

Minutes of the anzea Board Meeting Auckland 4 July 2011

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| <p>Present: Debbie Goodwin Julian King (Chair) Marnie Carter Syd King Kate Averill Heather Hamerton Tania Wolfgramm Kataraina Pipi Jackie Bourne (Administrator)</p> | <p>Apologies: Carol Mutch Pale Sauni Pam Oliver Chrys Horn</p> |
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| | Item | Action required and responsibility | Deadline for completing the action/s |
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| 1 | <p>Welcome, karakia and whakawhanaungatanga Welcome to all, a special welcome to Marnie Round table from all Board members on “front of mind” issues for the day Agenda items were re-arranged as <u>the Board all agreed</u> that the focus for the meeting should be to discuss anzea’s finances, resource priorities and Board processes.</p> | | |
| 2 | <p>Matters arising from last Board meetings minutes Volunteering strategy – At an anzea Auckland Branch meeting, a standards review was referred to as a Board initiative but Kataraina was not aware of this and requested a briefing from Pam at the next Board meeting in October.</p> | Pam to brief the Board at next Board meeting | October 2011 |
| 3 | <p>Board decision making – this item was raised in Pam’s report as a result of a matter in the March minutes being recorded with insufficient details. The matter which relates to discussions with AES is being resolved. The Board were all in agreement with the decision-making process as per the Governance policy, outlined in Pam’s report.</p> <ul style="list-style-type: none"> • <i>Board decision-making</i> <ul style="list-style-type: none"> ✧ <i>Board decisions are made by consensus wherever possible</i> ✧ <i>Votes will be taken only where necessary for a final decision to be made</i> ✧ <i>A simple majority of those voting is sufficient, provided that a quorum is constituted (7 Board members)</i> | | |

✧ *Where a vote is taken, objections to the majority vote will be recorded in the decision*

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Finances/ Treasurer's report

Julian tabled the latest set of annual accounts and financial statements. \$13k loss for the last financial year end 31/3/11. Predicting a \$30k loss for the current financial year, this figure may be reduced if the Conference makes a surplus.

All the Board recognises the seriousness of **anzea**'s current financial situation and all agreed that finances are the top priority focus and that there should be set criteria of ROI (return on investment), financial affordability, pricing at true value and **anzea** 'fit' for making any Board activities or decisions that have financial implications.. All the Board agreed that **anzea**'s current operations and functions should be amended so that the focus is on activities that only fully align with priorities that meet the financial decision-making criteria. All the Board agreed that there should be no deviation from this. A concern was raised that if a Board member doesn't follow this and how would the Board deal with this.

All the Board agreed that anything that happens between Board meetings that hasn't been minuted and has a financial implication (time and/ or money) must go to the Executive team and relevant portfolio holder for discussion and approval, with all other Board members being advised. In accordance with existing financial policy, any expenditure up to \$\$250 can be authorised by the Executive, anything over this amount must have full Board approval. It was also agreed that the Executive as a team should have the function of overseeing and prioritising Jackie's activities and time.

There was some discussion about issues of internal workings between the Convenor and some Board members and this will be discussed further at a future date. When, and what are they?

A group discussion regarding **anzea**'s income and expenditure identified areas for the Board to focus on to develop some key priorities for revenue generation.

| Income | Expenditure |
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| 1) Membership – number of members, fees, corporate, wider network 2) Conference – number of delegates, pricing, sponsorship, other opportunities 3) Events/Workshops – branch events , PD courses, , professional learning, , | Zero based budget |

- pricing, sponsorship
- 4) Widgets – PPD, advertising on website, business advertising
- 5) Partnering – funded projects, alliances
- 6) General sponsorship – Karearea, projects, funding opportunities

Zero budget

Kate suggested the Board develop a zero-based budget (i.e. review every line item from a zero base) Julian suggested that anzea activities be reviewed from a zero base as an interim measure for a defined time period to improve anzea’s financial stability. This means that only activities that meet the agreed criteria as above (ROI, affordability, pricing at true value, anzea fit) should continue for the interim and other activities should be paused. Some activities already in process e.g. Karearea and other processes to be identified in portfolio up dates may also continue. There was some discussion over what would be a suitable time period. It was agreed that these measures should be sustained until the March 2012 Board meeting and reviewed at that time. All Board members agreed with this approach

1) Membership – Kate proposed that a subgroup be set up to look at evaluative thinking and develop a discussion paper around **anzea’s** position on evaluative thinking – as a clear position will be important if we are to expand **anzea’s** membership by priority targeting of different types of people or groups ie accountants, auditors, policy people. Agreed that a sub group of Kate, Tania, Syd and Debbie is set up. Discussed shoulder tapping Jane Davidson, Nan Wehipeihana and Lloyd Jowsey to join the sub group. Kate to approach Lloyd, Syd to approach Nan and Jane.

