

ANZEA BOARD MEETING
10 March 2008
Spotless Conference Rooms, Auckland Airport, 10.00am

Item	Action needed/Who	When
<p><i>Present</i> Jane Carroll, Pam Oliver, Melissa Weenink, Rachael Trotman, Laurie Porima, Nancy Sheehan, Tania Wolfgramm (from 2.15pm)</p> <p><i>Apologies</i> Jacqui Henry, Jo Adams, Anne Dowden, Kate McKegg,</p>		
<p><i>Introductory matters</i> Laurie opened with a karakia and Pam opened the Board meeting.</p> <p><i>Resignations of Will Allen and Heather Lees</i></p> <ol style="list-style-type: none"> 1. Pam to post koha for the woman who worked on the website to Will to pass on. 2. Both resignations were formally accepted, with thanks for the work undertaken. 3. Acknowledgement and thanks to be sent to Will (already sent to Heather). 	<p>Pam</p> <p>Board to take Heather and Will off the group email list</p> <p>Pam to send email to Will</p>	<p>By 20 March 2008</p> <p>12 March 2008</p> <p>15 March 2008</p>
<p><i>October 2007 Board minutes</i></p> <ol style="list-style-type: none"> ♦ Item 16 – Development of Practice Standards, need to follow up with Kate to formally amend the minutes to be accurate. 4. The October 2007 Board minutes were confirmed by consensus pending revision of Item 16. Matters arising are addressed through portfolio reports. 	<p>Pam to follow up with Kate</p>	<p>By 31 March 2008</p>

<p><i>IT Portfolio report (Will Allen)</i> No portfolio report received from Will. Pam spoke to the portfolio.</p> <p>5. <u>Website development plan</u> The Website Development Plan is completed but had minimal input from the Board. A new IT Portfolio holder is needed and this role needs to oversee the implementation of the plan by an able contractor. Tania agreed to take on the IT Portfolio to the end of June.</p>	<p>Tania is IT Portfolio holder Tania and Pam to meet to discuss progressing the website development plan</p>	<p>To end June 2008 12 March 2008</p>
<p><i>Māori evaluation development (Laurie Porima)</i> 6. <u>Māori Membership and Needs</u> Laurie gave a verbal report. No activity since October and issues specific to Maori are not being identified; rather generic evaluation issues facing Maori evaluators. There is a need to locate Maori evaluators and the priority is to build Maori membership, look at Maori evaluation capacity and identify needs.</p>		
<p>7. <u>Potential conference workshop session for Maori evaluators</u> Discussion was held on a possible workshop at the 2008 anzea conference focusing on what Maori evaluators need, Māori evaluation capacity, doing evaluation with Maori, and/or the development of a Maori caucus. anzea is interested in what the needs of Maori communities involved in evaluation are and in how it can support Maori evaluators. A report could come out of this session to guide anzea and others.</p>	<p>Laurie to talk to Tania to source people to run this workshop</p>	<p>By 31 March 2008</p>
<p>8. <u>ERO session at the Conference</u> ERO has produced indicators for kura and kohanga reo in a collaboration with tangata whenua and government; a session on this could be held at the conference.</p>	<p>Jane to investigate setting up this session</p>	<p>By 30 April 2008</p>

<p>9. <u>SPEaR hui</u> Laurie received an email from Raewyn, SPEaR hopes to release the report from last year's hui in May. SPEaR is reportedly pleased with the results of the hui and is getting good feedback on the guidelines.</p>	<p>Kate to continue to follow up with SPEaR re publication of the report.</p>	<p>March/April 2008</p>
<p><i>Convenor's report (Pam Oliver)</i> Pam spoke to her report. 10. <u>Calendar of Board activity</u> Board members to add to this calendar, diary activities relevant to themselves and be responsible for carrying them out.</p>	<p>Pam to recirculate the calendar for Board members to add to and Board to complete</p>	<p>Circulate by 15 March, Board to complete by 31 March</p>
<p>11. <u>anzea Strategic Plan</u> The Strategic Plan was approved by the Board and it was agreed to send it to members with an email emphasising the need for members to view it as part of our accountability to the membership, and asking people not to print it unless necessary. Agreed to allow members three weeks for comment and to put it on the website.</p>	<p>Pam to action</p>	<p>By 20 March 2008</p>
<p>12. <u>Draft anzea Annual Plan</u> Agreed to review this at each Board meeting. Change website management and updates to IT portfolio responsibility.</p>	<p>Board Pam to recirculate the amended Annual Plan</p>	<p>Ongoing By 30 March 2008</p>
<p>13. <u>Charitable Status</u> Legal costs have escalated and work has paused, yet constitutional changes need to be made. Add example of ERO whakatauki to draft letter to Charities Commission. Pam to check oldest evaluation society, may be EES. The Board agreed to these changes and for the cost of legal advice for charitable status to go up to \$1750 + GST.</p>	<p>Jane to draft sentence to send to Pam Pam to check status of EES Pam to mail membership once legal work</p>	<p>By 20 March 2008 By 20 March 2008 By 30 April 2008</p>

