

**FINAL Minutes of the anzea Board Meeting**  
**University of Auckland Epsom campus**  
**Tuesday 12<sup>th</sup> March, 2013 9.00am**

<b>Present:</b> Kate McKegg, Julian King, Debbie Goodwin, Jackie Bourne (minutes), Syd King, Marnie Carter, Julie Foley, Louise Were, Nan Wehipeihana, Violet Tu'uga Stevenson, Carol Mutch, Fiona Cram, Pale Sauni	<b>Apologies:</b> Heather Hamerton,
--	-------------------------------------

Item	Action required and responsibility	Deadline
<p><b>Tuesday 12<sup>th</sup> – meeting commenced 9.30am.</b></p> <p><b>Welcome, karakia – Pale</b></p> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• October's Board meeting minutes were agreed to and passed by Julian , seconded by Carol.</li> <li>• Discussed Deputy Convenor and Secretary role. Marnie volunteered to be Secretary. Debbie will be Deputy Convenor. It was agreed that Marnie should attend the Exec meetings via Skype. Marnie's inclusion in the Exec meeting will also be useful in terms of updates on Conference progress.</li> <li>• Discussed Board responsibilities and structure – how to encourage the progression of work within portfolios. For example the Branch development portfolio – Melissa has stood down (Wellington), Maree on maternity leave (Central). It had been agreed previously that regular Branch Convenor meetings would be held shortly after the Board meeting to enable updates from the Board meetings and feedback from the Branches, event planning etc. It was agreed that Jackie should take over the responsibility of organising Branch convenor meetings and the ongoing liaison needed with the branches. Fiona keen to be involved in</li> </ul>	<p>Exec team to include Marnie in future Exec meetings</p> <p>Jackie to organise a Branch Convenor meetings and schedule for regular meetings. Fiona to be included in these meetings.</p> <p>Kate to speak with Heather when she is back from leave</p>	<p>Ongoing from next meeting</p> <p>Early April</p> <p>After 5<sup>th</sup> April</p>

<p>these meetings from a Comms portolio perspective. Jackie to set up a time within two weeks to meet with Convenors. Keep Julie and Violet in loop. Kate will contact Heather once she is back from leave</p> <ul style="list-style-type: none"> <li>The Board discussed what's the mechanism for getting work done e.g. previous minutes action plan – there has been progression on some tasks just prior to the Board meeting. Do we need to outline a structure and clarity for responsibility? We need commitment around couple of our key projects if we want to progress them. It was suggested that more resource could be focused on specific actions to be completed within specific timeframes. Suggestion Convenor or Deputy Convenor should be involved in the PPD meetings perhaps to ensure progression. Julian happy to be liaison between portolio and Exec. Suggestion made to look for funding to sub-contract someone external for 0.5 FTE to work alongside project teams. Agreed that this worked well for Competencies project. Terms of reference out to members for volunteers. Suggestion to have a working party approach for projects, two or three days for the team to focus on the project. Use conference as a stepping stone to get member input.</li> <li>Agreed that we need to look for funding for external project resource. Kate happy to work with Julian on this.</li> </ul>	<p>Julian to be involved in PPD meetings as Exec liaison</p> <p>Julian and Kate to seek funding for external project resource</p>	<p>Ongoing</p> <p>Before July Board meeting</p>
<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>Our financial situation is looking good, on track for \$25k surplus for the 31<sup>st</sup> March 2013 financial year end. This has been due to conservative spending particularly on administration expenses and member services. The three year budget tabled shows \$60k budgeted for general expenses and this doesn't include any project expenses. These would need to be funded seperately – Board needs to approve on the general expenses part of the budget – Kate moved, Debbie seconded.</li> <li>Sponsorship strategy – this was a document written by Pam and had been tabled at the previous Board's last meeting in July 2012. Some excellent ideas for relationship building and targeting funding for specific purposes ie Karearea, Taumata. Kate suggested keeping Conference sponsorship separate to this general funding strategy. Operationally we need to keep</li> </ul>		

