

**Minutes of the anzea Board Meeting
Te Kohinga Marama Marae, Kirikiriroa
Wednesday 11th July, 2012**

Present: Kate McKegg, Julian King, Debbie Goodwin, Jackie Bourne (minutes), Syd King, Heather Hamerton, Marnie Carter, Pale Sauni, Julie Foley, Louise Were, Nan Wehipeihana, Violet Tu'uga Stevenson, Carol Mutch	Apologies: Fiona Cram, Chrys Horn, Kate Averill, Tania Wolfgramm, Kataraina Pipi
--	---

Item	Action required and responsibility	Deadline
<p><i>Wednesday 11th</i></p> <p><i>Welcome, karakia – Pale</i></p> <ul style="list-style-type: none"> • Welcome to all from Pam and Kate • General introduction from all Board members • Pam talked to the group about anzea's history, background, core values, Constitution, rationale for Manager role, brief overview of anzea's policies and purposes • Jackie gave a brief overview of the Manager role, tasks involved, continued development of the role, how Board members can support the role. 	<p>Pam to put coloured version of Strategic Plan into Board Dropbox folder</p>	<p>13 July</p>

<p><i>Convenors Report – Pam</i></p> <ul style="list-style-type: none"> • Discussion about policy updates to reflect changes with Administrator now Manager title and other minor edits. • Taumata Committee – need to select new Committee members and appoint. • Suggestion that Board Performance review is scheduled for mid-term rather than at the end of term. Need to consider the timing of the review and the format. • anzea awards – No further work has been done but Pam still has all the material and will send a summary through to the Board in March. 	<p>Jackie to load all revised policy docs onto website and into dropbox</p> <p>Pam to send anzea awards summary through to Board in March</p>	<p>20 July</p> <p>Prior to Mar 13 Bd meeting</p>
<p><i>Communications Portfolio report</i> Presented by Pam on behalf of Chrys. Items requiring decisions from the report</p> <ul style="list-style-type: none"> • Proposal that Comms Portfolio holder holds the editor role for newsletter • Teleconferencing – proposal that each portfolio is allocated a budget of \$150 for teleconferencing costs. We have teleconference facilities with Eureka. • Maori and Pacific databases need to be established. Collation of the various databases and contacts required. Both portfolio holders to work with the Manager on this • Discussion about the development of the online library and digest. 	<p>To be discussed at October Board meeting</p>	<p>16 Oct</p>

<p><i>Strategic Relations Portfolio report</i> Presented by Pam on behalf of Kate A</p> <ul style="list-style-type: none"> • Jackie to follow up with all HR contacts in selected agencies to advise about advertising roles on anzea website. • Discussion about proposal to join IOCE and IDEAS organisation. A decision is needed as to the value for anzea in joining these organisations. The advantage of joining IOCE would be the international links. • Proposal for anzea ambassador role was discussed. • Dual membership with AES – reciprocal member agreement needs to be followed up. Syd advised that Mathea spoke with him at the Conference. Opportune time to revisit this with board members from both organisations. Propose setting up a meeting. • Priorities and goals – SR strategy needs to be developed. 	To be discussed at October Board meeting	16 Oct
<p><i>Secretary Report</i> Pam spoke to her part of the Secretary’s portfolio report.</p> <ul style="list-style-type: none"> • Pam spoke about development and training for the Manager role. Discussed about Josh Pivach (Jackie’s eldest son) taking on a part time (2 hours per week) administrative function to assist Jackie. A training plan and funding for this within the TTF grant has been approved. • Query about administrative role not having access to online payment approval. The Manager, Treasurer, Secretary, Convenor should only have access to setting up payments online. • Important for portfolio holders to review the Manager’s task list schedule and diary any tasks related to their portfolios. • Suggestion that as Manager work load increases then so will the required hours. Currently there are about 3 hours per month available of Jackie’s time as a contingency for any unexpected/unplanned tasks. 		
<p><i>Professional Practice Development Portfolio</i> Pam spoke to her part of the PPD report.</p>		

