

ANZEA BOARD MEETING
16 July 2008
Kingsgate Hotel, Rotorua, 2.00 to 5.00pm

Item	Action needed/Who	When
<p><i>Present</i> Jane Carroll, Pam Oliver (Chair), Melissa Weenink, Rachael Trotman (minutes), Laurie Porima, Nancy Sheehan, Tania Wolfgramm, Anne Dowden, Kate McKegg, Shaun Akroyd, Kataraina Pipi, Roberta Hill, Maggie Jakob-Hoff</p> <p><i>Apologies</i> Jacqui Henry, Jo Adams</p>		
<p><i>Introductory matters</i> Laurie opened with a karakia and Pam opened the Board meeting by welcoming new Board members.</p> <p><i>Chairing of the meeting</i></p> <ol style="list-style-type: none"> 1. Maggie put a motion that the new anzea Convenor runs the inaugural Board meeting of a new Board (Kataraina seconded). 2. Pam stated that Board policy was for the former Convenor to run the inaugural new Board meeting, as set out in the Board Transition Policy that had been circulated. 3. After discussion Maggie withdrew her motion and Kate suggested going with the policy in place for this meeting. 		
<p><i>Confirmation of the March 2008 Board minutes</i></p> <ul style="list-style-type: none"> ♦ All actions have been taken or are covered in the July portfolio reports. <ol style="list-style-type: none"> 4. The March 2008 Board minutes were confirmed by consensus, with no changes. 		

<p><i>Portfolio allocation 2008-2010</i> New portfolio holders were allocated, see Appendix One for the list.</p> <p>5. <u>Funding and Resourcing Portfolio</u> Discussion held on whether this should be a separate portfolio from the Treasurer.</p> <p>6. <u>Portfolio associates</u> Agreed new policy on the option to bring in non-Board members as portfolio associates to non-Exec positions, as appropriate and as approved by the Board. For Exec positions the associate should be a Board member.</p> <p>7. <u>Pacific Evaluation Development Portfolio</u> Agreed to establish a new Pacific Evaluation Development Portfolio.</p> <p>8. <u>Portfolio Review</u> Agreed to review portfolio allocations at the next Board meeting</p>	<p>Exec to discuss and present proposed option to the next Board meeting</p> <p>Portfolio holders to bring names of their proposed associates to the next Board meeting Kate to incorporate new policy into the Board policy, strategy and operations document, and disseminate to the Board</p> <p>Nancy and Tania to develop a strategy and bring to next Board meeting</p> <p>Kate to add to next Board agenda</p>	<p>October 2008</p> <p>Names by end September 2008 31 August</p> <p>By end September</p> <p>By end September</p>
<p><i>Monitoring portfolio activity</i></p> <p>9. <u>Options to monitor activity</u> Discussion held on options which include the Convenor monitoring activity, or Deputy Convenor, portfolio associates or Exec. Tania suggested developing an on-line tool to monitor. Agreed policy - Deputy Convenor and Convenor to do monitoring of all portfolios by email, and all portfolio holders to provide a report to the Exec at 6 weeks following Board meetings</p>	<p>Deputy Convenor and Convenor to do monitoring by email and report 6 weekly to Exec meetings Laurie to do 6 weekly email reminder to portfolio holders for an update Kate to incorporate new policy into the Board policy, strategy and operations</p>	<p>Six weekly</p> <p>Six weekly</p> <p>31 August</p>

