

ANZEA BOARD MEETING

22/23 March 2010

Auckland Airport Conference Centre 3pm – 5pm (22 March) 9am -1pm (23 March)

Item	Action needed/Who	When
<p><i>Present</i> Pam Oliver, Tania Wolfgramm Anne Dowden, Kate McKegg Shaun Akroyd, Julian King, , Roberta Hill, Melissa Weenink, Rachael Trotman, Jackie Bourne(minutes)</p> <p><i>Apologies</i> Laurie Porima, Kataraina Pipi, Melissa Weenink(Tues)</p>		
<p><i>Karakia and whakawhanaungatanga</i> Kataraina opened the meeting with a karakia and a round table check in was held.</p>		
<p><i>Confirm November 2009 Board meeting minutes</i> Minutes were confirmed and a signed copy of the Minutes was given to Jackie for filing.</p>		
<p><i>2010 Regional Symposium – update on progress</i> Updates from each region: Pam – Auckland symposium has received 2 proposals to date. Jackie and Pam have visited the venue and all arrangements are underway. Anne and Melissa – Wellington Symposium received 7 proposals in total. Te Puni Kokiri are providing free venue. Trying to get resources for free where possible to keep costs to minimum. Melissa is finetuning the programme with the one day being split between ½ day regional and ½ day national activities. A draft registration form is underway with likely fee to be around \$120 (as only one day event). Possibility of a Hui stream. Roberta – Christchurch symposium – role has been challenging but there is lots of enthusiasm and energy and interest within the Committee. Looking at approx 40 attendees including some Board members. Committee wanted to handle all admin tasks locally. The pros and cons of this were discussed by the Board and the Board’s decision was that all administration, accounts payable and receivable must be handled by National Office.</p>	<p>Kataraina to convey Boards decision that all admin, registrations and payments, invoices payable are to be handled by National Office and follow up with each region as to where they are up to with their tasks list</p>	<p>By end March</p>

<p>Shaun – Waikato/BOP – looking to have their one day Symposium in June. They are having a committee meeting on 30th March to discuss venue etc Kate is attending meeting. May use National presenters who aren't attending other Symposiums for a 1 day event and then run staggered ½ day events in Tauranga, Hamilton and Rotorua. Question was asked if these separate ½ day events would be financially supported by National Office. Decision from Board was that these separate events should be run as Branch events and therefore financed locally.</p> <p>Tania spoke about having a combined Fono/Hui at Auckland Symposium. Would like to provide free but doesn't align with Auckland's costing. Instead could look at possibility of running separate to Symposium. Also thinking of offering a Fono/Hui at AES conference in September which will give time for organising some funding or sponsorship. Kate suggested that Tania speak with Nan Wehipeihana who is on AES Committee.</p> <p>Further discussion continued around the pivotal need for each Symposium to “break even”. Each region must have a contingency plan in place if not enough registrations are received to enable “break even”. Wellington have worked out the number of registrations they must get to meet their target and will look to call off Symposium at last minute if required.</p> <p>Julian as Treasurer would like reassurance that each Symposium Convenor has structured budget to ensure “break even”</p> <p>Discussed communication process to registrants if Symposium's can't proceed – need to include in initial registration information i.e. subject to numbers, urge you to attend, cut off point to decide if going ahead.</p>	<p>Shaun to advise Jacqui Henry on Board's decision re Branch versus National financed events</p> <p>Tania to speak with Nan W about Fono/Hui possibility at AES Conference</p> <p>All Symposium Convenors to put together contingency plan if “break even “not possible.</p> <p>All Symposium Convenors to submit their budgets to Treasurer</p> <p>Melissa and Anne to develop positive communication to go out to registrants at start of registration process.</p>	<p>By end March</p> <p>By end April</p> <p>By end March</p> <p>By mid-April</p> <p>Prior to first call for registrations</p>
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<p>Kate to speak with Kataraina ahead of meeting minutes going out about Board's discussions today.</p>		
<p><i>Conference Portfolio report / 2009 Conference Evaluation report (Anne)</i></p> <p>Anne to check with Kataraina as a draft 1 page summary of the 2009 Conference Evaluation has been completed but not distributed. This document can then be included on the website with the 2009 Conference proceedings.</p>	<p>Anne to follow up with Kataraina and circulate copy to Board and Jackie</p>	<p>By mid- April</p>
<p><i>Conference Portfolio report – 2011 Conference (Anne)</i></p> <p>Anne discussed the pros and cons of holding a National Conference in 2011 and ideas for possible location/venue. Would need to be confident that the location/venue would encourage attendance as major revenue for the organisation.</p> <p>The Board agreed to pursue a National Conference in 2011, a 2-3 day event. It was agreed that we should seek input from members as to their preferences for which month of the year and whether it should be held in school holidays etc.</p>		

