

ANZEA BOARD MEETING
13 November 2006
90 Symonds St, Auckland City

Item	Action needed/Who	When
<p><i>Present</i> Pam Oliver, Anne Dowden, Jacqui Henry, Kate McKegg, Geoff Stone, Rachael Trotman, Nancy Sheehan, Jo Adams, Jane Davidson, Laurie Porima, Tania Wolfgramm, Jill Mallinson (Administrator)</p>		
<p><i>Apologies</i> Will Allen, Madhumati Chatterji</p>		
<p><i>Introductory matters</i></p>		
<p>1. Thanks for reports and to those who covered their expenses to attend.</p>	<p>Board members wanting refunds for travel to send receipts to Pam</p>	<p>By 1 December</p>
<p>2. Current signatories for the bank account are Nancy, Rachael and Pam. It was suggested that Jill Mallinson (Administrator) be added, and consensus agreed on the proviso that approval be obtained for significant purchases.</p>	<p>Nancy to arrange documents for Jill to become a signatory.</p>	<p>By 1 December</p>
<p>3. Discussion was held on which bank may offer best terms for anzea accounts. Rachael and Nancy are to investigate.</p>	<p>Rachael and Nancy to organize a meeting re assessing best bank for anzea.</p>	<p>By 1 December</p>
<p><i>Matters arising from the August Board meeting</i></p>		
<p>4. Pam noted that there were some errors in the August Board minutes, and that she would amend them and re-send for ratification.</p>	<p>Pam to amend August Board minutes and resend.</p>	<p>By 1 December</p>
<p>5. Not everyone is acknowledging receiving emails; agreed to operate on principle of acknowledging emails received.</p>	<p>All Board members to reply to emails. Pam to set up the 'reply' function on her emails out.</p>	

Board workloads and boundaries		
6. Pam raised the issue of Board workloads and avoiding burnout. A general discussion ensued with Kate showing concern re the amount of work and money needed for infrastructure development even before considering special projects. Anne suggested that the Board needed to agree on priorities. It was also agreed that each Board member should set their own boundaries.	Pam to monitor workloads of all Board members. All Board members to take responsibility for setting workload boundaries.	
Portfolio reports		
7. Convenor's report (Pam) Strategic Plan – Madhu was to do this, but has recently advised that she may be moving to Australia. If not she will be available. Pam agreed to draft the Strategic Plan (together with Madhu) by collating portfolio strategies being developed.	Pam to draft Strategic Plan and Anne to proof and provide overview. Pam to amend the portfolio list, based on agreed changes to portfolios and portfolio holders	15 December 15 December
8. Deputy Convenor's report (Kate) <ul style="list-style-type: none"> • anzea sent a letter of congratulations to the H-PEA in August, which was well received by H-PEA. • Kate agreed to undertake a Strategic Relationships portfolio (see # 23 below). 		
9. Secretary/Public Officer (Rachael) <ul style="list-style-type: none"> • Jill Mallinson has been employed as anzea Administrator and is in the process of liaising with board members and is coming to grips with the role. • Processes around membership applications are still being discussed and sorted out. • Membership update: total of 70 members with most members being female residing in Auckland or Wellington and mostly central government workers or independent consultants. Noted that there is a need for the regions to be consolidated into the 8 anzea regions, e.g. Waiheke Island is part of the Auckland region. • More detail is available in the membership report and draft membership strategy tabled by Rachael. 	Rachael and Jill meeting to discuss. Rachael to work on membership update reports, to provide more detail on private sector/independents. Rachael to consolidate location of members into branches/regions.	20 November For the March 2007 Board meeting

<p>Membership strategy</p> <ul style="list-style-type: none"> Rachael presented a draft membership strategy, which was discussed, with suggestions made. Rachael to revise this strategy, with input from Laurie (see #17). 	<p>Rachael and Laurie to further develop the membership strategy.</p>	<p>15 December</p>
<p>Membership drive</p> <ul style="list-style-type: none"> Jill as Administrator will become the first contact for new members, though all Board member contacts will also be provided to new members. Noted that the membership drive needs to be tied in with the Conference. An invitation to join anzea pack needs to be developed. Pam suggested that approaches to significant agencies (central and local government, NGOs and research companies) be personalised and posted, rather than emailed, to the appropriate person within the organization. Sectors/categories to target were identified. Agreed that these contacts be added to the existing spreadsheet developed for the Draft Engagement Strategy. The membership list will be put on the website. 	<p>Rachael to develop central database of potential members. Rachael to disseminate the original stakeholder list to Board members for additions. Rachael and Anne to discuss private sector approach. All Board members to contact Rachael with key agency personnel (public, NGO and private sector) and contact details. Rachael to discuss with Geoff how to put the membership database on the anzea website.</p>	<p>All tasks 15 December</p>
<p>Membership renewal</p> <ul style="list-style-type: none"> Reminder/renewal form to be sent to existing anzea members each April along with the April Newsletter, with a follow-up contact in June/July with a ‘hook’ for the Conference. Geoff suggested a ‘pay for conference and get a free membership’ deal. The consensus was against this proposal, given the low cost of membership. An email survey is to be sent with membership renewal forms as to satisfaction and ideas for improvement. Board members agreed that an incentive needs to be provided for members to complete the email survey, e.g. a raffle prize. 	<p>Jill to send membership renewal forms out with newsletter in April 2007.</p> <p>Rachael and Pam to develop an initial survey.</p>	<p>30 April 2007</p> <p>30 January</p>

