

Minutes of the anzea Board Meeting Wellington 18-19 October 2010

<p>Present: Debbie Goodwin Julian King Carol Mutch Syd King Chrys Horn Kate Averill Heather Hamerton Pam Oliver (Chair) Kataraina Pipi Pale Sauni Jackie Bourne (Administrator)</p>	<p>Apologies: Tania Wolfgramm</p>
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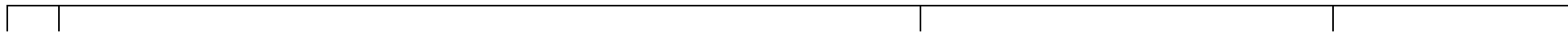
	Item	Action required and responsibility	Deadline for completing the action/s
1	<p><i>Welcome, karakia and whakawhanaungatanga</i> Welcome to all, especially those not at the July meeting, and to Sandy Thompson (facilitator)</p> <p>Introductions of all Board members, Pale led a heart warming whakawhanaungatanga process</p>		
Monday 18 – Strategic planning and policy review			
2	<p><i>Strategic planning</i> Sandy facilitated a strategic planning process. Directions and priority focus areas identified. Sandy Thompson will write up the material produced. <u>Discussed</u> the length and format of the current Strategic plan. Pam spoke about the AES model. <u>Agreed</u> that a 1-2 page Strategy document will be developed, accompanied by a longer Strategic Plan that sets out the ‘road map’ across key areas of direction and portfolios.</p>	<p>Pam to coordinate with Sandy and produce a draft for Board input and approval</p>	<p>30 November</p>

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	Two venn diagrams were also <u>adopted</u> as descriptors for the Board's focus. Include objectives and descriptions (a road map) Include portfolio workplans as part of the road map.		
	Risks The Board briefly noted points of risk for anzea . There was not enough time to fully discuss these. Management strategies are being developed for each. <ul style="list-style-type: none"> ▪ Loss of the Administrator – Ops manual in place ▪ Convenor taking on lots of tasks – Pam to compile a list of Convenor tasks ▪ Conference not going well as a financial contribution – other resourcing strategies being developed; focus on the income-generating functions of the conference for 2011 	Pam to compile a list of Convenor tasks	
5	Board composition Anne Dowden's resignation accepted. <u>Agreed</u> that Pam will send Anne a letter of thanks from the Board, and copy the Board on the email. Replacement Board member – <u>Discussed</u> , that it is appropriate to take the next person from the 2010 elections list, since the vote for her was 1/3 of the membership. <u>Agreed</u> that Marnie Carter will be invited to join the Board.	Pam to email letter to Anne. Pam will contact Marnie to join the Board and discuss portfolio options with her.	31 October 2010 25 October 2010
6	Convenor report Taumata nominations – Discussed, the difficulties surrounding the nomination of Katie Murray, and the lack of clarity of some Board members of the purpose and intended functions of the Taumata. Agreed: <ul style="list-style-type: none"> • The need for a review of the nominations process, including criteria; a subcommittee comprising Pam, Tania, Pale and Chrys will bring a revised nominations process back to the Board for approval • The need to make decisions for this round based on the original selection criteria • The need to honour the process and ensure the care of the people being nominated • Robin Peace and Ian Trotman's nominations approved • Pam as Convenor will contact nominees and invite them to join the Taumata • Pam as Committee member will contact nominors to update, including Katie Murray's nominors to discuss the best way to inform Katie; several Board members agreed that Katie could be an appropriate Taumata member and might be renominated • Pam will liaise with Wgtn Branch re Taumata launch event – potentially late November; Carol will discuss with Wgtn committee 	Pam to convene Taumata system review Pam to contact approved nominees Pam to contact nominors and Katie Murray Pam and Carol to liaise re Taumata launch event	March Board mtg 8 November 8 November 8 November