<p>this distinct but externally it is often is seen as one and the same. It was agreed that we need a co-ordinated approach to funding so we don't overlap any approaches to sponsors. Suggestion to use SKYPE meetings to discuss sponsorship approaches and to include a member of the exec team with reps from PPD &amp; SR portfolio to keep things on track.</p> <ul style="list-style-type: none"> <li>• Manager's role – Board had approved increased Managers hours to 15 per week up to 31<sup>st</sup> March. Need Board approval to continue Managers hours at 15 renewable annually. Carol approved, Kate seconded.</li> </ul>	<p>Jackie to draft up Managers agreement effective for 1 year from 1<sup>st</sup> April 2013 – to Kate and Julian for signing</p>	<p>On 1st April 2013</p>
<p><b>Website</b></p> <ul style="list-style-type: none"> <li>• Jackie outlined recent website issues – the <b>anzea</b> website appears to have been hacked around the end of December 2012. This has affected functionality of the Joomla editing software – unable to alter font types, alter/edit colours, difficulty uploading documents resulting in additional time being required to do many simple changes. Jackie has been in lengthy phone and email discussions with Adrenalin the current host server regarding the issues and also the ongoing issue of the <b>anzea</b> website not appearing on search engines due to the current software platform. Adrenalin has forwarded a proposal to update the look of the website by moving from Joomla to Wordpress software which will also resolve the search engine functionality. Fiona mentioned that she had suggested that the website rebuild could be managed internally and encouraged Jackie to submit a proposal. It was suggested and agreed that some of the hours required to learn the Wordpress software could come out of the Tindall Manager development fund.. Julian suggested that the website template could be created by a professional website designer to possibly save time learning about templates. All the Board agreed it made sense for Jackie to manage the website re-build and they approved up to \$5K for the anzea website re-build and re-development of the site onto Wordpress by end of April.</li> </ul>	<p>Jackie to manage <b>anzea</b> website re-build on Wordpress platform and liaise with Adrenalin.</p>	<p>By end April 2013</p>
<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Ideas for the website – provide linkages to what's happening in evaluation through NZ, what's the buzz? How do we gather the info and help create</li> </ul>		

<p>the buzz? What is evaluation?</p> <ul style="list-style-type: none"> <li>• Creating templates for Branches to use to advertise events &amp; meetings to ensure these are more professional and within anzea's Comms strategy guidelines.</li> <li>• Discussed the process of liaison between Comms and SR portfolio. The anzea Conference has provided the gateway to potential sponsors and interest in developing strategic relations with organisation ie Statistics, MBIE and MSD. How do we manage relationships with our Corporates? What's evaluation and what's our value proposition for organisations? What's our scope to offer organisations? Eg MBIE want to sponsor a speaker on quant evaluation. What's the process for managing this? We need a 2 min elevator pitch on <b>anzea</b>. Kate, Syd and Nan will write the speech. This can be included on the website. We should look to involve the Taumata. Queries regarding potential strategic relations etc should initially go to Kate and Jax to decide on who and how to handle. We need to develop a more open and yes response to organisations requests.</li> </ul>	<p>Kate, Nan and Syd to develop a 2 min elevator pitch on <b>anzea</b> - circulation to the Board for input &amp; review.</p>	<p>By 15<sup>th</sup> April 2013</p>
<p><b>PPD</b></p> <ul style="list-style-type: none"> <li>• As a Board we need to ensure that we have the infrastructure &amp; enthusiasm to make many of the proposed PPD ideas to happen. PPD is a potential revenue source and is a key growth area for the organisation to encourage a broader membership base and provide additional services to members.</li> <li>• It was proposed that we change the name from PPD to EPD – Evaluation Practice Development – all the Board agreed.</li> <li>• Need to determine what is possible and what can we deliver, develop a package, how can we position EPD framework It was proposed that we organise a two day event for moving development of the main activities into action and have other Board members participate when and where they can in with EPD portfolio team as extra resource to encourage momentum. EPD team to discuss and plan timing of this.</li> <li>• <b>anzea</b> Competencies will be featured in Hui Maori &amp; Fono at Conference 2013 – conversations around Cultural competent evaluation.</li> </ul>	<p>EPD portfolio team to discuss planning and timing of a 2 day action event</p>	<p>By end of April 2013</p>

