

ANZEA BOARD MEETING
10 October 2007
Spotless Conference Rooms, Auckland Airport, 1.30pm

Item	Action needed/Who	When
<p><i>Present</i> Jane Carroll, Jo Adams, Anne Dowden, Pam Oliver, Melissa Weenink, Rachael Trotman, Laurie Porima, Heather Lees, Kate McKegg, Nancy Sheehan, Tania Wolfgramm (from 1.45pm)</p> <p><i>Apologies</i> Will Allen, Jacqui Henry</p>		
<p><i>Introductory matters</i> Laurie opened the planning day with a karakia and Pam opened the Board meeting.</p> <p><i>Timing of Board meetings</i> 1. Agreed to hold March, July & October Board meetings annually.</p>		
<p><i>July 2007 Board minutes</i></p> <ul style="list-style-type: none"> ♦ Item 2 - change 'Calendar of anzea activities' to read 'anzea <u>Board</u> activities'. ♦ Item 14 – add Heather to the group. <p>2. The July 2007 Board minutes were confirmed by consensus with the amendments above.</p>		
<p><i>Portfolio reports</i></p> <p>3. Not all portfolio reports came in on time; agreed that we need to allow people sufficient time to read a lot of material before the Board meetings.</p>		
<p>4. Agreed that all Board members will keep to existing system of sending all portfolio reports to the Convenor to be despatched to the entire Board 10 days before each Board meeting.</p>		

<p><i>IT Portfolio report (Will Allen)</i> Apologies from Will; no portfolio report provided. Pam spoke to the portfolio.</p> <p>5. <u>Website development contract</u> Will lacked time to supervise Manu's contract. Pam is taking over this supervision, with Geoff and Will liaising with Manu over website development. Training of Jackie to occur after the website plan has been approved. Pam suggested taking training out of Manu's contract and substituting this with website updating and training Jackie later. Agreed to this approach.</p>	<p>Pam to go back to Manu with amendment to his contract Jackie to be trained at a later date Pam to send website development plan for comment to the Board once it is completed</p>	<p>17 October 2007 January 2008 5 November 2007</p>
<p>6. Website <u>maintenance</u> and skills have been added to the Administrator's job description. This may require an addition to the Administrator's usual hours of work.</p>	<p>Rachael to discuss workload with Jackie</p>	<p>22 October 2007</p>
<p><i>Māori evaluation development (Laurie Porima)</i> 7. <u>Māori Evaluators Network</u> Laurie spoke to his report. Currently trying to establish the need for a Māori evaluator's network when many Māori networks exist already. A preference is emerging for Māori to be linked in to the general anzea network. Major issues for Māori include capacity, training, contracting, budgeting etc, which are not specifically Māori issues. Currently there are 50 or so names on the Māori evaluators' database, which includes SPEaR hui attendees, conference attendees and current anzea members. Tania offered to progress the Māori Caucus option within anzea.</p>	<p>Tania & Laurie to network with those on the current Māori database to explore ideas for Māori strategic development including a potential hui at the next conference and a structure for a Māori caucus</p>	<p>30 October 2007</p>
<p>8. <u>SPEaR hui</u> Maori at the SPEaR hui are keen to have a similar hui for 2008 for Māori, Pacific and other indigenous communities, depending on what members want. There is a need to link with indigenous Pacific people in terms of best practices guidelines. The core of a work plan for next 6 months needs to be developed, possibly</p>	<p>Tania & Laurie to start tapping TPK for 2008 hui support Laurie to bring a concept plan to the Board</p>	<p>30 October 2007 March 2008 Board meeting</p>

<p>including progressing the SPEaR guidelines and Māori caucus and capacity development.</p> <p>Acknowledgment and thanks were given to Kate, Nan, Kataraina and Laurie for making this hui so special. One of the hui attendees decided to do post-graduate evaluation studies and realised what evaluation is through the hui.</p>	<p>Kate to ensure the 2007 hui report comes to the Board. Kate to send this report to hui attendees and SPEaR to put on their website</p> <p>Kate to ensure hui report goes on to anzea website</p> <p>Kate to confirm this with Raewyn Good and Vivienne Kennedy</p>	<p>30 October 2007</p> <p>15 November 2007</p> <p>10 November 2007</p>
<p>Convenor's report (Pam Oliver) Pam spoke to her report. 9. <u>AES relationship</u> Pam is following up various tasks with AES.</p>	<p>Pam to recontact Jenny Neale re furthering AES- anzea collaboration</p>	
<p>10. <u>anzea membership of the Royal Society of NZ</u> anzea is now able to be a member of the RSNZ at \$400 pa for the next two years. Discussion was held around the implications for individual anzea members. Agreed to become a member of RSNZ, and to publish membership and its benefits to anzea members in the next anzea Newsletter.</p>	<p>Rachael to add “anzea is a Constituent organisation of the Royal Society of New Zealand” to the anzea letterhead and other relevant anzea documents</p> <p>Jane to add the above to the Communications checklist and send to Branch Convenors, the Board and Jackie</p> <p>Pam to get back to RSNZ to agree to the fee and be invoiced</p> <p>Kate to draft the benefits of being a member of the RSNZ and send to Pam to (1) put on the website and membership form, and (2) advise members by email</p> <p>Pam to add to next members update that we have agreed to become a member of RSNZ</p> <p>Jane to add an item on RSNZ membership</p>	<p>30 October 2007</p> <p>15 November 2007</p> <p>30 October 2007</p> <p>7 December 2007</p> <p>17 October 2007</p> <p>10 January 2008</p>

