

**ANZEA BOARD MEETING**  
**30 November 2009**  
**Auckland Airport Conference Centre 10.00am – 5.15pm**

Item	Action needed/Who	When
<p><b><i>Present</i></b>  Pam Oliver, Laurie Porima, Tania Wolfgramm (from 11.45am), Anne Dowden, Kate McKegg (Chair for Board meeting), Shaun Akroyd, Julian King, Kataraina Pipi, Roberta Hill, Jackie Bourne(minutes)</p> <p><b><i>Apologies</i></b>  Jane Carroll, Melissa Weenink, Rachael Trotman,</p> <p>Jane Carroll has tendered her resignation from the Board.</p>	<p><b>Kate</b> to draft a letter to Jane thanking her for her valued contribution to the Board.</p>	<p>By mid December 2009</p>
<p><b><i>Karakia and whakawhanaungatanga</i></b>  Laurie opened with a karakia and whakawhanaungatanga</p>		
<p><b><i>Welcome to Julian King</i></b>  Laurie welcomed Julian to the Board and Kate reiterated Laurie's welcome</p>		
<p><b><i>Tribute to Nancy Sheehan</i></b>  Everyone at the meeting spoke of their sadness at the loss of Nancy and reflected on her personality and passion. Many tributes have been received and a tribute page is being developed on the new website. It was suggested that the Board writes to Nancy's family outlining her valued contribution to <b>anzea</b> and the evaluation community.</p>	<p><b>Kate</b> to draft a letter to Nancy's family</p>	<p>By mid December 2009</p>
<p><b><i>Confirm August 2009 Board meeting minutes</i></b>  Kate moved a motion that the minutes be confirmed and accepted, Kataraina seconded</p>		
<p><b><i>Professional Practice Development (PPD) Strategy Session (Roberta)</i></b>  <b><i>Competencies and Practice Standards Project –Update from Caucus Hui</i></b></p> <p>Roberta acknowledged the fantastic work of Kate, Kataraina, Nancy and Robyn and the caucus group on the project to date.</p> <p>Roberta spoke of the issues as outlined in her report</p> <ul style="list-style-type: none"> <li>• Implications on the project of the SPEAR suspension of Linkages funding</li> <li>• Membership of the working group with Nancy's passing, leaving only Kate</li> </ul>		

<p>and Kataraina.</p> <ul style="list-style-type: none"> <li>• Caucus endorsement of working group membership beyond term of their Board membership</li> </ul> <p>Kate comments were how impressed she was with the speed/efficiency of Robyn Bailey in pulling together the précis – she has been an excellent resource.</p> <p>She discussed an idea of utilising Dropbox for file accessing and reviewing by Board members and also <b>anzea</b> members.</p> <p>From the discussions at the Caucus Hui there was a lot of positive feedback on the report and robust endorsement of treaty framework to support PPD Currently weaving on the framework before the first cut is presented to the Board for discussion, review, input as part of the consultative process</p> <p>Kataraina discussed getting together with Pale Sauni and Tania W and other Pacific people from recent hui to see if they want to be involved.</p> <p>Kate and Kataraina both talked about their recent attendance at the AEA Conference and the international support for the project. Many of the Keynotes for the AES Conference were open and have an interest in the project –happy to meet with the Board and Caucus group to have a debate after the AES Conference. So there are opportunities here which the Board should discuss – Robert Piccato will be coming to NZ in February and he is happy to meet with the Board.</p> <p>Pam raised the point that the PPD project is not part of <b>anzea's</b> Strategic Plan. The project plan needs to have outputs and outcomes for the <b>anzea</b> Membership and be linked to <b>anzea's</b> Strategic Plan</p>	<p><b>Jackie</b> to talk Robyn K about access options for literature précis,tables etc to go on website</p> <p><b>Kataraina</b> to discuss with Pale and Tania and others and organise a hui with them.</p> <p>Opportunity for International input and discussion around this project</p> <p>Project plan needs to include outputs and outcomes and be linked to <b>anzea's</b> Strategic Plan. <b>Working group</b> to address this.</p>	<p>December 2009</p> <p>By end of January 2010</p> <p>By end of January 2010</p>
<p><i>Conference Portfolio report/2009 Conference Evaluation report (Anne/Kataraina)</i></p> <p>Kataraina spoke about the 2009 Evaluation report. Vivienne produced an excellent document as outlined in her contract; however Kataraina felt that we need to review the format and manner of future Conference evaluation reports.</p>	<p><b>Kataraina, Anne and Roberta</b> to work on a 1 page summary document for distribution to the Board. This document could also</p>	<p>By end December 2009</p>