<p><i>Professional Practice Development (PPD) Strategy Session (Roberta)</i> <i>Competencies and Practice Standards Project –Update from Caucus Hui</i></p> <p>The Board acknowledged their appreciation for Robyn’s quality work.</p> <p>It was agreed that the project would keep to the original amount budgeted rather than the revised budget figures. Will seek to identify additional sources of funding for the project.</p> <p>Discussion around communications of PPD and potential to involve branches in this. Also discussed international communications including AEA.</p>		
<p><i>Roles, policies, procedures, protocols</i></p> <p>Noted lack of progress and the fact that some Porfolio holders still need to send in their portfolio reviews. It was agreed that this needs to be done before July so that it is ready for the new Board.</p>	<p>Pam to email Board listing missing items.</p>	<p>By end March</p>
<p><i>Convenor (Kate)</i> Noted resourcing strategy needed.</p> <p>Noted Constitution change process is underway to enable Board members to serve up to three</p>		

<p>terms (currently there is a two term maximum) An email ballot will be sent to all members regarding this change to the Constitution.</p> <p>Noted Board elections coming up. Discussed using Survey Monkey for this.</p> <p>Discussed communications to prospective new Board members – emphasise it is a working Board, ensure realistic expectations about the level of work involved.</p>	<p>Kate to email Board Elections timeline to Board members</p> <p>All Board members to shoulder tap one person to consider standing for the new Board.</p>	<p>By end March</p> <p>By early April</p>
<p><i>Finance (Julian)</i></p> <p>Julian spoke to new P & L report format. Discussions around some of the projected spend and income figures on report. Have to be realistic. Some amendments required ie tax agent/accounting fees can be removed as not required/ Branch establishment and support to be altered to \$1000. Administrator’s salary reflects some additional hours over the next few months to cover for additional work i.e. Board elections. Pacific Development and Maori Portfolios propose they have a \$2000 budget each.</p> <p>It was agreed that future reports should show 0 expenditure/income figures for Branches. Also use green colour on reports for any under expenditure/income and red for any overspend expenditure/income. Also include notes beside each item explaining variances.</p> <p>Also agreed that clarification was required around Branch income/balances ie balance in account over \$3,000, profit from Branch events/Symposiums – are branches entitled to any of this?</p>	<p>Julian to send out revised budget to all the Board</p>	<p>By Fri 26th March</p>

<p>End of financial year on 31st March so we will need an auditor. Julian asked if anyone had any recommendations to please forward them to him</p> <p>Need to put together a revenue assurance plan for anzea. It was agreed that ethically we need to agree upon who we will approach for possible funding/sponsorship. Suggested that a working group be established to work on this.</p>	<p>Pam, Julian and Rachael to ask their accountants for possible auditors that we could approach</p> <p>Pam and Julian to work on a Revenue Assurance plan</p>	<p>By early April</p> <p>By mid May</p>
<p><i>IT Portfolio (Tania)</i></p> <p>Tania talked through website development project – the website is currently in draft format. There have been delays in progress but the user requirements and project plan have now been signed off. Paua Interface (developers) are now working on the behind the scenes part of the website.</p> <p>Tania tabled a document proposing changes to some of the layout of the current website. Discussion centred on whether these changes have been requested subsequent to the project plan and user requirement sign off, which could present further work or complications for the developer. It was agreed that Tania as Project Manager and IT portfolio holder should contact Robyn directly to discuss proposed changes. It was agreed that Tania would ensure Jackie and Kataraina (as associate) would be kept fully informed.</p> <p>Further discussion was held around the proposed change document – Tania asked Board members to send through any new or current development information for inclusion on the website.</p> <p>It was agreed that the font size on the site needs to be increased as it is hard to read. Tania to</p>	<p>Tania to contact Robyn directly after Board meeting to discuss proposed changes. Tania to keep Kataraina and Jackie fully informed of all communication with Robyn.</p>	<p>Following Board meeting.</p>

