

ANZEA BOARD MEETING
3 August 2009
Auckland Airport Conference Centre 10.00am – 5.00pm

Item	Action needed/Who	When
<p><i>Present</i> Pam Oliver, Melissa Weenink, Rachael Trotman (Minutes), Laurie Porima, Tania Wolfgramm (from 11.45am), Anne Dowden, Kate McKegg (Chair for Board meeting), Shaun Akroyd, Kataraina Pipi, Roberta Hill, Nancy Sheehan</p> <p><i>Apologies</i> Jane Carroll</p>		
<p><i>Karakia and whakawhanaungatanga</i> Laurie and Kataraina opened with a karakia, followed by a round table check-in</p>		
<p><i>Conference Debrief</i></p> <p>Kataraina spoke to this – there has been great feedback from the conference, with 160+ attendees, Highlights and points of note include:</p> <ul style="list-style-type: none"> • A desire for more workshops and how to sessions • Profit of around \$20,000, sponsorship target met • 20 new members from the conference so far and all hui were successful • Silent auction raised \$1040, would have been better to keep this open later and include some alcohol (lessons for next time) <p>Conference proceedings and evaluation are to follow, these will be presented to the next Board meeting. Only 30 conference evaluation responses.</p> <p>Anne to do the Conference Report.</p> <p>Hui Maori (Kataraina) 25 participants to this, very positive, 16 registered for the conference. The programme included whanaungatanga, a panel on evaluation principles and evaluation practices session in the afternoon. Also got feedback on the Maori Strategy and professional development and whanaungatanga priorities for Maori. Maori are at different levels (as is everyone), was good to see old and new heads coming together and to connect with the Pasifika fono. More focus</p>	<p>Roberta to send draft conference evaluation to Board for feedback and complete by next Board meeting</p> <p>Anne to do</p> <p>Kataraina to send hui notes to Roberta for conference evaluation</p>	<p>By end September 2009, complete 2 weeks before October Board meeting</p> <p>By end September for October Board meeting</p> <p>End August 2009</p>

<p>on 'how to' wanted in future hui.</p> <p>Pasifika Fono (Nancy) Took coaxing to get people there, used networks to gain 40 attendees, including non-Pacific people. MP for Mangere Sua was there and great people leading the workshops. Lots of reps from the health sector, liked information sharing, workshops, networking and food. Wanted more workshops. Idea raised of people being conference helpers in exchange for conference fee, volunteer helpers.</p> <p>Evaluating Sustainability Network or ESN (Rachael) A good session, 13 attendees, led by Alison Greenaway from Landcare, who has agreed to lead this for the next two years. It was agreed to try and form an ESN network that would meet at least every 6 months, with the next meeting linked with the anzea Auckland branch. ESN would like to be affiliated to anzea, with a tab on the anzea website linking to Landcare and Alison for more information, but for members to have voluntary anzea membership.</p> <p>Need to develop a process for affiliates which can be interest or place based with clear benefits both ways. Need simple criteria for having affiliates, starting with anzea values and the decision making process.</p>	<p>Nancy to send write up of Fono to Roberta for conference evaluation</p> <p>Pam to talk with Tania to ensure link to ESN on anzea website Rachael to draft letter from Kate to Landcare re the ESN, thanking for efforts and outlining how we would like to proceed Rachael to send ESN notes to Roberta for conference evaluation</p> <p>Pam and Rachael to draft criteria and process for affiliates for website, for Board approval by email</p>	<p>End August 2009</p> <p>End August 2009</p> <p>End August 2009</p> <p>End August 2009</p> <p>End August 2009</p>
<p>2009 AGM minutes Rachael has drafted.</p>	<p>Rachael to send to the Board for comment/information</p> <p>Rachael to send to Jane to add to the September newsletter</p>	<p>Week 10 August 2009</p> <p>End August 2009</p>
<p>Conference 2010 (Kataraina)</p> <p>Kataraina tabled some options for 2010: a national professional development event, a regional programme or branch events. Discussion followed. The anzea event needs to be clearly distinct from the AES Conference.</p>	<p>Pam to tweak 2009 regional symposium proposal and send to Anne and Shaun to send to the</p>	<p>End August 2009</p>

