



Australian  
Society of  
Archivists

VICTORIAN  
BRANCH

## Australian Society of Archivists (ASA) Victorian Branch

### Annual General Meeting – Minutes

Wednesday 28 August 2024

Zoom - Virtual Meeting

### Annual General Meeting – 6.30pm

*Meeting commenced at 5.33pm*

Item	Description/Comment	Responsible
<b>1</b>	<b>Welcome and acknowledgement of country</b>	
	<u>Welcome</u> Acknowledged the change of venue to online only due to the extreme weather conditions in Melbourne. Thank you all for responding to our notice of the change and ensuring you didn't head to the venue.	NM ALL
	<u>Introductions</u> Nicole McGrath (Convenor), Susannah Tindall (Secretary and Treasurer), Brigid Cooper, Jack Eastaugh, Camilla Elliott, Catherine Hall, Andrew Horder, Jacqui Altman, Katherine Jarvie, Aralea Jeffrey, Marian Jenkinson, Michelle Page-Cook, Sophie Shilling, Bill Zographos, Carolyn Exton, Violet Hamence-Davies	ST
	<u>Apologies</u> Michaela Hart, Nicola Laurent, Tim Newbegin, Patricia Downs, Ann Anderson, Kim Burrell, Jack Neill, Aimee James, Elliot Freeman, Fiona Russell	
<b>2</b>	<b>Previous Minutes</b> The minutes of the previous Annual General Meeting of the Victorian Branch of the Australian Society of Archivists held on August 2 2023 were tabled. All actions completed and relevant items have been carried over to the new agenda.  <i>Susannah Tindall moved that the minutes be accepted, Marian Jenkinson seconded. Carried.</i>	ST
<b>3</b>	<b>Reports</b> <u>Secretary Report</u> <i>Susannah Tindall moved that the report be accepted, Nicole McGrath seconded. Carried.</i>	ST

Treasurer's Report

ST

*Susannah Tindall moved that the report be accepted, Sophie Shilling seconded. Carried.*

**4 Matters Arising**

ST

No matters arising.

**5 Other Business**

NM

***Motion 1:***

That the mailing address for the bank account of the Victorian Branch of the Australian Society of Archivists be updated;

From: 99 Shiel St, North Melbourne, Victoria 3051

To: 50 Tindalls Rd, Carapook, Victoria 3312

This motion was discussed and we have decided in the interim to explore other options, rather than rely on home addresses. We will look at getting a post box in a central location, likely in the CBD near the Westpac branch we use for banking.

The committee will look to see if the costs for such a box are included in the annual \$500 budget for branches and SIGs.

***Motion 2:***

That any correspondence, including but not limited to monthly financial statements, be changed from being physically mailed to digital correspondence to account administrators Nicole McGrath and Susannah Tindall via the email address [asavic@archivists.org.au](mailto:asavic@archivists.org.au).

*Susannah Tindall moved that the motion be accepted, Catherine Hall seconded. Carried.*

***Upcoming events***

Vic Branch has 2 upcoming events;

*September – Golden Dragon Museum*

We are hosting this event in collaboration with our friends at newCardigan on Saturday September 7th.

For details on the event and registering, please see the event page through newCardigan - <https://newcardigan.org/cardiparty-2024-09/>

***Save the Date***

October 8<sup>th</sup> - NFSA Deadline 2025 Panel event

More details will be announced soon!

***International Council of Archives (ICA) New Professional Programme - Call for Applications***

The ICA has once again opened the call to the New Professionals Programme. If you're a student or a new professional, please consider applying to this fantastic program. There have been quite a few people from our Victorian Branch who have been selected in the past, and can vouch for the quality of the Programme.

For more information please see - <https://www.ica.org/professional-programme/new-professionals-programme/call-for-applications-new-professionals-programme-2025/>

## 6 **Election of office bearers for 2024-2025 (10mins)**

ALL

Victorian Branch Rules requires ten (10) people to make quorum. This will be used as the maximum number of committee members.

Nicole McGrath declared all positions vacant. Catherine Hall was elected as Returning Officer. Catherine called for nominations for each of the positions.

