

**ANZEA BOARD MEETING**  
**11 July 2007**  
**Solway Copthorne Hotel, Masterton**

<b>Item</b>	<b>Action needed/Who</b>	<b>When</b>
<p><b>Present:</b> Pam Oliver, Anne Dowden, Rachael Trotman, Melissa Weenink  Kate McKegg, Laurie Porima, Will Allen , Nancy Sheehan, Jo Adams, Jacqui Henry, Heather Lees</p> <p><b>Apologies:</b>  Tania Wolfgramm</p>		
<p><b>Introductory matters</b></p>		
<p>Laurie opened the meeting with a karakia.</p> <p>New Board members Heather, Jane and Melissa were welcomed and thanked for their enthusiasm and participation. A round of introductions followed.</p>		
<p><b>March 2007 Board meeting minutes</b></p> <p>1. The March 2007 Board meeting minutes were confirmed by consensus.</p>		
<p><b>Portfolio reports</b></p>		
<p><b>Convenor's report (Pam)</b></p> <p>2. <u>Calendar of <b>anzea</b> activities</u></p> <ul style="list-style-type: none"> <li>• It was suggested that a calendar of <b>anzea</b> activities be developed for the website.</li> </ul> <p>3. <u>Development of policy and strategy</u></p> <ul style="list-style-type: none"> <li>• Agreed that <b>anzea</b> can contract out essential policy and strategy development to <b>anzea</b> members, including Board members, as agreed from time to time. This will be on a contract basis and transparent. A contracted Board member will not be involved in approving that contract.</li> </ul>	<p><b>Pam and Rachael</b> to develop a calendar of <b>anzea</b> activities.</p>	<p>26 September 2007</p>

<p>4. <u>Drafting the <b>anzea</b> Strategic Plan</u></p> <ul style="list-style-type: none"> <li>Agreed that the framework and parameters for this will be sent out to the Board before its next meeting (see also Strategic Planning further below).</li> </ul> <p>5. <u><b>anzea</b> Strategic Planning meeting</u></p> <ul style="list-style-type: none"> <li>Agreed to have a facilitated half-day <b>anzea</b> strategy planning session on 10 October from 9 to 1pm (immediately prior to the October <b>anzea</b> Board meeting from 2 to 4.30pm). The meeting will be held at the Auckland Airport Coach Room. Pam and Kate will discuss the framework and find a facilitator for the strategic planning session.</li> </ul> <p>6. <u>Funding for strategic planning</u></p> <ul style="list-style-type: none"> <li>Kate to report back on seeking funding opportunities to support <b>anzea</b> strategic planning.</li> </ul>	<p><b>Pam</b> to send out the suggested framework and parameters for the <b>anzea</b> Strategic Plan</p> <p><b>Pam and Kate</b> to construct a strategic planning framework and find a facilitator</p> <p><b>Kate</b> to report back on seeking funding opportunities to support <b>anzea</b> strategic planning</p>	<p>26 September 2007</p> <p>31 August 2007</p> <p>15 August 2007</p>
<p><b>Deputy Convenor's report (Kate)</b></p> <p>7. <u>Charitable status</u></p> <ul style="list-style-type: none"> <li>An opinion is needed on how to present our case to the Charities Commission.</li> </ul> <p>8. <u>Kaitiakitanga</u></p> <ul style="list-style-type: none"> <li>Issues have been raised as to community representation on the Board, and links between the Board, <b>anzea</b> and the wider community. There are also wider issues around stewardship and kaitiakitanga, and a governance proposal is needed.</li> </ul>	<p><b>Pam</b> to send Constitution amendments to Frank Claridge and Avril Stott for an opinion</p> <p><b>Kate</b> to follow this up and report to the next Board meeting</p> <p><b>Pam and Kate</b> to draft a proposal for the next Board meeting</p>	<p>30 July 2007</p> <p>26 September 2007</p> <p>26 September 2007</p>