<p>Agreed by consensus to hold nationally led and supported Regional Symposia in 2010. This would include a national Pasifika Fono and Maori hui (likely in Auckland, plus regions if desired/feasible), plus national touring of key speaker/s to Upper North Island, Lower/mid North Island and South Island, plus a strong professional practice development element (including seeking feedback on proposed evaluator competencies and standards, see next item). Timing to be summer (upper), autumn (lower/mid), winter (south).</p> <p>Need to consider linking with AES and perhaps presenting on behalf of anzea at the AES.</p> <p>Agreed by consensus to form a Working Group of the Board to progress this: Pam, Tania, Laurie, Anne and Shaun. First meeting to decide on Convenor, timeline, liaison with branches, announcement to the membership in September newsletter and link with AES.</p>	<p>Board</p> <p>Shaun to advise and discuss idea with Branch Convenors and report back to next Board meeting, seeking input on how it happens in their region, send Pam's paper</p> <p>Kate to add 2010 event planning as a key item for October Board meeting</p> <p>Anne to call first conference call meeting of the group</p> <p>Kate to talk to Robyn Bailey/AES re these plans</p>	<p>End September 2009</p> <p>End September 2009</p> <p>Conference call to occur by end August 2009</p> <p>By end August 2009</p>
<p><i>Professional Practice Development (PPD) Strategy Session (Roberta)</i></p> <p>Roberta sought agreement in principle to a work plan for PPD. First cut to be done by December 2009, taken out to members in various ways. Strategy session followed, see notes at Appendix One, only decisions and actions recorded in these minutes.</p> <p>Agreed by consensus:</p> <ul style="list-style-type: none"> • That this is a major Board project focusing on evaluator competencies and standards. • That a Working Group be formed of Kate, Nancy and Kataraina to take this forward form the Board. • That a Secretariat function provide administrative, logistical and project management support to the project, and provide a link between the Board and the membership. Pam to provide this function. • That profile of this work is important and that a Caucus be developed to advise on this work, including indigenous expertise, Pacific experienced practitioner, migrant, other relevant organisations, those with influence, those who do, use and purchase evaluation, and tactical links. The Caucus is a working think tank to help crunch out the first draft, plus provide and help form strategic relationships. • That the Working Group provide a list of attributes/criteria for the Caucus and seek 	<p>Working Group to distribute draft first cut to Board, for consideration at October meeting</p>	<p>20 October 2009</p>

<p>potential names via the Board.</p> <ul style="list-style-type: none"> Working Group to lay the territory of this work for the membership via the next newsletter (see Appendix One for all timelines and detail). Focus initially to be on evaluator competencies and practice standards, and ethical conduct and guidelines. Agreed the timeline for this work, see Appendix One, first cut by December 2009 		
<p>Professional Development Stocktake (Melissa) Melissa to complete the list of professional development opportunities in New Zealand and send to Jane Carroll for a final edit, then to Jackie to put on the anzea website</p>	<p>Melissa to complete Jane to review Jackie to put on website Jane to add as an item to the September newsletter</p>	<p>Mid August By 21 August By end August By mid September</p>
<p>Membership (Nancy) Phone drive needed to follow up non-renewed members since July 2007, seek input as to why they left, also to follow up conference attendees who are non-members.</p> <p>Jackie to send email to conference attendees and fono/hui attendees, with conference proceedings and asking would you like to join anzea and send membership form</p> <p>Pam suggested doing a membership drive calendar and strategy that sets out how we pull members in</p> <p>Membership survey to go out at the end of October, draft to the Board by end September</p>	<p>Rachael to ask Jackie to do this phone drive and ask are you planning to renew, why/why not, is there anything we could do to entice you to renew/join</p> <p>Jackie to do as soon as possible</p> <p>Nancy to do membership drive calendar and strategy and circulate to the Board for comment</p> <p>Nancy to draft membership survey and organise implementation</p>	<p>By mid August, phone drive complete by mid September 2009</p> <p>By end August 2009</p> <p>By end August 2009</p> <p>By end September 2009</p>
<p>Review of Strategic Plan and Board review Agreed to hold a strategy session/review of the current Strategic Plan in March 2010, including how we align our activities to our kaupapa, plus a Board review.</p> <p>Board succession planning also to be added to next Board agenda.</p>	<p>Kate to add these items for discussion to October 2009 Board meeting agenda</p>	<p>By end September 2009</p>