<ul style="list-style-type: none"> • Discussion about the proposed PPD strategy Appendix 1 document. Syd supports the concepts and ideas presented in the document. This needs to be followed up once portfolio team established. • Evaluation education providers stocktake – needs to be updated annually. Suggest a volunteer member for this. • Karearea – recognised that this is an important initiative, how do we maintain it? Discussed sourcing content for it and possible sponsorship for each issue from selected agencies ie ERO. Pam volunteered to continue with this project. • Competencies workshops – good feedback from delegates attending these. Need to develop other workshops. Syd suggested a working group of 6 to look at developing some ideas for other workshops. Agreed that we need to collate feedback from all the competency workshop events to help with developing other ideas. 	<p>Suggestions to be followed up at the October Board meeting</p>	<p>16 Oct</p>
<p><i>Decisions to be made from today's meeting</i> Kate suggested that she pull together some notes on the specific decisions required by the Board to help with the process. She will circulate via email this evening in preparation for tomorrow morning's meeting.</p>	<p>Kate to email list of decisions required for tomorrow's meeting</p>	<p>12 July</p>
<p><i>Farewell to Pam</i> Individuals acknowledged their thanks to Pam for her support, hard work and efforts that have contributed to anzea's growth and success. Her enthusiasm and energy will be missed. Kate presented Pam with a thankyou gift.</p>		
<p><i>Meeting finished at 5.30pm.</i></p>		

**Minutes of the anzea Board Meeting
Te Kohinga Marama Marae, Kirikiriroa
Thursday 12th July, 2012**

Present: Kate McKegg, Julian King, Debbie Goodwin, (minutes), Syd King, Heather Hamerton, Marnie Carter, and Pale Sauni, Julie Foley, Louise Were, Nan Wehipeihana	Apologies: Fiona Cram, Violet, Carol Mutch, Jackie Bourne
--	--

Item	Action required and responsibility	Deadline
<p>Thursday 12th Welcome, karakia - Pale</p> <ul style="list-style-type: none"> • Welcome to all • Kate presented an agenda for discussion / decisions • Dates of future meetings agreed, • Agreed October meeting to be a day and half - 15th/16th as this will be the first time that the new full Board will be present to discuss a number of issues and there are likely to be decisions that will need to be made. Also need to discuss governance training. • 12th March 2013, 9 – 5pm – Auckland • July ? (to be confirmed) • 22nd October 2013 • 18th March 2014 <p>Discussion about recognising Pam Oliver’s significant contribution as Convenor</p>	<p>October 15/16th start on 15th at 1pm, full day on 16th Agreed all meetings to be in Auckland</p> <p>Kate to call Pam to discuss the Board’s idea of an ongoing scholarship in Pam’s name.</p>	
<p>Portfolios - Discussion about portfolios, meeting agreed that we would tentatively distribute portfolios out – these can be confirmed at the next meeting</p>	<p>Convenor – Kate Co-Convenor – Deb Treasurer – Julian Conferences – Marnie / Nan</p>	

	<p>Membership – Julie / Heather Branch Development – Heather / Marnie / Violet Prof Practice Dvpt – Syd / Lou / Julie / Fiona Comms - Kate / Carol / Fiona Strategic Relations –Nan / Pale Maori Eval Dvpt – Lou / Fiona / Deb Pacific Eval Dvpt – Pale / Violet To be confirmed at the next hui</p>	
<p><i>Nancy Sheehan</i> – discussion about how anzea could recognise Nancy’s contribution to Evaluation and the Pacific Evaluation community</p>	<p>Pale / Violet to discuss and put a proposal forward at next hui</p>	
<p><i>Taumata</i> Discussion re Taumata Committee members – suggestion of Kataraina Pipi to join the committee (Mark and Marnie to be invited to stay on – Marnie agreed to stay on). Suggest Taumata committee look at developing Taumata and committee roles / functions going forward and bring back for discussion at the Board</p>	<p>Nan to contact Kataraina in the first instance – Marnie to follow up Marnie to invite Mark to stay on committee Possible Taumata Committee meeting to be held in September – Pale / Violet to also be invited as part of that meeting.</p>	
<p><i>Strategic Relationship with AES</i> Update by Syd – suggests two Board members meet with AES Board members to re-start discussions.</p> <p>Noted that a joint contribution was made by WEG (Wellington Evaluation Group) / AES / ANZEA contributed to Lyn’s scholarship to attend the ANZEA conference. Marnie to contact Mathea and send a letter of acknowledgement to appropriate body on behalf of the Board for the joint scholarship.</p>	<p>Syd to meet again with Mathea to draft up a concept. Board members to email Syd with their ideas.</p> <p>Marnie to send a letter to appropriate body.</p>	

