

ANZEA BOARD MEETING
12 March 2007
90 Symonds St, Auckland City

Item	Action needed/Who	When
<p>Present: Pam Oliver, Anne Dowden, Rachael Trotman, Jane Davidson Kate McKegg, Laurie Porima, Will Allen , Nancy Sheehan, Jackie Pivach (Administrator)</p> <p>Apologies: Geoff Stone, Jacqui Henry, Jo Adams, Tania Wolfgramm</p>		
Introductory matters		
1. Thanks for reports and to those who covered their expenses to attend. All requests for refunds to be sent to Jackie Pivach.	Board members wanting refunds for travel to send receipts to Jackie.	On-going
November Board meeting minutes		
2. The November Board meeting minutes were confirmed by consensus.		
Matters arising from the November Board meeting		
3. Deferred to other items.		
Portfolio reports		
<u>General</u>		
4. Board portfolios were reviewed and agreed with the following changes:	Pam to revise portfolios and distribute to the Board.	30 April 2007
<ul style="list-style-type: none"> • Create a separate portfolio for Conferences but make clear links to Professional Development. • Strategic Relationships to sit within the Deputy Convenor role. • The Convenor is to ensure that appropriate strategic planning occurs. 	Anne to consider undertaking the Conference portfolio and advise the Board.	30 April 2007

<p>5. Agreed that portfolio reports need (1) to have header/footer information and page numbers, to avoid confusion when printing out reports, and (2) be in a standardised format.</p> <p>6. Nancy raised the issue of confusion around some portfolios as they overlap – agreed that this can be worked through over time as policy is confirmed.</p>	<p>Pam to produce a template for all future portfolio reports.</p>	<p>30 April 2007</p>
<p>Convenor’s report (Pam)</p> <p>7. Pam thanked all Board members for the huge amount of work achieved in the past four months, and suggested that in future efforts be made to (1) find funding to cover administration of Board members’ tasks and (2) invite anzea members to help. It was agreed that a monthly or bi-monthly email will go to anzea members from now on, each announcing an anzea project and inviting members to contribute their help. Pam agreed to take responsibility for these email invitations over the next year, as part of the Communications portfolio.</p>	<p>Pam to initiate email invitations to members.</p>	<p>Commencing May 2007</p>
<p>Deputy Convenor’s report (Kate)</p> <p>8. <u>Strategic Relationships Strategy</u> The draft is not yet complete. Kate agreed to have it drafted for the July Board meeting.</p>	<p>Kate to draft Strategic Relationships Strategy.</p>	<p>30 June 2007</p>

<p>9. <u>Strategic relationship possibilities</u></p> <ul style="list-style-type: none"> Options for anzea becoming a member of the IOCE range from \$75 to \$1500 for full membership. Kate has also had a conversation with IPANZ President Ross Tanner. There are possibilities for collaborating on events and the IPANZ journal. anzea has also been approached by the Johnson Group to consider a long-term relationship - parameters to be canvassed and decided. <p>Agreed that Kate will provide information on IOCE membership options and present options for collaborating with IPANZ and the Johnson Group at the July Board meeting.</p>	<p>Kate to draft options.</p>	<p>30 June 2007</p>
<p>10. <u>anzea relationship with AES</u></p> <p>Pam reported back her discussion with Rick Cummings from AES and will write up full notes of that conversation including proposed actions for circulation to the Board.</p>	<p>Pam to circulate report to Board members.</p>	<p>30 April 2007</p>
<p>Sharing conference speakers is one avenue for anzea - AES collaboration, and needs some agreed process around it. Pam and Kate to draft a mechanism for sharing conference speakers.</p>	<p>Pam and Kate to draft a process and circulate to the Board.</p>	<p>30 April 2007</p>
<p>Secretary/Public Officer (Rachael)</p> <p>11. <u>New anzea Administrator</u></p> <ul style="list-style-type: none"> A new Administrator for anzea Jackie Pivach has been hired. Rachael thanked Pam, Nancy and Jo for handling the shortlisting process. In future a written report by the Administrator will be provided to Board meetings on administration activities, such as types of queries. The Secretary will have an overview of this report. 	<p>Jackie to draft administrative reports.</p>	<p>30 June for the July Board meeting, and then four-monthly</p>

