

Minutes of the anzea Board Meeting Cabin Room, Domestic Terminal, Auckland Airport Monday 12th March 2012

<p>Present: Pam Oliver (Chair), Julian King, Carol Mutch (until 3.00), Debbie Goodwin, Syd King, Kate Averill (from 1.00), Heather Hamerton, Marnie Carter, Chrys Horn, Kataraina Pipi, Tania Wolfgramm (from 12.00) and Pale Sauni (from 11.30). Jackie Bourne (minutes)</p>	<p>Apologies:</p>
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Item	Action required and responsibility	Deadline
<p>Welcome, karakia and whakawhanaungatanga</p> <ul style="list-style-type: none"> • Welcome to all • Round table catch-up from all Board members • Agenda confirmed and order of items adjusted 	<p>Jackie to ensure Skype connection available for future Board meetings (i.e. laptop with a mike)</p>	
<p>Conferences</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Planning to commence soon for 2013 Conference Committee development <p>Agreed:</p> <ul style="list-style-type: none"> • All Board in agreement with Standing Committee proposal tabled by Marnie. • Approach Corporate membership managers with panui encouraging and inviting them to submit proposals for 2012 Conference • Sponsorship report to TPK for 2011 	<p>Marnie to begin recruitment for 2013 and Standing Committee (see below)</p> <p>Pam to update Conference Manual</p> <p>Marnie to fine tune document and circulate to Board</p> <p>Marnie to draft an email Jackie to despatch invitations</p> <p>Marnie to finalise in liaison with TPK</p>	<p>30 April</p> <p>30 June</p> <p>30 April</p> <p>16 March</p> <p>30 March</p>

Convenor

Discussed:

- Taumata document tabled – Appendix 4 Nominations Form - –concerns about selection criteria raised by Debbie. It was agreed that nominees would need to meet minimum one selection criterion within each cluster A-D and E-H.
- Taumata document tabled – Appendix 3.1 discussed and all in agreement. With the changes to 3.3 that the final decision is a decision made by the Board.
- Taumata – concerns over selections committee not being in consensus with a previous nomination. It was agreed that for future nominations for the Taumata that non-Board members of the selection committee should be available to attend or SKYPE into the Board meeting so they are available to answer questions from the Board. Particularly relevant if there is non-consensus within selection committee over a proposed nomination.
- Taumata – Julian proposed and it was agreed that a Taumata member’s membership should be suspended if they were elected to the **anzea** Board to prevent any possible conflicts of interest.
- Taumata – Kataraina suggested that all Board members should thoroughly read Taumata document to ensure they are comfortable with the document and the process so they can fully support the Taumata initiative. Pam and Marnie outlined reasons for a Taumata versus ‘fellows’ model. It was also noted that the Taumata roles are still in development.
- Convenor role and time allocation summary disseminated to Board for consideration of possible nominees for Convenor 2012-2014
- Discussed Governance policy document regarding Code of conduct policy for Board members – concerns raised about making a new Board member feel compelled to sign it. It was agreed that Board nominees would be asked to confirm adherence to the code prior to their nomination being accepted.
- Discussed upcoming Board elections. Pam and Tania have both served

three year consecutive terms so won't be re-standing for the Board. Pale, Carol and Kataraina considering whether to re-stand; all others willing to stand again. It was suggested that all Board members think about someone with the skills to replace them their portfolios and shoulder-tap potential or suitable people.

Agreed:

- *Taumata* - All Board in agreement to proceed with Taumata nomination process this year for up to three new Taumata members.
- Specified changes (above) to be made to the Taumata criteria and selection processes.
- Taumata nominations to continue annually if required until there are four members.
- Taumata event at Conference 2012 approved, Pam to coordinate.
- *Board performance reviews* - to be carried out internally.
- *Confidentiality of Board deliberations* - Agreed that if Board meeting items were minuted then they were public knowledge, but otherwise Board discussion (including email discussion) is confidential.
- *Board Code of Conduct* – Board code of conduct policy wording and the Convenor roles and responsibilities documents to be included at the outset in the nominations election information; Code of Conduct to be agreed to by nominees before nominations are accepted.
- *Board elections* – All Board members to shoulder-tap candidates, based on a principle of identifying people with skills relevant to each person's portfolio.
- Pam and Jackie will review nominees and send the list to the Board with advice of any skills gaps with portfolio placements.