<p>Communications with anzea membership</p> <ul style="list-style-type: none"> • It was agreed that a Communications portfolio is required. Pam agreed to undertake this portfolio (see # 12). • The core membership services provided to members were agreed to include: three (3) newsletters per year; three other (3) news updates per year from the Board; additional invitations to events, advice about new services (e.g. the legal advisory service); postings of job opportunities. • It was agreed that a policy be developed for guidelines/advice for rationalising communications to members from national office and branches. • It was agreed that branch communications should be to branch members only, and only in relation to local events. • In terms of posting job opportunities, Neville Robertson at the evaluationaotearoa listserve provides this service. Notices can also be sent to the anzea newsletter. anzea needs to liaise with evaluationaotearoa to ensure the notices aren't duplicated. 	<p>Pam to draft a membership communications strategy</p> <p>Jacqui to clarify the relationship of anzea and evaluationaotearoa with Neville Robertson</p>	<p>15 December</p> <p>15 December</p>
<p>10. Treasurer's report (Nancy)</p> <ul style="list-style-type: none"> • Some bank statements appear to be missing. A full set of bank statements needs to be compiled. • Advised that it is required that branches to be linked to the anzea main bank account for auditing purposes. Existing Board signatories need to open accounts for the branches, and then signatories within the branches can be set up. • Pam has emailed the anzea Auckland Branch Committee to thank them for their decision to waive the branch's entitlement to anzea branch funds for the current financial year. • Kate agreed to assist Nancy as Treasurer with seeking funding opportunities (see # 11 below). • Consensus agreement to appoint Gulf Accountants as the accountants and sub-contract the annual audits for anzea. 	<p>Nancy to compile a complete set of bank statements</p> <p>Nancy to arrange for the opening of anzea branch accounts to be facilitated</p> <p>Pam to contact Gulf Accountants to set up the relationship and discuss accounting and auditing requirements</p>	<p>15 December</p> <p>15 December</p> <p>15 December</p>

<p>11. Sponsorship report</p> <ul style="list-style-type: none"> • Agreed that the portfolio be changed to Funding and Resourcing. • Tania agreed to take responsibility for this portfolio, and to draft a Strategy with assistance from Kate and Nancy. • It was agreed that this strategy should be linked to the conference and the membership drive. 	<p>Tania to draft a Funding and Resourcing strategy.</p>	<p>30 January</p>
<p>12. Public relations (Pam)</p> <ul style="list-style-type: none"> • There is a need for a Communications portfolio, with links to the newsletter and conference etc. Pam agreed to take on this portfolio, with assistance from Will. • Public information campaign to become part of communications strategy • Nancy agreed to send the UK Evaluation newsletter to Pam. 	<p>Pam to draft a communications strategy and policy</p> <p>Nancy to send the UK Evaluation newsletter to Pam.</p>	<p>30 January</p> <p>15 December</p>
<p>13. Branch establishment (Will & Jacqui)</p> <ul style="list-style-type: none"> • Jacqui presented a branch development report, and thanked Pam and Michele for their work in constructing branch development guidelines. • Will is in the process of trying to establish a branch in Christchurch. • Agreed by all Board members that establishment of a Wellington branch needs to be handled differently, and will be a focus for early 2007. • It was agreed that there be a special focus on Auckland/Waikato branch development for the rest of 2006, with Wellington/Christchurch early in 2007. 	<p>Jacqui to call Pam to draft the branch development strategy</p> <p>Pam to reconnect Will with Libby Gawith and offer support</p>	<p>17 November</p> <p>30 November</p>
<p>14. Conference report (Anne/Pam)</p> <ul style="list-style-type: none"> • Anne has developed a conference planning team of 10 people. Pam and Michelle Lennan are Co-Convenors, and Jill Mallinson will be the Conference Administrator. • 2007 conference location is Masterton. Dates are 9-11th July 2007, with pre-conference workshops on July 8. • Several suggestions as to the theme of the conference were made. 	<p>Pam to assume Board liaison responsibility for the 2007 conference</p>	