<p>Membership Membership survey timing discussed, scheduled for September. Julie and Heather to develop the survey and email out to Board members for input.</p>	<p>Julie and Heather will begin work on the Membership Survey and communicate with the Board electronically about this as required</p>	
<p>Conference Review of 2012 Conference – great feedback of a successful conference. Liked the Maori / indigenous strand and range of presentations within that, e.g. involvement of wananga, students etc. Great to have education streams Most presentations high quality Change back to S block was good Pacific fono much more dynamic than last year – got a lot of mileage out of one night- re-energised our thinking. Non-pacific people in the fono – okay with being not exclusive Syd noted \$480 cost is surprisingly expensive Evaluation (request in future to separate feedback from corporate members vs personal members to ascertain any specific needs etc)</p>	<p>Feedback was that the conference was a success.</p>	
<p>Proposal for Conference (from Marnie and Standing committee) Proposed dates Sunday 21st and 22nd July 2013 Main conference 22nd – 24th July 2013 Venue Kingsgate in Rotorua Offer discount for South Island members 10 – 20% Themes being discussed – innovation, navigating, ideas Target of \$20,000 for sponsorship This is the <u>minimum</u> level of sponsorship we'd be targeting.</p> <p>Discussion The Standing Committee concept was agreed as appropriate, i.e., ensuring there is strategic oversight of conferences, and past experience is fed into conference planning. However, taking away control of theme, venue, choice</p>		

<p>of keynote speakers etc in the absence of a local committee was not. Branches should have the opportunity to host Essential to have the local committees involved</p> <p>Decisions are around theme, venue, conference management Discussions held around possible hosts, places for conference, processes used. Suggestion of Auckland - use of Wananga venue, has the largest no. of Pacific people</p> <p>Board is ultimately responsible for location and themes – Committees to tone, to host</p> <p>Discussion about the timing of the Conference. While there is good rationale for holding it during school holidays, this is problematic for some members. If we hold the Conference in school holidays <i>every</i> year, there will be some people who will perpetually find it difficult to attend. Julian suggested that anzea alternate the Conference between school holidays and term time.</p> <p>Need to have more clarity about the roles between the standing committee and the conference committee – Marnie and others see the committee acting in an advisory and mentoring role. The Board needs an update on who are actually confirmed members of the Standing Committee</p>	<p>The Board does not agree at this stage with this proposal – Marnie to talk to Branch Convenors requesting them to consider their areas to host in 2013 and 2014. Email them about potential dates with an indication with two options April and July.</p> <p>Marnie to send update of the current members who have agreed to be on the Standing Committee</p>	
<p><i>Secretary/ Jackie's role</i> Discussion about the Secretary / Convenor role and who Jackie reports to Jackie's role in conference is a separate contract Clarity needed around expectations of the Manager's role, tasks to be actioned, reporting structure. Support for Manager during Convenor and new Board transition phase to develop and strengthen a new working model.</p>	<p>Executive (Kate, Deb, Julian) to meet with Jackie to discuss overview of tasks and practical implications of the role. Financial delegation to subcontractor / admin person is not agreed to by the board.</p>	

<p>Strong support to have someone in the anzea Management role.</p>		
<p>ACTIONS PRIOR TO NEXT BOARD MEETING</p>	<p>All portfolio holders to familiarise themselves with their portfolio work/ reports, including the links in the strategic plan and constitution before the next board meeting.</p> <p>All agreed that board members would take responsibility for reporting on time and being fully briefed before Board meetings, so that meetings could focus on key decisions and strategic discussion.</p>	