<p>Anne asked if <b>anzea</b> is going to be doing anything as part of the AES Conference (Sept 1<sup>st</sup>-3<sup>rd</sup>, Wellington)</p> <p>Kate mentioned that she had heard that AES were thinking to offer anzea members a discounted price to attend the Conference.</p> <p>It was discussed that <b>anzea</b> Board could approach AES to see if their Board would meet with <b>anzea</b> Board during/after the Conference. <b>anzea</b> Board could submit a proposal to do an abstract on the PPD project</p>	<p>go onto the website.  <b>Anne</b> to work on review of Conference evaluation format to include a 1 page Exec summary.</p> <p>A copy of the 2009 Conference Evaluation report will be sent out to Board members by <b>Kataraina</b> after <b>Roberta</b> has edited changes.</p> <p><b>Kate</b> to formally approach Jenny Neale at a strategic level and invite them to a meeting with <b>anzea</b> Board. Look to formally set up a future relationship with AES</p>	<p>By end December 2009</p> <p>By end January 2010</p>
<p><i>2010 Regional Symposium – update on progress (Anne)</i></p> <p>Anne presented the plan for the 2010 <b>anzea</b> Regional Symposiums. Four regions have been approached. Waikato BOP want to do their own format of a 1 day symposium.</p> <p>Anne asked whether we hold 3 or 4 Symposiums? <b>Agreed</b> that we hold 4 Symposiums and re-cost the Waikato BOP format to reflect that it was based on 1 day and re-cost the Sth Island region at 50-60 attendance rather than 75 attendance. <b>Agreed</b> that symposiums need to be costed at regional levels with national branch overseeing the budgets.</p> <p>There needs to be clarification of roles and support available for the Branches.</p> <p>Proposed format of a 2 day Symposium offering 1 day of National format and 1 day of Regional format.  Suggested that the National format could involve a selection of speakers, formats, Hui &amp; Fono options, themes etc and that branches select their preferences – similar to a buffet menu!</p>	<p>Branches to ask members input as to what they want from the menu for their Regional Symposium</p>	<p>By end January 2010</p>

<p>Wellington region would look to hold their symposium in June for 2 days.  Auckland region - the last weekend in May for 2 days and would prefer more of a conference type event.  Waikato BOP region would look to hold their event in April and for 1 day.  Christchurch/Upper Sth Island – propose 23<sup>rd</sup> and 24<sup>th</sup> July and to be held in Hamner.</p> <p>Agreed that the National Symposium Committee be disbanded and that a new Symposium Committee was established of Anne, Pam, Shaun and Roberta being reps for their regions. (Shaun to be Waikato BOP rep)</p> <p>A national Co-ordinator needs to be appointed. It was also discussed about approaching someone from the membership to assist the National Co-ordinator with some of the tasks involved.</p> <p>Sponsorship was discussed and Kate advised that AES were comfortable with <b>anzea</b> Branches approaching any local businesses for sponsorship for their Symposiums.</p> <p>Anne is already starting to organise the 2011 Conference.</p>	<p><b>Kataraina</b> offered to take on this role and this was agreed to.  <b>Kataraina</b> to approach Michele Lennan to see if she would be interested in supporting Kataraina on a paid basis.  <b>Kataraina</b> and <b>Julian</b> to liaise with regions re their budgets</p>	<p>December 2009</p> <p>January 2010</p>
<p><b><i>Board/member/constitutional business</i></b>  <b><i>Board meetings for 2010</i></b>  It was <b>agreed</b> that the Board meetings for 2010 would be on the following dates:  <u>10am 22<sup>nd</sup> – 1pm 23<sup>rd</sup> March 2010 at Auckland Airport meeting room.</u> This will be a longer meeting due to the amount of business that needs to be discussed.  <u>22<sup>nd</sup> July 2010 in Christchurch.</u> Roberta to organise venue perhaps with ESR.  <u>18<sup>th</sup> October 2010 at Auckland Airport meeting room.</u></p> <p><b><i>AGM date for 2010</i></b>  It was <b>agreed</b> that the <b>anzea</b> AGM will be held at lunchtime on either the 23<sup>rd</sup> or 24<sup>th</sup> July</p>	<p><b>Kate</b> to ring Melissa to advise her of Board meetings for 2010 plus Chch details</p> <p><b>All Board members</b> to book their flights to Christchurch by the end of December please to take</p>	<p>Immediately</p>

