Wija
That the apologies be accepted Tom / Paul Agreed.

2. **Confirmation of Minutes**
Minutes of the meeting held 5 August 2024 to be confirmed
Michael / Tom Agreed

3. **Peter Miller to update work regarding on ARANZ's 50th.**

Brad has spoken with Dr Steven Loveridge, unfortunately however he is unable to undertake this project. Brad has spoken with another writer who has expressed interest and Brad will meet with them shortly. Peter will report back.

A contract needs to be drawn up. It has been suggested that payments will be made to the author on an instalment basis, perhaps after the completion of two or so chapters to the sub committee's satisfaction. (this will be spelt out in the contact.)

Brad has drawn up a draft outline of chapters, however this will need to be discussed with the author. Brad is also working on a list of location of documents and people to contact.

Paul asked whether there were any firm ideas regarding payment.

Peter replied that this is something that will be discussed and agreed to once the author has been decided. Peter did stress that the author being approached is interested in the project and is seeking a reasonable reward for their efforts only, and not industry standard payment for their time (which is something we could not afford in all probability). Publication money will still have to be sourced, however that was something that could wait until the book is nearing completion. Apart from publication costs, a designer for the book will also be required.

Peter said that an initial publication run of 300 softcover books was suggested.

Peter said that a gap in the sub committee was someone with knowledge of the latter years of ARANZ. Tiena Jordan was suggested as she was a very long serving Secretary and a regional branch member. Peter will contact Tiena.

Peter said that a deadline needs to be decided upon, to give the author a timeframe. He asked when we would like the book to be launched, eg at an AGM or conference. Time was an important factor, and it was hoped that the proposed author will agree and begin work as soon as possible.

Peter left the meeting at 2.16

4. Matters Arising

4.1 Subcommitte formed re Subscription increase and linked membership

Irina, Paul, Alison and Kathleen have discussed subscriptions and a possible increase.

It was proposed that the following increases be brought to the AGM for ratification.

That the subscriptions for the new financial year be increased as follows:

Ordinary Membership - $70

Student Membership - $45

Institutional - $120

linked membership (to be paid by institutions for every staff member who wishes to gain access to benefits) $15

Irina / Michael Agreed

Paul suggested that to soften any reaction to the increase, we prepare a statement listing what benefits membership entitles. It was felt that institutional membership in particular could be affected so we should focus on that. Such highlights could include: access to RIMPA courses, Special Interest Groups, Regional Interest Groups, professionality – being kept up-to-date with the events and activities in our sectors as well as the ability to network.

René agreed and said that we need to show people what value there is in being a member of ARANZ.

Tom said it was an easy story to tell, and he agreed to write the draft document.

Michael said that we do need a clear summary of what we provide and also our channels of communication, so this was a great opportunity to get this achieved.

4.2 Incorporated Societies documentation

Left over for next meeting.

4.3 Report on our financial position and assets by Paul.

In drive.

Work is progressing to upload 2023-24 bank statement information and receipts into MoneyWorks, carry out bank reconciliations and prepare a trial balance.

That Council purchase a perpetual MoneyWorks license at $895+GST and $109.40+GST annual support.

Paul / Kathleen Agreed

Term deposits

That ARANZ establishes a 2-year TD of $30k with Kiwibank, this sum comprising $19k from the maturing 1-year TD and $11k from the $48,032.71 in ARANX's on-call 04 account.

Paul / Rene. Agreed

Paul said this would still give us $37,000 oncall which will cover expenses as well as the bulk of the 50th booklet.

Rene suggested that if *Kiwibank* was approached in person we may be able to obtain a slighter higher rate of interest.

Paul will contact his local branch and inquire.

4.4 Details of membership

In drive

Irina listed what information we obtain currently from members. We could ask for additional details, such as what sector they are in etc, but she suggested that it would be easier if this was undertaken when the subscriptions are due next financial year. In that way members could choose what details they add as they are updating their subscription. A list of new information required would need to be drawn up and given to Irina.

4.5 Leadership through Data proposal

In drive

Leadership Through Data (LTD) offer:

LTD will:

- Provide a **one off** 10% commission to ARANZ for each new member who purchases LTD training.
- Provide a 10% discount to ARANZ members who book on any LTD instructor led training courses
- Provide a commission for each subscription sold of LTD e-learning platform to ARANZ
- Provide a free webinar each year to ARANZ members.

ARANZ will:

1. Promote LTD as a Training Partner on all marketing platforms including website.
2. Promote LTD training courses and relevant services to their members by different marketing means such as newsletter, emails and social media.
3. Provide a complimentary tabletop to LTD at their annual conference in the exhibition hall.

Tom led the discussion on this topic due to a conflict of interest that Michael had.

LTD was an online Australian company. It served the IM and RM sector with online and elearning modules.

Rene asked what the costs were for this, compared with other providers, eg RIMPA.

Tom agreed that we need to know more about costs of training. Irina to inquire.

Rene added that our members could decide for themselves but it would be to wise to know if this was the best financial option for them to consider.

Tom said that it was a good step for ARANZ to providing a means to fill the gap that we have in providing training and support for our IM and RM, especially corporate RM , members.

Rene also queried the undertakings about promotion. Does that mean we can not promote similar groups and businesses? This was also a question for Irina to ask of LTD.

That ARANZ consider the acceptance of this partnership, after the above questions were answered.

Tom / Kathleen Agreed

Paul asked if they were aware of our communications network. Did they, for example, assume the archives listserv was managed by us.

Rene said that we need to work on our comms strategy. We could draw up a list however, for LTD which might help the comms discussion.

5. Correspondence

5.1 Inwards:

Claire Dowling - discussion document regarding Incorporated Societies

Australian Centre for Public History newsletter

ASA - Conference Early Bird Rates Extended!

Australian Centre for Public History newsletter

ICA - Call for Applications – New Professionals Programme 2025

5.2 Outwards:

Nil

6. Reports

6.4 Alert. Rene was pleased with the response the new mailchimp format had received and provided some very interesting figures. For example: of the 260 members 171 had opened the newsletter link. A number of people forwarded it so the total readership was 587. The Auckland Public Libraries forwarded the link to 108 people. . 273 of the linked topics were opened, the most popular was what was new at Archives NZ.

She plans to have another newsletter ready for November to cover the Conference and AGM.

She asked for the topic of Comms be placed on the agenda for next month's meeting.

6.7 Awards.Tom said that a short list for the Ian Wards prize has been made and a decision will be made very soon.

7. Other Business

7.2 Conference scholarships sub committee

Michael and Tom agreed to work with Richard on the scholarships. As of last meeting only one application had been made.

7.3 Next meeting

Michael queried whether we will be holding a meeting next month, due to the Conference. He will discuss this matter with Richard.

There being no further business the meeting closed at 2.58