<p>A postal ballot is the next step on changes proposed and a two thirds majority of those responding provides the verdict.</p>	<p>is done</p>	
<p>14. <u>Taumata</u> The Taumata proposal is ready to go as long as a Committee is formed and there is a person to drive this. Agreed to defer this proposal to the new Board.</p>	<p>Item for the new Board Pam to agenda for July 2008 Board meeting</p>	<p>June/July 2008</p>
<p>15. <u>Board portfolio review</u> Portfolios have been revised. It was considered that the portfolios themselves are not too big but that portfolio holders need in some cases to bring in others to support getting the work done. Agreed that portfolio associates could be ordinary anzea members, rather than Board members.</p>	<p>Portfolio holders to consider need for extra support and arrange via membership</p>	<p>Ongoing</p>
<p>16. <u>Board election process</u> Agreed to ask Geoff to train Jackie to set up an on-line nomination and voting system and pay Jackie to do this.</p> <p>The following process was agreed:</p> <ul style="list-style-type: none"> ♦ Website voting system in place. ♦ Shoulder tap nominees (whole Board to do). ♦ Panui for nominations and nomination system set up. ♦ Candidates bios on website. ♦ Panui to vote on-line. ♦ Counting votes. ♦ Announce new Board. ♦ Induction. <p>Agreed to pay Pam \$750 + GST under contract to write up the process for Board elections and Board induction, and to pay Jackie</p>	<p>Exec to follow up</p> <p>Exec to oversee this process</p> <p>Pam to contact Geoff Stone re training Jackie</p>	<p>By 15 April 2008</p> <p>30 March to 30 May 2008</p> <p>By 30 March 2008</p>

<p>Pivach \$240 for setting up the online elections system, including training in how to do that.</p> <p>Email to be sent to the existing Board asking who is not planning to stand and ask Board members to actively ask people to stand (and be realistic about what is involved).</p>	<p>Pam to draw up a contract for Board election and induction systems documentation and invoice before 31 March</p> <p>Exec to send email</p>	<p>31 March 2008</p> <p>31 March 2008</p>
<p>17. <u>Board induction/orientation</u> It was agreed to develop induction information for prospective Board members.</p> <p>Suggested to have an old and new Board combined meeting at the conference, plus a happy hour for old and new Board members at the conference, on the Monday night at the conference before dinner.</p> <p>Pam to make a phone call to new Board members.</p>	<p>Exec to organise and bring this information to the next Board meeting</p> <p>Pam/Laurie to ensure combined meeting and happy hour</p> <p>Pam</p>	<p>By 30 April 2008</p> <p>At the conference</p> <p>By 30 June</p>
<p>18. <u>Branch AGMS</u> Suggest that branches hold biennial AGMs.</p>	<p>Pam to circulate this proposal to branches for comment</p>	<p>By 30 March</p>
<p>19. <u>AES Relationship</u> Sharing events and developing indigenous evaluation standards are two opportunities for collaboration in future. Pam sent a draft protocol to Jenny Neale for comment. The Board agreed to wait for feedback and for AES to approach anzea.</p>		

<p><i>Deputy Convenor portfolio (Kate McKegg)</i></p> <p>20. <u>Royal Society</u> The benefits of being a Royal Society member are to go in the next newsletter, and add at the end to view the Royal Society website. Agreed that the draft compiled by Kate needs to have more information on the individual benefits to anzea members.</p>	<p>Jane to rewrite the draft and include in the newsletter</p>	<p>By 15 April</p>
<p>21. <u>Co-Hosting Policy</u> Pam to ask Kate to merge Pam's version with Kate's. Add that the anzea logo is to be put alongside other logos at the event.</p>	<p>Pam to request Kate to revise</p>	<p>By 31 March 2008 By 15 April</p>
<p>22. <u>IPANZ</u> Need to liaise with IPANZ about a possible joint event in Wellington.</p>	<p>Kate to pursue</p>	<p>31 March 2008</p>
<p><i>Secretary's Report (Rachael Trotman)</i> Rachael spoke to her report.</p> <p>23. <u>anzea Administration</u> Agreed to increased hours and hourly rate for the next 12 months. Rachael to meet with Jackie to finalise and agree contract terms. Noted that the Administrator job is growing and has been budgeted accordingly, and that emails and phone calls to the Administrator need to be cleared at least three times per week to provide an adequate service to members.</p>	<p>Rachael to meet with Jackie</p>	<p>By 22 March 2008</p>
<p><i>Membership secretary report (Rachael Trotman)</i> Rachael spoke to her report and signalled that the workload of this portfolio combined with the Secretary portfolio is too great, and that help will be needed with this year's membership drive.</p>		

