

Minutes of the anzea Board Meeting Auckland 21 March 2011

<p>Present: Debbie Goodwin Julian King Syd King Chrys Horn Kate Averill Heather Hamerton Pam Oliver (Chair) Kataraina Pipi Jackie Bourne (Administrator)</p>	<p>Apologies: Tania Wolfgramm Carol Mutch Marnie Carter Pale Sauni</p>
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	Item	Action required and responsibility	Deadline for completing the action/s
1	<p>Welcome, karakia and whakawhanaungatanga Welcome to all, Round table catch-up from all Board members Agenda confirmed</p>		
2	<p>Treasurer report Financial status and forecast – Discussed the current financial situation. Income better than budgeted due to \$14k overall profit from all the Symposia. Nonetheless anzea has made a \$16k loss for the 2010-2011 financial year. Based on 3 year budget projections, \$32k is needed for 2011-12 over and above membership fees to sustain anzea's existence. We need to target an additional \$13k for ongoing project work (ie PPD, additional website work). Need to identify multiple streams of funding. <u>Agreed</u> that the priority focus needs to be the annual conference, building membership, running paying events, and the volunteering strategy. <u>Discussed</u> membership fees - last increase was 2 years ago; proposed increasing membership fees from July 2011. <u>Agreed</u>, membership fee increase from \$70 plus GST to \$85 plus GST = \$97.75. Student fee proposed dropping fee from \$45 plus GST to \$25 plus GST.</p> <p>Conference budget – Julian has reviewed and is confident with the budget tabled.</p>	<p>Julian to email out the P & L report to all Board members</p>	<p>25 March 2011</p>

	<p>This year's Conference is costed to break even at 100 delegates. All Board members agreed from a financial perspective that we must have an <u>annual</u> National Conference.</p> <p>Stocktake of potential funders – <u>Discussed</u> the outcome of the initial stocktake of potential funders that Julian has completed. Pam suggested looking at opportunities for overseas funding. Syd mentioned the World Bank as possible sponsor. Kate suggested that Jackie's time is used for facilitating some of the processes and projects – prioritise conference, membership, funding & professional courses. The implementation of the Resourcing Strategy is the priority for this portfolio. The funding stocktake brief was discussed and possible potential funders identified.</p> <p><u>Agreed</u>, Julian to obtain input from all portfolio leaders re possible funders for specific portfolio projects.</p>	<p>All Board members to review the initial funder stocktake provided and advise Julian which funders are aligned with their portfolio in terms of who to approach, and any additional funders they are aware of.</p>	<p>1 April 2011</p>
<p>3</p>	<p>Membership</p> <p>Membership recruitment and membership drive – <u>Discussed</u> membership packs that Jackie presented, with new 1 page invitation flyer and revised membership form. <u>Agreed</u>, merge the two draft flyers presented and update Strategic Vision statement. Jackie to amend membership fee for student on membership forms hard copy and online versions.</p> <p>Packs to be sent to Branches & used at Conferences. Kataraina suggested a target drive with NZQA pool of evaluators – sending a pack with covering letter specific to NZQA. Kataraina to write cover letter, Syd to organise how.</p> <p>Any ideas about where packs should go to email to Jackie with details.</p> <p>Also send membership packs to Universities and anywhere evaluation is being taught, with covering letter.</p> <p>Renewal notices - going out in June – Heather to re-write renewal email notice by end of April and forward to Jackie.</p> <p>Corporate membership rate – proposed that we go ahead with the Corporate fee structure. Heather by end April to have corporate package – covering letter, this is what anzea does, this is how corporate membership will work. To go out at end of May with membership renewal notices.</p> <p>Kate suggested organisational membership; Heather said IRD mentioned this option,</p>	<p>Jackie to amend invitational flyer as discussed, and membership form – reduce student fee.</p> <p>Jackie to organise revised membership packs for Pam's anzea workshop in Taranaki</p> <p>Kataraina to write cover letter for membership pack to go to NZQA evaluator pool.</p> <p>Syd to organise how packs can be forwarded to the NZQA pool</p> <p>All Board members – to advise Jackie of specific targets for packs to go to</p> <p>Heather to revise renewal email notice and forward to Jackie</p> <p>Heather to finalise Corporate package structure and covering letter</p>	<p>25 March 2011</p> <p>25 March 2011</p> <p>1 April 2011</p> <p>Mid April 2011</p> <p>Ongoing</p> <p>30 April</p> <p>31 May</p> <p>By 30 April</p>

