



Minutes of a Meeting of the Council
of the Archives and Records Association of New Zealand
held 3 February 2026

Present:

President: Richard Foy

Secretary: Kathleen Stringer

Council: Rene Swan, Alison Day, Paul O'Donoghue, Tom Riley and Paddy Plunket. Sarah Welland from 2.22.

1. Karakia (Richard)

2. Apologies: Michael Upton and Irina Winsley
That the apologies be accepted. Richard / Kathleen. AGREED.

3. Confirmation of Minutes
That the minutes of the meeting held 8 December 2025 be confirmed.
Paddy / Tom AGREED.

4. Matters Arising

4.1 Extension of contract for David Grant

Richard and Paul had asked Council to agree to this via email. A majority of members agreed to this and David has since been paid the next instalment.

David is very positive with his progress and is confident he will have the jubilee publication finished by the October 2026 deadline, if not before.

5. Correspondence

5.1 Inwards:

Emanuella de Ruiter reporting on Digital POWRR Workshop

Archives NZ response re ARANZ's submission re Public Office Disposal Authorities

ICA - Release of Records in Contexts (RiC) Application Guidelines (RiC-AG) v0.1

ICA - Distance Learning - PostGram Archives - 2nd Edition)

ICA - World Digital Preservation Day 2025 Launches Global Conversation: Why Preserve?

ICA - One Week to Go: World Digital Preservation Day 2025!

First Annual Report from the Crown Response Office

ICA - Official Conference Opening Ceremony-KARMA 2025 Conference

ICA - Coming This Monday: iPRES Radio every day from 3rd - 7th November, in THREE time zones!

ICA - It is officially World Digital Preservation Day 2025!

ICA - Thank You for Making ICA Barcelona 2025 a Success

ICA - 2025 Salary & Demographic Survey of the Field

ICA - Join Us Online – Keynote Series on Driving Digital Transformation

ICA - Request for Collaborations for Training Course for Archivists in Sudan

ICA - Join Us This Week: Keynote on Heritage & Digital Transformation

ICA - New Version of the Global Bit List of Endangered Digital Materials Released for World Digital Preservation Day 2025

ICA - Basic Archive Skills Training Day (Online Course) - January and March 2026

ICA - Six DPC Resources Now Available in French

ICA - Call for volunteers to join SAA's Technical Subcommittee on Encoded Archival Standards (TS-EAS)

ICA - RUSA ETS BETA Award

ICA - SAHR Tuesday Talks: Patricia Ogaldes

ICA - Preserve LGBTQI+ Stories – Explore the New ICA Declaration

ICA - Bi-Monthly News 2025-6

ICA - Free workshop “Disaster Management and Climate Change in Archives”

ICA - Don’t Miss the Final Session Today – Digital Transformation

ICA - Call for applications — WIPO Records and Archives Fellowship

ICA - Call for Volunteers: Share Your Digital Preservation Workflow at the DPC 2026 Webinar Series

ICA - Apply Now: Internship in ICA Archives Digitisation

ICA - Renew now and help us champion archives in 2026

ICA - ICA SAHR Newsletter, October 2025

ICA - Watch the 2025 Keynotes on Digital Transformation!

ICA - Upcoming ICA Events

ICA - Free workshop “Disaster Management and Climate Change in Archives”

ICA - Celebrate International Human Rights Day 2025 – Join Our Webinar!

ICA - Start 2026 Strong: Secure Your 12 Months of ICA Membership

ICA - ICA Newsletter 2025-6

ICA - Renewing or Joining ICA? Here’s How in 3 Simple Steps

ICA - Step Into 2026: Exclusive ICA Membership Perks

EURBICA - ICDH: Call for participation!

ICA - Why ICA? Hear from Members Who Are Leading the Way

ICA - Digital Preservation Coalition launches new Research & Development Fund | Call for Proposals now open!

ICA - Register now to join us for a full program of DPC events in January!

ICA - Reminder: Call For Papers: ICA-SUV Conference, Portugal 2026 - Archives for the Environment

ICA - ICA SAHR Newsletter, November 2025

ICA - Archie Motley Memorial Scholarship Applications Solicited

ICA - Release of v1.0 of the RiC card game

ICA - Have you joined or renewed your ICA membership for 2026?

ICA - Inside ICA: Bi-Monthly News 2026-1

ICA - Join Us: Two Upcoming ICA Webinars – Strategic Plan & Born-Digital Art

ICA - The ICA is looking for its next Executive Director

5.2 Outwards:

Richard - Re: History Heritage Associations Assemble!

Richard - to President ASA re ARANZ’s portion of income from combined conference in 2024.

6 Reports

6.1 President / Vice President

Richard spent an hour or so with Brad and Kathryn Patterson informally discussing ARANZ matters. Richard appreciated having these two longstanding members making time to enable Richard to learn more about the history and he used them as a sounding board. Topics discussed included the Conference, what focusses ARANZ could explore in the future and how we can make ARANZ the very best we can make it. Brad also mentioned that in the past the Ian Wards prize received a great deal more publicity than it does currently. All agreed that advocacy should be a large part of what and who we are.

Richard stressed that it was his belief that ARANZ should not only serve those who work in the profession but users and those who are interested in archives and records management. That is why he was working very much with the Heritage Groups.