<p>12. anzea phone line</p> <p>Four options were presented for an anzea phone line. Agreed that the Italk option will be adopted, as it is linked to Broadband and allows callers to call anzea at no cost if in Auckland, plus competitive rates to call mobiles and nationally. Calling cards will still be needed for international calls.</p> <p>13. <u>Stationery</u></p> <p>Pam presented a proposal for anzea business cards, return address labels, and a logo sticker. It was agreed in principle that anzea needed all three items, provided that part of the costs could be absorbed into conference costs. Nancy agreed to organise three quotes. Pam will circulate to Board members to determine a preferred provider.</p> <p>14. <u>Mail collection</u></p> <p>Discussion was held on the current siting of the PO Box and mail collection. Agreed to stay with current arrangements; Pam to clear mail and forward once a fortnight to Jackie. Pam will arrange a third access key to the PO Box which will be held by Jackie.</p>	<p>Rachael to forward relevant information to Jackie regarding Italk option.</p> <p>Jackie to organise the phone link.</p> <p>Rachael to contact Will once phone number is in place so he can complete letterhead.</p> <p>Nancy to organise two quotes.</p> <p>Pam to circulate options to Board members.</p> <p>Pam to clear mail and to forward to Jackie.</p> <p>Pam to get another key from the post office for Jackie to hold.</p>	<p>30 March 2007</p> <p>30 March 2007</p> <p>30 March 2007</p> <p>25 March 2007</p> <p>30 March 2007</p> <p>On-going</p> <p>15 April 2007</p>
<p>Membership (Rachael)</p> <p>15. <u>Membership update</u></p> <ul style="list-style-type: none"> • 104 members as of 12 March – 72 % women, 28% men. • Launch of Upper South Island branch should increase membership. • Since November greatest membership growth occurred in Wellington, followed by Waikato. • Some refining of professional categories for membership needs to occur. 	<p>Rachael to refine professional membership categories.</p>	<p>30 April 2007</p>

<p>16. <u>The membership database</u> The membership database will be categorised into anzea regions as per the Constitution and linked to the anzea website. This will be public information.</p>	<p>Jackie to recategorise the membership list.</p>	<p>30 March 2007</p>
<p>17. <u>Organisational membership</u> A government department has asked about an organisational membership fee option. Agreed that only individual memberships will be in effect at this stage but queries can be monitored.</p>		
<p>18. <u>Membership drive</u></p> <ul style="list-style-type: none"> • The membership drive strategy suggested by Rachael was agreed to. • One list of non-members is being developed, called the ‘Evaluation Community’ list. Once drafted, this will be linked to the anzea wiki, available to Board members and Branch Committee members only. Board members and Branch Convenors will be invited to review the list and advise Jackie of changes and additions. Board members and Branch Convenors will also be asked to advise whether they can make personal approaches to some of these people to join anzea. This list will then form one basis for the next membership drive and decisions made as to who can approach others on the list. This list will not be publicly available. 	<p>Rachael to launch the membership drive. Jackie to develop one ‘Evaluation Community’ list and liaise with Rachael regarding posting on the website wiki. Rachael to advise Board members and Branch Convenors when the list is ready to view.</p>	<p>15 April 2007 30 April 2007 30 April 2007</p>
<p>19. <u>Membership Strategy</u> The following changes were agreed:</p> <ul style="list-style-type: none"> • Add reference to reaching the wider community including non-evaluators, migrant communities, and NGOs. • In the Convenor’s renewal letter to members, a list of anzea’s achievements for the year will be included. 	<p>Rachael to make changes as agreed.</p>	<p>15 April 2007</p>
<p>Nancy and Rachael will liaise around Pacific Islands component of the membership strategy. Rachael will modify the draft strategy.</p>		

20. Membership subscription

Need to be vigilant about ensuring members are fully paid up. Direct credit payments need to include name reference. Columns will be added to the members list showing:

- How they paid.
- How much they paid (pro rata).
- Date paid.

Changes need to be made to clarify the Constitution document as to membership subscription:

- The subscription year is 1 July to 30 June.
- Annual renewal on 1 July each year.
- If a member has not paid by 1st November, then they are deemed to have resigned their membership.
- For new members who join after March 31, they are only required to pay half the required annual fee.

It was agreed that membership fees will not increase to July 2008.

The possibility of having two year membership subscriptions has been deferred for discussion after July 2008.

21. Membership renewal

- Annual membership renewal reminders will be sent out to members in mid-May.
- An email survey of members is being developed and will go out to all members with their renewal reminder. Rachael will draft a member survey.

22. Membership subsidies

It was agreed to add 'unwaged' as a category for subsidised membership at the same level as a student, on a case by case basis as decided by the Board.

Jackie to add columns to membership list.

15 April 2007

Jackie to check through current list and ensure members are fully paid up.

15 April 2007

Pam to update constitution document.

15 April 2007

Pam to agenda for July 2008 Board meeting.

