

Agenda for the PHANZA AGM 2014

Location: Conference room, St Andrew's on the Terrace

Date: Friday 1 August 2014

Time: 5.30pm

- 1) Apologies
- 2) Minutes of the previous AGM
- 3) Reports

Copies of the 2014 President's Report, Treasurer's Report and Secretary's Report will be made available to those attending the meeting, and will be available on request to those unable to attend the meeting.

- a. President's Report (Bronwyn Dalley)
- b. Treasurer's Report (Andrew Gregg)
- c. Secretary's Report (Marguerite Hill)
- 4) Election of Officers
 - a. President
 - b. Treasurer
 - c. Secretary
- 5) Election of the PHANZA Committee
- 6) Life membership - change to constitution
- 7) General Business

NB: The PHANZA committee is nominating Jock Phillips for life membership of PHANZA, which may be conferred by decision of the AGM. If approved, Jock will be presented with a special life membership certificate.

Information for 6) Life membership - change to constitution

Clause 3.7 of the PHANZA Constitution provides that "Life membership may be conferred by decision of an Annual or Extraordinary General Meeting of the Association". As this is PHANZA's 20th anniversary year, the PHANZA committee considers it would be very appropriate to confer one or more PHANZA life memberships at the 2014 AGM. Individual(s) proposed by the committee for life membership will be named in the AGM agenda.

The committee also intends to propose further people for life membership from time to time in future. It would be helpful to clarify the criteria for life membership, and the committee therefore proposes to amend clause 3.7 of the PHANZA constitution to read:

Life membership may be conferred by decision of an Annual or Extraordinary General Meeting of the Association. Candidates for life membership shall be nominated by the Executive Committee. Life membership may be conferred on any person who is or has been a member of the Association, in recognition of that person's outstanding service to the Association or the history profession. Life members of the Association have all the rights of ordinary members but are exempt from paying membership fees.

The committee will propose this amendment to the constitution for approval at the 2014 AGM. The PHANZA constitution can be amended by a two-thirds majority of financial members attending the AGM

PHANZA AGM

7 August 2013

Level 4 meeting room, ASB House, 101 The Terrace

Meeting opened 12.30 pm

Present: Karen Astwood, Neill Atkinson, Imelda Bargas, Michael Bassett, Diana Beaglehole, Peter Clayworth, Janine Cook, Elizabeth Cox, Anthony Dreaver, Andrew Gregg, Marguerite Hill, Paul Husbands, Jamie Mackay, Malcolm McKinnon, Gavin McLean, Ewan Morris, Simon Nathan, Natasha Naus, Margaret Pointer, Kerryn Pollock, Geoffrey Rice, Margaret Tennant, Blyss Wagstaff, Matthew Tonks.

Apologies: Elizabeth Pischief, David Verran, Mark Smith, Tim Shoebridge, Ann McEwan, Heather Nicholson, Norman Crawshaw, Susan and Graham Butterworth, Barbara Gawith, Robert Peden, Nancy Swarbrick, Hillary Stace, Michelle Moffat, Eileen Barrett-Whitehead, Bronwyn Falley, Robyn Burgess, Karen Cameron, Jennifer Loughton, Jan Harris, Angela Lassig, Bronwyn Labrum, Michael Kelly, David Young, Ann McEwan

Minutes:

Minutes of the previous AGM - 8 September 2012 - were passed: Gavin McLean/ Margaret Tennant

President's report

- Imelda acknowledged David Verran who is stepping down as our Auckland representative. The committee is working hard to engage with members outside of Wellington and has a new Auckland representative in the form of Andrew Gregg. The committee is also planning seminars to be held outside of Wellington in the coming year.
- Imelda outlined the main business of the committee over the last year, which has included researching how to spend our surplus in the most beneficial way for members. We have considered various options and are open to suggestions from members. The options have included digitisation projects, subsidising memberships and subsidising seminar fees for members.
- We are planning to hold a mini-conference in Dunedin, before the NZHA conference in November
- We have continued to liaise with the National Library and Archives NZ over a variety of issues.
- Imelda indicated that she would be stepping down as president

There were several questions -

- Malcolm McKinnon asked how much money there is that could be spent on digitisation or other projects - \$4-5000
- Janine Cook asked if there were alternative digitisation projects to newspapers. Imelda reported back on the difficulties of finding an appropriate alternative to support that would be useful to the wider membership.