<p>at the Sth Island regional symposium in Hamner.</p> <p><b>Board succession planning</b>  Board Elections next year. Under the current Constitution it states that Board members have 2 terms then step down. This would apply to 7 of the current Board members – which raises issues of sustainability which is one of <b>anzea</b>'s core values.  It was <b>agreed</b> that Constitution should be amended to allow Board members to stay on the Board for up to 3 terms. Elections should still be held 2 yearly. The Constitution will need to be amended before the next election.  Proposed that a panui be sent to members re Constitution amendments – will need to get a response from 2/3rds of the members emailed to pass the amendments so need to ensure that we request they respond to email.</p> <p><b>Board review</b>  Pam raised the review of the Board and explained the process to the newer Board members and the outcomes from the last Board review. It was agreed that we need to have a Board review. Will need to budget \$500 for facilitation process and write-up.</p>	<p>advantage of cheaper fares.</p> <p>An amendment to the Constitution will be drawn up by mid-January for the Board to review. This will include an outline of the process for amending the Constitution.  A working group to be set up to review parts of the Constitution that needs amending before Mar 2010. Will need to be passed at AGM.</p> <p>Panui to members</p> <p><b>All Board members</b> to send ideas for reviewers and process.</p>	<p>Mid- January</p> <p>By end February 2010</p>
<p><b>Finance (Kate)</b></p> <p>Kate welcomed the appointment of Julian King to Treasurer.</p> <p>On-line payments system with Kiwibank working well and all payments now actioned online.</p> <p>Conference Profit and Loss now separate from Main Profit and Loss.  It was agreed that future profit and loss reports should be provided 3 monthly and that an annual budget figure be included in the reports</p> <p>Kate explained her Budget analysis and assumptions worksheets.  Some of the expenditure items are not relevant anymore</p>	<p><b>Jackie</b> to amend future reports</p> <p><b>All Board members</b> to review budgets and finances for their portfolios and to consider future financial requirements and potential income sources. These estimates are to be forwarded to Julian by end January 2010</p>	<p>By end January 2010</p>

	Julian and Pam to discuss relevance of expenditure items on budget.	January 2010
<p><b>Branch Development (Shaun)</b> Shaun hasn't had the opportunity to meet again with the Waikato BOP branch but plans on visiting them soon. Jacqui Henry is the new Convenor of the Waikato BOP branch.</p> <p>Tairawhiti update – they are quite happy not being affiliated with <b>anzea</b>. Essentially they are an evaluation group like the Environmental Network who wish to have an association with anzea but do not wish it to be in any formal capacity at this stage. Kate suggested that if any Board members are in the area to offer to meet and talk with them.</p> <p>Taranaki update – lots of enthusiasm from people in this area to establish a branch. Kate was there recently teaching and had lots of feedback.</p> <p>Tania suggested that we look at other ways of developing network branches by utilising website to do this i.e. virtual branches.</p>	<p><b>Shaun</b> to email Manu's details to all Board members</p> <p><b>Kate</b> to follow up with key people in the Taranaki area about establishing a branch there.</p> <p><b>All Board members</b> to come back to Mar 2010 meeting with ideas that we can stimulate members interests i.e. networking interest groups</p>	<p>December 2009</p> <p>January 2010</p> <p>March 2010</p>
<p><b>IT Portfolio (Tania)</b> Everyone looked at the new website which is in progress. URL is <a href="http://www.pauainterface/anzeaTEMP">www.pauainterface/anzeaTEMP</a>. Jackie has committed extra time and resource where required over the next few weeks so that we can get the website up and running as soon as possible. Unable to update current website due to software virus issues.</p>	<p>URL is <a href="http://www.pauainterface/anzea/TEMP">www.pauainterface/anzea/TEMP</a></p>	
<p><b>Membership</b></p> <p>Have had approximately 25 members renew - Jackie to continue follow up unpaid members and remove them from list and gmail by end of December if no response</p> <p>Membership survey – Nancy had written report. Julian happy to pick up membership survey. It was agreed that the membership survey needs to go out to members by then end of January 2010.</p>	<p><b>Jackie</b> to continue following up with unpaid members. Will report progress to Board by email.</p> <p><b>Kate</b> to forward Nancy's survey outline to Board.</p>	<p>End of January 2010</p> <p>Immediately</p>