	<p>which has been looked at, but issues raised around controlling and managing the number of delegates for each organisation. It would always be necessary to put a cap on numbers of people included in an organisational membership package. <u>Agreed</u>, Heather will follow up with IRD to explore ideas/options and come back to the Board with a concept.</p> <p>Heather and Jackie to look at follow up system with non paying members ie how we bill and remind members to pay</p>	<p>Heather to speak with IRD about organisational membership and how this might work and present concept to Board</p> <p>Heather and Jackie to discuss</p> <p>Heather to provide a brief re projects Chrys to write a brief for newsletter editor role</p>	<p>By 30 April</p> <p>By 30 April</p> <p>By 30 April</p>
3	<p>Renewal notices – <u>Discussed</u>, annual issues with members not renewing, and how to (1) encourage early renewal and (2) follow up early with non-renewers. Suggested that we follow up by phone with non-renewers within 2 months. <u>Agreed</u>, Heather and Jackie to look at follow up system with non-paying members ie how we bill and remind members to pay. Heather to re-write renewal email notice by end of April, to include all new anzea initiatives, and forward to Jackie.</p>	<p>Heather to revise renewal email notice and forward to Jackie Heather and Jackie to review follow up system with non-renewing members</p>	<p>15 April 2011</p> <p>15 April 2011</p>
3	<p>Corporate membership rate – <u>Discussed</u>, feedback from organisations surveyed re corporate membership. Most unsure about their level of interest, but open to the idea. A scheme of 5 memberships for cost of 4 was seen as easy to understand. Organisations voiced concerns that the system should not make work for managers. <u>Agreed</u> that we go ahead with the corporate membership option and advertise it to agencies in May 2011 alongside membership renewal notices. Heather to have a draft corporate package ready by end April – a letter to agencies setting out what anzea does, the benefits of corporate membership, and how corporate membership will work.</p> <p>Kate suggested organisational membership; Heather said IRD mentioned this option, which has been looked at, but issues raised around controlling and managing the number of members to be included per organisation. It would always be necessary to put a cap on numbers of people included in an organisational membership package. <u>Agreed</u>, Heather will follow up with IRD to explore ideas/options and come back to the Board with a concept.</p>	<p>Heather to draft corporate package structure and covering letter, and send to Board for input and sign-off</p> <p>Heather to speak with IRD about organisational membership and how this might work and present concept to Board</p>	<p>30 April</p> <p>30 April</p>
3	<p>Volunteering strategy – <u>Discussed</u>, the need to progress the strategy to identify and engage anzea members in anzea projects. anzea member Dianne Hendry has offered to coordinate the volunteering strategy. <u>Agreed</u>, Heather to put together a brief re projects for volunteering strategy and distribute to Board members. Each Board member to identify one project that can be delegated to a volunteer, and write a brief</p>	<p>Heather to provide a brief re projects</p> <p>All Board members to identify a volunteer project within their portfolio and write a brief for it where appropriate</p>	<p>30 April</p> <p>30 April</p>