<p>9. <u>Request from Massey University</u></p> <ul style="list-style-type: none"> <li>The issue of <b>anzea</b> Board representation on the Massey Postgraduate Diploma in Evaluation has been deferred, as there is restructuring occurring at Massey.</li> </ul> <p>10. <u>Research agenda on evaluation in New Zealand</u></p> <ul style="list-style-type: none"> <li>The possibility of <b>anzea</b> involvement in developing a research agenda on evaluation was discussed at the conference. <b>anzea</b> could help lead the development of such an agenda and then with others develop a funding pool for PhD students to progress this agenda. This discussion involved Kate, Paul Duignan, Robin Peace and a number of people doing or planning to do PhDs in evaluation. Key points of Board discussion were the need to clarify where this piece of work sits in the <b>anzea</b> Strategic Plan, clarifying the roles between <b>anzea</b> and the tertiary institutions involved, the role of SPEaR, and the need for Kate to prioritise other tasks.</li> </ul>	<p><b>Kate</b> to pursue and report back to the next Board meeting</p> <p><b>Kate</b> to draft a proposal for this initiative and present to the Board</p>	<p>26 September 2007</p> <p>26 September 2007</p>
<p><b>Strategic relationships portfolio (Kate)</b></p> <p>11. <u>Strategic Relationships Strategy</u></p> <ul style="list-style-type: none"> <li>The Strategic Relationships Strategy is not complete.</li> </ul> <p>12. <u>Strategic relationship possibilities</u></p> <ul style="list-style-type: none"> <li>Agreed to defer the decision on IOCE membership to the March 2008 Board meeting, after strategic planning has occurred. This includes a decision on having AES represent <b>anzea</b> views in relevant fora. Discussions are ongoing with IPANZ and the Johnson Group. The relationship with SPEaR is positive, funding was received from SPEaR for the Maori evaluation hui, and Pam gave a brief history of this relationship. Melissa is the Ministry of Education rep on SPEaR. Need to consider MORST as well; this should be added to the portfolio.</li> </ul>	<p><b>Kate</b> to present a Draft Strategic Relationships Strategy to the next Board meeting</p> <p><b>Kate</b> to present a Draft Strategic Relationships Strategy to the next Board meeting</p> <p><b>Kate</b> to add MORST to the Strategic Relationships list</p>	<p>26 September 2007</p> <p>26 September 2007</p>

<p><b>Professional development portfolio (Kate, Melissa and Heather)</b></p> <p>13. <u>Stocktake of evaluation education</u></p> <ul style="list-style-type: none"> <li>• A draft stocktake of evaluation education developed by Jane Davidson needs completion, involving checking with relevant organisations and editing. Jane has agreed to help complete this, and Melissa will take the lead role.</li> </ul> <p>14. <u>Stocktake of evaluation capacity</u></p> <ul style="list-style-type: none"> <li>• A proposal is to be developed on a stocktake of evaluation capacity, which links to competencies, a code of practice and standards. Funding will be needed to do this strategic piece of work. Kate agreed to convene a working group of the Board to progress this.</li> </ul>	<p><b>Melissa</b> to complete evaluation education stocktake, with support from Jane Davidson</p> <p><b>Kate</b> to convene a group including Pam, Anne, Melissa and Laurie to scope the stocktake of evaluation capacity</p>	<p>26 September 2007</p> <p>30 July 2007</p>
<p><b>Communications portfolio (Pam)</b></p> <p>15. <u>Refining the Newsletter format</u> Pam has a friend who can help with newsletter formatting.</p> <p>16. <u>Advertising Strategy</u> Agreed to have a principle of covering costs of advertising and making a small profit. The Board also endorsed the content of the strategy in terms of how it related to the newsletter. Agreed to look at IT opportunities and options in terms of advertising.</p>	<p><b>Pam and Will</b> to liaise on an e-news format</p> <p><b>Will</b> to develop a proposal for advertising via the website</p> <p><b>Pam and Rachael</b> to discuss briefing Jackie in terms of the approach to advertising (Rachael to brief her)</p>	<p>26 September 2007</p> <p>26 September 2007</p> <p>26 September 2007</p>
<p><b>Secretary/Public Officer (Rachael)</b></p> <p>17. <u>Web training for the <b>anzea</b> Administrator</u></p> <ul style="list-style-type: none"> <li>• Web training is needed for our Administrator Jackie Pivach and web skills are to be included in the job description for the Administrator. A succession plan is also needed so that any new Administrator receives training.</li> </ul>	<p><b>Rachael</b> to reflect web skills and a succession training period in the Administrator Job Description, and discuss this with Jackie</p>	<p>30 August 2007</p>