15 May 2007

Rachael to organise, **Jackie** to send out renewal/reminder notices.

Rachael to send a draft survey to Board members.

30 April 2007

Pam to change membership form.

30 March 2007

<p>Communications (Pam) 23. <u>Communications strategy</u> Discussion was held on the draft Communications Strategy document circulated by Pam. The following changes to the Strategy were agreed:</p> <ul style="list-style-type: none"> • All communications to members must be proofed prior to sending. • How ‘anzea’ is defined at national and branch levels within communications needs to be clarified. • Include how to handle incoming communication as well as outgoing. • Standard anzea formats need to be included. 	<p>Pam to amend the strategy and recirculate.</p>	<p>30 April 2007</p>
<p>Treasurer’s report (Nancy) 24. <u>Change to Kiwibank</u> The anzea bank accounts have been moved from ASB to Kiwibank. Agreed that all Kiwibank mail will go to the anzea Box, for redistribution from there.</p> <p>25. <u>Signatories</u> Agreed that the Administrator will not be a signatory to anzea accounts at this stage.</p> <p>26. <u>Tax</u></p> <ul style="list-style-type: none"> • Agreed to take on a tax agent (potentially Avril Stott) and to review a potential auditor. • A GST number is being organised with the IRD. Agreed that the Administrator can arrange this. <p>27. <u>Payments to Branches</u> A process is needed for branches to apply for the 2/3rds membership fee that they are entitled to, once each branch member has been confirmed as fully paid.</p>	<p>Nancy to confirm with Kiwibank that all anzea mail goes to the Box.</p> <p>Nancy to advise the Board of tax consultant costs.</p> <p>Jackie to organise anzea’s GST number.</p> <p>Nancy to draft a process.</p>	<p>30 March 2007</p> <p>15 April 2007</p> <p>15 April 2007</p> <p>30 April 2007</p>

<p>28. <u>Payment to Conference account</u> Agreed to transfer \$5000 into the Conference account from the AEG conference profits donated to anzea. The remainder of those funds can be used for general anzea expenses.</p> <p>29. <u>Membership fees</u> A discrepancy exists between membership fees received and the number of members, this needs to be checked. Jackie will undertake a reconciliation.</p>	<p>Nancy to organise transfer.</p> <p>Jackie to check and liaise with Nancy.</p>	<p>30 May 2007</p> <p>30 March 2007</p>
<p>Funding & Resourcing (Nancy) 30. <u>Funding and Resourcing Strategy</u> The following amendments to the Funding and Resourcing Strategy were agreed:</p> <ul style="list-style-type: none"> • Add a set of funding principles. • Clarify how GST works between national level and the branches. • Add a section on volunteering. • Add a section on sources of income. • Add a policy on entering into contracts. <p>It was agreed that sponsorship sits within the Funding and Resourcing Strategy.</p> <p>The Funding and Resourcing Strategy was received as a work in progress and the final strategy document will be completed after the strategic planning process (see below).</p>	<p>Pam to draft funding principles.</p> <p>Pam to draft volunteering guidelines. Nancy to expand income sources. Pam to draft contracting policy and guidelines.</p>	<p>15 April 2007</p> <p>15 April 2007 15 April 2007 15 April 2007</p>

<p>31. <u>Approval to enter into contracts</u></p> <ul style="list-style-type: none"> • It was agreed that there needs to be a majority board approval to enter into contracts and that this approval can be reached electronically. • It was agreed that any two Board members as decided at the approval time can sign contracts on behalf of the Board. • It was agreed that a legal opinion on every contract will be obtained. • It was agreed that professional indemnity insurance for anzea was not required at this stage (see item 48 below). 	<p>Pam to draft contracting policy and guidelines.</p>	<p>15 April 2007</p>
<p>Branch establishment (Pam reported for Jacqui)</p>		
<p>32. <u>Membership fee payment to Branches</u></p> <p>It was agreed that branches will receive 2/3 of the fee received from each of their members for the first two years of a branch's operation. After two years, branches are expected to become self-funding, and if they are not, they can receive 1/3 of the fee for each member annually.</p> <p>33. <u>New branches</u></p> <ul style="list-style-type: none"> • The Waikato/Bay of Plenty branch was launched on 26 November 2006. These regions will be combined in terms of membership reporting. • Branch boundaries need to be clarified. • The launch of a new branch for the Upper South Island is planned for 28 March 2007. Thanks to Will Allen and Libby Gawith for their work. • Discussion was held on getting a branch set up in Wellington. It was agreed to discuss this issue at the July Board meeting with the idea of having a strategy in place for adoption at the October Board meeting. 	<p>Pam to modify the Constitution.</p> <p>Jackie to combine Waikato and BOP regions for membership reporting. Rachael to draft geographic boundaries for members.</p> <p>No further action.</p> <p>Kate and Anne to identify issues and options for a Wellington branch. Jackie to send Anne an up to date list of paid up Wellington members.</p>	<p>30 May 2007</p> <p>30 March 2007</p> <p>30 April 2007</p> <p>15 June 2007</p> <p>30 March 2007</p> <p>30 April 2007</p>