	to anzea January newsletter	
<p>11. <u>anzea Board Activity Calendar</u> Pam has drafted a calendar of Board activities as a prompt to Board members of the timing of regular annual responsibilities.</p>	<p>Pam to email Manu to add this calendar to the website development plan Pam to send calendar to the Board for additions; Nancy to add regular Exec meetings; Board members to email changes to Pam; Pam to collate actions for Manu from these minutes and send to him as one</p>	<p>30 October 2007 30 October 2007 15 November 2007 30 October 2007</p>
<p>12. <u>Charities Commission</u> Pam has been advised that there are several aspects of the current Constitution that may operate against anzea being granted charitable and tax-free status. It is proposed that anzea invest \$500 approx to hire a lawyer to make constitutional changes that reflect Board suggestions in the strategic planning session and recommendations from the lawyer.</p>	<p>Pam to revise Constitution objectives based on strategic planning session and give revised version to Margot Nicholson. Rachael/Pam to call SGM by email if possible or video conference to adopt changes</p>	<p>30 November 2007</p>
<p>13. <u>Taumata proposal</u> All Board members endorsed the proposal in principle, with thanks to Pam and Laurie for developing it. The Taumata could be administered by the ordinary anzea member involved in the Taumata Committee. It was agreed that the proposal needed extra work based on input from all Board members.</p>	<p>Pam to amend to say each year the Board will put a cap on financial contribution to the Taumata All members send comments on taumata proposal to Pam Pam to send revised version out by 27th October for further discussion and approval Pam to bring a proposal for Taumata implementation to the next Board meeting</p>	<p>30 January 2008 19 October 2007 27 October 2007</p>

<p>14. <u>Strategic Plan</u> Agreed to pay Pam at \$75 per hour up to \$1,000 + GST to write up the Strategic Plan, and an equivalent amount to collate anzea policy and integrate with the Strategic Plan.</p>	<p>Pam to send out a draft Strategic Plan for Board input and ratification at the March Board meeting Pam to draw up a contract for her paid work and forward to Kate for signing</p>	<p>28 February 2008 15 December 2007</p>
<p><i>Deputy Convenor portfolio (Kate McKegg)</i> Kate spoke to her report.</p> <p>15. <u>Strategic relationships</u></p> <ul style="list-style-type: none"> ♦ Dialogue is continuing with AES and the relationship in Wellington and nationally. There is a need to determine protocols around branding and costs of holding joint AES - anzea events. Holding shared events in Wellington is separate to developing an anzea branch there. ♦ The options were discussed of (1) joining IPANZ so that anzea can benefit from advertising via IPANZ's databases, and (2) holding a joint IPANZ/anzea event. ♦ Membership of IOCE was deferred for another year in order to focus on other relationships. Unsure of benefits from IOCE. 	<p>Kate to continue discussions with WEG representatives and bring a proposal back to the Board for AES/WEG/anzea events</p> <p>Kate to ask IPANZ to send a proposal to the Board regarding sponsorship and financial contribution</p> <p>Kate to determine IPANZ membership cost and advise the Pam re inclusion into the 2007-2008 budget</p> <p>Kate to liaise with Jackie re IPANZ membership</p>	<p>30 November 2007 30 October 2007 30 November 2007 30 November 2007</p>
<p>16. <u>Development of practice standards</u> It was agreed that this work is a priority for anzea and that they are national projects. Kate noted that anzea has been invited by SPEaR to apply for funding for a further hui to advance development of SPEaR's best practice guidelines. This would allow anzea to hold workshops nationally. Jean King has also offered to do a workshop around standards next year (February 2008).</p>	<p>Kate to draw up a draft application to SPEaR for Board input</p>	<p>March Board meeting</p>