<p>10. <u>Exec agenda and minutes</u> Exec minutes to be sent to the Board, along with portfolio updates provided to the Exec.</p>	<p>document, and disseminate to the Board Exec to circulate minutes and portfolio updates</p>	<p>Following each Exec meeting</p>
<p><i>Conferences (moved up agenda)</i></p>		
<p>11. <u>Conference administration</u> Agreed to pay \$700 bonus to Jackie from the Conference account.</p>	<p>Pam to action</p>	<p>25 July 2008</p>
<p>12. <u>2009 Conference</u> Agreed to hold a 2009 anzea Conference, with the timing to be confirmed. Agreed to option one in the portfolio report, including paid conference coordination. Anne to send an email to the membership seeking interest in being on the 2009 Conference Committee. Pam volunteered to be the Conference Convenor as long as there was a paid Coordinator. Jane, Tania and Nancy expressed interest in being on the Conference Committee, and Pam, Michele Lennan and Jackie Pivach have expressed interest in the paid Coordination role.</p> <p>All Board members to ensure that documents and emails sent to Jackie are in Word format as an attachment, and using the anzea style guide.</p>	<p>Anne to do email for Jackie to send to the membership Anne to report to Board on the proposed Conference Committee, venue, timing and scoping of key issues</p>	<p>25 July 2008 31 August 2008</p>
<p>13. <u>Conference 2008 evaluation</u> Anne and Maggie to discuss feedback from the conference (Rosie Zwart is doing the evaluation, report due 31 August).</p>	<p>Anne and Maggie to review conference evaluation and pass on to the 2009 Conference Committee</p>	<p>Sept 2008</p>

<p><i>IT Portfolio</i></p> <p>14. <u>Updating the website</u> Tania has sent the RFP to update the website out and Tania, Kate and Jane to review proposals. Agreed to spend \$5,000 on this work. Approved two extra hours for Jackie per week to do website management and updating. IT group to scope effective ways to use the website, including on-line payment and membership options.</p> <p>15. <u>Letterhead and logo review</u> Need a policy on the use of the logo.</p> <p>Need to change the formatting of the anzea letterhead to resolve gremlins.</p>	<p>Tania, Kate and Jane to review proposals and appoint a contractor</p> <p>Tania, Kate and Jane to update the Board at its next meeting</p> <p>Rachael to notify Jackie of extra hours to start 21/7/08</p> <p>Tania to discuss on-line payment options etc with AES Administrator</p> <p>Jane to develop policy on use of anzea logo and circulate to the Board for input</p> <p>Tania to reformat the letterhead and disseminate to all Board and Branch Committee members</p>	<p>31 August 2008</p> <p>20 October 2008</p> <p>31 July 2008</p> <p>31 August 2008</p> <p>31 August 2008</p> <p>By mid August</p>
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<p><i>Māori evaluation development (Laurie Porima)</i></p> <p>16. <u>Māori Membership and Needs</u> Keen to keep momentum going between conferences. Had 30-40 people at the conference hui, started dialogue on Māori and evaluation and how to stay connected. Held a round table discussion on where things were at. Tania, Kataraina and Laurie to relook at the Māori portfolio and how to facilitate linking among Māori. People were keen on a wananga. The website holds great potential for connecting people and for providing basic 'how to' information for evaluation.</p> <p>17. <u>Conference feedback (Māori)</u> Kataraina sought another avenue for Māori feedback on the conference, as part of Māori evaluation development. This can be included as part of Māori strategy development.</p>	<p>Laurie, Kataraina, Tania and Shaun to review Māori Strategy</p> <p>Kataraina to discuss options with Anne</p>	<p>For October Board meeting</p>
<p><i>Convenor's report (Pam Oliver)</i></p> <p>Pam spoke to her report.</p> <p>18. <u>Calendar of Board activity</u> Calendar of Board activities needs updating.</p> <p>19. <u>Board performance review</u> Discussion held on how to undertake Board performance review and when. Agreed that the new Convenor runs the Board transition meetings.</p> <p>20. <u>Exec function</u> Ratified the Exec function as proposed: management of anzea</p>	<p>Kate to recirculate the calendar for Board members to add to and Board/portfolio holders to complete</p> <p>Kate to canvass the Board for options and bring back to next Board meeting Kate to change Board Transition Policy</p> <p>Kate to incorporate agreed Exec function into the Board policy, strategy and operations document, and disseminate to</p>	<p>Circulate by 15 August, Board to complete by 30 September</p> <p>By end September 2008 By mid August 2008</p> <p>31 August</p>