<ul style="list-style-type: none"> Re the possibility of setting up a Lower South Island Branch, Rachael agreed to contact Megan Fidler. Kate is a keynote speaker at a workshop in the Lower South Island, with approx 50 attendees; she will take membership forms and anzea information with her. Kate and Rachael will report back to Jacqui on progress. <p>34. <u>Branch relationships</u> Pam will contact all Branch Convenors to discuss what kind of relationships they want to have with other Branches and how.</p> <p>35. <u>Branch terms of reference</u> A branch terms of reference document needs to be included in the Branch Establishment Strategy.</p>	<p>Rachael to contact Megan Fidler about starting a Lower South Island branch. Kate to take anzea info to South Island workshop. Rachael and Kate to liaise and report back to Jacqui.</p> <p>Pam to action.</p> <p>Pam to action.</p>	<p>30 April 2007</p> <p>30 June 2007</p> <p>15 April 2007</p> <p>30 March 2007</p>
<p>Professional Development Portfolio (Jane)</p> <p>36. <u>Stocktake of evaluation education</u> Jane presented a draft stocktake which requires completion. Jane will check with SHORE on evaluation short courses and workshops available. Jane and Kate will progress the stocktake of evaluation education, training and use of internet resources. It was agreed that the resource would be published on the anzea website and advertised widely to anzea members and others. The information should be checked with the relevant organisations first.</p> <p>37. <u>Stocktake of evaluation capacity</u> The draft approach to this stocktake was developed (mistakenly) with a focus on a stocktake of evaluation <i>education</i> capacity, rather than broader evaluation capacity as intended. The parameters of evaluation capacity are unclear; they link to competencies, a code of practice and standards. Jane and Kate agreed to brainstorm potential projects around evaluation capacity and professional development opportunities, focusing on what is likely to be most useful, and bring a stocktake proposal to the July Board meeting.</p>	<p>Jane and Kate to action. Jane to check material with organisations.</p> <p>Jane and Kate to action.</p>	<p>15 April 2007</p> <p>30 April 2007</p> <p>30 June 2007</p>

<p>Conference (Pam) 38. <u>Conference progress</u> All essential planning for conference has been done and around \$20,000 is likely from sponsorship. Next steps are for people to send in conference proposals.</p> <p>39. <u>Conference Strategy</u> It was agreed to use up to \$5,000 profit from each conference to plan for the next conference (instead of \$3,000).</p> <p>IPANZ has a large members database; it would be useful to send the call out for the conference and for papers to this list.</p> <p>40. <u>Conference portfolio holder</u> Agreed that Conferences will be a separate portfolio. Anne would like clarification of the role for her to consider.</p> <p>41. <u>Conference promotion</u> SPRE conference – Anne will contact SPRE convenors to see if she can take membership forms and anzea information to the SPRE conference.</p> <p>In May there will be a membership drive which will include conference information.</p>	<p>Board members to encourage colleagues to send in conference paper proposals.</p> <p>Anne to change the Strategy.</p> <p>Kate to identify cost to use IPANZ database.</p> <p>Pam to clarify portfolio role.</p> <p>Anne to contact SPRE Convenors. Pam to send anzea one page story to Anne.</p>	<p>30 March 2007</p> <p>30 March 2007</p> <p>30 March 2007</p> <p>30 April 2007</p> <p>20 March 2007 20 March 2007</p>
<p>Māori evaluation development (Laurie) 42. <u>Māori evaluation capacity</u> It was agreed that anzea put in a proposal to SPEaR for a hui to develop practice guidelines for Maori evaluation. Kate will administer any contract arising.</p>	<p>Kate & Laurie to develop a full proposal for the Board to consider.</p>	<p>30 March 2007</p>