Treasurer's report

- Andrew reported that our income for the year ended 30 June 2013 was higher than in the previous year thanks to an increase in membership. PHANZA currently has 146 members nationwide.

- Our expenditure is down on the previous financial year, principally because we had no conference during this period. The main expenditure items in 2012-13 were *Phanzine* and the website.
- Expenditure on the website was higher than in previous year because of the need for a number of fixes and enhancements to improve functionality, record-keeping and monthly financial reporting. This development work will enable the committee to budget more effectively in future.

Secretary's report

- Marguerite reported that eight ordinary meetings and a planning meeting have been held since 8 September 2012.
- Christmas drinks with speaker Peter Alsop were held for members on 14 December.
- Planning is under way for the PHANZA mini-conference prior to the NZHA conference in November. The call for papers is currently open.
- *Phanzine* was co-ordinated and edited by Margaret Pointer. Two issues have been published since the last AGM (December and April), with another due in August. Margaret is working with Ewan to hand over responsibility for *Phanzine* after the AGM.
- The PHANZA committee continues to advocate for researchers, meeting with staff at the National Library and Archives New Zealand. We have also written to Wellington City Archives regarding the (temporary) removal of their online catalogue.

Election of officers

President - Imelda has decided to stand down and no further nominations were received

Treasurer - Margaret Pointer nominated Andrew Gregg. Seconded by Malcolm McKinnon. Passed with acclamation

Secretary - Ewan Morris nominated Marguerite Hill. Seconded by Karen Astwood. Passed with acclamation.

Election of committee

Karen Astwood - Marguerite Hill/Margaret Pointer

Ewan Morris - Margaret Pointer/Jamie Mackay

Margaret Tennant - Andrew Gregg/Geoffrey Rice

Margaret Pointer - Malcolm McKinnon/Anthony Dreaver

Bronwyn Dalley - Margaret Tennant/Neill Atkinson

Geoffrey Rice is willing to be co-opted on to the committee as the Christchurch representative.

General business

- Malcolm McKinnon congratulated the outgoing committee for the previous year's work
- Malcolm McKinnon also asked about a budget for the next year. Unfortunately Andrew had not had a chance to compile one before the AGM but will draft a budget before the committee's planning meeting.
- Geoffrey Rice asked about the bank account and whether we could be earning interest from the balance, to off-set some costs. Andrew Gregg will look into this

- Elizabeth Cox asked whether a yearly audit was necessary considering the relatively small bank balance. Andrew Gregg explained that our constitution specifies this and also that considering previous complications with the multiple financial years and presenting the accounts that we would continue to pay an auditor.
- Bronwyn Dalley thanked the committee
- The committee asked members to contact them with questions or ideas

The meeting closed at 12.55pm

President's report for 2013/14

Nga mihi nui ki a koutou

It gives me great pleasure to present PHANZA's President report. It dates only from December 2013 when we held an Extraordinary General Meeting to elect a President. We operated for a few months last year between the AGM and EGM with an 'acting' President, and I want to thank Margaret Pointer for taking on those duties so well.

The Committee continues to be more representative of our national membership. This year, Geoffrey Rice from Christchurch joined the Committee. He has been a welcome and much needed voice from the south, providing updates of the ongoing effects of the quakes on history and heritage. We continue to have representation from Palmerston North and Auckland, in addition to the Wellington group; and we would like to see this representation expand in future years.