<p>15. Professional Development portfolio</p> <ul style="list-style-type: none"> • It was suggested that the conference portfolio be subsumed under a Professional Development Portfolio. It was agreed that the Professional Development portfolio encompass Professional Development strategy, a national events calendar, and key professional development opportunities, and that the conference is separate to this. Anne was interested in being involved in this portfolio, but not in the organisation of the conference. Jane agreed to accept this portfolio, with input from Kate. Priority tasks for the PD portfolio are: <ul style="list-style-type: none"> ✧ Stocktake of evaluation education and training in NZ ✧ Stocktake of evaluation education capacity in NZ • anzea members to be surveyed re professional support needs. 	<p>Jane to draft a strategy for the Professional Development portfolio for discussion at the March Board meeting.</p> <p>Jane to draft a plan for the proposed joint stocktake.</p>	
<p>16. Strategic relationships portfolio (see also #23)</p> <ul style="list-style-type: none"> • Discussion ensued as to whether this needs to be a specific portfolio. • Kate agreed to accept this portfolio, with assistance from Pam. • AES has been sent information regarding anzea and the need for a partner organization in the Pacific region; however there has been no response from them. 	<p>Kate to draft a strategic relationships strategy.</p>	
<p>17. Maori capacity development (Laurie)</p> <ul style="list-style-type: none"> • A plan to develop Māori membership is to be put in place. • Laurie is to liaise with Whāriki, who did a presentation at the last conference on a Māori ‘hikoi’ model of evaluation. • Agreed that the website be used as a discussion forum for Māori anzea members, including Māori non-members and those living and working outside New Zealand. • • Membership drive to begin end of January 2007 in line with conference planning. 	<p>Laurie to liaise with Māori members and communities as part of the membership drive</p> <p>Laurie to liaise with Rachael to incorporate this work into the anzea membership strategy</p> <p>Laurie to send Rachael the list of participants of the 2003 Maori Evaluators weekend hui in Hawkes Bay</p>	<p>All tasks by 15 December</p>

<p>18. Maori Caucus (Laurie)</p> <ul style="list-style-type: none"> This has been deferred until the membership strategy has been revised. 	<p>Laurie to continue to consult with Māori evaluation community</p>	
<p>19. Strategic planning (Pam reporting in Madhu's absence)</p> <ul style="list-style-type: none"> Discussion was held as to the priorities of anzea for the first year. Key priorities were identified as being: <ul style="list-style-type: none"> ✧ Purpose – Professional development, standards, social change, capacity. ✧ Identity – Strategic plan, public profile, credibility, website, conference, communications. ✧ Engagement – Membership, branch establishment, website. ✧ Sustainability – Funding/resourcing. Strategic Plan to include vision, goals, conference and membership drive, leadership, professional development, guidance/advice. There was a general consensus that the anzea concept paper needs to be revised and the revision agreed upon by all Board members 	<p>Pam and Madhu to undertake first draft of a strategic plan</p> <p>Pam to revise the concept paper into a shorter version</p>	<p>30 November</p> <p>30 November</p>
<p>20. IT report (Geoff)</p> <ul style="list-style-type: none"> Geoff presented an IT and website development progress report. Funds have been allocated to develop the website, and a consultant approved to do this work. Geoff will liaise with the consultant on the website which should be available to view at the end of November. Website working group consists of Geoff, Tania, Pam, Jane and Kate. Geoff will not be able to continue with the IT portfolio Options are to be explored re the most cost-effective phone and email set-up for anzea. 	<p>Geoff to follow up with the website consultant</p> <p>Geoff to send mock-ups to the Board for input</p> <p>Pam to talk with Will re assuming the IT portfolio</p> <p>Rachael to canvas best phone and internet providers</p>	<p>30 November</p>