<p>43. <u>Maori Caucus</u> Some discussion has been held on needs and issues with Māori members of anzea – issues for Māori are similar to those for other groups, e.g. capacity and training. The Māori Caucus proposal was deferred to the July Board meeting for further discussion.</p>	<p>Laurie to bring issues to July Board meeting.</p>	<p>30 June 2007</p>
<p>Strategic planning (Pam) 44. <u>Funding for strategic planning</u> Development of an anzea strategic plan needs to be undertaken by the whole Board, with opportunities for input from other anzea members. It was agreed that Kate will apply for funding to undertake anzea strategic planning.</p>	<p>Kate to prepare funding application.</p>	<p>30 April 2007</p>
<p>IT report (Will) 45. <u>anzea website launch</u> The website is up and running and is a significant achievement. Key needs now are:</p> <ul style="list-style-type: none"> • Linking the membership database to the website and the Evaluation Community list to the wiki. Rachael to check the membership form to see if a member can opt out of having their details published on the website. • Identifying responsibility for regular updating. This includes an events calendar, conference updates, links and resources. Will is happy to update on the conference and events up to the conference date. Web training for Jackie will be needed to pick up this role. • A strategy is needed on use of the website – Board access, member access, who makes amendments etc. <p>It was agreed that Board minutes and agendas will not be put on the website. Any member is able to request to see the minutes.</p>	<p>Rachael and Will to action.</p> <p>Will and Jackie to discuss.</p> <p>Rachael and Jackie to organise web training.</p> <p>Will to draft a website use strategy and policy.</p>	<p>30 March 2007</p> <p>30 April 2007</p> <p>30 April 2007</p> <p>30 May 2007</p>

<p>Special projects (Pam)</p> <p>46. <u>Legal opinion service</u></p> <ul style="list-style-type: none"> • This has been held up and will be launched in April. Pam will make some revisions to the draft proposal as suggested through legal advice. • An additional idea was to develop FAQ re frequent legal queries to go on the anzea website – these can be developed over time. <p>47. <u>Proposed Evaluation Standards Review</u></p> <p>Pam has proposed introducing a voluntary Evaluation Standards Review process as an alternative to professional accreditation. This would require a Code of Practice and checklist review process/es. It would need to be very clear that anzea is not endorsing any evaluation or evaluator. Pam will run potential liability issues past lawyers and this item will go onto the July Board meeting agenda.</p> <p>48. <u>Professional indemnity insurance for anzea members</u></p> <p>Pam is investigating the possibility of offering a members’ legal indemnity service via anzea, and will pursue the possibility of anzea obtaining PI insurance at low or now cost through this means.</p> <p>49. <u>Further special projects</u></p> <p>Potential projects such as a mediation service, mentoring brokerage, awards and public information campaign were deferred to the July Board meeting.</p>	<p>Pam to action.</p> <p>Pam to action.</p> <p>Pam to action.</p> <p>Pam to add to July agenda.</p>	<p>30 March 2007</p> <p>30 May 2007</p> <p>30 June 2007</p> <p>15 June 2007</p>
<p>Other business</p> <p>50. <u>Legal status and charitable status</u></p> <p>Kate will continue to work on these and consult with Rick Cummings and Avril Stott.</p>	<p>Kate to action.</p>	<p>30 April 2007</p>

<p>51. <u>Kaitiakitanga</u> There was some discussion around a need for community representation on the Board, as set out in the Constitution, and links between the Board, anzea and the wider community. These issues, plus issues around stewardship and kaitiakitanga were deferred to the July Board meeting.</p> <p>52. <u>Use of anzea logo by members</u> It was agreed that the use of the anzea logo by members is not allowed.</p> <p>53. <u>Request from Massey Diploma Course</u> This was deferred to the July Board meeting to allow for more discussion between Kate and Massey. Agreed that the Board could respond to a request for a representative from the anzea Board, but not from the anzea general membership.</p> <p>54. <u>Use of SHORE meeting room</u> It was agreed that anzea will give one complimentary conference workshop to a staff member of SHORE as a koha for use of the meeting room for today's Board meeting.</p>	<p>Kate to draft a governance proposal.</p> <p>Kate to follow up with Robin Peace.</p> <p>Pam to advise SHORE of this.</p>	<p>30 June 2007</p> <p>30 June 2007</p> <p>30 March 2007</p>
<p><i>Next Board meetings</i></p> <ul style="list-style-type: none"> • 11 July 2007, 2.00 – 4.00, following the AGM. • 8 October 2007. Time and venue to be advised. • The Board meeting in October will be held in Auckland – non-Auckland members to book flights as soon as possible to ensure cheap fares. 	<p>Pam to email thanks to SHORE for the use of the room.</p> <p>Pam to investigate a venue for October.</p> <p>Ex-AK board members to book airfares now.</p>	<p>30 March 2007</p> <p>30 March 2007</p> <p>30 March 2007</p>