<p>work with Robyn on amending the font size and the font to remain consistent with anzea style</p> <p>It was also agreed that there needs to be a formal system /process for putting any content on website. Currently all material sent to the developer is only accepted if it comes from Jackie. However Jackie needs to be assured that when she receives the material that it has Board approval to go on the site.</p> <p>It was agreed that Kataraina, Tania and Jackie should establish a formal system/process and report this back to the Board for review/input. Eventually the website will probably be included as part of the Communications Portfolio, which Rachael has offered to oversee until the new Board has been appointed, so Rachael will be included in helping to formalise the proposed site update process.</p> <p>Tania advised that a proper launch of the new anzea website will take place in mid May – May 10th was suggested as will be prior to the Wellington and Auckland Symposiums.</p>	<p>Tania and Jackie to develop a system/process of updating website content.</p> <p>All future website content must go to Jackie who is the main liaison with Paua.</p>	<p>CC'd to Kataraina and Rachael by mid April.</p>
<p><i>Board/member/Constitutional Business</i></p> <p>Initial discussions were around Board meeting dates and quorums for meetings if the meeting dates have to be altered, due to unusual circumstances or lack of attendees.</p> <p>Pam advised that legally we don't need a quorum to have a meeting – instead of making decisions at the meeting, the Board members present can make recommendations instead, which can then be emailed out to all Board members for a decision to be made.</p> <p>It was agreed that the Board will at the beginning of each Board term set Board meeting dates and then expect everyone to stick to these dates. Board members need to make these meetings a priority and only extra-ordinary events should prevent attendance. If several people are unable to attend, then it would be appropriate to canvas all Board members to see if meeting should still proceed.</p> <p>Board meeting on 22nd July 2010 – this will be the first meeting of the new anzea Board.</p>		

<p>All old Board members are invited to attend as this will be part of the transition process</p> <p>Board succession planning – an email is being sent out next week to members for their input into the proposed Constitution changes re Board terms.</p> <p>Communications Portfolio – it was agreed that we need a Communications strategy and that this needs to be recommended to the new Board that it should be one of their main priorities.</p> <p>Rachael volunteered to be the interim Portfolio Holder. It was agreed that a working party consisting of Tania and Kataraina as IT portfolio holders (which forms the major part of communicating with members) along with Jackie in her role as Administrator and Rachael will liaise with each other regarding all communications to members.</p> <p>.</p> <p><i>Maori Portfolio(Kataraina)</i></p> <p>Shaun spoke to Kataraina’s report. Kataraina is working through ongoing development of Manu Maori work plan. Is receiving lots of support from the wider Maori evaluation network and will look to use existing structures for events.</p>		
<p><i>Secretary’s report (Rachael)</i> Thanks to Kate and Julian for supporting Jackie while Rachael has been on maternity leave.</p>	<p>Rachael to work with the</p>	<p>By end May</p>

<p>Administrators role – looking to update the job description as role has evolved and also want to be able to monitor performance etc</p> <p>Discussion was also held on whether we should renew anzea’s membership with the Royal Society. It was agreed that we wouldn’t look to renew at this time – due to financial constraints and value for money etc</p>	<p>Executive group and Jackie on updating job description</p> <p>Rachael to write a short letter to RSNZ to advise that we will not be renewing our membership</p>	<p>By early April</p>
<p><i>Membership (Pam)</i></p> <p>It was agreed that Pam and Julian would meet to discuss membership and resourcing. A brief discussion paper will be collated and presented to Board. Membership survey underway and closes 7th April – Julian advised that the Board will have results presented back to them by 2nd May.</p> <p>It was noted that additional administrator hours will be needed for the membership drive which will form part of Julian and Pam’s discussion at their meeting.</p>	<p>Julian to present membership survey results back to Board</p>	<p>By 2nd May</p>
<p><i>Branch Development (Shaun)</i></p> <p>Discussion around any progress with Taranaki area.</p> <p>Shaun’s role has mainly been working with and providing support to the Waikato/BOP branch. He has been making calls to other areas about Symposium happening in their area and potential for new branches.</p> <p>Shaun is happy to help out Kataraina or Symposium Convenors leading up to the</p>	<p>Kate to follow up with key people in the Taranaki area about establishing a branch there</p> <p>Shaun to call Kataraina to discuss his offer of help</p>	<p>By end May</p>