<ul style="list-style-type: none"> <li>• SUPeR – set up out of Families Commission, operates as a separate unit. Kate had a conversation with Anne Duncan –wants to develop a strategic relationship with anzea, approving Conference sponsorship, happy for anzea to lead the process for developing standards and will provide the budget for it. Kate will develop a proposal, Julian to assist. Suggested involving Taumata in this process. The Board all agreed to the development of standards proposal. It was also noted that Steve Tracey from ERO has been involved in standards work so it could be useful to approach him in regard to this.</li> </ul>	<p>Kate to develop a proposal for developing standards, Julian to assist. Kate to continue strategic relations discussions with Anne Duncan.</p>	<p>By end of May 2013.</p>
<p><i>Convenor</i></p> <ul style="list-style-type: none"> <li>• The suggested changes discussed at the last Board meeting have been made to the Strategic Plan. It was proposed that the draft should be signed off by the Board and then circulated to members for any feedback. The Board all agreed.</li> <li>• AES – three conversations have been held between Julian &amp; Kate and members of AES Board over the last few weeks. Principles of <b>anzea</b> engaging with AES were discussed. It was recognised that there needs to be more clarity about AES and <b>anzea</b> for its members as there is confusion and misunderstanding as they are often not seen as separate organisations. AES are regarded as a regional body and so believe they have the right to include NZ in this, they are not happy to recognise <b>anzea</b> as NZ’s national organisation. Whilst AES are keen to work with us they do have their own expansionist ideas about NZ. They have been approaching NZ government agencies promoting AES. It was agreed that we need to lobby international organisations to let them know that <b>anzea</b> is the voice of evaluation in NZ. It was agreed that we need to get better with what we do for our members, improve our services, our website. Google rank so we are found as NZ’s voice of evaluation. Suggestion to clarify in writing with AES our status, that after discussion at the Board meeting we would like to ask for representation on their Board – Kate to draft a letter and circulate for review.</li> <li>• Evalpartners – working on the development of evaluation infrastructure in</li> </ul>	<p>Jackie to liaise with Kate regarding the process for the draft Strategic plan to be circulated to members for feedback.</p> <p>Kate to draft a letter to AES Board requesting that we have an anzea representative on the AES Board. Circulate to Board for their review</p>	<p>By 20<sup>th</sup> April 2013</p> <p>By 1<sup>st</sup> April 2013</p>

<p>countries. International Year of Evaluation 2015 – do we want to have a role in this? Could we play a role and what would this look like? Suggested would be good for discussing at Fono and other forums. Carol suggested putting together a book covering off NZ evaluations, evaluators for publication in 2015. Align the book with the competencies and standards. Possibility of a yearly journal with 8 – 10 articles.</p> <ul style="list-style-type: none"> <li>• A recent meeting was held with the Taumata in Wellington, Kate, Nan, Marnie and Mark attended. There were discussions around the role and the goals and objectives of the Taumata. Mark has been doing a fantastic job of looking after the Taumata. Nominations process - floated the idea of discussing potential or collective nominations this could be discussed at Conference Hui and Fono's. It was proposed that some conversations are held prior to the conference for suggestions and ideas for the Taumata nomination process. Taumata is anzea's collective body. The Taumata are keen to increase their group and want to ensure there is Pacific and Maori representation. All the Board agreed that Nan, Pale and Violet, Lou and Debs should discuss this at respective Hui's and Fonos. Continue to have Board liaison through Kate and Mark with Taumata.</li> </ul>	<p>Carol to discuss book idea with publishers</p> <p>Nan, Pale, Violet, Lou and Debbie to raise Taumata nominations process at their Hui and Fono's to encourage suggestions and ideas for this process.</p>	<p>Before July 2013 Conference</p>
<p><b><i>Membership Survey</i></b></p> <ul style="list-style-type: none"> <li>• Discussed results of recent Membership survey that Jackie had collated and reported on prior to the Board meeting. One page summary report produced. It was noted that members also want website improvements particularly around ability to access information and documents. New newsletter format appears to have been well received.</li> <li>• It was agreed that we should have a synopsis of survey results with how the Board intends to address issues raised – Debbie to do this. We can put the report on website, with hyperlinks to paragraphs, graphs where relevant.</li> <li>• It was suggested that in the next membership survey we should be asking if members are also members of AES and or AEA.</li> <li>• Maori part of the membership survey will be reviewed and reported on after April.</li> </ul>	<p>Debbie to put together a synopsis of the membership survey results and how issues raised by members will be addressed.</p>	<p>By end April 2013</p>
<p><b><i>Branch Development</i></b></p> <ul style="list-style-type: none"> <li>• Fiona and Syd discussed the possibility of putting together another event</li> </ul>	<p>Fiona and Syd to discuss and plan for possible</p>	