### Positions

#### *Convenor/Co-Convenor*

- Nik McGrath (nominated by Michelle Page-Cook, seconded by Sophie Shilling)

#### *Secretary*

- Susannah Tindall (nominated by Marian Jenkinson, seconded by Nicole McGrath)

#### *Treasurer*

- Susannah Tindall (nominated by Nicole McGrath, seconded by Violet Hamence-Davies)

#### *Communications Officer*

- The position was not filled

#### *Committee*

- Jack Eastaugh (nominated by *Brigid Cooper*, seconded by *Sophie Shilling*)
- Violet Hamence-Davies (nominated by *Michelle Page-Cook*, seconded by *Nicole McGrath*)
- Jacqui Altman (nominated by *Violet*, seconded by *Nik*)
- Aralea Jeffrey (nominated by *Marian Jenkinson*, seconded by *Susannah Tindall*) \*pending confirmation of membership

Branch members at the AGM accepted all nominations by majority vote.

## 7 **Next meeting**

General Victorian Branch meetings are held in the first week of the month, once a quarter, from 5:30pm.

The next AGM will be held in 12 months time (July/August 2025).

*Meeting closed at 6.13pm*



## **Australian Society of Archivists (ASA) Victorian Branch Secretary Report 2023/2024**

We've come to the end of the 2023-2024 Committee year! This has been a unique year, adapting to our still-changing post-COVID environment. We've maintained the hybrid focus where possible, allowing members to attend events regardless of location. We've definitely still an increase in attendees at events, both in-person and online, and look forward to this continuing in the coming year.

In the first part of the year, many members of our branch and wider community were involved with the annual conference, held at the Melbourne Cricket Ground from 4 to 6 September 2023, with additional events also held on 7 and 8 September. This was a resounding success, with many positive responses to the program and quality of the presentations. We congratulate again all those involved, and look forward to Melbourne hosting again in the future.

In conjunction with the end of the conference, we held a tour to the whisky archive at Whisky and Alement in September 2023. This was a unique experience with quite an unusual collection, but they face many of the same issues experiences by other archives. This is definitely an archive we hope to revisit in the future, and see where the new pieces in their collection.

In November 2023, we held a VIC Branch business meeting followed by a panel discussion on the topic "Devastation & Resilience: loss of archives and disaster planning". The panel discussed what do we do when a disaster hits our community – be that fire, flood, or the death of a knowledge holder – and how do we rebuild following this loss? This was a hybrid event and was also recorded. The recording can be found on the Vic Branch page on the ASA Website, and on the ASA YouTube channel. We again thank our speakers, Elizabeth McCartney (Manager of Conservation at Museums Victoria), John Patten, Yorta Yorta and Bundjalung man (Manager, Diversity and Belonging at Museums Victoria), Kim Burrell (Blue Shield Australia and Archivist at Victoria University) and Michaela Hart (Digital Archivist at the Department of Health and Human Services).

In March 2024 we held a zine writing and brainstorming session in collaboration with REDSIG (Research and Education Special Interest Group). This zine has been a branch project for some time now, and we reached out to REDSIG for any further contributions, alongside other members. This was a positive day, and led to additional articles drafted ahead of the zine release. We thank Mike Jones from REDSIG for his support and enthusiasm.

April 2024 ASA VIC Branch visited the Australian Queer Archives (AQuA) at the VIC Pride Centre in St Kilda, hosted by dedicated AQuA Committee members Nick Henderson and Clare O'Hanlon. This archive collects, preserves and celebrates material from the lives and experiences of lesbian, gay, bisexual, trans and gender diverse, intersex, queer, Brotherboy and Sistergirl (LGBTIQ+) Australians. We had a full house, 30 engaged colleagues from across the GLAMR sector supporting this in-person event. AQuA's collection policy was discussed,

including their appraisal processes, and how collections such as material about sex workers is acquired, and access is only provided to sex workers, where appropriate. We thank Nick and Clare for giving up their time and showing us this important collection, and discussing some of the nuisances around collection, appraisal, and community trust building.

In May 2024 we held a short business meeting, mostly to allow for a motion to pass to update the administrators of our bank account. This update was long overdue, and we were happy for the motion to pass. Further details of the motion can be found in the Treasurer's Report.

ASA VIC Branch has produced a zine for students and new professionals which we launched in July 2024 after several years work: "So you've cho-zine a career in archives!" It's everything we wish we knew when we started out. The zine covers what working in archives looks like, where to study, transferable skills, responding to key selection criteria, job interviews, making connections in the Victorian archives community, volunteering as professional development, and profiles of colleagues working in the sector. Huge thank you to our editor Sophie Shilling, and everyone who contributed to the zine. Please visit the ASA VIC Branch website to access the zine, and contact us with any feedback.