<p>Branch Development (Shaun) Shaun met with Waikato/BOP at the conference and will meet again with them soon. Shaun will also connect with the lower South Island.</p> <p>anzea could do a once year event there, in fact this could occur in all areas presently without a branch, ie provide an annual event as part of the membership drive. The role of the local people would be to find a venue and panui and advice what might be of interest to people in their area, anzea will cover their reasonable costs.</p> <p>Tairawhiti wish to have an association with anzea but do not wish to be a formal branch at this stage. In terms of issues raised by Tairawhiti it was agreed:</p> <ol style="list-style-type: none"> 1. That non- anzea branch affiliation is permitted 2. anzea will offer a key contact point (Shaun in terms of Tairawhiti) 3. anzea will not offer funding but to support/provide an annual event in consultation with Tairawhiti 4. Tairawhiti to let us know via Shaun if they want anything else from anzea 5. Funds put aside for Tairawhiti to be left where they are and directed to supporting non-branch membership development (\$2,000) 	<p>Shaun to offer an annual anzea sponsored event to non branch areas</p> <p>Shaun to do plan and budget for this and send to Board for comment</p> <p>Shaun to advise Tairawhiti (Manu) of this</p> <p>Pam to check with Auckland branch re funds and if they are ok with this approach (ie directing to non Branch member development)</p>	<p>By end September 2009</p> <p>By end August 2009</p> <p>By mid August 2009</p> <p>By end August 2009</p>
<p>AGM 2010 and 2010 Board meetings Agreed to hold 2010 Board meetings alongside symposia if timing is appropriate:</p> <p>March (Wellington symposium and Board meeting) May Christchurch (symposium only) July (Auckland symposium and AGM at lunch time on day two of this regional symposium)</p> <p>Add question of timing of the above to the membership survey</p>	<p>Kate to add this to October 2009 agenda for discussion</p> <p>Nancy to add to membership survey</p>	<p>By end September 2009</p> <p>By end September 2009</p>
<p>Minutes of previous meetings The minutes of the October 2008 Board meeting, Special Board meeting on February 2009</p>		

<p>and March Board meeting 2009 were confirmed:</p> <p>Moved by Nancy, seconded by Roberta, agreed by consensus.</p>		
<p><i>Finance (Kate and Rachael)</i> Conference Profit and Loss statement to be sent to the Board</p> <p>In future main accounts profit and loss statement to be added against the budget, including YTD expenditure for (1) each quarter and (2) the previous year at the same date as the current meeting. Kate to check with Jackie to see if she can compare the P & L statements between financial years</p> <p>Conference profit to be added to term deposit/s</p> <p>Board and portfolio holders to consider priority projects and what to budget for, eg membership, conference attendance, publications and put on next agenda</p> <p>Kataraina moved that the financial reports be accepted and Melissa seconded, agreed by consensus.</p>	<p>Rachael to do</p> <p>Kate to check with Jackie</p> <p>Rachael/Kate to organise with Jackie</p> <p>Portfolio holders to identify budget needs and Strategic Plan priorities</p> <p>Kate to add budget review to next agenda</p>	<p>By mid August</p> <p>By end August</p> <p>By end August</p> <p>By end September</p> <p>By end September</p>
<p><i>Treasurer role (Kate and Rachael)</i> Kate proposed nominating a Treasurer from the membership and suggested Julian King. Pam offered to be Treasurer and voiced concern at the process already adopted by the Executive, approaching a non-Board member without first obtaining Board approval.</p> <p>After discussion the Board agreed to coopt someone from outside the current Board to fulfil the Treasurer role, to promote the smooth functioning of the Board and the organisation's finances.</p> <p>Pam noted her willingness and skills to fulfil the role and didn't agree on the need to coopt given this. Pam and Tania also commented in principle on the need for Board members to all work with one another and resolve personal differences that might interfere with that. Laurie suggested that the Treasurer role might not need to be included in the Executive. Pam questioned whether an Executive function was actually necessary.</p> <p>Kataraina nominated Julian King to be coopted as a Board member and asked to fulfil the</p>	<p>Kataraina to circulate Julian's</p>	<p>By mid August</p>

<p>functions of Treasurer. Julian’s profile and financial experience to be distributed to the Board and any other nominations sought from the Board.</p>	<p>profile to the Board and ask for other nominations</p> <p>Board to provide any other nominations</p> <p>Board vote by email</p> <p>Approved person attends October Board meeting</p>	<p>By end August</p> <p>By mid September</p>
<p><i>Roles, policies, procedures, protocols</i> Laurie and Pam to review the above, including Constitutional changes needed. Things to cover include separating policies and procedures, identifying whether policies are still relevant and needed, conflict resolution clause, safe whistle blowing, roles of convenor, deputy, exec and portfolio associates. Board approved up to \$1,000 to expend on this work. Once review undertaken get an external view on proposed changes and report this to the Board alongside the report.</p>	<p>Laurie and Pam to undertake review</p>	<p>In time for October Board meeting</p>
<p><i>IT Portfolio (Tania)</i> Tania to send plan of the timeframe and stages of website development and how the Board will have input. Tania to suggest a rolling banner on the front page to the designer.</p>	<p>Tania to send timeline</p>	<p>By end August 2009</p>
<p><i>Taumata Development (Pam)</i> Discussion held on the proposal – the idea is for the Taumata to form a body of rangatira who can support anzea in its kaupapa; wise heads available to give advice on a reactive or proactive basis. Some discussion as held on the use of ‘taumata’ for this body, as it has different connotations in different settings.</p> <ul style="list-style-type: none"> • Amendments to be made: • Nominees don’t have to be anzea members • Have to be an anzea member to nominate • Taumata member can be a Board member • Nominators can’t be part of the decision making on nominees 	<p>Pam/Laurie to add explanation of the term ‘taumata’ to the document and other changes as noted</p> <p>Pam to circulate the proposal to Board members for comments and then action them</p>	<p>By end August</p> <p>By mid August</p>
<p><i>Maori Portfolio</i> Board endorsed the proposal to lead the development of an indigenous network, to ensure the inclusion and participation of indigenous perspectives and worldviews in the development of evaluation standards, competencies and practices, with the objective of ensuring the co-</p>	<p>Kataraina, Laurie, Shaun and Tania to progress and come back to the next Board meeting with an</p>	<p>By October Board meeting</p>