As usual, the Committee has held monthly meetings and responded to issues as they arise. A lot of these do not necessarily come to the attention of members, so in these cases, we act 'on behalf of'. In this last year, there have been several: comments on archival disposal schedules (for DIA, aspects of security); we have taken issue with the charging regime for researchers at the newly-opened MTG in Napier and wait to hear the outcome of the review into that organisation; clarifying the future of the Community Archive with DIA; maintaining dialogue with the NZHA.

December's EGM outlined some areas the Committee would focus on this year.

One was to investigate using surplus funds to update the website. A sub-group prepared options on this, but before we commit to anything, we want to make sure any changes have a clear and obvious benefit to members. Some of the changes we are looking at would certainly make our job easier - collecting subs for example and making changes to the site - but we are mindful that using our surplus funds should have a tangible benefit for all.

The EGM suggested we use surplus funds to digitise and make available previous *Phanzines*. That is in process, and I'm pleased to say that we are doing this with no cost to members through the efforts of Eileen Barrett-Whitehead. We will soon be in a position to have these on the site. This is part of a broader project of digitising and securely storing PHANZA's records.

Another focus was to get PHANZA out of Wellington. We held a successful seminar in Palmerston North on the theme of anniversaries, organised with Massey's WH Oliver Academy for the Humanities and Te Manawa's Museum Society. We are keen to do more events like this - popular, well attended, and organised with like-minded groups at very little cost to anyone. In conjunction with the Auckland Museum, we are in process of arranging an event for northern members.

In common with other groups, the Committee is entirely voluntary, and I want to thank the members for their hard work in keeping the organisation going. A lot goes on behind the scenes and everyone plays a part. A key role is that of Treasurer, and Andrew Gregg has made a great job of this, from Auckland. Andrew is stepping down this year, and we are looking for a new Treasurer - they are big boots to fill, and I want to thank Andrew for his dedication to efficiency and care with money.

Three public faces of PHANZA require particular energy. *Phanzine* is one, and Ewan Morris has done an excellent job as editor this year, keeping the newsletter to the high standard his predecessors have set. The website, and the regular email updates members receive on all sorts of matters, are other public faces. We have Marguerite Hill to thank here - she is the main person who keeps members informed, who has her finger on the button of PHANZA business, and who also does so much 'behind the scenes' work to keep the engine going. Marguerite steps down from her role as Secretary this year, but I am sure you all will join with me in acknowledging her enormous contribution over a number of years.

Finally, it is 20 years since we began. It is comforting to see so many familiar faces and names still with us - it speaks to a steadiness in our profession and the ongoing opportunities to make a living as a public historian. Thank you for your continuing support. And it is also reassuring to look around the room or through our membership list and see 'new' names coming through: young historians beginning their careers, people with experience and interest in the broad church that is public history in this country. This gives a level of confidence as the organisation begins its third decade of work. The last two have seen a flourishing of opportunities as well as massive changes in how we go about our work and the context in which that happens. As an organisation, we are well placed to tackle what the coming years may hold. We have built a strong reputation in our sector, and that history will stand us in good stead in the future.

Bronwyn Dalley
25 July 2014

Treasurer's report for 2013/14

This is my third and final report as Treasurer.

Phanza's accounts remain in good shape. We currently have 150 members nationwide, half of which are based in Wellington. Two thirds of our members are waged and the remaining third are unwaged.

Our expenditure was similar to the previous year with *Phanzine* and the website being the main expenditure items.

The Committee has discussed different ways of spending our surplus over the year. These include hosting some events around the country and a substantial refresh of our website. Both options remain on the table, so the Committee is keen to hear members' thoughts on this topic.

