

ANZEA BOARD MEETING
20 October 2008
Wellington Airport Conference Centre, Wellington 11.45am – 4.45pm

Item	Action needed/Who	When
<p><i>Present</i> Jane Carroll, Pam Oliver, Melissa Weenink, Rachael Trotman, Laurie Porima, Tania Wolfgramm, Anne Dowden, Kate McKegg (Chair), Shaun Akroyd, Kataraina Pipi, Roberta Hill, Maggie Jakob-Hoff, Juanita Hudson (Minutes)</p> <p><i>Apologies</i> Nancy Sheehan</p>		
<p><i>Confirmation of the July 2008 Board minutes</i></p> <p>The July 2008 Board minutes were confirmed by consensus, with no changes. Roberta/Anne</p>		
<p><i>Matters arising from July 2008 minutes requiring Board discussion and decision</i></p> <p><u>Funding and Resourcing Portfolio:</u> Exec discussed and put options together in Convenors portfolio report, appendix 2. Kate spoke to report. Portfolio to be a mini one attached to Convenors role with the Treasurer as Associate. Committee formed (Laurie, Kataraina, and Rachael) to report back to Board on developing a plan and processes for funding and resourcing the organisation going forward, focusing on our sustainability.</p> <p><u>Portfolio associates:</u> Wording to be changed to role description to read “All portfolios will have an associate position to support the work of the portfolio; overall responsibility for the portfolio lies with the portfolio</p>	<p>Laurie to convene committee. Committee to create a calendar for funding.</p> <p>Dual responsibility for Portfolio holder and associate.</p>	<p>Report back to Board in March 2009</p> <p>Report changed wording back to Board March 2009 for</p>

<p>holder/s. The associate role is a support role”.</p> <p>The Associate Role involves:</p> <ul style="list-style-type: none"> • Value of participation • Substituting for the portfolio holder when that person is not available, or steps down before the end of the Board term • Involvement in decision making • A way to build capacity and capability for future Board participation <p><u>Awards:</u></p> <p>Committee formed (Pam, Nancy, Kataraina, Melissa) to prepare a proposal regarding awards. Include an item in member survey asking whether we should have awards and what would be appropriate to anzea. Awards would initially fit under special projects under PPD, can split out at later date.</p>	<p>Pam to convene committee. Pam to check that Nancy wants to be involved with awards committee. Item to go into member’s survey.</p>	<p>approval</p> <p>Proposal and plan back to Board for March 2009</p>
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<p>Conferences (moved up in agenda) Anne spoke to report. <u>2009 Conference plan:</u> 2009 conference, Board approves and supports the theme, date, venue and international key note speakers for the 2009 conference. Upper South Island branch noted conference dates are difficult with those members who have families due to timing coinciding with school holidays. Tentative cost will be \$671 excl GST per person to attend, all inclusive. Need to relay to members that committee has worked hard to keep pricing down. Selection of key notes needs a policy created; suggested surveying members to find out expectations of key notes. Conference committee to report back re key notes. Should key notes be chosen based on gender/ethnicity or on their value to conference themes? Board decision to allow committee to decide on local key notes, and a policy to be drafted by Anne and Maggie for Board consideration.</p> <p><u>Conference management role:</u> Board agreed to Option 1 and 2 of report as proposed by committee. Committee to run a closed tender process, based on list of jobs to be drawn up by Pam/Michelle, and report back to Board. Pam resigned from the Conference finances role in anticipation of tendering for the management role. Developing clear processes for tendering to be deferred to next Board meeting.</p> <p><u>2010 Conference update:</u> Public Health has expressed interest in a joint conference with anzea. Discussion held with AES, who have indicated that they do not</p>	<p>Committee to report back to Board on local key notes and a policy document.</p> <p>Anne and Maggie to draft a keynote speaker policy outlining factors to be considered.</p> <p>Committee to run closed tender process.</p> <p>Kate to add item on tendering processes to next Board agenda.</p>	<p>Report to Board March 2009</p> <p>March 2009 Board meeting.</p>
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<p>wish to run a joint conference. Committee formed (Laurie, Pam, Shaun, Kate, Anne) to look at resourcing, strategising, conference and future events, to assess what meets the needs of anzea. Committee to report back to Board on options for the 2010 conference and its format.</p> <p>Co hosting policy needs to be revised and confirmed taking into account the range of possible co-hosting arrangements with other agencies for future events/conferences.</p>	<p>Laurie to convene committee and initiate by 20 November 2008.</p> <p>Pam to seek final Board input into the co-hosting policy and then finalise and disseminate.</p>	<p>Report back to Board by March 2009</p> <p>30 October</p>
<p>Strategic Relationships Pam spoke to her report. Pam to report back to Board on what members get out of anzea's affiliations with other organisations and how these memberships benefit anzea members.</p> <p>Review to be done on strategic relationships and goals, a priority list and who anzea might most usefully be aligned with.</p> <p>Board agreed not to send someone to AFrea Conference in Cairo 2009 due to budget restrictions. Other points in the portfolio plan approved.</p>	<p>Pam to report back to Board</p> <p>Pam to email list to Board for comments, Board to reply back to Pam by 30 November 2008.</p>	<p>March 2009</p> <p>30 November 2008</p>
<p>Māori evaluation development Kataraina spoke to the report. Māori evaluation development should be member driven and build in activities throughout the year, not just at conferences. Want to have a hui for Maori evaluators before the 2009 anzea conference and also provide scholarships for those who are not financially in a position to attend anzea conference.</p> <p>Maori evaluation committee to advise conference committee regarding pre conference hui timelines to facilitate it happening.</p>	<p>Māori evaluation development team to progress plans for a hui.</p> <p>Kataraina to provide conference committee with proposed dates for a hui.</p>	<p>ASAP</p>