Corporate membership – IRD have taken up Corporate membership offer, also Martin Jenkins, and Jackie approaching Ministry of Economic Development .It was agreed that Jackie should email the agencies spreadsheet to all Board members and a copy of the Corporate membership approach letter. Each Board member to go through list and note the agencies they could follow up with either by phone or email and send back to Jackie with updates.

Discussed the idea of tailoring specific group membership packages for community, Maori and Pacific groups. Tania agreed to look at this.

Kate to approach Lloyd Jowsey and **Syd** to approach Jane Davidson and Nan Wehipeihana regarding joining sub group.

Tania and **Syd** to present an initial 1-2 page draft discussion paper for feedback from Kate/Debbie and then to Board members by 21 July.

Jackie to email all Board members a copy of the Agencies spreadsheet and Corporate membership letter.
All Board members to select agencies to follow up, update spreadsheet with notes from follow up and return to **Jackie** for collating of information

By 15 July

By 21 July

By 21 July

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| <p>It was suggested that we offer non member delegates attending the 2011 Conference discounted rates if they join anzea i.e. offer refunds on their full price conference fees but <u>it was agreed</u> that this would be a time consuming process. An alternative was to offer them anzea membership at pre increase rate.</p> <p>General membership – <u>Kataraina made a motion</u> to raise anzea membership fees to \$120 incl GST from 1 July 2011. This was <u>seconded by Debbie</u>. The immediate membership fee increase was <u>agreed to unanimously by the Board</u>, noting that we balance the financial stability of anzea with affordability of membership. Julian requested that he be immediately advised of any members not renewing their membership as a direct result of the fee increase <u>– how will we know their reasons??</u></p> <p><u>It was further agreed</u> that we keep the promoted corporate rate set at \$391 for the next three months or as per Fair Trading act requirements.</p> <p><u>2) Conferences</u> <u>It was agreed</u> that Jackie would send a list of the registered delegates for the 2011 Conference to each Board member for identification of other potential delegates or organisations to target to increase delegate numbers. <u>It was agreed</u> that a conference reminder and update email should be sent out next week to all the mailing lists.</p> <p>A suggestion was made that a specific anzea stand should be set up at the Conference with membership packs, posters advertising anzea Board agreed on making themselves available for Meet the Board members opportunity and/or roster Board members to help at registration desk.</p> <p>Planning for 2012 Conference – focus must be on securing maximum sponsorship, approaching local sponsors as well, keeping delegates fees affordable, keeping venue costs and overheads low while still providing a quality, value for money, professional Conference.</p> <p><u>3) Events/PD Workshops</u></p> | <p>Jackie to amend membership renewal invoices and membership forms to reflect immediate increase. Jackie to circulate membership renewal email to Julian, Debbie and Heather for any revisions required due to additional increase. Jackie to advise Julian of any membership non-renewals due to fee increase.</p> <p>Jackie to send list of current registered delegates to each Board member.</p> <p>Marnie to advise Conference committee that email reminder required to go out next week</p> <p>Marnie to check with Te Papa about putting anzea posters up at the Conference</p> | <p>By 6 July</p> <p>By 11 July</p> <p>By 11 July</p> <p>By 15 July</p> |
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| <p>Proposed holding Professional development and learning workshops that were organised at a National level. Kate envisages Jackie managing and administering anzea workshop series. Workshop topics should connect or link from evaluation thinking development brief.</p> <p>Julian received suggestions from an-anzea anzea-members re a joint venture Indigenous Evaluation workshop, delivered on both sides of the Tasman and costs/profits shared. Julian proposed a motion that we approach AES about getting discussions about this venture underway. Syd seconded. <u>It was agreed</u> that Syd and Kate should progress this with AES. Suggest a subgroup of both anzea and AES members would generate and deliver the workshop – shared work, shared funding.</p> <p>Julian is presenting ‘evaluating value for money workshop’ at the 2011 Conference and is happy to deliver this at regional professional development workshops if there is a need.</p> <p><u>Kataraina proposed</u> a series of Maori evaluation development workshops could be developed</p> <p>Tania also mentioned that she and Pale of the Pasific portfolio would continue to develop Pacific evaluation focused workshops – following on from information gathered at Fono.</p> <p>It was suggested that an anzea event workshop/symposium could be held in Auckland and maybe Christchurch after the Conference in early November – perhaps a ½ day PPD, ½ day workshop.</p> <p><u>Proposed</u> that we should start planning for 2 workshops – a Competencies workshop involving Kate McKegg, Kataraina, Syd, Robyn Bailey, Jane Davidson and also the joint venture Indigenous workshop involving Nan Wehipeihana, Kataraina, Kate and Syd. Julian suggested a cycle of workshops and Conference be agreed eg: November PD workshop, March PD Workshop, July Conference.</p> <p><u>4) Widgets</u></p> <p>Advertising- Jackie volunteered to put together a proposal regarding charging for advertising of evaluation, research roles, RFP’s and also paid advertising for related</p> | <p>Syd and Kate to have dialogue with AES to set up a framework on what a joint venture workshop would look like and report back to the Board. Suggest consulting Nan Wehipeihana first about this.</p> <p>Jackie to look at timetable of anzea National and branch events and other activities regarding planning and possible dates/.times for additional events/workshops – give recommendation to Board of timings</p> <p>Jackie to draft a proposal and circulate to Board for review/input</p> | <p>By 21 July</p> <p>By 18 July</p> <p>By 22 July</p> |