<p>Pam offered to take over Membership portfolio in the interim. Everyone <b>agreed</b>. Pam is interested in developing a membership drive strategy.</p>	<p><b>Jackie</b> to check on survey monkey details.  <b>Julian</b> to develop set of questions – email them to <b>Tania</b> and <b>Laurie</b> for peer review.  <b>Pam</b> will email previous membership survey questions to <b>Julian</b>.  <b>Julian</b> to email proposed timeline of survey to Board</p>	<p>Mid January 2010  By end December 2009  Immediately  By mid-January 2010</p>
<p><b>Communications Report</b>  Jane has resigned from the Board  Roberta suggested that the Board should formally acknowledge and thank Jane for her contribution.</p> <p>Suggestion that the newsletter is an old format and that we should be looking to utilise website. It was agreed that the Communication Portfolio needs to use IT as main Communication vehicle. Proposed that in the membership survey that we ask members questions about newsletter format or preferred communication format.</p> <p>Panui needs to go out to members regarding PPD and Symposium dates. Panui can go on new website once it is operational. Also can put on website information relating to upcoming election re Board roles.</p> <p>It was agreed that we would look to co-opt a new Board member to specifically fill Communications role</p>	<p><b>Kate</b> to write on behalf of the Board a formal letter of thanks etc to Jane</p> <p><b>Julian</b> to include some questions relating to this in the membership survey</p> <p>Kate and Kataraina to develop a panui to go out to members by end of December 2009.</p> <p><b>Kate</b> to approach Carol Mutch at ERO.  Other suggestions by Board members to Executive by mid January 2010</p>	<p>December 2009  By mid-December</p>

<p><b><i>Maori Portfolio(Kataraina)</i></b></p> <p>Mana Maori Strategy – Kataraina is still working out workloads. Discussions are still ongoing regarding possible Hui Maori 2010 prior to AES Conference. Kataraina still continuing discussions with Zenda Ofir re indigenous evaluation. 5 Board Members are now part of the NZQA evaluation pool.</p> <p>Kate and Kataraina had conversations with Jennifer Greene – she is supportive of idea to get financial support for indigenous writings. Jennifer is writing up some notes from these discussions to progress ideas. Kataraina asked for approval from the Board to lead the critiquing of indigenous practices (as outlined in her Point 2 of her portfolio report). The Board <b>agreed</b> that they are happy for Kataraina to continue progressing this.</p>		
<p><b><i>Pacific Portfolio</i></b></p> <p>Tania advised that she was happy to step up from her associate portfolio holder role and take on the Pacific Portfolio holder responsibility.</p>		
<p><b><i>Roles, policies, procedures, protocols</i></b></p> <p>Laurie has emailed out to all Board members a suggested process for policy review including a template. There was plenty of discussion regarding the definition of a policy vs. procedure. Definition of policy: <b>anzea</b> policy sets out rules of operation. It is a statement of principles that guides the selection of priorities and sets action. It is driven by <b>anzea</b>'s values and should be brief and set a high level. Policy only changes at Board level through formal review process. Definition of procedure: These are agreed processes or steps to implement policies and may change often. The Board agreed to the definition of a policy being a principle of operation.</p>	<p><b>Laurie</b> to re-send docs and template to get Board members feedback on their policies. All Board members to review and feedback to Laurie</p> <p><b>Laurie</b> will then respond back to Board members if any changes are made <b>All Board members</b> to then review for discussion at next Board meeting.</p> <p><b>Jackie</b> to update contact details list of Board members and also portfolio holders list by early January 2010</p>	<p>By end December 2009</p> <p>By 7<sup>th</sup> Jan 2010</p> <p>By 30<sup>th</sup> Jan 2010</p>



<p><b><i>Taumata Development (Pam)</i></b>  Pam has documented the suggested process and her report was forwarded to everyone for review. The Board <b>agreed</b> to proceed.  Tania indicated interest in being on the committee</p>	Pam will start putting together a committee.	
<p><i>Next Board meeting.</i>  Next meeting 22<sup>nd</sup> &amp; 23<sup>rd</sup> March 2010 Auckland Airport      Meeting ended 5.15pm</p>		