<p>finances, administration and other urgent matters between Board meetings.</p> <p>21. <u>Proposed portfolio revisions</u> Approved proposed revisions to the Convenor, Deputy Convenor and Strategic Relations Portfolio.</p> <p>22. <u>Taumata development</u> Add this to the October Board agenda.</p>	<p>the Board</p> <p>Rachael to send out new portfolio descriptions with the minutes</p> <p>Kate to add to next Board agenda</p> <p>Additional actions required: Pam to make agreed changes to Constitution, circulate to all members and ensure on website</p>	<p>July 2008</p> <p>September 2008</p> <p>31 August</p>
<p><i>Deputy Convenor portfolio (Kate McKegg)</i></p> <p>23. <u>Co-Hosting Policy</u> Needs to be finalised and confirmed taking into account the range of possible co-hosting arrangements with other agencies.</p> <p>24. <u>IPANZ</u> Wellington Branch needs to be involved in discussions about the possible parameters of anzea's relationship with IPANZ.</p> <p>25. <u>AES relationship</u> Follow up at 2008 AES conference re building cultural competence of non-indigenous evaluators. Kataraina is running a workshop in Australia. Agreed to continue this conversation at the AES Conference.</p>	<p>Pam and Laurie to review against relevant policies including conference policy and circulate to Board</p> <p>Kate to find out who was on the joint AEA Committee and let Pam know</p> <p>Melissa/Anne to contact IPANZ and feed back to the Board, and introduce Laurie to Ross</p> <p>Laurie and Kate to follow up at AES Conference</p>	<p>By end August</p> <p>By mid August</p> <p>September 2008, report to October Board meeting</p> <p>September 2008</p>

<p><i>Professional Development Portfolio</i></p> <p>26. This portfolio has been split into two – Professional Learning (Anne and Melissa), and Professional Practice Development (Roberta, Associate Pam)</p> <p>26. <u>Evaluation education and training stocktake</u> Need to prioritise what goes on to the website re the stocktake.</p> <p>27. Evaluator <u>Mentoring Education workshop</u> A Wellington workshop is planned for October 2008. Roberta to canvass Christchurch branch re interest in a Mentoring Education Workshop.</p> <p>28. Professional Practice Development portfolio Pam and Roberta are meeting on 13 September 2008 to develop a Professional Practice Development plan for 2008-2010.</p>	<p>Melissa to tweak the stocktake ready to go on to the website in August and ensure it is put on the website</p> <p>Roberta to canvass Christchurch members</p> <p>Pam and Roberta to meet</p>	<p>By end August 2008</p> <p>August 2008</p> <p>13 September 2008</p>
<p><i>Secretary's Report (Rachael Trotman)</i> Rachael spoke to her report.</p> <p>29. <u>anzea Administration</u> Rachael to talk with Jackie about the new Board portfolio allocations and duties arising. New Board contact list to go out with the minutes.</p>	<p>Rachael to meet with Jackie and Exec to discuss</p> <p>Rachael to send contacts with minutes</p>	<p>July/August 2008</p> <p>July 2008</p>

<p><i>Membership secretary report (Rachael Trotman)</i></p> <p>30. <u>Membership</u> New Membership Secretary is Nancy with Laurie as Associate.</p> <p>31. <u>Members survey</u> Nancy agreed to take this on for 2008, Rachael to assist. To include canvassing member needs and preferences for website and other IT communications from anzea.</p>	<p>Nancy to follow up on all tasks as set out in the July 2008 portfolio report.</p> <p>Rachael to send draft core content of survey to Nancy, for her to review and send to the Board for comment</p> <p>Nancy to bring draft survey to October Board meeting for comment</p> <p>Survey to occur by end of October with summary to the Board and members by end November (Nancy)</p>	<p>August 2008</p> <p>October 2008</p>
<p><i>Treasurer's report (Nancy Sheehan)</i></p> <p>Nancy spoke to her report. The Auditor Peter Conaglen was approved at the AGM as auditor for 2008-2009. Need to follow up on Wellington branch signatories with Melissa.</p> <p>32. <u>Treasurer handover</u> Nancy, Pam and Maggie to meet in the next month and produce a new 2008-2009 budget for the Board to consider. Maggie to follow up on tax payments. Need to revisit refunds policy as suggested in Treasurer's portfolio report at next Board meeting.</p>	<p>Maggie to follow up with Melissa</p> <p>Nancy, Maggie and Pam to meet</p> <p>Maggie to follow up on tax payments and ensure MYOB and anzea account codes are aligned</p> <p>Jackie to provide five bimonthly financial reports from MYOB, including one for each Board meeting</p> <p>Revisit refunds policy at next Board</p>	<p>31 August 2008</p> <p>By mid August Ongoing</p>