Brad offered to speak at the Conference, especially detailing the early times of ARANZ.

Richard said we were very fortunate to still have original members and to hear their stories. Richard said he hoped the Conference would combine reflections on the past as well as ideas for the future.

6.2 Treasurer - Paul would like to have a final discussion re Constitution. Next steps..

Paul said the next step was to call a Special General Meeting to ratify the constitution before he submits it to the registrar. The cut off date was 5th April.

Council needs to have one final look before it gets posted on the website for our members to view. The SGM vote accepting the constitution and endorsing the Financial Statement is required as part of the submission.

Richard queried if Paul thought we have undertaken enough to prove due diligence.

Paul said he thought so. Claire Dowling had undertaken quite a lot of work on this before Paul became involved, she also provided valuable feedback to him subsequently. He also has received a great deal on advice and assistance from Leeyan from *BookAssist* (much done gratis for which was very grateful). Paul did try to find a legal advisor to look at the constitution but as we are a national organisation no one was willing to do it for free (many community law groups have assisted local groups).

Richard asked if there were any new obligations for officers that we should be aware of?

Paul said not really. The main requirements of the new conditions was a dispute resolution process and management of members privacy. Paul added that thanks to Irina we have no concerns about the members' details being accessed.

Paddy asked if we were at any risk not having a lawyer look at it.

Paul said the risk level was quite low. Leeyan and *BookAssist* work with much larger groups than us, so they have very good experience in this area.

Tom asked what happens when we submit the paperwork.. Do we get feedback or issues that need to be rectified? Could this delay our application?

Paul said there is a backlog which will mean applications may take some time to be processed. The April cut off date is when the application is submitted, not when we are re registered. He thought there may be some feedback, but he doubted it.

Richard added it was his understanding that the registrar would not examine it minutely, just ensure that correct processes and requirements were adhered to.

Paul added that the DIA provided all groups with a skeleton framework, which he followed. He had input from Claire and Leeyan, as well as feedback from Council and then we are asking for input from our members, so we have had a number of people view it.

Richard would like to review the document as regards personal liability. He also thought we should ask Claire to look at it one last time. Paul said he has a few items to work on as required by the auditor but this will only take a short time.

The process is that Council review it one last time and get back to Paul by **9 February**. We then place it on our website, Rene will advise people of the link via *Alert*. We will open the floor for discussion at the SGM, Paul will draw up an analysis of changes and raise any issues we think may be significant and then it will be open for a vote.

Richard reminded Council that at AGM it was stated by a member that we also need to vote that ARANZ will continue to exist.

The date of the Special General Meeting is set 9 March at 12pm.

6.3 Membership

The membership is currently 239.

6.4 *Alert* Editor

The next *Alert* is due out this month.

6.5 Systems Administration (no report)

6.6 Website/Social Media (no report)

6.7 Awards

Tom said he has yet to organise a ceremony for Phoebe.

Richard will discuss with Brad Patterson how we can promote the Ian Wards prize more.

Tom is keen to do this but is unaware of who to contact.

Richard said Peter Miller has many contacts, as well as Phil Pennington from Radio NZ.

Tom agreed we need a strategy.

Kathleen asked Tom what was done to replace Dr Charlotte MacDonald. He said nothing as yet, he was looking for suggestions.

6.8 *Archifacts* Editor

Sarah said they were working on an expression of interest for this year's edition.

She had asked Brad to put the 2023 -2024 editions on the website.

Richard asked if there would be a 'special edition 'feel for this year's edition.

Sarah said yes, it would give people an opportunity to share their stories as well as look to the future. Articles from speakers would be published in the 2027 edition.

6.9 Records Management

Alison said she was working on a webinar programme starting next month. Three people said they were interested in presenting, but she would like more.

7. Other Business:

7.1 Conference

Richard said we have co convenors for this event – Evan Greensides and Leonore Kaveney-Decout. On the committee is also Alison, Patrick Power, Claire Dowling, Rene, Kylie Welsh and Sarah.

7.2 ICA Membership

Paul said that as part of our membership of this organisation, we receive two representative memberships, which allows access to all opportunities. Presently he and Richard hold these memberships, but they don't really make use of them. Would anyone be interested in taking them over?

Sarah and Tom were interested but felt they did not have the time to effectively use the opportunities.

Richard will draft an article asking if any member would be keen.

7.3 ARANZ seal design / procurement

Kathleen said the Constitution required us to have one, yet it has been missing for over 30 years.

Tom queried the place of such an item in a digital work. After some discussion it was decided to remove the mention of the seal from the constitution.

7.4 SIGs - especially for secondary school Archivists and Indigenous archivists / those working with indigenous material. Brad to invite Kat Tamaira and Carey Clements to our next meeting.

7.5 Asking *Conservation Supplies* for discounts for certain members (secondary school archivists in particular)

Richard will contact Conservation Supplies, Port Nicholson and Triptych regarding asking for discounts for sole charge archivists. In return we could offer free advertising.

Sarah said she would contact these businesses to ask them if they would like to advertise with us

7.5 Establishing a mentoring network.

Richard will write an article for alert asking for ideas on how we can progress this.

There being no further business the meeting closed at 3.22