<p>21. Special projects</p> <ul style="list-style-type: none"> • <i>Legal Advisory Service</i> – the concept was discussed and approved by all TB members. An ‘approval process’ to be drafted and lawyers across the country will be approached to participate. • <i>SPEaR funding</i> – Kate has drafted an application for SPEaR funding for anzea to run a workshop on evaluation standards for Aotearoa. It was agreed that this forum could be used to begin building a set of Aotearoa Evaluation Code of Practice. • Agreed that other special projects will be deferred until anzea infrastructure is on a sound footing. 	<p>Pam to progress the legal advisory service</p> <p>Kate to progress the SPEaR funding application.</p>	
<p><i>Other business</i></p>		
<p>22. Legal status and charitable status</p> <ul style="list-style-type: none"> • Inland Revenue Department has declined anzea charitable status. Accountant Bill Singh has made suggestions for changes to the Constitution. Agreed that anzea will apply for Inc Soc status now so that it has a legal status, for purposes of undertaking contracts and receiving grants. Charitable status will be pursued. 	<p>Kate to lodge an application for Inc Soc status.</p> <p>Pam to make changes to the Constitution.</p> <p>Kate to approach IRD for further clarification of what is required to achieve charitable status.</p>	
<p>23. Current strategic relationships</p> <ul style="list-style-type: none"> • It was agreed that anzea should apply to become a member of International Organisation Corporate Evaluation (IOCE). • It was agreed that a strategic relationship with IPANZ is desirable. • It was noted that the AES has not as yet responded to anzea’s invitation to begin a dialogue about a strategic relationship. Agreed that the Board should write again to the AES President proposing a meeting with him and/or his representative in the new year. • 	<p>Kate to investigate this for further discussion at March 2007 TB meeting.</p> <p>Kate to pursue the relationship with IPANZ.</p> <p>Pam to draft a letter to the AES and disseminate to the Board for input.</p>	

<p>24. Developing Board and anzea policy</p> <ul style="list-style-type: none"> It was agreed that emerging and existing anzea policy be consolidated in a policy manual. <p>25. Kaitiakitanga</p> <ul style="list-style-type: none"> Discussion ensued as to appropriateness of the term ‘kaitiakitanga’. A taumata was suggested as an alternative. It was agreed that the Board needs to be clear about what is being sought for anzea. The following suggestions as to what ‘kaitiakitanga’ should mean were deferred for discussion at the March 2007 TB meeting: <ul style="list-style-type: none"> Geoff – guidance, promotion of evaluation Tania – support and validation; recognition Rachael – acknowledgement, ambassador role, mentoring Laurie – be clear about context and terminology Nancy – wise old heads, acknowledgement of key people Anne – the need to have mana Pam – sound guidance and safety 	<p>Pam will collate emerging anzea policy</p> <p>Kate to collate the feedback and bring a proposal back to the March Board meeting</p>	<p>Board meeting March 2007</p> <p>Board meeting March 2007</p>
<p>26. Branch relationships</p> <ul style="list-style-type: none"> Agreed that a strategy is required for liaison amongst anzea branches. Matter deferred to the March Board meeting. 		<p>Deferred to Board meeting March 2007</p>
<p>27. Request from Massey Diploma course</p> <ul style="list-style-type: none"> Request from Massey Diploma course for anzea input into selection of the programme’s advisory group. Agreed in principle that this is an appropriate role for anzea. 	<p>Kate to contact Robin Peace to discuss how she sees anzea contributing before decision can be made.</p>	<p>By 15 December</p>
<p>28. Xmas greetings to members</p> <ul style="list-style-type: none"> An emailed Christmas greetings to be sent to all members 	<p>Pam to write an appropriate Xmas greeting. Jill to undertake distribution.</p>	<p>By 15 December</p>

<p>29. Board meeting process and preparation</p> <ul style="list-style-type: none"> • Agreed that the present agenda format suits, with individual reports for each portfolio followed by “Other business” • Agreed that portfolio reports will be provided by all portfolio holders two weeks prior to the next Board meetings 	<p>Pam to draw up the Board meeting agendas</p> <p>Pam to remind Board members one month prior to Board meetings to send in portfolio reports</p>	
<p><i>Items deferred to Board meeting March 2007</i></p> <ul style="list-style-type: none"> • Liaison amongst anzea branches • Future SPEaR funding • Mediation service • Mentoring brokerage • Public information campaign to become part of communications strategy • Discussion of anzea Branch relationships • Awards • Use of anzea logo by members 		
<p>Next Board meetings:</p> <ul style="list-style-type: none"> • 12 March 2007, 10.00 am - 4.00 pm. Venue to be advised. • 11 July 2007, 2.00 – 4.00, following the AGM. • 8 October 2007. Time and venue to be advised. 	<p>Pam to check with SHORE as to the availability of their meeting room for the March meeting.</p> <p>Pam to email thanks to SHORE for the use of the room.</p> <p>Jill to arrange catering for 12 March, with help from Pam.</p>	<p>By 15 December.</p> <p>By 15 December.</p> <p>By 11 March.</p>