

AOTEAROA-NEW ZEALAND EVALUATION ASSOCIATION
Minutes of anzea Board Meeting
2 August 2006
Tauhara Centre, Acacia Bay, Taupo

Item	Action needed/who by	Due date
<i>Present</i> Pam Oliver, Will Allen, Anne Dowden, Jacqueline Henry, Kate McKegg, Geoff Stone, Rachel Trotman, Nancy Sheehan, Jo Adams		
<i>Apologies</i> Madhumati Chatterji, Jane Davidson, Laurie Porima, Tania Wolfgramm		
<i>Introductory matters</i> <ul style="list-style-type: none"> • Congratulations and thanks to new Board members • Agreement on meeting processes – check times for completion and priority decisions to be made from agenda • Addition of agenda items from the AGM 		
<i>Process matters</i> Logo Letterhead IT development – need for the website and email addresses to be set up; Geoff to take overall responsibility for website establishment, and contact Jon Postlethwaite; Pam to facilitate that process via email Board contact details needs to be corrected and distributed Mail to be collected in Pam’s absence - Nancy will collect mail weekly and forward to Rachael Portfolio details to be clarified	Pam to contact Tania and relay association’s thanks to the logo design team Will to develop the letterhead format Pam to email out contacts Geoff to follow up with Jon and Will Pam to write up and send out Nancy to collect mail weekly and forward to Rachael Pam to write up and send out	5 August 30 August 30 August 5 August On-going 5 August

<p><i>Portfolios</i> Portfolios were allocated through voluntary process as follows:</p> <ul style="list-style-type: none"> • Convenor – Pam Oliver • Deputy Convenor – Kate McKegg • Secretary /Public Officer – Rachael Trotman • Treasurer/Membership secretary – Nancy Sheehan • Sponsorship/Public Relations and Strategic Relationships – Will Allen, Pam Oliver, Geoff Stone • Branch establishment – Jacqueline Henry, Will Allen • Conference – Anne Dowden, Geoff Stone • Special Projects – Pam Oliver • Strategic Planning – Madhumati Chatterji • Maori Caucus – Laurie Porima, Jacqueline Henry, Tania Wolfgramm • IT development – Geoff Stone and Will Allen <p>Conference planning – need to begin planning soon to ensure that dates for the 2007 conference are advised to the community</p>	<p>Anne to look to co-opt people to that committee</p>	<p>30 October</p>
<p><i>Budget</i></p> <ul style="list-style-type: none"> • Treasurer’s report – Balance not known precisely; approx \$3,800, most from membership subscriptions and corporate donations • Income will rely on membership and sponsorship • Sponsorship will be essential for special projects • Karen Johns and Michele Lennan to be removed as signatories to the anzea account; Rachael and Nancy to be substituted; third signatory Pam 	<p>Pam to agenda a discussion on sponsorship for the November Board meeting Geoff to redevelop the draft sponsorship strategy Rachael to arrange new signatories to the account</p>	

<p><i>Priority tasks</i></p> <p>Nancy and Rachael to divide up Michele’s material for action within respective portfolios</p> <p>Venue for next meeting</p> <p>Kaitiakitanga model to be further discussed and options provided – To be discussed by Board on a wiki site</p> <p>Administrative assistance – need to employ an Administration Manager</p> <p>Documentation of story behind logo - needs to be made available to the membership via the website</p> <p>anzea blog – suggested as a way for the membership to access anzea information and developments; Geoff has already set up will look to further progress this before next meeting with workable protocol</p> <p>Maori caucus - Kate to word appropriate invitation to Māori membership (from list of members) to establish a Māori caucus</p> <p>Website and blog</p>	<p>Rachael to coordinate with Nancy</p> <p>Kate to check Whariki office availability and arrange a venue</p> <p>Kate to develop some models</p> <p>Pam and Rachael to write a job description for Board approval</p> <p>Rachael to coordinate employment of the Administration Manager</p> <p>Pam to approach Tania to write this</p> <p>Tania to forward it to Geoff</p> <p>Geoff to develop a blog</p> <p>Kate to draft the invitation and forward to Māori Board members</p> <p>Geoff and Anne to place conference pictures on website and blog</p>	<p>30 September</p> <p>30 September</p> <p>30 October</p> <p>30 August</p> <p>30 September</p> <p>30 August</p> <p>30 August</p> <p>30 August</p>
<p><i>Other business</i></p> <p>Email communications – Agreed anzea Board protocol is to reply to all emails received as an acknowledgment that they have been received, and notify if unable to respond within the requested time frame. Board members can request a topic to be lodged on a ‘wiki’ discussion website for decisions when required.</p>	<p>Geoff to facilitate wiki website discussions as requested</p>	<p>On-going</p>

<p><i>Next Board meeting/s</i></p> <p>Monday 13th November 2006 – Auckland, venue tbc Monday 12 March 2007 – Auckland, venue tbc</p> <p>Note: Two meetings per annum plus AGM</p>	<p>All Board members to diary both dates Ex-Auckland members to buy airfares ASAP and invoice anzea Kate to locate and notify the venue</p>	
<p><i>Agenda for the November Board meeting</i></p> <p>Matters arising from minutes Portfolio development Strategic plan development Membership matters Conference 2007 Treasurer's report Other business</p>		

ANNUAL DIARY

2006

July	August	September
October	November Board meeting 13 th all day planning	December

2007

January	February	March Board meeting Mon 12 th March
April	May	June
July anzea Conference AGM Board meeting	August	September

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