	for it (e.g. Newsletter Editor; 2012 Conference committee). Volunteer briefs to be advertised in the April Newsletter.	projects Chrys to write a brief for Newsletter editor role	30 April
3	Membership welcome letter – <u>Agreed</u> that the letter still needs to have Māori and Pacific versions.	Jackie to send the welcome letter to Pale and Kataraina Pale and Kataraina to revise the letter to include appropriate cultural greetings	30 March 15 April
4	<p>Conferences <u>Discussed</u> that we need to start active planning for the Conference 2012, including inviting people interested in being on next year's Committee and getting this process underway. Julian suggested that Conferences make more \$ than symposiums and we need to look at having an annual Conference. <u>Agreed</u> that branches could run one day symposia locally, but would have to be profitable. Pam to follow up with Marnie re planning for 2012 Conference. Debbie suggested Waikato as location for Conference 2012 in July/August.</p> <p>Conference 2011 – Board has approved the budget and venue for this year's Conference. Debbie asked about process around proposal selection. Call for proposals is being sent out tonight.</p> <p>Conference governance – <u>Discussed</u>, some Board members' concerns about major delays in this year's conference planning, which may impact significantly on conference success and therefore on anzea income (for example call for proposals panui going out late; still no third keynote confirmed). New Board not familiar with Conference timelines/timeframes – stronger Board involvement needed at an earlier stage. Julian re-iterated his confidence in the current Conference Committee, and the need to utilise Jackie as a resource.</p> <p><u>Agreed</u>, future governance plan should ensure that committee is national rather than branch focussed and follows the Conference manual guidelines. Julian to speak with Carol to see if she wants to remain as Convenor agreed that if Carol doesn't want to remain then would approach Anne. The Conference Convenor is a Board appointment. Marnie to be involved in the 2011 Conference committee as Board representative, with support from Julian and Debbie where required.</p>	<p>Pam to talk with Marnie re starting planning for 2012 Conference</p> <p>Julian to support Marnie (as and when needed) as she transitions into the conference governance role</p> <p>Pam and Carol to liaise re Taumata launch event</p> <p>Julian to organise signing of management contract for 2011 Conference. Julian to contact Carol re Convenor role.</p> <p>Pam to draw up an outline of minimum requirements for conference planning and accountability to the Board</p>	<p>31 March</p> <p>25 March</p> <p>30 April</p> <p>31 March</p> <p>31 March</p> <p>25 March</p> <p>30 April</p>
5	Convenor report		

	<p>Taumata nominations 2011 – Taumata call ready to go out this week.</p> <p>Board emails – still happy to have 72 hours to respond to emails. OK with just having email responses ie I agree. Need at least half the Board to respond.</p> <p>Convenor election and succession system – Pam and Carol came up with three other models could be used. Also asked previous Board members for their input. Pam discussed the three models presented. <u>Agreed</u> that Board members will reflect and come back to the July Board meeting with a decision.</p> <p>Board induction/transition process – This has been emailed to current and previous Board members to get their input. <u>Agreed</u>, everyone happy with this.</p> <p>Convenor role - Carol and Pam have reviewed this and updated it. <u>Agreed</u>, changes accepted.</p> <p>Strategic Plan – <u>Discussed</u>, the updated version has been emailed through to all the Board including contributions from members that responded. Pam gave some feedback from the members. Some further amendments were discussed by various Board members. <u>Agreed</u>, strategic vision change to : To build anzea as the voice of evaluation, promoting evaluative thinking and action in the unique bi-cultural and multicultural context of Aotearoa New Zealand. Pam to complete edits and disseminate to the Board and website.</p>	<p>Pam to arrange Taumata call for nominations 2011</p> <p>All Board members to consider options and decide by next Board meeting</p> <p>Pam will incorporate changes into the governance policy doc</p> <p>All portfolio leaders to continue to seek an associate from the general membership</p> <p>Pam will incorporate changes into the governance policy doc</p> <p>Pam to complete edits and updates to Strategic Plan</p>	<p>30 April</p> <p>July Board meeting</p> <p>31 March</p> <p>15 April</p> <p>15 April</p>
6	<p>Communications</p> <p>Communications by Branches – <u>Discussed</u>, a need for better quality control of Branch communications to members. <u>Agreed</u>, the communications guidelines to Branches (see Communications policy Appendix 3) need to be strengthened and communicated to all Branch Committee members. Chrys to send the Appendix 3 out to Branches.</p> <p>Website – Website has all been updated. Members' forum/backchat pages, international evaluation forums page, conference info up on website. Ongoing review process between Chrys and Jackie.</p>	<p>Chrys to send Appendix 3 out to all Branch Convenors</p> <p>Chrys, Jackie and Debbie to develop a Branch web page system</p>	<p>31 March</p> <p>31 May</p>