Andrew Gregg
1 August 2014

The Professional Historians Association of NZ/Aotearoa

Income and Expenditure Account

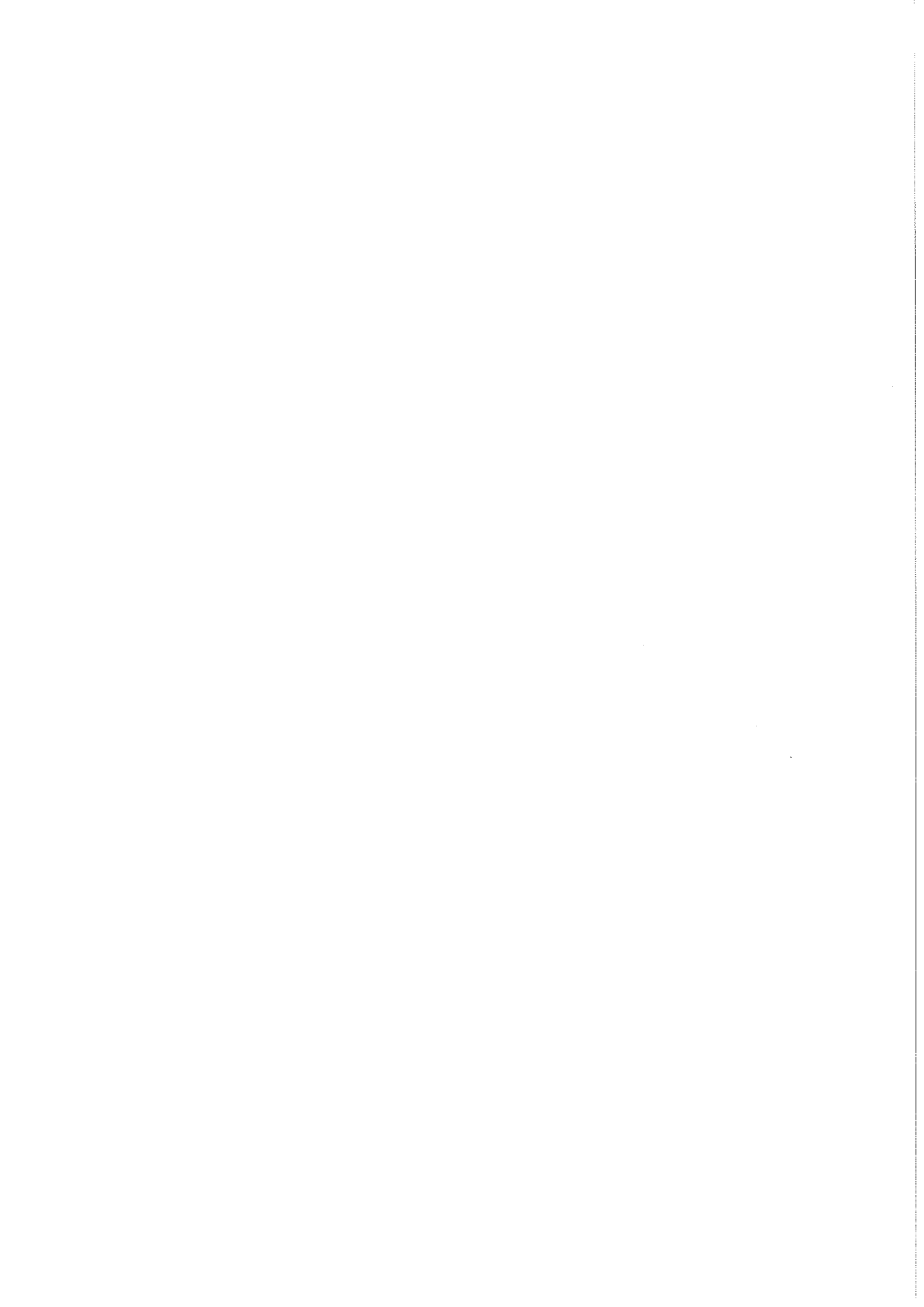
for the year ended 30 June 2014

	2014	2013
Income		
Subscriptions	5,825	6,150
Interest	95	57
Total Income	<u>5,920</u>	<u>6,207</u>
Expenditure		
AGM/Seminar	1,035	350
Audit and Accounting	440	415
Conference	127	0
General Expenses	189	0
Phanzine	2,425	1,948
Postage/Stationery	591	681
Website	1,026	1,282
Total Expenditure	<u>5,833</u>	<u>4,676</u>
Surplus for the Year	<u><u>\$87</u></u>	<u><u>\$1,531</u></u>