<p>in Hastings/Napier as Fiona will be working around that area over the next few weeks.</p>	<p>Hastings/Napier event.</p>	
<p><b>Conference</b></p> <ul style="list-style-type: none"> <li>• In terms of Conference presentations from Board members it was agreed that we would allocate a slot of 45 mins for a presentation on anzea standards which Fiona agreed to put together the abstract for. Evaluator competencies workshop – Lou and Nan will put together an abstract for this.</li> <li>• Hui feedback to go on website.</li> <li>• Pasifika need a voice at the Conference - Pale to work on an abstract.</li> <li>• Nan to talk to TPK about sponsoring a Whanau Ora evaluation or Evaluation 101 workshop, or paying for 6 individual scholarships.</li> <li>• Naomi Sauni from ERO is now the Pasifika rep for Conference committee. Marnie to include her on the conference committee email group and invite her to attend Committee meetings</li> </ul> <ul style="list-style-type: none"> <li>• Jackie to liaise with Jane Vanderpyl so we can finalise budget and forward to Julian to review before circulating to the Board for final approval. Discussion about one day professional workshop plan and a request that we look to bring both international keynotes out from USA at premium economy rates rather than economy. It was agreed that the Conference break even figure of 100 budget would have to be able to support this financially.</li> <li>• Marnie asked if she could approach WEG regarding them sponsoring an indigenous evaluator perhaps up to 2 people like they did last year as it was very successful. Board fully support this.</li> <li>• Rodney Hopson – possibility of ERO sponsorship as they may look to have him speak to their Wellington staff for ½ day. Could also have informal meet and greet session in Wellington.</li> <li>• Marnie asked for all Board members to promote the Conference amongst their networks and encourage people to submit abstracts.</li> <li>• Panel discussion at events/conference – Stats rep at Conference to join in debate.</li> </ul>	<p>Fiona to put together an abstract for anzea standards presentation at the Conference, Carol to assist. Lou and Debbie to put together an abstract for evaluator competencies presentation at the Conference.</p> <p>Pale to put together a Pasifika abstract for presentation at the Conference</p> <p>Nan to liaise with TPK re possible sponsorship funding opportunities at Conference. Marnie to include Naomi Sauni as Pasifika rep in Conference Committee meetings/</p> <p>Jackie to liaise with Jane V re finalising Conference budget. Jackie to get quotes on premium economy flights and see how this affects the budget.</p> <p>Marnie to approach WEG re sponsoring an indigenous evaluator to attend the Conference</p> <p>All Board members to promote the Conference and encourage proposal submissions</p>	<p>Before 15 April close off</p> <p>By 15<sup>th</sup> April close off</p> <p>By end April</p> <p>Before next Committee meeting</p>

- Suggestion about having keynotes and Board members involved in a fireside chat about evaluation – opportunities for delegates to ask questions.
- Video keynotes – get keynotes agreement to video them.
- Fiona to speak to Community Research.

Meeting finished at 3.30pm.