AES has indicated and interest in contributing to the standards work		
<p>17. <u>Joint events/co-hosting</u> A policy is needed on co-hosting of events, to include:</p> <ul style="list-style-type: none"> ♦ purposes ♦ benefits & costs to anzea and membership ♦ who decides on co-hosting (Branch, Board, etc) ♦ branding ♦ criteria to judge proposals. <p>Need to make a change to Branch delegation to enable branches to hold joint events. Board to decide in medium term.</p>	<p>Kate to draft Co-hosting policy and email to Board</p> <p>All Board members to email comments to Kate; Kate to develop a draft policy for the Board's review</p>	<p>30 November 2007</p> <p>30 November 2007</p>
<p>18. <u>Strategic Relationships Strategy</u> Kate has drafted this strategy. Agreed that primary priorities are AES, SPEaR, Royal Society and IPANZ, and that Johnson Group and IOCE are next level priorities.</p>	<p>Kate to add SPEaR to the Strategic Relationships Strategy</p>	<p>30 October 2007</p>
<p>19. <u>Application to SPEaR for Maori guidelines</u> Agreed to proceed with applications to SPEaR for Māori best practice guidelines and workshops on these guidelines. Agreed that the Board first needs to see a plan showing how this work links to anzea objectives, Strategic Plan and benefits for the membership.</p>	<p>Kate to prepare bones of application to SPEaR for comment by the Board covering the issues and implications for anzea Board workload. This proposal includes deliverable of a detailed proposal for knowledge transfer of the guidelines.</p>	<p>30 October 2007</p>
<p>20. <u>Research agenda</u> Agreed that this project will remain on hold until further notice.</p>	<p>Kate to go back to Paul Duignan say we support in principle but are not taking on new work at the moment</p>	<p>30 October 2007</p>

<p>Secretary's Report (Rachael Trotman) Rachael spoke to her report. All is going well in terms of administration.</p> <p>21. anzea computer work The Administrator has suggested that anzea acquire a laptop for specifically anzea work, rather than using the Administrator's personal computer.</p>	<p>Rachael to cost purchase and lease options and report to the Board</p>	<p>15 November 2007</p>
<p>Membership secretary report (Rachael Trotman) Rachael spoke to her report.</p> <p>22. <u>Member survey</u> The members' survey will inform conference planning, branch event planning and strategic planning.</p>		
<p>23. <u>Member resubscription</u> Approximately 25% of 2006-7 members have not yet resubscribed. Noted that unpaid members must be given a written reminder before being removed from the membership list at the end of November. Members have had one invitation to renew and one reminder as of October.</p>	<p>Rachael to 1) send final reminder to unpaid members and then 2) contact Branch Convenors to ask them to chase up remaining unpaid members Rachael & Pam to review the membership drive strategy Rachael, Pam & Nancy to have an Exec meeting – Rachael to email a time</p>	<p>1) before 20 October 2) after 30 October</p> <p>30 November 2007</p> <p>By 30 November</p>
<p>24. <u>Use of membership data</u> Noted that membership data is still not online. This needs to happen as part of the website development plan.</p>	<p>All Board members to look at membership data collected to see what is useful and email Pam re what should stay Nancy to email Manu to include paid membership data online and membership registration on line in the website development plan</p>	

<p><i>Treasurer's report (Nancy Sheehan)</i> Nancy spoke to her report.</p> <p><u>25. Accounting and financial systems</u> Approval sought to spend \$2K for accounts system and training. Agreed in principle to some expenditure. The first task is working out what funding we have available. It was agreed that the 'Executive' - Nancy, Pam, Rachael - & Jackie would meet to set up accounting systems. Consider the ability to make web membership payments in this. Include discussion on dates for financial year, membership year and Board meetings.</p>	<p>Rachael to arrange a time for a meeting with Jackie and the Executive</p> <p>Nancy to come back with a proposal for decision by email</p>	<p>15 November 2007</p> <p>15 December 2007</p>
<p><u>26. Annual audit</u> The audit of anzea's accounts has been completed and audited accounts were received.</p>		
<p><u>27. Tax and GST payments</u> It was noted that anzea's tax and GST returns for 2006-2007 are outstanding and that the IRD has sent several letters to this effect. Nancy noted that she is negotiating with IRD on completing these shortly. It was agreed that Nancy will send an email to the Board documenting her discussions to date with IRD and copy the Executive henceforth documenting any future discussion with IRD, to ensure that we have a centralised written record of those discussions.</p>	<p>Nancy to progress anzea's tax and GST return urgently.</p> <p>Nancy to document previous and all future discussions with IRD and email to the Board</p>	<p>30 November 2007</p>
<p><u>28. anzea budget projections 2007-2008</u> Agreed that the proposed budget should assume the current membership (130 members) in terms of income. A number of changes were made and agreed to the proposed budget.</p>	<p>Pam to rewrite the budget proposal and email to the Board for ratification</p>	<p>30 October 2007</p>