<p>existence of indigenous people's perspectives alongside others, and the integration of these perspectives into the profession in a fully democratic and inclusive manner.</p> <p>The Board approved progressing discussions with Zenda Ofir and relevant organisations and coming back with a fuller proposal.</p>	<p>update and fuller proposal</p>	
<p><i>Convenor's Report</i> Kate stated that Paul Spoonley had recently asked whether anzea was interested in supporting the development of a special edition on evaluation of the NZ Social Policy Journal. The Board endorsed this idea and for Kate to progress with Paul and report back</p>	<p>Kate to progress and report back to the next meeting</p>	<p>By October Board meeting</p>
<p><i>Other items</i> Awards, governance training and tendering processes deferred to the next meeting</p> <p>Pam to send list of strategic relationships for next meeting</p>	<p>Kate to add to agenda Pam to circulate</p>	<p>By end September 2009 By end Sept 2009</p>
<p><i>Next Board meeting.</i> Next meeting 27 October 10am to 5pm Now to be held in Auckland at the Airport (same venue as this meeting) Pam to train Jackie to take minutes for this meeting</p> <p>Laurie closed the meeting</p> <p>Meeting ended 5.05pm</p>	<p>Board members to book flights asap Pam to train Jackie</p>	<p>By 25 October</p>

Appendix One: Notes from Strategy Session on Professional Practice Development

Focus of work is building quality evaluators and quality evaluation – evaluator competencies and standards

1. Terms of reference for working group
 - Scope process/content/principles (inclusiveness, transparency). Link back to **anzea**'s founding values
 - Why are we doing it? Why is it important? – Purpose/rationale – why it will be useful? **anzea**'s whakapapa – 2006 workshop mandate
 - Review/Oversee/Design brief
 - Include a lit review of international activity, practice and research, short form not academic to input to first cut of competencies and standards
 - Manage caucus – hui and output
 - Project plan – description of what that would entail, purpose, principles, inclusiveness, transparency, scope, communications, input, responsibilities etc

2. Criteria for PPD working group:
 - Grounded solidly in practice within the NZ/Aotearoa context
 - Good handle on the international arena
 - Māori/Pacific voices and experiences
 - Good analytical skills
 - Can get the work done

Use the Board as a sounding board.

Secretariat - To coordinate and provide logistical project management support and be a link between the Board and the membership.

3. Caucus criteria – responsible for developing first cut of competencies/standards alongside the writer:
 - Person(s) leading **anzea**'s Māori and Pacific portfolio work
 - Pakeha evaluation person
 - Experienced practitioners
 - Refer back to the Constitution – include Māori/Pacific/Migrant/Community/Regional
 - Those who do, use, purchase evaluation
 - Evaluation experiences in a range of different contexts – eg community led
 - Strategic relationships
 - Disabilities representative/perspective

Need also a communications objective around announcing this project to the members and broader community – SSC,
This project could become a vehicle for doing the strategic relationships work

Working group will provide a list of Caucus member attributes to be sent to Board members, invited for comment.

Agreed that the framework will be as set out in Appendix Two: Building quality evaluators and quality evaluation

Pam's suggestions for working group:

- There may be opportunities that flow out of each step – eg it could become part of a membership drive
- The caucus might include people we want to go with for the Taumata
- IT – have a space on the website for inviting comment and feedback

What	When	
Terms of reference for the working group	21 August	Sent to the Board
Terms of reference for the project	21 August	
Terms of reference for literature précis	21 August	
Terms of reference for caucus incl process	21 August	
Identify membership communication options and approach, beginning with Sept newsletter	21 August	Could include Survey Monkey, opportunities to input pre 20 Sept?
Appoint a writer	21 August	
Appoint caucus (8-10 people)	31 August	
Hold hui (one day hui)	By end September	
SPeAR application	??	To fund the consultation PPD portfolio (Melissa)
Draft first cut distributed to Board members	20 October	Precis of the key issues and domains in the literature plus first cut of standards and competencies
Board meeting consider first draft	27 October	
Refinement, feedback etc (caucus/writer)	November/December	
First cut to membership	December 2009	