<p>24. <u>Membership</u> There are now 170 members, similar to May last year, with attrition of 30 members from the 2006-2007 membership.</p>		
<p>25. <u>Fees for 2008/2009</u> Discussion was held on appropriate fee levels for next year and on what members get for their fees. Agreed to raise fees to \$70+GST and students \$45+GST for 2008/2009 and to hold this fee for two years. For their fee members receive newsletters, conference discount (which recovers the cost of membership), discounts for local Branch events, lower rate Professional Indemnity insurance, and other services currently being developed. Need to emphasise that anzea is low cost and high value compared to other associations (see also Convenor's report to the 2007 AGM which lists benefits of membership).</p>	<p>Rachael to do email explaining new fee levels for members, to go out with membership renewals</p> <p>Pam will write up a list of member benefits to go with the membership renewal</p>	<p>By 15 April</p>
<p>26. <u>Members survey</u> Issues that the next survey can canvass include priorities for 2008/2009, satisfaction, identify who wants to be more active and ideas for building membership. Timing to be after the conference, with the survey as an agenda item for the new Board. The survey should be prefaced with how the feedback will be used.</p>	<p>Pam to add survey to agenda for July Board meeting in terms of timing and content and how to use the information</p>	<p>By 30 June 2008</p>
<p>27. <u>Membership drive</u> Undertake the drive in early June when people get 13 months of membership and a conference discount. Need to revise the membership pack and conference programme in terms of the membership form, information on benefits and what you get out of the conference for the evaluation community list.</p>	<p>Rachael to revise Jackie to send revised pack to evaluation community</p>	<p>By 15 May 2008 1 June 2008</p>

<p>Each Board member to approach at least one person each to become a member of anzea</p> <p>Invite all members to contact one person each re joining anzea</p> <p>The new portfolio holder will need to develop an approach to membership drives at Branch level and in terms of personal contacts and targeting.</p>	<p>All Board members</p> <p>Rachael to add to email sent to all members to renew</p>	<p>1 June 2008 and ongoing</p> <p>1 June 2008</p>
<p>28. <u>Membership data</u> Agreed to continue seeking membership information for monitoring and reporting purposes.</p>		
<p><i>Treasurer's report (Nancy Sheehan)</i> Nancy spoke to her report. Future reports will be generated by MYOB.</p> <p>29. <u>Invoices and payments</u> There needs to be two signatories to each invoice as well as cheques. The Board agreed that anzea pay creditors monthly at the end of each month.</p>	<p>Rachael to discuss this with Jackie</p>	<p>By 30 March 2008</p>
<p>30. <u>Tax agent</u> The Board approved Avril Stott/Sidelines Limited as anzea's tax agent for 2006-2008.</p>		
<p>31. <u>Term deposit</u> The Board agreed to put surplus funds in a term deposit; this is to be done by Jackie for approval by the Treasurer.</p>	<p>Jackie to manage term deposit for surplus funds with overview by Treasurer Exec to decide initial amount for term deposit following payment of all accounts to 31 March 2008</p>	<p>Begin April 2008</p>
<p>32. <u>Auditor</u> Peter Conaglen was confirmed as anzea Auditor for 2007/2008.</p>	<p>Nancy to advise Peter of this</p>	<p>By 25 March 2008</p>