Pam to proceed with call for Taumata nominations.

31 March

Pam to incorporate changes into policy documents and disseminate to Board and Taumata.

31 March

Pam to liaise with Taumata to determine event and submit Conference proposal.

31 March

Kataraina to assist **Jackie** to put together short survey for Board members to complete, and analyse data.

15 April
30 April

Jackie to put finalised version of Board meeting minutes on website.

Ongoing

Pam to incorporate changes into policy documents and disseminate to Board.

31 March

All Board members to seek suitable candidates.

15 April

Pam and Jackie to advise Board.

30 April

- **anzea** sponsorship strategy development to be handed to Treasurer

Pam to send relevant materials to Julian

31 March

portfolio.

Secretary

Discussed:

- Debbie spoke to her report and the new **anzea** Manager position stating that a decision needed to be made by the Board as to whether the Board continue this position (as it was currently operating on a short-term trial period until end of March 2012.)
- Julian formally moved that the **anzea** Manager position and additional contract hours (from 10 to 15 per week) were affordable for the next 12 months until 31/3/13 at which time a proper assessment and evaluation of the position and performance will be done. Carol seconded and Board agreed.
- Syd asked if there were any ongoing concerns about the appointment process for the admin/manager position as per emails after last Board meeting. Kataraina spoke about her concerns about the process of appointment for the manager position. Jackie advised that she is a contractor to **anzea** and not an employee. Chrys mentioned that an agency will often offer an existing contractor a revised contract role. If it is decided that the role is to continue after the trial period then the contract could be advertised.
- Funds of \$10,000 received from Tindall Foundation were secured for and are to be used for manager training and development.
- Discussed upskilling Jackie in her role and to canvas Board members and general membership for volunteers to contribute and provide support for Jackie with training ie Publisher & Access training as examples.
- Discussed Manager and Convenor frustrations with lack of response to emails; some options raised were better triaging of emails from a central point, more frequent face to face Board meetings or more teleconference SKYPE meetings could be cheaper option. Discussed email response issues and agreed to alter format of emails requiring responses, only copy people into emails if necessary, to reduce volume.

<p>Agreed:</p> <ul style="list-style-type: none"> • Full Board agreement in principle with permanent Manager position, and with Jackie's appointment to that position. Job description and performance to be reviewed in March 2013. • anzea administrative assistant role and candidate approved • Jackie will send out all Board emails from her personal email address fourjs1@clear.net.nz, no logo banner, and flag response requirements in subject heading and 1st line of email with relevant names and respond by date. Board members will adhere to the 72 hour response policy. 	<p>Jackie to send out list of remaining training tasks for Manager role to all Board members. Board members to respond with any areas they are able to assist or provide support with. Secretary to initiate Performance review before March 2013. Manager to diary and prompt.</p>	<p>20 March 31 March</p>
<p><i>Treasurer</i></p> <p>Discussed:</p> <ul style="list-style-type: none"> • Julian is projecting a \$10,000 surplus for this financial year end 31 March 2012. • Noted that anzea has a healthy year's operating funds in reserve; desirable to keep it at that level. • Discussed additional Manager costs. • Discussed P & L report tabled. Agreed that it should include the budgeted conference income figures. • Discussed other budget items in three yearly budget forecast plan – insurance (remove item as has never been used; move funds to contingency funds), governance support (leave as \$2000), audit fee (reduce to \$750), Taumata (remain at \$1000) • Discussed contribution of food and travel costs from Akroyd Research & Evaluation Ltd for last year's Hui Māori. Board agreed to the importance of being aware of all costs involved in holding these events to help with future planning and budgeting, and to acknowledge donors. Agreed that 		