<p>Board agreed \$5k be allocated for Maori evaluation hui. Committee to report back to Board once hui has been held.</p>		
<p>Convenor's report Kate spoke to her report. Board Performance reviews: 3 options tabled as per report. A less formal review is suggested for July 2009, with a formal review held every 2 years. More discussion regarding review of Board performance needed. Processes and a template for reviews to be documented, to be discussed at the march Board meeting</p> <p>Kate to complete IOCE survey. Will circulate to Board before sending out to IOCE.</p> <p>Board to consider ideas for the timing of the first Board meeting after the annual conference. Discussion tabled regarding timing and how this ties in to the conference, whether a meeting be held before, directly after conference or perhaps a week later.</p>	<p>Kate to add this item to the March Board meeting agenda</p> <p>Kate to complete and circulate before sending.</p> <p>Kate to add this issue to March Board agenda</p>	<p>March 2009</p> <p>ASAP</p> <p>February 2009</p>
<p>Deputy Convenor Laurie spoke to his report regarding reviewing policies. Suggested the need to make the relationship between policy and operations easier to understand (strategy-policy-operations/procedures).</p> <p>Committee formed (Laurie, Maggie) to create a structure, model and template to use for reviewing policies.</p>	<p>Laurie to develop a suggested policy review schedule and circulate for comment.</p> <p>Laurie to convene and report process back to Board.</p>	<p>March 2009</p> <p>March 2009</p>
<p>Secretary Rachael spoke to her report. A back up for Jackie (Alex Freke) has been put in place for if Jackie is indisposed temporarily. Any Board member who needs assistance to make travel</p>		

<p>arrangements to attend Board meetings should go direct to Jackie to book and pay for fares, otherwise use the current method of booking, paying and being reimbursed for costs.</p>		
<p>Memberships Canvassing of member needs and preferences, Board agreement to contract out for survey and that this work will be tendered out to an anzea member. The Board agreed to \$1,000 for this survey.</p>	<p>Nancy to organize</p>	<p>31 October 2008</p>
<p>IT Developing a content management system. RFP has been sent out to all. Robyn Kamira and Manu Caddie are possibly interested. RFP to go back out but with an indicative budget amount.</p> <p>Website is an important tool for anzea and Board decision is to go ahead at this stage, and seek funding at a later time.</p> <p>WIKI is not intuitive and quite messy. Not used this time to circulate Board papers, but to be used before next meeting.</p> <p>Board endorse proceeding with website redevelopment with a \$15k budget and a proposed completion date of 30 March 2009.</p>	<p>RFP to be sent out again to all interested parties. Tania and Kataraina to receive proposals and notify Board of recommended contractor</p> <p>Tania and Kataraina to oversee the work programme and report back to the Board on progress</p>	<p>30 November 2008</p> <p>March Board meeting</p>
<p>Professional Practice and Development Roberta tabled a one page summary of the Professional Practice and Development report.</p> <p>[Laurie left meeting at 3.40pm]</p> <p>Aim of plan is to identify priority areas for professional practice development for 2008-2010 and beyond, and to integrate current anzea PD initiatives into an overarching strategy.</p> <p>Consultation plan to go out to members. Shaun and Kataraina to</p>	<p>Pam and Roberta to refine and present back to Board for comment.</p> <p>Associates to be Anne and Melissa</p>	<p>30 November 2008</p>