<p><i>Branch establishment (Jacqui Henry)</i> 29. <u>Lower South Island Branch</u> Referred Lower South Island membership issues to the meeting of Pam and Rachael.</p>		
<p>30. <u>Wellington Branch</u> Concern was voiced that anzea has still not provided any anzea events to members in Wellington. Kate and the Wellington region Board members noted that negotiations are in progress with WEG to determine an agreed way to host joint events. Pam voiced concern that anzea may not be meeting the needs of Wellington member as set out in their responses to the anzea member survey. Agreed to use planned national events as a vehicle to establish a branch structure and future regional anzea events in Wellington. The co-hosting policy has special importance in the Wellington region.</p> <p>31. <u>Support for Waikato/Bay of Plenty and Christchurch Branches</u> Pam is providing support to both Branches around organising Branch events, establishing their committee structures, and arranging the Waikato/Bay of Plenty AGM.</p>	<p>Kate to work with Anne and Melissa on events over the next 6 months, including events for members in Wellington</p>	<p>Ongoing</p>
<p><i>Professional Development (Melissa Weenink)</i> 32. <u>Stocktake of evaluation education and training</u> This needs completion and updating from the version that Jane developed.</p>	<p>Melissa to complete stocktake of evaluation education and training Melissa to send Pam the latest version Pam to talk to Manu about how to put the completed stocktake on the website</p>	<p>30 November 2007 30 October 2007</p>
<p>33. <u>Stocktake of evaluation capacity in NZ</u> This item got lost in discussion.</p>	<p>Pam to include in the agenda for the</p>	

	March 2008 Board meeting	
<p>34. <u>Professional Development portfolio</u> This is a very large portfolio that needs to be scoped and work shared. A suggestion was made that it be broken into two portfolios – (1) Standards Development, and (2) Professional Education</p>	Melissa to work with Kate and Anne as part of hui development to scope the professional development portfolio	
<p><i>Conference report (Anne Dowden)</i> 35. <u>Planning for the 2008 Conference</u> Planning is well under way and a proposal for the 2008 Conference will be provided to the Board by the end of October. No conference convenor has been found yet.</p>		
<p>36. <u>2007 Conference Report recommendations</u> The Conference Report was presented to the Board and the following payments were approved:</p> <ol style="list-style-type: none"> 1) Pay Administrator a \$250 bonus to acknowledge excellent administration for the conference. 2) Write up of Conference Manual by Pam and Michele \$3500 + GST 3) \$1000 for travel for 2007 conference committee to meet with and guide the 2008 conference committee in Wellington to work on early conference planning. 	<p>Rachael to organise payment to Jackie</p> <p>Pam and Michele to write Conference Manual; Pam to draft a contract to that effect and forward to Anne for approval</p> <p>Anne to send a proposal to the Board on 2008 conference</p>	<p>20 October 2007</p> <p>30 December 2007</p> <p>30 November</p>
<p>37. <u>2007 Conference evaluation</u> Thanks were expressed to Salena for an excellent conference evaluation report. It was agreed that she could be invited to undertake the 2008 Conference evaluation also.</p>	Pam to add the conference evaluation report to the list for Manu to put on the website	30 th October 2007

<p>Communications Strategy (Jane Carroll) 38. <u>Portfolio responsibilities</u> Jane has taken over the portfolio but not yet had an opportunity to review the role. Pam will resend her relevant documents.</p>	<p>Pam & Jane to meet to complete the handover in terms of communications; Pam to send portfolio documents to Jane</p>	<p>30 November 2007</p>
<p>Special projects (Pam Oliver) 39. <u>Professional Indemnity Insurance Scheme</u> The scheme has been launched and will be evaluated in 2 months.</p>	<p>Pam to evaluate the insurance scheme in the next 2 months</p>	<p>30 November 2007</p>
<p>40. <u>Legal Opinion Service</u> Pam noted that finding lawyers interested in participating has proved problematic but that she will persevere.</p>	<p>Nancy email her idea to Pam about adding lawyers to the list</p>	
<p>41. <u>Mentoring services</u> Pam has pursued this and presented a proposal from the Mentor Centre in Auckland for mentor training specifically for evaluators, with an associated plan to develop an anzea evaluator mentor register on the anzea website.</p>	<p>Melissa to add this idea to the Professional Development portfolio Pam to ask the Mentor Centre to change their proposal into a specific proposal for evaluators</p>	<p>31 October 2007</p>
<p>42. <u>anzea Contract Templates</u> These are going to a lawyer at the end of next week for review.</p> <p>43. <u>anzea Presentation Template</u> The anzea Powerpoint presentation template has been sent by Anne to the Board.</p>	<p>Pam to ask Manu to add the anzea presentation template to the Board members only part of the website</p>	
<p>Meeting finished 5.30pm. Next meeting (provisional time, to be confirmed) 10 March 2008.</p>	<p>All Board members to book in July 16th for the July Board meeting at Conference All Board members to send invoices/receipts to Rachael for meeting costs today as appropriate</p>	<p>15 November 2007</p>

