

HAWKES BAY DIGITAL ARCHIVES TRUST

(THE KNOWLEDGE BANK)

ANNUAL REPORT FOR THE YEAR ENDED 31 March 2019

Background

Knowledge Bank Hawke's Bay is a community-based organisation, established in 2011 to create a living record of Hawke's Bay and its people through the creation and development of a digital archive. Using state-of-the-art technology and a team of volunteers, old family photographs, film, letters, diaries, community group records and business archives are digitised. The Trust also has an active program of archiving oral interviews. These electronic copies are made available on the Trust website www.knowledgebank.org.nz. The Trust is located in the historic Stoneycroft historical building at 901 Omaha Rd, Hastings.

Governance and Management

The Trust has a board of four trustees (Peter Dunkerley (Chair), Barry Cole, Bev Watkins and David Shand). They are assisted by a nine member advisory committee (chaired by Grant Ancell) which oversees and provides guidance on the processing of materials and administrative matters such as the premises and equipment. The Trust had two part-time staff, an office administrator and an IT administrator working a total of 45 hours per week. However new arrangements are being developed for the coming year.

To guide its activities over the next three years the Board during the year approved a three year business plan.

The Data Base

To date the Trust has received some 682 collections. Of these 264 have been placed on the website and 151 processed for uploading to the website. The website also currently holds some 238 oral history interviews

A major development this year was the launch of our new website in January, which provides greater functionality for users. The cost of developing this new website (approximately \$12,500) was funded through grants from the Eastern and Central Community Trust (\$10,000) and First Light (\$2,500), received in 2017.

A measure of the impact of the Trust's work is the number of hits on our website. At year end the website has been receiving about 30,000 hits per month, including a significant number from overseas.

The Trust receives material for archiving in amounts both great and small. The processing of the Spiller collection (Mr Spiller being a noted local photographer) comprising over one million images received in 2017 was a major ongoing activity during 2018. Other notable collections received during the year were from Waiapu Scouts, Hastings District Agricultural and Pastoral Society and Hawke's Bay District Health Board.

The backlog of material for processing was significantly reduced during the year thanks to the excellent work of our volunteers. At year end the oldest material awaiting processing was received in 2018, whereas last year some material from 2012 was still awaiting processing. However the uploading of processed material to the website has been a slower process and steps are needed to reduce this backlog.

During the year six oral history interviews were completed, a reduction on previous years due to illness of these specialised volunteers.

The Trust recognises that its digital collection should complement and not duplicate material held by other organizations. Accordingly it is developing a collections policy to guide the evaluation and prioritisation of material offered to the Trust.

Volunteers

The Trust's work relies on the efforts of its volunteers, who undertake digital processing, scanning, data entry and research as well conducting oral history interviews.

The volunteer team consists of some 70-80 persons. Volunteer hours increased during the year from around 800 hours per month to 1,000 hours per month.

During the year the Trust accepted one volunteer from the Rangatahi Mai program managed by MSD and Hastings District Council, two from the Disability Resource Centre and one from Strive Rehabilitation. Providing this work place experience recognises the Trust's role as a local community organisation.

Outreach

The Trust seeks to keep its supporters and the public aware of its activities, so that collections are donated, use of the website increases and fund raising is improved. Recognising the importance of outreach activities during the year, the Trust adopted a communications strategy to better achieve this.

The results of this have already been reflected in a number of ways, including press coverage of a number of events. A monthly newsletter was sent out during the year to the Trust's 1,200 members and supporters. The use of social media is also important and the Trust has its own Facebook page which includes Trust activities and information on some of the material which is available on the website.

A successful Open Day held at Stoneycroft in February attracted some 100 attendees.

A talk by noted local historian Michael Fowler in February also attracted an excellent attendance.

Visitors are welcome and encouraged. During the year these included the HB Ostomy Support Group, Havelock North U3 and Pioneer Lions Group. Community talks explaining the work of the Trust are important and during the year these were presented to the Havelock North Dinner Club, Gracelands, Summerset in the Orchard, Taradale Library Genealogist Group, Parkvale School, Village Friends Community Group, Enliven, Pioneer Lions Club and Summerset in the Vines.

Finances

The Trust operates with a modest budget and has a modest level of accumulated liquid funds.

The financial results and position of the Trust improved significantly during the year, thanks to the grant of \$23,000 from Napier City Council which, along with the ongoing support of \$23,000 per annum for three years from the Hastings District Council, enabled us to fund the two part-time paid staff members. The Hastings District Council grant is for a three-year period and the Trust is hopeful of establishing the support from Napier City Council on a similar ongoing basis to provide a secure financial base for our future activities.

As a community-based organisation the Trust also receives income from its 60 or so members annual subscriptions of \$25 plus additional donations from these members and from various community activities.

The 2018/19 financial statements show that the Trust realised a small surplus of just over \$2,000 for the year, compared with operating deficits in the two previous years of \$7400 and \$26,000. At the end of the year it had working capital (current assets minus current liabilities) of slightly over \$30,000 available as a cushion against future funding shortfalls or as a (limited) source of funding for capital equipment.

Information Technology

A well-functioning and efficient IT system covering the Trust's servers, scanners, computers and associate software is a key component of the Trust's activities. It is also an important factor in maintaining and growing the volunteer pool.

The Trust needs to replace current servers and monitors to improve the reliability and efficiency of the IT system. Generating operating surpluses plus obtaining grants from trusts and foundations will enable the Trust to fund equipment replacement and upgrading which has fallen behind because of lack of funding. A key for the coming year will be developing a costed and prioritised plan for IT equipment renewal and upgrading and seeking financial assistance from contestable grant funds of Hastings District Council and Napier City Council and community organisations such as foundations and trusts.

During the year Hastings District Council provided \$6500 from its community contestable funding which the Trust gratefully acknowledges. This funding was used to purchase additional equipment to work on the Spiller collection.

Summary

The Trust made significant progress during the year.

- Through its outreach activities it is becoming well known across Hawke's Bay.
- The launch of the new website was an important development.
- It is receiving more and more useful material for adding to the website.
- But it needs greater capacity to manage this, including ongoing upgrading of its IT systems for which funding is needed
- Its financial sustainability improved through new funding from Napier City Council
- However the Trust continues to operate on a very modest budget and has only modest financial reserves