<p>any koha needs to be officially recorded.</p> <p>Agreed:</p> <ul style="list-style-type: none"> • Silent Auction money raised at 2011 Conference needs to be donated to relevant Christchurch EQ relief fund. • • Conference income and expenditure reporting to be separated from general I&E. • Delete insurance as a budget item. <p>All income including koha needs to be recorded so that we are aware of actual event costs and able to acknowledge donors.</p>	<p>Carol to follow up and discuss with Upper South Island branch as to best fund to donate to and advise Julian.</p> <p>Jackie to correct P & L report to reflect budgeted figures for Conference income.</p> <p>Jackie to delete insurance from budget and P & L Report.</p> <p>All Board members to report all koha to Manager.</p>	<p>At next Branch meeting 23 March</p> <p>23 March</p> <p>Ongoing</p>
<p>PPD</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Discussed feedback from ‘Evaluative thinking’ Branch workshop events; intention to use the data for PPD and other planning. Carol will follow up with Branches. • Discussed PPD strategy which is still ‘work in progress’, draft under way. • Syd developing the content for the Evaluator Competencies which will be able to be used as a resource to roll out within branches, and with potential to launch a Branch in Napier. Syd will finalise draft and circulate to Board for final feedback. Suggested that Syd and Pam draft a proposal to present at the Conference. • Discussed the Competencies Project – what are we going to do with this valuable resource? Can it be used as a tool within organisations/companies? Suggested a working group of Syd, Pam, Kate, Tania and others is established to explore uses and ideas. • Discussed theoretical paper on evaluation scope of practice which Pam is keen to progress. • Pam to initiate another call for contributions for <i>Kārearea</i>. Limited 		

response to last call probably due to timing with Xmas, holidays etc

- Pam discussed Voluntary Peer Review proposal. UKES, AEA and EES have all indicated their interest in this initiative and it is a potential source of income for **anzea**, where members pay to have a peer review. A list/index of members who have passed the peer review process would be held on the **anzea** website. A pool of reviewers who work on a voluntary basis could carry out the peer reviews. A project had been initiated together previously but was deferred.
- Kataraina expressed concern at this project being largely driven by Pam and not necessarily well understood nor supported by the Board, despite the lengthy proposal provided. She reiterated her desire to see the primary focus of attention on the competencies project.
- Pam noted that the project has already been approved in the current Strategic Plan and integrated as a component of the Competencies project. Collaboration with UKES and EES was ratified by the Board in March 2011 (ref EVSR).

Agreed:

- Carol will contact all Branches for their feedback on the December 'evaluative thinking' workshop events and collate the information
- Working group of Pam, Syd, Tania, Kate (and others potentially) to look at next steps with Competencies project and how we utilise this.
- Syd and Kate to put together a proposal for the Conference on Evaluator Competencies workshop document that Syd has drafted and is developing content for.
- Pam will progress theoretical paper on evaluation scope of practice
- Pam will progress next edition of *Kārearea*
- Agreed that Pam would progress the Voluntary Peer Review initiative and draft a scope pilot document.

Carol to collate data and send to Syd and Board

15 April

Syd to convene a Skype meeting to progress planning

15 April

Syd to finalise document content and then circulate to Board for review and feedback