Balance Sheet

as at 30 June 2014

	2014	2013
Members Funds:		
Balance Brought Forward	9,862	8,331
Surplus for the Year	87	1,531
Balance Carried Forward	<u>\$9,949</u>	<u>\$9,862</u>
Represented by:		
Current Assets		
Cheque Account	1,910	9,877
Online Call Account	8,039	85
Accounts Receivable	0	0
	<u>9,949</u>	<u>9,962</u>
Less Current Liabilities		
Subs received in advance	0	100
Accounts Payable	0	0
Net Assets	<u><u>\$9,949</u></u>	<u><u>\$9,862</u></u>



Secretary's report for 2013/14

Meetings

The PHANZA committee has held nine ordinary meetings and a planning meeting since 17 September 2013. Our treasurer, Andrew Gregg, now lives in Auckland and we have Skyped with him for most of our meetings. We also managed to get all of our regional committee members together for a filing bee in June.

EGM

On 13 December 2013 we held an EGM to elect a president and to discuss general business. We combined this with our usual Christmas drinks.

Palmerston North one day symposium: 'Commemorating: History and Anniversaries'

On 16 May 2014, we held a symposium 'Commemorating: History and Anniversaries' in Palmerston North. The event was a collaboration between PHANZA, Massey University's W.H. Oliver Humanities Research Academy and Te Manawa Museum Society. The event was held at Te Manawa Museum and we were pleased with the number of attendees and the range of papers presented.

Phanzine

Over the last year, *Phanzine* was co-ordinated and edited by Margaret Pointer and Ewan Morris, with Ewan taking over sole charge in December. Three issues have been published since the last AGM (August, December and April), with another due out shortly. Ewan is planning a bumper issue in December to mark our 20th anniversary.

The editor welcomes your articles and feedback. Contact details are on the back page of *Phanzine*, or you can email editor@phanza.org.nz.

Advocacy

Over the last year, PHANZA has continued to advocate for members, including writing to Napier City Council to give feedback about fees for research at the new MTG. The committee has also been in touch with the Community Archive to ask about developments there.

Filing

Having a dispersed committee and no office has made dealing with our electronic and physical filing a priority. The aforementioned filing bee has helped reduce our physical filing. This year we have also adopted DropBox (with back up hard drives) to store our electronic files. That means that committee members, no matter where they are, can access and upload files. Eileen is also working hard on digitising back issues of *Phanzine* and these will be uploaded to the website shortly.

Correspondence

PHANZA received journals from the New Zealand Historical Association, professional historians' associations in New South Wales (*Phanfare*), Victoria (*Pharos*) and Western Australia (*PHA Newsletter*), and the New Zealand Military Historical Society.

PHANZA provided advice and assistance to a number of PHANZA members during the year. I also fielded questions from non-members, including school students seeking help with assignments, people undertaking family history research and a variety of other enquiries. We had requests for advice from the Japanese government regarding researchers for a project in NZ, as well as from Australian and Canadian researchers. We have also added notices about jobs in the historical community and tenders or requests for assistance with historical research. Information has also been provided on calls for papers; conferences,

talks and events; awards and grants; new books and digital resources; and archives and records (including Archives New Zealand's disposal schedules).

This year Karen Astwood and I have been sharing the secretary duties. Karen has been in charge of meetings and minutes while I have been managing correspondence and communications. I am standing down as secretary but hope to remain on the committee. I have every faith that should Karen be elected as secretary she will continue to be just as effortlessly organised and efficient as she has been this year. My thanks to the committee for being such great company for the last four years.

Marguerite Hill
29 July 2014