<p><b>Secretary/Public Officer (Rachael)</b>  18. <u>AGM and Board minutes</u>  Need to have the AGM and Board minutes signed each time by the Convenor and one Board member. This can be done at each Board meeting.</p>	<p><b>Rachael</b> to print AGM and Board minutes for signing by <b>Convenor and one Board member</b></p>	<p>On-going</p>
<p><b>Membership Secretary (Rachael)</b>  19. <u>Membership update</u></p> <ul style="list-style-type: none"> <li>145 members as of 21 June – 74 % women, 26% men. The gender and iwi profile has remained similar, but steady growth has occurred in the Wellington region, Waikato and Upper South Island. The strongest increase by profession has come from the central government sector and independent practitioners.</li> </ul> <p>20. <u>Databases</u>  The conference hui list is to be added to the evaluation community list.</p> <p>21. <u>Membership fee structure and donations</u></p> <ul style="list-style-type: none"> <li>The membership fee structure can change in 2008/2009, with proposals for this to come to the next Board meeting. The ability to make a donation will be added to the membership form.</li> </ul> <p>22. <u>Life membership, and membership for kaumatua and patrons</u></p> <ul style="list-style-type: none"> <li>Discussion was held on policy relating to patrons, kaumatua and life membership. Strategy needs to be agreed in these areas before any membership amounts can be set.</li> </ul>	<p><b>Kate</b> to forward the conference hui list to Rachael</p> <p><b>Rachael</b> to develop membership fee structure proposals for 2008/2009  <b>Rachael</b> to add option to make a donation to the membership form</p> <p><b>Rachael</b> to draft policy relation to life members and patrons, with <b>Laurie</b> to lead policy on kaumatua</p>	<p>31 July 2007</p> <p>26 September 2007</p> <p>31 July 2007</p> <p>By 26 September 2007</p>

<p>23. <u>Email survey of members</u></p> <ul style="list-style-type: none"> <li>This survey was undertaken in June and the results will be circulated to the Board and summarised in the next Newsletter.</li> </ul>	<p><b>Rachael</b> to send survey results to the Board  <b>Jane</b> to put a summary of the survey in the next Newsletter</p>	<p>31 July 2007  7 September 2007</p>
<p><b>Treasurer's report (Nancy)</b>  24. <u>AGM Reports</u></p> <ul style="list-style-type: none"> <li>The Treasurer and Financial Reports were passed at the AGM, and an auditor appointed.</li> </ul> <p><b>Funding and resourcing (Nancy and Kate)</b>  25. <u>Post-conference budget</u></p> <ul style="list-style-type: none"> <li>There is a need to undertake a budget review once the conference profits have been identified, with suggestions made for disposable income.</li> </ul> <p>26. <u>anzea contracts</u></p> <ul style="list-style-type: none"> <li>A more robust template for contracts is needed. Agreed that Pam will approach a solicitor to develop a generic contract and commit up to \$750 for this, with Pam to do the basic drafting. Kate wanted to see if she could source a cheaper legal advisor rate.</li> </ul>	<p><b>Nancy</b> to approach the approved auditors to determine <b>anzea</b>'s relationship with them</p> <p><b>Pam</b> to clarify conference profits and present implications and proposals arising</p> <p><b>Kate</b> to investigate a cheaper rate</p> <p><b>Pam</b> to draft basic template</p> <p><b>Pam</b> to source solicitor if Kate is unsuccessful</p>	<p>31 July 2007</p> <p>15 September 2007</p> <p>30 August 2007</p> <p>15 September 2007</p> <p>15 September 2007</p>
<p><b>Branch development (Jacqui and Will)</b>  27. <u>Branch membership</u></p> <ul style="list-style-type: none"> <li>Jacqui presented her report. Jacqui and Rachael to liaise regarding increasing branch membership. Rachael to send the membership form to all non-member conference attendees.</li> </ul>	<p><b>Jacqui and Rachael</b>  <b>Rachael</b> to send membership form</p>	<p>30 August 2007  31 July 2007</p>