<p>Symposiums with communication and encouraging people from other regions to attend Symposiums.</p>		
<p><i>Special Projects (Pam)</i> Pam advised that the voluntary standards review project is on hold. Kate proposed that the voluntary standards review project should be moved and included under the PPD project. The Board agreed to this.</p> <p>Taumata – is ready to go, just pending finalisation of webpage and then a panui will go out to members, documents will be uploaded on website and nominations process will start. It was noted Mark Dalgety <u>has been co-opted</u> to the <u>I</u>nterim Taumata <u>C</u>ommittee.</p> <p>How are Taumata appointments going to be announced? It was agreed by the Board that this could be done at AGM. Also discussed having a Plan B option for the AGM in case South Island Symposium doesn't proceed – proposed that AGM could be held at the end of the Board meeting or at a significant Branch event</p> <p><u>It was agreed</u> that the Special Projects Portfolio be made redundant and a new Projects Development Policy be developed instead and make this part of Governance policy. All future <u>new</u> projects <u>will</u> then go through this scoping process and can be used for Conference <u>planning</u>. This scoping process would ensure that the Board don't sign off on any new projects until we are assured we have considered all financial implications fully. Anne suggested that in (c)Background/Purpose of project, the policy document it should include rationale to include meeting members needs and in (j) Resourcing, that should include the number of hours paid or unpaid of the Portfolio holder or other Board/Committee members.</p>		
<p><i>Pacific Development (Tania)</i> Kate mentioned that Kataraina has approached Pale Sauni and he had indicated interest in being involved in establishing more formal Pacific networks.</p>	<p>Tania to discuss with Kataraina,</p>	

<p>Tania talked about looking to extend networks, encouraging people via the Fono to join anzea. Tania and Kataraina to look at possible joint Hui/Fono at Auckland Symposium.</p> <p>AES Conference – idea raised about a separate Hui/ Fono to be held at AES Conference. Would have to liaise with AES. Tania to talk with Shaun, Kataraina and Laurie about this and update Board on progress by end April.</p>	<p>Shaun and Laurie re Fono/Hui at AES Conference and update progress to Board</p>	<p>By end April</p>
<p><i>Strategic Relationships (Pam)</i> Further discussion held around Royal Society Membership and as per notes under Secretary’s report, it was agreed that we would not renew membership with RSNZ.</p> <p>Discussed SPEAR and the changes they are working through</p> <p>In terms of best value for money, IDEAS membership would enable developing relationships with other organisations. We could have links to other evaluation organisations on our website.</p> <p>AES – Kate sees benefits in having discussions with them and to have another meeting with them to see what we can do with them. Kate happy to do this and will send out summary of previous correspondence raised with them around collaboration, to all Board members</p> <p>UK Evaluation and European Society – Kate to have a talk to Helen Symonds, Bob Picciatto about developing interactions around competency work, anzea etc</p>	<p>Kate to prompt SPEAR – Glen Cook to see where they are at</p> <p>Pam to go back to IDEAS and find out cost and benefits of joining them and report back.</p> <p>Kate to send previous AES correspondence out to all Board members Kate to contact Jenny Neale</p> <p>Kate to speak with Helen Symonds & Bob Picciatto</p>	<p>By mid-May</p> <p>By end April</p> <p>By mid April</p> <p>By mid May</p> <p>By mid May</p>
<p><i>Other Business:</i> Board Policy/Governance Plan – identified in Board review. Pam suggested developing some of these ideas – put together a 2 page paper of thoughts from outgoing Board and based on</p>		

<p>our trial and error Kate proposed that from Board review document that Margaret will be sending through that the Executive put together a recommendation/summary for Board handover plan. This was agreed to by Board.</p> <p>As this was the final Board meeting for some Board members, Kate thanked everyone for their contribution to the Board</p> <p>Meeting finished 1.30pm</p>	<p>Executive to develop a short set of recommendations to the new Board, based on the Board review documentation and circulate to the current Board for input</p>	<p>By end May</p>
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