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| <p>businesses or individuals to advertise their services on the anzea website.</p> <p>anzea Competencies – final draft has been presented. Syd advised that the Board have an opportunity to review, provide input back as ‘one voice’ to Robyn. The Board decided to receive and approve the final draft in its current form and commence rollout activities over the next 12 months. <u>All the Board</u> were happy to accept the final draft without modification. Acknowledgement was made of the huge effort and commitment from Robyn Bailey and the working group for this project. A panel discussion is being held at the 2011 Conference, from this workshops can be developed and potentially a member survey can also be conducted to determine best utilisation of competencies, which may include a self assessment tool. Among other things <u>It was agreed</u> that Syd would organise finalisation of the draft – cover page, contents, acknowledgements etc based on the tabled document without further amendments. <u>It was agreed</u> that a sub -committee would be established of Syd, Marnie, Pale, Nan, Kate McKegg, Jane Davidson to look at the development of the rollout activities.</p> <p>VEAR simulation pilot – Competencies project is a foundation for developing professional standards that could strengthen evaluation practice in NZ, do we need to find out evidence from members and others that there is demand before looking to develop something additional? <u>Kate proposed</u> that this should be put aside for the next 6 months to enable the Board to focus energy and resources into the Competencies rollout. <u>Debbie seconded</u>. Note: There was no motion regarding this – it was simply agreed that more work was required regarding the synergies between projects – i.e. competencies, standards etc. Tania said that this project was something Pam was leading and that it would be up to her to progress it at the right time. However all the Board agreed that at this moment it would not be a priority as our focus was on financial sustainability.</p> <p><u>5) Partnering</u> Suggested income stream through partnering with other organisations on joint projects. Organisations suggested were Te Puni Kokiri,(Whanau Ora), Tangata Whenua, Community and Voluntary sector,, Research Centre (communityresearch.org.nz), Philanthropic NZ.</p> <p><u>6)General Sponsorship</u> Jackie to complete Techsoup application process – possible discount on Microsoft software. <u>It was agreed</u> that on the Funders stocktake review that application should be made to</p> | <p>Syd to organise finalisation of draft competencies</p> <p>Syd to organise establishing sub-committee to develop rollout activities.</p> <p>Debbie and Jackie to follow up with the Support for Volunteering Fund and prepare an application</p> | <p>By 22 July</p> <p>By 22 July</p> |
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| <p>the Support for Volunteering fund grants for administration and/or other costs of implementing the volunteering strategy The funding from Tindall Foundation is only available for 3 years in a row and we have already received this.. <u>It was agreed</u> that sponsorship for future issues of Karearea would be easy and worthwhile to pursue as we had very positive feedback from the first issue.</p> <p>Debbie noted that Branches will need support to cater for new membership types, as this is where a key part of the membership benefits function. It will be important to keep Branches will linked in with the new priorities/plans of the Board.</p> | | |
| <p>The meeting reverted back to the original Agenda to enable some of the key decisions for July to be discussed.</p> <p><u>Convenor's Portfolio – tabled by Tania in Pam's absence</u></p> <p>1) Convenor Succession - <u>All the Board agreed</u> in principle to option 2 of the models presented by Pam in her report. So who's put their hand up?</p> <p>2) Taumata 1 nomination received – Katie Murray. Tania spoke about the nomination review process. A vote was taken on Katie Murray's nomination – vote records - 1 for, 3 against, 3 abstained – resulting in a 'hung' decision.</p> <p>There was discussion about pausing the Taumata process. There has been mixed support for the Taumata and several Board members want clarity around the role, purpose and value of the Taumata to anzea. <u>It was agreed</u> to by all Board members that time must be allocated at the next Board meeting to discuss this further. Further clarification would also provide guidance regarding the next steps in Katie Murray's nomination.</p> <p><u>It was agreed</u> that as the initial Taumata inauguration ceremony was being held at the 2011 Conference that Robyn Peace and Ian Trotman could attend the Conference free of charge. It was agreed that this would not set a precedent for Taumata attending future conferences and that there needs to be clearer guidelines and communication around Taumata members attending future events.</p> <p><u>Communications Portfolio – tabled by Julian in Chrys's absence</u></p> | | |