31 March

Pam to progress paper

Pam to send out panui

Pam to update pilot proposal and circulate to Board for review and input

30 April

Pam to send updated paper to UKES, AEA and EES following Board input

31 May

	Pam to facilitate a conference workshop on the proposed Voluntary Peer Review concept and model	
<p>Branch development</p> <p>Discussed:</p> <ul style="list-style-type: none"> • What services are we providing to our members? What are members' expectations? There is an increase in expectations from members particularly about what anzea provides in terms of professional development, branch activities etc • Discussed proposed Napier event and to extend invitation to local ERO, EIT, Council and Ministry of Education staff. • Discussed roll-out of setting up new Branches – focus on one at a time while still giving support to others. Taranaki are all ready for a Branch – Pam will hand over to Heather. Napier is the next Branch, and Heather to follow up with Northland contacts. Pam suggested video link option for ERO members, linking non-Branch members to Branch events. <p>Agreed:</p> <ul style="list-style-type: none"> • Heather to follow up with Northland contacts regarding Branch development or anzea events • SKYPE meeting with Branch Convenors • Schedule regular meetings with Branch Convenors following each Board meeting • Branch events info needed on the website • Pam to hand over Taranaki and Central region contact to Heather • Contact to be made with Dunedin ERO re videolinking into Auckland, 	<p>Heather to contact Northland contact Beth Neill</p> <p>Jackie to arrange date and time for SKYPE meeting with Branch Convenors, Pam and Heather</p> <p>Heather to schedule regular meetings with Branch Convenors</p> <p>Heather to schedule regular contact with key contacts in non-Branch regions</p> <p>Jackie to follow up with Branches for their calendar of events to put up on website</p> <p>Pam to send Heather all relevant information</p> <p>Heather to follow up with contacts</p> <p>Heather to follow up with ERO Services</p>	<p>31 March</p> <p>By 15 March</p> <p>Ongoing</p> <p>23 March</p> <p>31 March</p> <p>30 April</p>

Wellington and Christchurch Branch events held in ERO premises	Review Managers in Whanganui, Napier and Dunedin Pam to introduce Heather to Whanganui and Napier ERO contacts	
<p>Membership</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Need to ensure that having Corporate memberships doesn't detract from our individual membership numbers and we don't just start to rely on Corporate membership fees. <p>Agreed:</p> <ul style="list-style-type: none"> • Manager to review all corporate membership applications and offers to ensure against loss of income 	Jackie to review all new and renewed applications	Ongoing
<p>Communications</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Setting up Google analytics on website to evaluate traffic on the site and top interest pages. • Discussed varying the topics for <i>Kārearea</i> to current interest areas like evaluative thinking. Discussed potential for copyright issues – Chrys suggested using abstracts only to avoid copyright issues. • Discussed current evaluation community mailing list and database framework, and how to review this so we can target specific groups ie no-Branch regions, Māori and Pacific non-members. Need to approach all 'eval community' people and ask for additional information from them and whether they want to remain on the list. <p>Agreed:</p> <ul style="list-style-type: none"> • Chrys and Jackie to (1) work together on a general database update of the evaluation community group to determine interest at remaining on database, regional and ethnicity data and (2) draft a new database framework that allows for targeting non-members - Māori, Pacific, and by region. 	<p>Jackie and Chrys to draft a revised database framework for Board input</p> <p>Jackie to email all current 'Evaluation Community' database to determine ethnicity, region, and interest in remaining on the</p>	<p>30 April</p> <p>30 April</p>

<ul style="list-style-type: none"> • • Set up Google analytics on anzea website • • • 	mailing list Jackie to provide a website use report at each Board meeting	Ongoing
<p><i>Strategic relations</i></p> <p>Discussed:</p> <ul style="list-style-type: none"> • Kate discussed some potential membership areas within some of the agencies she has been dealing with. Kate to continue dialogue with agencies and liaise with Heather regarding membership opportunities. • Could also look to contact HR managers within organisations on the agency spreadsheet document initially with a letter advising them of our website to advertise job opportunities, follow up with a phone call. • Discussed promoting evaluation and anzea and developing a brochure or one pager. Chrys, Tania, Pale and Kate to work together to draft this. • Discussed professional brokerage service idea. Discussed stocktake document that Melissa Weenink was working on when she was a Board member. Kataraina to follow up with Melissa and track this document down, circulate to Board and then we can put on the website. • Kate would like to progress a Wellington Branch event specifically for MFAT funded organisations, NGO people. Kate to draft a plan and present at next Board meeting. • Kataraina talked about AEA Susan Killner AEA365 webinar event – have approached us to see if we would be interested in sponsoring a weeks session. Kataraina to follow up and submit a proposal to the next Board meeting. • AES – no further contact since our last letter to them. Kate will follow up with them re reciprocal member entitlements proposal and report back at next meeting. <p>Agreed:</p>		