	<p>Newsletter – Still looking for an editor – Chrys has shouldertapped a number of people but no interest so far. May be better to look for a team of two.</p> <p>Web digest/Resource library – A call for contributions to the first edition of Kārearea will be going out early April with topic/theme. First call will be Maori/Pacific focused and Tania is writing the initial call for this. <u>Agreed</u>, the digest and library project will be transferred to the PPD portfolio. Kataraina asked if this project could be linked in with community research centre and what they are doing. Kataraina to send details of this to Pam to forward to the Kārearea editorial group.</p>	<p>Chrys to advertise via the member volunteering strategy for a editorial team.</p> <p>Chrys to compile April newsletter</p> <p>Kataraina to send research centre contact details of this to Pam</p>	<p>30 April</p> <p>30 April</p>
8	<p>Professional practice development</p> <p>Competencies project – Board contact with the project is now Syd, who is still getting up to speed on the project. <u>Discussed</u> the need to Review and confirm status of competencies and how we progress from here. Proposed engaging Robyn Bailey as the writer to finalise the document by early May. Suggested that the document was being developed in a strategy vacuum, and need to have a strategy for its use developed either first or in tandem with the final document. The project group is meeting again on April 14. <u>Agreed</u>:</p> <ul style="list-style-type: none"> • Syd will follow up with the competencies group to produce (1) a status report on the project, including (2) a draft strategy for use of the final document, and (3) follow up with the group and Robyn Bailey to complete the document, including a proposed utilisation strategy, for sign-of by the Board • Competencies working group will put together a workshop proposal for the 2011 Conference. • Pam questioned what the Competencies project document will do for anzea • Kataraina spoke about the working group and the caucus meetings and the desire to see this document completed, there have been discussions about what the document will be used for. • Syd happy to take responsibility to ensure project progress and organise a draft for Board on what doc will be used for – practical applications, by end April. <u>Board agrees</u> to support Robyn completing the document and expenditure of up to \$3k. <p>Standards development and EVSR project – <u>Discussed</u>, the need to undertake a piece of conceptual work looking at the connections between the scope/definition of evaluation, competencies and standards. Board members of UKES and EES are interested in the potential for an international pilot of the EVSR concept. Some Board members were keen to be involved. <u>Agreed</u>, Pam to continue talking with Bob Picciotto and Helen Simons and continue to develop the pilot proposal. The project needs to be</p>	<p>Syd to follow up finalising the competencies project as agreed</p> <p>Kataraina to follow up with MSD re SPEAR vignette/document that Kataraina, Vivienne and Nan worked on – see if can get approval to put on our website.</p> <p>Pam will follow up with UKES and EES, and refine the proposal for Board review</p>	<p>15 April</p> <p>15 April</p> <p>Before the July Board meeting</p>

	<p>linked up with the competencies project.</p> <p>Kataraina talked about an AEA 'thought leaders' forum document – will send document out to Board members. Suggested that it be included in newsletter.</p> <p>anzea paying workshops – <u>Discussed</u> concept. Julian spoke to costings. Pam spoke about requirement for guidelines re charging and how do we brand these separate to branch events, how will this differ from branch workshops. Syd re pricing structure to better reflect non-member versus member differentiation. Kate discussed idea of having a structure around professional development, setting out branding around each event re Conference, branch event, symposia. AES have recognised gap in the market and are looking to offer professional development in NZ – waiting for anzea to come back to them re what anzea are looking to offer. Debbie felt that it would be of interest to Branches. <u>Agreed</u>, that a sub group be set up to discuss concept and guidelines and develop proposal – Kataraina, Pam, Chrys, Syd, Heather, Debbie, Julian. Kate happy to support. Syd will coordinate the sub-group.</p> <p>Kate raised issues about priorities and that Board needs to be completely focussed on resourcing, and revenue to ensure that anzea is financially solvent . Projects will be irrelevant if anzea doesn't have funds.</p>	<p>Kataraina to send the 'Thought Leaders' document to Board members Chrys to include it in the April Newsletter</p> <p>Syd to coordinate establishment of a sub-groups to develop guidelines</p>	<p>15 April</p> <p>30 April</p>
9	<p>Strategic relations</p> <p>Agency letter mailout – Kate has had 12 responses (20% response rate) from the agency mailout and will continue to follow up with these on an individual agency basis.</p> <p>Discussions between AES and anzea Boards Willingness to work together, not doubling up, look to actively strengthen relationships and links between AES and anzea. Keep dialogue going every 2 months. Discussion re joint proposal with anzea and AES – initial proposal modified. Proposal that 25% discount applies to members of both organisations ie joint membership. Pam suggested should be called dual membership. <u>Agreed</u> there should be some thinking and guidelines re considering relations with other organisations, to develop a set of parameters based on potential disadvantages and advantages. Have to align with anzea's core values. Syd to put together some bullet points and circulate to the Board. <u>Agreement</u> that Board can make a decision on this via email. A generic set of criteria is needed that can be applied by case by case to requests from organisations for us to</p>	<p>Kate to follow up with agency/ anzea relationships</p> <p>Kate to develop a list of priorities for anzea relationships and develop a SR strategy plan</p> <p>Syd to develop bullet point doc re dual membership with AES and circulate to Board</p> <p>Syd to develop draft parameters for consideration in determining dual</p>	<p>30 April</p> <p>30 April</p> <p>30 April</p> <p>30 April</p>