<p>include some components as appropriate in Maori hui.</p> <p>Maggie volunteered her time to the development of the plan.</p> <p>Board endorse proposal in principle, only concern is timing, and perhaps need to link communications strategy with it.</p> <p>Agreed that there was a need to build in portfolio linkages, and provide more clarity around budget breakdown. Detailed plan to be presented back to Board.</p> <p>Noted that this is a big ticket item for the Board.</p> <p>Expect go ahead by 21 December 2008.</p> <p>Pam and Roberta to go to branches with a plan of what is happening and a detailed project plan in early 2009.</p>	<p>Shaun and Kataraina to cover this in Maori hui</p>	
<p><i>Professional Learning</i></p> <p>Agreed to disestablish this portfolio and instead make it a function of the PPD portfolio.</p> <p>Events calendar to be under Professional Learning function, and to be developed and sent out to branches.</p> <p><u>Stocktake:</u></p> <p>Draft written and will be emailed and comments to be sent back to Melissa by email.</p>	<p>Calendar to be developed by Anne and Melissa</p> <p>Melissa to email draft and collate responses</p>	<p>30 December 2008</p> <p>30 October 2008</p>
<p><i>Branch Development</i></p> <p>As per tabled report.</p> <p>An Easy Guide to Branch operations has been developed and is ready to go out for branches to follow, to make process easier.</p> <p>Discussion around how best to roll this out, whether we use an engagement strategy to determine demand.</p> <p>Board agreed to the \$2,000 donation from the Auckland Branch being given to the emerging group in Te Tai Rawhiti.</p>	<p>Shane to send to branches</p>	<p>30 November 2008</p>

<p>Treasurer's report As per tabled report. Maggie spoke of need for Board to aim to make a \$50k surplus for each year to cover operating and development expenses. If there is no conference in 2010 there will be a shortfall of around \$35k that will need to be made up, however this amount will decrease if funding for Maori hui is obtained</p> <p>Suggestions that cost cutting measures can be used, such as teleconferences instead of face to face meetings for Executive and other Board sub-committees.</p> <p>For funding and resourcing, where possible all portfolio holders to look at what other potential sources of funding could be available. Resolution made that feedback on priority pieces of work to Maggie ASAP in order to have the budget revised.</p> <p>Board agreed to go ahead on the two big ticket items, Professional Development and IT.</p> <p>Discussion that the Maori development hui be on a cost recovery basis. Board agreed to a \$5k budget from now until March 2009. Thereafter will need to look for external funding, perhaps TPK.</p> <p>4.35pm Jane left meeting</p> <p>Request that Treasurer and Associate to work together to prepare budget before budget is circulated to Board. Agreed that the Treasurer will prepare budget in draft, send to Associate to overview, then to Board for discussion.</p> <p>4.40pm Pam, Tania left meeting</p>	<p>All portfolio holders to review potential funding sources and advise Maggie on revised budget for their portfolio, for her to revise the budget for the next Board meeting</p> <p>Ongoing</p>	<p>31 January 2009</p>
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Remainder of items on agenda to be held over till March 2009 meeting.		March 2009
Meeting finished 4.45pm. Next Board meeting: 16 March 2009 at Auckland Airport 10am to 5.00pm	Travel to be arranged direct through Jackie	

Appendix One – Portfolio Allocations for 2008/2010

- ♦ Convenor – Kate
- ♦ Deputy Convenor – Laurie
- ♦ Secretary – Rachael
- ♦ Treasurer – Maggie (Pam Associate)
- ♦ Funding and Resourcing – Committee to report back in March 2008
- ♦ Strategic Relations – Pam (Laurie Associate)
- ♦ Communications – Jane
- ♦ Membership – Nancy (Laurie Associate)
- ♦ Branch Development – Shaun
- ♦ Conferences – Anne (Maggie Associate)
- ♦ Māori Evaluation Development – Kataraina, Laurie, Shaun, Tania
- ♦ IT Development – Tania (Kataraina/Jane Associates)
- ♦ Professional Learning – Anne and Melissa (Shaun Associate and Roberta involved)
- ♦ Professional Practice Development – Roberta (Pam Associate)
- ♦ Special Projects – Pam (Associates project by project)
- ♦ Pacific Evaluation Development – Tania and Nancy

For Exec positions, the Associate is a Board member

For non Exec, the Associate can be a Board or non-Board member – where the Associate is a non-Board member this is to be Board approved.