3) Newsletter Compilation by Administrator

Discussed Jackie taking over collation and compilation of the newsletter. Discussed use of Publisher software if funding is possible through Techsoup. Discussed formatting options on Word if Publisher unavailable. Jackie agreed to look at her annual schedule and fit newsletter in around the less busy times.

Secretary Portfolio - Debbie

Debbie advised that she had completed a performance review with Jackie. Will look to provide quarterly reports at Board meetings of administrator's duties and activities to keep the Board up-to-date with administration tasks.

Julian acknowledged the value of Jackie to **anzea** and thanked her.

4) Expansion of Administrator role

Pam's proposal to extend Administrator's role was submitted as part of the Secretary report It was agreed that the Board needs to source additional funding before it could look to expand the Administrator's role or hours.

Strategic Relations Portfolio – Kate Discussed dual membership with AES and the recent letter from Alan. Discussed the membership criteria (Appendix 2). All the Board accepted and approved Appendix 2 criteria.

Appendix 3 relating to reciprocal membership was discussed – the board's collective view was that there are some good ideas and elements that are worth exploring Pam has responded to recent letter from Alan at AES and it was agreed to by all the Board that Syd draft a letter in response to AES proposing a wider discussion regarding reciprocal membership and other options and include other Board members involvement in these discussions – Julian, Syd, Kate and Tania agreed to be involved. The Board agreed to Syd signing the letter on its behalf.

Other portfolio's were tabled and noted

Professional Practice development portfolio – Kate

Item added to the report was noted but not discussed

Maori portfolio – Kataraina

The focus has been on organising the Hui Maori which is being held prior to the 2011 Conference, is confirmed as well as sponsorship.

Pacific Portfolio – Tania

Fono is being held during 2011 Conference, also being held at a separate venue, awaiting responses from sponsors.

Jackie to provide administrative duties and activities report to Debbie to table at Board meetings

Funding applications to be made by Jackie/Debbie as previously discussed.

Syd to draft a letter of response to AES and send through to Julian, Kate, Tania and Pam for comment

Note: as the letter was addressed to Pam as Convenor she should also be copied into any correspondence

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| | <p>A general comment was made that strategically the portfolios seem isolated, portfolio holders work independently from each other. There was discussion around a better alignment between the strategic plan, and the portfolio's, adopting more of an operational focus. Board members suggested that an overall annual plan be written up which outlines the key priority projects and brings together the different work streams. Debbie agreed to work with Jackie to develop an operations plan.</p> <p>Kataraina thanked Julian for his excellent convenorship of the meeting.</p> <p>It was agreed that the next Board meeting would be held in Auckland at the Cabin Room, Auckland Domestic Airport on Monday 17th October 2011.</p> | <p>Debbie and Jackie to write up a draft operations plan</p> <p>Jackie to book venue</p> <p>All Board members to make travel arrangements</p> | |
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