Kate to approach Rodney and Chris about possible pre – Conference teaser via Video conferencing link



	<b>Action Point</b>	<b>Completion date</b>
Nan	Developing an evaluator competencies starter kit with Kataraina Putting together an abstract for the Conference Liaison with Fiona re website changes and layout Following up on member profiles for newsletter Liaising with TPK re sponsorship Assist Kate and Syd with development of 2 min elevator pitch about anzea Seek ideas & suggestions for Taumata nominations process	By end May By 15 <sup>th</sup> April During April By 20 <sup>th</sup> April By end April By 20 <sup>th</sup> April Before July Board meeting
Julie	Liaise with ERO re Wellington rep on Wellington branch committee Write up Bob Picciotto's presentation in Chch for website Involvement in Branch Development and EPD portfolio as and when required	By end April By 15 <sup>th</sup> April Ongoing as required
Marnie	Continue with Conference planning and preparation Invite Naomi Sauni to Conference Committee meetings re Fono Approach WEG re indigenous delegate sponsorship Taking up Secretary role Ongoing work with Executive and Jackie	Ongoing Immediately By end April Ongoing Ongoing
Violet	Developing Key strategic goals for Pacific portfolio for next three years Working with other portfolios re Pacific involvement in Conference, Branches. Seek ideas & suggestions for Taumata nominations process	By next Board meeting Ongoing Before July Board meeting
Pale	Seek ideas & suggestions for Taumata nominations process Continue discussions and conversations with Fono around Taumata Put together an abstract for the Conference	Before July Board meeting Ongoing By 15 <sup>th</sup> April

	Working on Fono plan for the Conference	By end April
Louise	Work with Nan, Debbie re Maori membership survey results and how this will feed into Maori Strategy Seek ideas & suggestions for Taumata nominations process	By end May  Before July Board meeting
Debbie	Work with Kate on keynote pre-Conference teaser webinar Membership survey synopsis and Boards actions with results Ongoing work with Executive and Jackie Maori strategy development – to be discussed at Hui, work with Nan & Louise on survey results Seek ideas & suggestions for Taumata nominations process	By end April By end April Ongoing By end April  Before July Board meeting
Kate	Working with Julian on SUPeR funding for standards development Continue liaising with Anne Duncan re strategic relations Work with Julian on seeking funding for external project resource Kate to contact Heather re portfolio work Draft Strategic plan – to members for feedback Draft letter to AES re anzea rep on AES Board Work with Debbie on keynote pre-Conference teaser webinar Development of 2 min elevator pitch about anzea, Nan & Syd to assist On going work with Executive and Jackie	By end May Ongoing Before July Board meeting By 15 <sup>th</sup> April By 20 <sup>th</sup> April By 15 <sup>th</sup> April By end April By 25 <sup>th</sup> April Ongoing
Julian	Finalising Conference Budget for Board approval Working with Kate re SUPeR, possible funding for standards work Work with Kate on seeking funding for external project resource Link between EPD portfolio and Executive On going work with Executive and Jackie Review of End of year financial accounts and audit process	By early April By end April Ongoing Ongoing Ongoing By mid May
Carol	Assisting with compilation of newsletter content Working with Kate and Syd on EPD overview and strategy Book and Journal proposal Conference abstract	By 15 <sup>th</sup> April Ongoing Report on at July Board meeting By 15 <sup>th</sup> April

Fiona	<p>Assisting with compilation of newsletter items for April newsletter</p> <p>Working with Jackie on development of website, navigation and focus</p> <p>Creating some standard documents and templates on Powerpoint for use by Branches to advertise events &amp; meetings</p> <p>Putting together an abstract on anzea standards with Carol's help.</p> <p>Liaising with Nan re Whanua Ora</p> <p>Discuss possible event in Napier/Hastings with Syd</p>	<p>By 20<sup>th</sup> April</p> <p>During April</p> <p>By end April</p> <p>By 15<sup>th</sup> April</p> <p>By end May</p> <p>By end April</p>
Syd	<p>Overview of EPD strategy with Kate and Carol</p> <p>EPD – workshops x 2 with Kate Averill and Jane Davidson</p> <p>Assist Kate and Nan with development of 2 min elevator pitch about anzea</p> <p>Discuss possible event in Napier/Hastings with Fiona</p>	<p>By end April</p> <p>By 15<sup>th</sup> April</p> <p>By 25<sup>th</sup> April</p> <p>By end April</p>