<p>28. <u>Identifying key contacts in the regions</u></p> <ul style="list-style-type: none"> <li>• Need to identify key people to contact in the regions and link more closely to <b>anzea</b> or explore how their skills can be utilised</li> </ul>	<p><b>Jacqui and Rachael</b> <b>Rachael</b> to send membership form</p>	<p>31 August 2007 31 July 2007</p>
<p>29. <u>Waikato/Bay of Plenty Branch Committee</u></p> <ul style="list-style-type: none"> <li>• Discussion of some teething issues for new Branches. Will noted that newly formed Branches need support for the first year. Smaller regions can do with an event to bring people together and regular events will keep branches alive. National office can help by arranging or coordinating events.</li> </ul>	<p><b>Pam</b> to work with other Board members to arrange roadshow presentations to the branches</p>	<p>31 July 2007</p>
<p>30. <u>Christchurch/Upper South Island</u></p> <ul style="list-style-type: none"> <li>• This has started off well and they have secured David Fetterman for a dinner straight after the conference. Agreed that the <b>anzea</b> national office will help to organise several events that are roadshowed to the branches.</li> </ul>	<p><b>Pam</b> to work with other Board members to arrange roadshow presentations to the branches</p>	<p>31 July 2007</p>
<p>31. <u>Wellington 'branch' meeting at the Conference</u></p> <ul style="list-style-type: none"> <li>• Around 35 people attended a meeting on how <b>anzea</b> can support activity in Wellington; many of these were on the Wellington Evaluation Group email list. Noted that WEG is not an AES Wellington branch. A principle was sought that there would be a coordinated approach between AES and <b>anzea</b> in Wellington, with minimal duplication. Wellington evaluators want a voice on <b>anzea</b> nationally and feel they have a unique perspective involving public/private sector issues in Wellington. Pam noted that under the <b>anzea</b> Constitution there are only two options – (1) an <b>anzea</b> Wellington/LNI Branch, properly constructed under the Constitution, or (2) occasional events being organised by <b>anzea</b> National Office. Anne, Kate and Melissa are to meet with Rick Cumming, AES President, to discuss the options as to how the relationship might develop, to come back to the membership with clear direction. The aim of this meeting is to identify options, with no promises to be made and a focus on how to work together in the Wellington region. It has already been decided to share information on <b>anzea</b> events with WEG.</li> </ul>	<p><b>Anne and Kate</b> to provide a written report on the Wellington meeting at the conference</p> <p><b>Anne, Kate and Melissa</b> to meet with AES Board representatives and report back to the <b>anzea</b> Board</p>	<p>31 July 2007  31 July 2007</p>

<p><b>Conferences portfolio (Anne)</b></p> <p>Anne to email conference slides with <b>anzea</b> logo to the Board.</p> <p>32. <u>2008 Conference Committee</u></p> <ul style="list-style-type: none"> <li>A new Conference Committee is in the process of being established, with a priority to have a great conference in 2008. Anne is willing to be on the next Conference Committee but not to be the Convenor. The Conference Committee 2007 Report will suggest putting \$3,500 into developing a manual for planning and implementing an <b>anzea</b> conference. Eight people have signaled a willingness to be the core of the next Committee. A bigger role is needed for the <b>anzea</b> Administrator next year and funding for on-site administration. One option might be to contract out convening, and this will be canvassed in the Conference Report. The 2008 location is still to be decided, with timing to be in mid-July 2008. Michael Patton has agreed to be a keynote speaker.</li> </ul>	<p><b>Anne</b> to email slides</p> <p><b>Pam and Michele</b> to develop the 2007 Conference Committee Report for the next Board meeting</p>	<p>31 July 2007</p> <p>26 September 2007</p>
<p>33. <u>Sharing conference speakers</u></p> <ul style="list-style-type: none"> <li>Sharing conference speakers with AES is in discussion, and Pam has drafted a process which will be discussed with AES on 18 July.</li> </ul>	<p><b>Kate, Anne and Melissa</b> to include sharing conference speakers in AES discussion</p>	<p>18 July 2007</p>