	meeting, Kate to add to agenda	
<p><u>33. Tax agent</u> Agreed to get two quotes for a tax agent for the 2009 year.</p>	Maggie to organise quotes	End August 2008
<p><u>34. anzea budget 2008/09</u> All portfolio holders to bring project/budget ideas to next Board meeting.</p>	All portfolio holders	30 September
<p><u>35. Annual Report – Treasurer’s report</u> Need to advise members that an incorrect version was distributed at the AGM and where to find the correct version.</p>	Pam to send out correct version to the Board and put on the website, Jane to note updated version is on the website in the next newsletter	End July 2008, mid August on website
<p><i>Communications portfolio(Jane Carroll)</i> Jane spoke to her report.</p> <p><u>36. Updating newsletter format</u> Jane to talk with her associates about updating the newsletter format.</p> <p>Pam suggested doing a proposal for a monograph series with Roberta.</p>	Jane to consult on new newsletter format	Bring to next Board meeting
<p><i>Branch Development</i></p> <p><u>37. New branch</u> Shaun is the new Branch Development portfolio holder. Pam and Shaun to do a handover and discuss the possibility of developing a Tairawhiti branch.</p>	Pam and Shaun	By end August

<i>Special Projects (Pam Oliver)</i>		
38. <u>Conference Manual</u> Pam to revise the Conference Manual and send to Maggie and Anne. Coordinator and Committee tasks will need to be distinguished for the 2009 Conference.	Pam to update the Conference Manual Anne and Maggie to revise the manual to distinguish contracted coordination tasks from Committee tasks	By end August 2008
39. <u>Contract templates</u> Pam suggested tightening up the contract process, with all anzea contracts being checked via the Treasurer, this was agreed. All contracts to require signature of the Treasurer, with Associate Treasurer as the back up.	Maggie to revise the Finances policy document and circulate to the Board.	Ongoing
40. <u>Public information campaign</u> Put this on the agenda for the next meeting.	Kate to put on next agenda	September 2008
<i>Other business</i>		
41. <u>Awards</u> Include the possibility of anzea having awards, and if so of what nature? Pam suggested that this topic be included in the next member survey.	Kate to add to next agenda	September 2008
42. <u>Acknowledgement of outgoing Board members</u> Approved for this year retrospectively giving a \$50 koha to all people who have been Board members during the completed Board term; general policy to be discussed at the next Board meeting.	Kate to add to next agenda	September 2008
43. <u>Request from Massey</u> Agreed to leave this until Massey comes back with a formal request.		

<p>Meeting finished 5.00pm.</p> <p>44. Next Board meetings:</p> <ul style="list-style-type: none"> ♦ 20 October 2008 at the Wellington Airport ♦ 16 March 2009 at Auckland Airport 	<p>All Board members to book travel</p> <p>Jackie to organise venue and catering for both meetings, Rachael to advise Jackie</p>	<p>As soon as possible</p> <p>By mid August 2008</p>
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Appendix One – Portfolio Allocations for 2008/2010

- ♦ Convenor – Kate
- ♦ Deputy Convenor – Laurie
- ♦ Secretary – Rachael
- ♦ Treasurer – Maggie (Pam Associate)
- ♦ Funding and Resourcing – Kate to come back with options at next Board meeting
- ♦ Strategic Relations – Pam (Laurie Associate)
- ♦ Communications – Jane
- ♦ Membership – Nancy (Laurie Associate)
- ♦ Branch Development – Shaun
- ♦ Conferences – Anne (Maggie Associate)
- ♦ Māori Evaluation Development – Kataraina, Laurie, Shaun, Tania
- ♦ IT Development – Tania (Kataraina/Jane Associates)
- ♦ Professional Learning – Anne and Melissa (Shaun Associate and Roberta involved)
- ♦ Professional Practice Development – Roberta (Pam Associate)
- ♦ Special Projects – Pam (Associates project by project)
- ♦ Pacific Evaluation Development – Tania and Nancy

For Exec positions, the Associate is a Board member

For non Exec, the Associate can be a Board or non-Board member – where the Associate is a non-Board member this is to be Board approved.