

## **HAWKES BAY DIGITAL ARCHIVES TRUST**

### **(THE KNOWLEDGE BANK)**

#### **ANNUAL REPORT FOR THE YEAR ENDED 31 March 2020**

#### **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. This material is returned to donors once processed. 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](http://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 seven-member advisory committee (chaired by Grant Ancell) which oversees the processing of materials by our may volunteers deals with administrative matters such as the premises and equipment. The Trust has an office administrator and an IT administrator working a total of 30 and 20 hours per week respectively.

To guide its planning and operations over the next three years the Board has adopted a three-year business plan (2019-21) and a risk management plan focused on protection of the Trust's data base, equipment and other assets.

#### **The Data Base**

To date the Trust has received some 796 collections. Of these 456 have been placed on the website and 240 have been processed for uploading to the website, totalling around 5,000 text documents and 25,000 still images. The website also currently holds some 238 oral history interviews

The launch of the new website in January, 2019 which provides greater functionality for users, has seen an increase in the number of hits on the website to around 35,000 per month. This is an important measure of community interest in the Trust's work.

The Trust recognises the need to protect copyright which it holds over website content and has developed and publicised on the website appropriate conditions for the non-personal use of any website material. It is also conscious that material on the website should not breach any privacy requirements.

The Covid-19 shutdown which began on 24 March meant that Stoneycroft closed under Level 4 for the last week of this year – and did not reopen under Level 2 until 13 May. However, a significant number of volunteers began working from home using their own or Trust equipment. This experience indicates potential for greater off-site processing of material in the future, providing greater options for volunteers.

A major project during the year was processing the Hawke's Bay A & P Society records, covering its bound books which record the entrants in the Society's shows from 1877 through to 1970. This is part of a larger collection and the Society's minute books, ledger books and other material will be transferred from the Society in due course. The Hasting District Council and the Society provided financial assistance for this work as discussed below.

Other major material was received from the Hawkes Bay District Health Board and the Waiapu Scouts. During the year the Trust also collaborated with MTG Hawke's Bay museum to process the Balfour diaries which contain information around the 1880s.

The turn-around time scanning materials was able to be reduced to approximately 3 - 6 months, depending on the size of each collection, having previously been up to 2 years. The transcribing is now covering material completed in 2017. This reduction in the backlog of material for processing reflects the excellent work of our volunteers. However, the uploading of processed material to the website has been a slower process

The Trust attended a regional archiving forum in Gisborne which revealed that the Trust's level of archiving knowledge, skill and equipment was more advanced than many of the government departments and other local archiving organizations attending. The Trust now has an opportunity to assist many of these groups to improve their archiving processes.

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 Trust records its grateful thanks to all these people for their commitment and professionalism.

During the year the Trust grew the volunteer base to approximately 100 people. Volunteers visit Stoneycroft regularly, working on average 1300 hours a month during the year compared with about 1,000 hours per month last year. A further 15-20 people worked from home from the commencement of Covid-19 shutdown.

In addition, two volunteers from the Disability Resource Centre (DRC) provided useful assistance and three high school students working on their Duke of Edinburgh Award scheme worked from home preparing images for the website. We will be receiving another person from the Rangatahi Mai program when further funding is available

## **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 Trust is grateful to Diane Joyce of Joyce Communications for her invaluable assistance to our outreach program.

The results of this strategy 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.

Unfortunately, the proposed open day on 20 March had to be cancelled due to Covid-19.

Community talks explaining the work of the Trust are an important part of outreach and during the year these were presented to Summerset in the Vines, Wakarara Women's Institute, Taradale Lions Club, Havelock Collective Group, Grey Power and Landmarks Trust. Likewise, visitors are welcome and encouraged and during the year the Trust welcomed visitors from Heretaunga Seniors and Summerset in the Vines.

## **Finances**

The financial statements for the year ended 31 March 2020 are attached to this annual report.

The Trust received a significant boost to its finances during the year, resulting in an operating surplus of \$27,248, mainly due to donations for upgrading our IT equipment.

The Trust operates with a modest operating budget of about \$6,000 per month and in the past covering these operating costs has been a major concern. Donations during the year largely covered these costs. It gratefully acknowledges the continuation of the \$23,000 annual grant towards operating costs from the Hastings District Council (as part of a three-year funding agreement), a grant of \$26,450 from the NZ Lotteries Commission to assist in funding operating costs, (with the possibility of additional funding for future years) and a generous grant of \$12,000 from James Morgan, (which at his request has been invested outside of the Trust to form the basis of a future capital fund from which the Trust will derive investment income).

Unfortunately, Napier City Council was unable to continue the \$23,000 funding which it provided in the previous year

As a community-based organisation the Trust also receives income from its 120 members who pay an annual subscription of \$30 plus additional donations from these members and from various community activities. A fund-raising campaign in November aimed at members and supporters raised an additional \$11,200. The Trust is most grateful for the generosity of those who contributed and pleased at the extent of community support for the Trust which this assistance demonstrates.

However, upgrading IT equipment is dependent on specific funding from Trusts and Foundations. The Trust acknowledges generous support of over \$30,000 from the Bernard Chambers Trust for the purchase of a high-tech scanner and the Hastings District Council Community Grants Scheme for a \$4,000 grant (with the possibility of additional funding) towards upgrading the equipment needed to process the archives of the Hawkes Bay A and P Society. The Society also provided \$500 towards meeting these costs.

At the end of the year the Trust had modest liquid assets of just over \$44,000, sufficient to provide an appropriate buffer against any downturn in revenues or unanticipated increases in operating costs and to provide some funding for small equipment such as computers and monitors used by its volunteers.

### **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 the morale of and growing the volunteer pool.

Equipment replacement and upgrading has fallen behind because of lack of funding. The Trust needs to replace the current servers and monitors most of which are over six years

old to improve the reliability and efficiency of the IT system generally. Some recent grant funding has enabled some replacement of old computers and monitors.

During the year the Palmerston North and Hastings servers were replaced and replacement of the Auckland server is now the key priority in improving the IT system.

## **Summary**

The Trust continued to make significant progress during the year.

- Through its outreach activities it is becoming increasingly well- known and appreciated across Hawke's Bay.
- This will only grow as it receives more and more useful material for adding to the website
- However, it needs greater capacity to manage this, including ongoing upgrading of its IT equipment
- Thanks to the great work of our volunteers, processing times and the backlog of material for processing have been reduced
- The generous funding of a high-tech scanner by the Bernard Chambers Trust will further assist in this
- While it is now able to just cover operating costs, thanks to generous assistance during the year from Hastings District Council, the NZ Lotteries Commission, the longer- term funding provided by James Morgan and donations from its members, the Trust continues to operate on a very modest budget and has only modest financial reserves.
- Additional funding for upgrading IT equipment is a key requirement and the Trust was most fortunate in the level of funding support it received for this purpose.