<p><b>IT portfolio (Will)</b></p> <p>34. <u>IT priorities</u></p> <ul style="list-style-type: none"> <li>• Key priorities are:</li> <li>• Getting documents up on the website</li> <li>• Training for the Administrator (Rachael to organise a trainer); Geoff and Will to do costing</li> <li>• Developing a budget for IT development</li> <li>• Developing interactivity of the website</li> </ul> <p>• Agreed that <b>anzea</b> will pay a contractor to train the Administrator.</p> <p>• University sponsoring of the site can be explored. Agreed that Nancy and Will will develop an IT Strategy to include the above for the October meeting.</p>	<p><b>Rachael</b> to organise web training for Jackie</p> <p><b>Nancy and Will</b> to develop an IT Strategy</p>	<p>31 August 2007</p> <p>26 September 2007</p>
<p><b>Maori capacity and development (Laurie)</b></p> <ul style="list-style-type: none"> <li>• Note: IT and Maori development to be moved up the agenda at the next Board meeting</li> </ul> <p>35. <u>Hui Māori re SPEaR ‘best practice’ guidelines</u></p> <ul style="list-style-type: none"> <li>• Around 25 people attended this successful hui, which had a practitioner focus. Thanks were given to Kate, Laurie and Nan for all their work on this hui, which has enhanced the mana of <b>anzea</b> tremendously.</li> </ul> <p>36. <u>Maori caucus</u></p> <ul style="list-style-type: none"> <li>• Laurie noted that it is likely that a Māori caucus may arise as a result of the SPEaR Māori evaluator hui.</li> </ul>	<p><b>Pam</b> to action</p> <p><b>Kate</b> to present a report on the conference hui to the Board for approval</p> <p><b>Laurie</b> to pursue this concept as appropriate</p>	<p>26 September 2007</p> <p>30 August 2007</p>

<p>37. <u>Maori capacity</u></p> <ul style="list-style-type: none"> <li>Major capacity issues exist for Māori evaluators and evaluation. Almost half of those at the SPEaR Māori evaluator hui were completing their Masters and three were doing PhDs. A Māori evaluation community is desired, and it was found that many Māori-relevant organisations were overcommitted. Further networking is needed, opportunities to caucus and a network. Laurie and Rachel to liaise on identifying a Māori evaluation community, based on the <b>anzea</b> conference, hui and <b>anzea</b> membership. It can also link to the Māori ERO Group.</li> </ul>	<p><b>Laurie and Rachael</b> to develop a database of Māori evaluation community</p> <p><b>Laurie/Rachael</b> to send <b>anzea</b> membership panui to current non-members of this community</p>	<p>30 August 2007</p> <p>30 August 2007</p>
<p><b>Special projects (Pam)</b></p> <p>Pam presented the special projects report. Key achievements are:</p> <ul style="list-style-type: none"> <li>Report on survey of members re Professional Indemnity insurance, and group scheme about to be finalised through Mooney and Associates, and offered to <b>anzea</b> members</li> <li>Legal opinion service launched</li> <li>Agreement with AES to undertake development of practice standards for evaluation with indigenous groups</li> <li>Best Practice Guidelines Māori hui contract carried out in July, and systems established for <b>anzea</b> to undertake contracts for services with external agencies</li> <li>Voluntary Evaluation Standards Review (VESR) concept refined</li> <li>Meeting arranged with Wendy Baker in July to progress the mentoring service concept</li> </ul>	<p><b>Pam</b> to follow up on the:</p> <ul style="list-style-type: none"> <li>Legal opinion service</li> <li>Mentoring brokerage and training</li> <li>Voluntary standards Review concept</li> <li>Indemnity insurance scheme</li> </ul>	<p>26 September 2007</p>

<p><b>Items carried over to the October Board meeting</b></p> <ul style="list-style-type: none"> <li>• <b>anzea</b> awards</li> <li>• Public information campaign</li> <li>• Mediation service</li> <li>• Uses of membership data</li> </ul>		
<p><b>Thanks and close</b> The meeting was closed by Laurie with a karakia, with special thanks given to Pam for all of her hard work.</p>		
<p><b>Next Board meeting</b> 10 October 2007, 9.00am to 5.00pm, Auckland Domestic Airport Coach Room. The Board meeting will go from 2.00pm-4.30pm, with time for drinks at the end.</p>	<p><b>Ex-Auckland members to book airfares now, to ensure low-cost fares.</b></p>	<p>10 October 2007</p>