	<p>align with them for purposes of reduced membership or conference fees.</p> <p>Participation in IOCE AGM – Kate participated in IOCE AGM – discussed anzea not joining them and reasons for this – Board agreed.</p> <p>IDEAS Conference – Kate will attend and look to enter into dialogue with them re benefits of anzea joining and report back to the Board</p> <p>Cross Agency – Inter-agency session to be offered at the Conference - Kate looking at developing a forum for agencies to discuss how anzea can interface with them.</p>	<p>membership proposals</p> <p>Kate to develop inter agency session for Conference 2011</p>	<p>July Board meeting 21 April</p>
10	<p>Branch development</p> <p>Waikato/BoP – Debbie has been supporting Waikato branch events.</p> <p>Branch capacity – Debbie has contacted branch convenors to ask them for ideas on presenters for workshops in their area. Looking to email branches monthly and develop relationships with them. Working on putting the Branch ‘Easy Guide’ into PowerPoint.</p> <p>Taranaki – Pam has been liaising with Taranaki evaluators and others re the potential to establish a branch, and is presenting an <i>Introduction to Evaluation</i> workshop in New Plymouth as a potential vehicle to that end on March 28.</p>	<p>Debbie to resend and email to Branches committees and Board members to compile workshop presenters</p> <p>Pam to report back on Taranaki developments</p>	<p>30 April</p> <p>July Board meeting</p>
11	<p>Secretary</p> <p>As per portfolio report tabled – nothing to report, business as usual.</p>		
12	<p>Maori evaluation development</p> <p>Discussed Hui Maori for Conference 2011 – looking at initial 4- 5hour session then forum in afternoon. Progressing and conversing with others to ensure affordable and relevant.</p> <p>Liaising with Maori evaluators etc involved in PPD project, overseas</p> <p><u>Carried over from October Bd meeting</u> - Discussed, the need for guidance to anzea ‘officers’ on some key principles of tikanga Māori that can guide the work of the Board and anzea projects.</p> <p><u>Agreed</u>: Kataraina will compile a list of principles to be included in the ‘New project proposal’ guidelines (and other policy docs as appropriate).</p>	<p>Kataraina to draft the principles and send to the Board; Pam to include them in the Governance policy doc Appendix 6</p>	<p>30 May 2011</p>
13	<p>Pacific evaluation development</p> <p>Portfolio report has been tabled – anyone has any queries please call Tania.</p>		<p>28 March</p>

14	<p>Next Board meetings Board meets July, October and March</p> <p><i>Next Board meeting:</i> Monday 4 July, Auckland (9:00-5pm) – Cabin Room, Auckland Airport (Please note change to venue!)</p>	<p>Jackie to arrange venue</p> <p>All Board members to diary dates</p> <p>All Board members to book flights as relevant for the July 2011 meeting by May 31, and send receipts to Jackie for reimbursement</p>
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Portfolio allocation - updated

Portfolio	Portfolio holder	Associates
Branch development	Debbie Goodwin	Pam Oliver
Communications (inc IT)	Chrys Horn	Kate Averill, Tania Wolfgramm
Conferences	Marnie Carter	Chrys Horn, Pam Oliver
Convenor	Pam Oliver	
Deputy Convenor	Carol Mutch	
Māori development	Kataraina Pipi	Tania Wolfgramm, Syd King
Membership	Heather Hamerton	Pam Oliver
Pacific development	Tania Wolfgramm	Pale Sauni
Professional practice development	Syd King	Pam Oliver, Syd King
Secretary	Debbie Goodwin	Heather Hamerton
Strategic relationships	Kate Averill	Syd King, Tania Wolfgramm
Treasurer/Resourcing	Julian King	Pam Oliver, Kate Averill, Chrys Horn