Minutes of the business meetings and newsletters from the last year are available on the Vic Branch page of the ASA website.

Here are the events that have been held over the past year.

## Events

- 3 August 2023: Annual General Meeting and Presentation from Greg Rowland
- 6 September 2023: Whisky Archive Tour
- 15 November 2023: Quarterly business meeting and Panel discussion, "Devastation & Resilience: loss of archives and disaster planning"
- 13 January 2024: A joint end of year celebration was held in collaboration with newCardigan and ALIA. This was delayed due to inclement weather on the scheduled date in December.
- 3 March 2024: Zine Session in collaboration with REDSIG
- 20 April 2024: Tour of AQuA
- 8 May 2024: Quarterly business meeting
- 31 July 2024: Zine launch

Thank you to everyone who has helped organise the events, presented, volunteered their time, and of course everyone who attended. We look forward to the coming year, and hopefully continuing to be involved with the Branch. The Committee has been working on two events coming up this year, one in collaboration with newCardigan to be held in September at the Golden Dragon Museum in Bendigo, and a panel discussion on the NFSA Deadline 2025 white paper at ACMI in October with experts in AV digital preservation.

We would also like to thank ASA VIC Committee members for their dedication and time: Sophie Shilling, Jack Eastaugh, and Violet Hamence-Davies. I (Nik) personally would like to thank Susannah Tindall, Secretary and Treasurer of ASA VIC Branch for her remarkable work this

year in ensuring communications and Branch documentation was regularly sent to ASA VIC members, that our VIC Branch account name changes occurred (this required much follow up with the bank manager), as well as her enthusiasm and engagement with all meetings and events of the Branch. I would also like to personally thank Sophie Shilling for all the editorial work she put into the zine this year. As a branch we can be proud of the zine and guidance it will hopefully provide to students and new professionals.

**Susannah Tindall**  
**Secretary Victorian Branch 2023/2024**  
**28 August 2024**



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## Australian Society of Archivists (ASA) Victorian Branch Treasurer's Report 2023/2024

### Community Solutions One Account – Bank Statements

The ASA Vic branch has a cheque book, an access card and on-line banking access. The two signatories to the account are Branch Convenor Nicole McGrath and Branch Treasurer Susannah Tindall. These signatories have finally been updated to reflect the current committee.

Record of Statements from **1 July 2023 – 30 June 2024 with Closing Balance - \$593.72**

The full details of the Bank Statements are available. In summary, the opening balance at 1 July 2023 was \$820.92 and the closing balance at 30 June 2024 was \$593.72.

This year saw some increased activity, most of which related to reimbursements for room hire and speaker gifts, and also payments for an event held in conjunction with the end of the conference.

The \$70 payments were from attendees at the Whisky Archive tour at Whisky and Alement on September 6<sup>th</sup>. This cost for this event included room hire, the tour and tastings. The event was paid in full in one transaction by Susannah Tindall, and the room hire was paid in full by Sophie Shilling. These are the reimbursements of \$900 and \$203.80 respectively.

Other reimbursements included room hire for events in September, November and March, and the speaker gift for our tour to the Geelong Gaol in May 2023. This gift was allowed under our Rules as the Geelong Gaol were not individual or organisational members of the Australian Society of Archivists.

Finally, this year finally saw the account administrators updated according to the current committee. A huge thank you to the Committee and Nicole McGrath for their continued patience while this was updated. We have confirmed all details are now correct, and Nicole and Susannah have the appropriate permissions to reimburse as required. A thank you also to Vishal Bhadka for continued support, well after their term as Treasurer had concluded.

Summary FY 2023 – 2024 Description	Opening Balance	Closing Balance	Difference
July 1 2023 – 30 June 2024	\$820.92	\$593.72	-\$227.20

## TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
<b>31/07/23</b>	<b>STATEMENT OPENING BALANCE</b>			<b>820.92</b>
29/08/23	Deposit-Osko Payment 2894821 Nicole Mcgrath Whisky Sig		70.00	890.92
31/08/23	Deposit-Osko Payment 2745805 Ms Imogen Jane Mcdougall Telfer W&a Archive tour		70.00	960.92
31/08/23	Deposit-Osko Payment 2803200 Jack Eastaugh Whisky & Alement tour		70.00	1,030.92
31/08/23	Deposit-Osko Payment 2912529 Melissa Begg Melissa Begg Whisky Alement Archive Archive tour		70.00	1,100.92
31/08/23	Deposit-Osko Payment 2970146 Deborah Lee-Talbot Leetalbot W&a event Leetalbot W&a event		70.00	1,170.92
31/08/23	Deposit-Osko Payment 2986610 Joanne Evans Whisky & Alement Archive Tour Whisky & Alement Archive Tour		70.00	1,240.92
<b>31/08/23</b>	<b>CLOSING BALANCE</b>			<b>1,240.92</b>