<ul style="list-style-type: none"> • SR strategy needs to be redeveloped • Chrys, Pale, Tania and Kate to draft a document for promoting anzea and evaluation • Kataraina to contact Melissa to locate stocktake documents so these can go up on website • Kate to continue dialogue with agencies and liaise with Heather re membership opportunities • Contact HR Managers on agency spreadsheet with a letter then follow up email regarding advertising job vacancies on our website 	<p>Kate to draft a new SR strategy for Board for input</p> <p>Kate to liaise with Board team to draft a PR document and disseminate to Board for input</p> <p>Kataraina to follow up with Melissa, and circulate stocktake document to Board for input</p> <p>Kate and Heather to follow up with interested agencies as appropriate</p> <p>Jackie to email HR Managers in all relevant central government agencies</p>	<p>July Bd meeting</p> <p>30 April</p> <p>31 March</p> <p>30 June</p> <p>30 April</p>
<ul style="list-style-type: none"> • Kate to progress MFAT, NGO approaches, look at running a branch event in Wellington specifically for them. 	<p>Kate to draft a workshop format for Board input</p>	<p>July Bd meeting</p>
<ul style="list-style-type: none"> • Kataraina keen to follow up with Susan Kistler AEA365 webinar and anzea sponsoring a week on the webinar. Kataraina to follow up and bring a proposal to next Board meeting. 	<p>Kataraina to follow up with Susan Kistler and write up a proposal for consideration at next Board meeting</p>	<p>July Bd meeting</p>
<ul style="list-style-type: none"> • Kate to follow up with AES regarding reciprocal member entitlements and other engagement opportunities, and report back to next meeting (or earlier as needed) 	<p>Kate to contact Alan Woodward</p>	<p>July Bd meeting</p>
<p><i>Māori Evaluation Development</i></p> <p>Discussed:</p> <ul style="list-style-type: none"> • Need for shared information re anzea contact with ERO, to ensure opportunities shared across portfolios and Branches and not duplicated • Discussed Board and the Treaty and our bi-cultural organisation – how do we carry this out in practice? Suggestion for a Wananga to explore these 	<p>Kataraina to copy Pam and Jackie on all emails re liaison with ERO</p>	<p>Ongoing</p>

<p>issues.</p> <ul style="list-style-type: none"> • Kataraina raised concerns about the protocol around members being invited to join this portfolio without any prior discussion with portfolio holder. Agreed that all portfolio teams should be approached first. <p>Agreed:</p> <ul style="list-style-type: none"> • Board should have a Wananga focusing on the Treaty and anzea as a bi-cultural organisation including how we carry out our commitment in practical terms. • Agreed to a protocol of Portfolio holders being approached firstly about other people volunteering with their portfolio. • 	<p>Kataraina to present a proposal for next Board meeting</p>	<p>By next meeting</p>
<p><i>Pacific Evaluation Development</i></p> <p>Discussed:</p> <ul style="list-style-type: none"> • Pale discussed working with Pasifika people involved with evaluation to compile a resource/digest for publishing on the anzea website <p>Agreed:</p> <ul style="list-style-type: none"> • Pale to liaise with Kate, Chrys and Heather regarding web links with Ministry of Pacific Island Affairs and creating a Pasifika resource digest which can go on anzea website • Treasurer (Julian) indicated that there was \$2,000 available for Pacific evaluation. Pale and Tania agreed that a portion of that could be used for the Fono Pasifika at the conference and would get back to Julian with the final amount. The balance would be used for other Pasifika initiatives. 	<p>Pale to liaise with Kate, Chrys and Heather</p> <p>Pale and Tania to provide budget required for Fono to Conference committee and to Julian to action</p>	<p>30 April</p> <p>31 March</p>
<p><i>Next meetings</i></p> <p>July 2012 – agreed date noon Wed 12-noon Thursday 13 (immediately following Conference)</p> <p>It was agreed that the Uni marae would be used for the Board meeting and a powhiri process/mihi for new Board members would take place. The marae would be available for overnight stay.</p>	<p>Debbie to book marae for Board meeting</p> <p>Pam and Tania to plan orientation for new Board</p>	<p>31 March</p> <p>30 April</p>