<p>33. <u>Laptop</u> The Board agreed to purchase a laptop for the Administrator as a priority up to a maximum expenditure of \$1,500 + GST all inclusive. The Board also authorised up to \$200 to allow purchase of an external hard drive back-up (included within the \$1,500).</p>	<p>Rachael and Jackie to action</p>	<p>By 15 April 2008</p>
<p>34. <u>Strategic and annual budgets</u> Pam went through these budgets and \$50 annually for Exec catering was approved.</p> <ul style="list-style-type: none"> ♦ Discussion was held on the need for conference insurance in the event that a conference is cancelled. ♦ Agreed to order more pens, stationery and folders ♦ Pam to revise strategic and annual budgets as discussed ♦ Need to pay as many 2008 expenses as possible by 31 March, to reduce tax liability ♦ Agreed to ask Avril to invoice in advance for accounting systems training <p>The anzea budget 2008-2010 was approved as amended. anzea is in a healthy financial position.</p> <p>Agreed for Pam to work out a budget to do the induction manual and other work for the Board to approve</p>	<p>Pam to investigate scenarios and options and email to Board for approval Exec to follow up Pam to follow up Pam to action Rachael and Jackie to action Pam to advise Avril</p> <p>Pam to action</p>	<p>By 31 March 2008</p> <p>By 31 March 2008 By 31 March 2008</p> <p>By 20 March 2008</p> <p>By 31 March 2008</p>
<p>35. <u>Conference budget</u> Conference Committee in place and budget in hand.</p>		
<p><i>Communications portfolio (Jane Carroll)</i> Jane spoke to her report.</p> <p>Agreed to a February rather than January newsletter. Tania suggested a desk calendar, which can be explored next year.</p>		
<p><i>Funding and Resourcing (Tania Wolfgramm and Nancy</i></p>		

<p><i>Sheehan)</i></p> <p>No progress – this can sit with the Treasurer’s portfolio.</p>		
<p>Branch Development (Jacqui Henry)</p> <p>No report received. Waikato /Bay of Plenty has a new Convenor Tony Waldegrave and Committee from December 2007. Tony is being very proactive.</p> <p>36. <u>Christchurch Branch</u> Christchurch has run four events and is doing well, needs to have an AGM either soon or post anzea AGM.</p>	<p>Pam to check</p>	<p>By 20 March 2008</p>
<p>37. <u>Wellington Branch</u></p> <p>Plan to have an anzea sponsored event with Jean King; WEG already having an event with her on 20 March. Melissa and Anne are currently ringing around to form a Committee and looking to launch the week of 14 April. Will come back to the Board with a plan for a Branch launch. Melissa to find out about the possibility of a Community of Practice being developed by WEG.</p>	<p>Anne/Melissa to write a branch establishment proposal to be emailed to the Board</p> <p>Pam to send previous Branch launch plans as a guide to Melissa and Anne</p>	<p>31 March 2008</p> <p>20 March 2008</p>
<p>Professional Development (Melissa Weenink)</p> <p>38. <u>Stocktake of evaluation education and training</u> This needs updating from the version that Jane developed.</p>	<p>Melissa to complete stocktake of evaluation education and training</p> <p>Melissa to send existing stocktake to Jackie for her to put on the website</p>	<p>30 April 2008</p> <p>30 March 2008 On web by 5 April</p>
<p>39. <u>Splitting of portfolio</u> This portfolio needs to be split – Pam offered to assist this, splitting into (1) professional learning and (2) development of professional activity.</p>	<p>Pam and Melissa to draft changes for Board approval</p>	<p>By 15 April 2008</p>

<p>40. <u>Conference session</u> The conference can be used as a forum for professional development. Could run a workshop around parameters for evaluation standards and what makes for a competent evaluator in NZ. Need to think about the link here with competencies and standards. Can provide feedback via the proceedings and use them to inform the work of the Board.</p> <p>Melissa and her MoE team to do a Conference abstract for an associated presentation on evaluator competencies.</p>	<p>Tania and Pam to do a proposal for a workshop</p> <p>Melissa</p>	<p>Abstract due by 15 April 2008</p> <p>Abstract due by 15 April 2008</p>
<p>Conference report (Laurie Porima) All on track.</p>		
<p>Special Projects (Pam Oliver) 41. <u>Professional Indemnity</u> Need to follow up on evaluation of this.</p>	<p>Pam to follow up</p>	<p>30 March 2008</p>
<p>42. <u>Pilot Mentoring Programme</u> Proposal discussed for a one and a half day programme. Agreed to the proposal to sponsor this by \$1500 + GST, to be paid by 31 March, with the programme in late April/May, at \$95 per participant.</p>	<p>Pam to action</p>	<p>20 March 2008</p>
<p>43. <u>Portfolio Updates</u> Pam to collate the Operations Manual for the Board via updated portfolios. This will require each portfolio holder to revise their portfolio policy and strategy.</p>	<p>Pam to action</p>	<p>30 April 2008</p>
<p>44. <u>Request from Massey Diploma</u> Leave on agenda for next time.</p>	<p>Pam to add to next agenda</p>	<p>30 June 2008</p>

<p>Meeting finished 3.30pm. Next meetings:</p> <ul style="list-style-type: none">♦ 16 July 2008 at the Conference♦ 6 October 2008	<p>All Board members to book in July 16th for the July Board meeting at Conference All Board members to send invoices/receipts to Jackie for meeting costs today as appropriate</p>	<p>By 28 March 2008</p>
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