## TRANSACTIONS

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DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
<b>31/08/23</b>	<b>STATEMENT OPENING BALANCE</b>			<b>1,240.92</b>
01/09/23	Deposit-Osko Payment 2938726 Miss Constance Adelaide Thurley-Har C Thurley-Hart Constance Th whiskey Sig event		70.00	1,310.92
04/09/23	Deposit-Osko Payment 2094711 Sally O'Callaghan Sally Ocallaghan		70.00	1,380.92
04/09/23	Deposit-Osko Payment 2188820 Miss Sophie Denise Shilling Whisky archive tour		70.00	1,450.92
04/09/23	Deposit-Osko Payment 2338955 V A Hamence-Davies Violet Whisky Sig 03 Sep 2023		70.00	1,520.92
04/09/23	Deposit-Osko Payment 2767356 Ms Elliot May Freeman Whiskey Sig		70.00	1,590.92
04/09/23	Deposit 2719815 Susannah Tindall Susannah Tindall Tour Payment Whisky and Alement		70.00	1,660.92
04/09/23	Deposit S Stocks Whisky Tour (Sebas		70.00	1,730.92
06/09/23	Deposit-Osko Payment 2388275 Susannah Tindall Test		1.00	1,731.92
08/09/23	Deposit-Osko Payment 2845895 Miss Elizabeth Helen Long whiskey tour E Long		70.00	1,801.92
<b>29/09/23</b>	<b>CLOSING BALANCE</b>			<b>1,801.92</b>

## TRANSACTIONS

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DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
29/09/23	STATEMENT OPENING BALANCE			1,801.92
31/10/23	CLOSING BALANCE			1,801.92

## TRANSACTIONS

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DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
31/10/23	STATEMENT OPENING BALANCE			1,801.92
30/11/23	CLOSING BALANCE			1,801.92

## TRANSACTIONS

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DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
30/11/23	STATEMENT OPENING BALANCE			1,801.92
29/12/23	CLOSING BALANCE			1,801.92

## TRANSACTIONS

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DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
29/12/23	STATEMENT OPENING BALANCE			1,801.92
31/01/24	CLOSING BALANCE			1,801.92

## TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
31/01/24	STATEMENT OPENING BALANCE			1,801.92
29/02/24	CLOSING BALANCE			1,801.92

## TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
29/02/24	STATEMENT OPENING BALANCE			1,801.92
28/03/24	CLOSING BALANCE			1,801.92

## TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
28/03/24	STATEMENT OPENING BALANCE			1,801.92
30/04/24	CLOSING BALANCE			1,801.92

## TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
30/04/24	STATEMENT OPENING BALANCE			1,801.92
31/05/24	CLOSING BALANCE			1,801.92

## TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
31/05/24	STATEMENT OPENING BALANCE			1,801.92
26/06/24	Withdrawal-Osko Payment 1023050 Susannah Tindall Melbourne Whisky Room - Sept Event Melbourne Whisky Room - Sept Event	900.00		901.92
26/06/24	Withdrawal-Osko Payment 1023333 Susannah Tindall 89355565 City of Yarra Nov Event 89355565 City of Yarra Nov Event	20.00		881.92
26/06/24	Withdrawal-Osko Payment 1025046 Susannah Tindall 51282 Kathleen Syme Nov event 51282 Kathleen Syme Nov event	14.20		867.72
26/06/24	Withdrawal-Osko Payment 1030079 Susannah Tindall 54340 - March event - Kathleen Syme 54340 - March event - Kathleen Syme	35.50		832.22
26/06/24	Withdrawal-Osko Payment 1673106 Susannah Tindall Gerwurzhaus Speaker Gift - May 2023 Gerwurzhaus Speaker Gift - May 2023	34.70		797.52
26/06/24	Withdrawal-Osko Payment 1682160 Sophie Shilling Whisky tasting room hire 09/23 Whisky tasting room hire 09/23	203.80		593.72
28/06/24	CLOSING BALANCE			593.72

Susannah Tindall  
Treasurer Victorian Branch 2023/2024  
28 August 2024