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	<p>Convenor report (cont) Convenor election and transition system – <u>Discussed</u>, need to review current systems for Board succession planning. <u>Agreed</u>:</p> <ul style="list-style-type: none"> Pam will send Board members her email correspondence with Ian Trotman regarding Convenor succession planning. Pam and Carol will develop some possible models for Convenor election/appointment/succession <p>Board induction process – <u>Discussed</u>, Board induction process for best value to new Board members while information avoiding overload. <u>Agreed</u>:</p> <ul style="list-style-type: none"> Pam will review the system with input from Board and compile a revised process <p>Constitution amendments – <u>Discussed</u> proposed amendments</p> <ul style="list-style-type: none"> All proposed amendments were approved by the Board Need to send the proposed amendments to the membership for endorsement <p>anzea awards – <u>Discussed</u> that the idea of anzea awards was raised in the recent membership survey, what would be the format, basis for an award. <u>Agreed</u>: that Pam would collate information and present a proposal for awards system</p>	<p>Pam to send email to Board members</p> <p>Pam to contact Carol re developing models</p> <p>Pam to undertake review</p> <p>Pam to send the proposed amendments to the membership for endorsement</p> <p>Pam to put together a proposal and send to Board for review and input</p>	<p>8 November</p> <p>March Board meeting</p> <p>30 November</p> <p>March Board meeting</p>
7	<p>Board protocols and ways of operating All portfolio teams encouraged to seek Associates from outside the Board to assist in progressing work.</p>	<p>All portfolio leaders to seek an associate from the general membership</p>	<p>31 November</p>
8	<p>Treasurer Financial status and forecast – <u>Discussed</u> from a financial perspective that we must have an annual National Conference. Julian presented the Profit and Loss report – income better than budgeted due to \$14k overall profit from all the Symposiums. Julian discussed the needs analysis /budget plan spreadsheet tabled as a structure for <u>creating</u> a 3 year budget. <u>Agreed</u>:</p> <ul style="list-style-type: none"> Before next Board meeting in March we need to have a 3 year budget ready for review. <p>Income generation through paying events – <u>Discussed</u>, the desirability of anzea generating income through professional education and other events, provided that fits within the limitations from anzea’s charitable status. <u>Agreed</u>: Kate will draft a request for information and get professional opinions from (1) an accountant and (2) Patrick Flannery, constitutional lawyer.</p>	<p>All Board members to review the 3 year budget plan and send feedback to Julian re their portfolio budget requirements Julian to present prior to next Board meeting</p> <p>Kate to obtain accountant opinion and send to Pam</p> <p>Pam to obtain opinion from PF on the accountant’s opinion</p>	<p>31 December</p> <p>March Board meeting</p> <p>March Board meeting</p>

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8	<p>Treasurer (cont) Resourcing strategy – <u>Discussed</u>, the implementation of the Resourcing Strategy being the priority for this portfolio. A funder stocktake brief was discussed, to identify a range of potential funders relevant to all anzea portfolios. <u>Agreed</u>:</p> <ul style="list-style-type: none"> • By next Board meeting that Julian would compile the funder stocktake process and discuss with Ian Trotman • Chrys would include stocktake brief in next newsletter • No-one would independently approach potential funders as there was a concern of a cross over in communication. Informal offers have already been made from some funders e.g. IPANZ through Carol. <p>Income generation – <u>Discussed</u>, ideas about what we can do to generate income now</p> <ul style="list-style-type: none"> • Conference – pre-conference workshops. • Other training /workshop initiatives e.g. cultural competency, summer school, competency training, members’ skills and expertise. • Strategic relationships relating to training e.g. with Massey University – approach by Robin Peace • Membership – offering corporate membership; recruiting amongst policy analysts and NGOs, Māori and Pacific communities • Advertising by members or others on the anzea website • Sponsorship/donations/bequests/grants • Sell publications • Branch events <p><u>Agreed</u> - Kate will follow up with Robin Peace at Massey University re potential for collaborative training initiatives.</p> <p>Reimbursement policy – <u>Approved</u> by the Board, subject to changing the discretionary cap to \$250.</p>	<p>Julian to contact Ian Trotman</p> <p>Chrys to include stocktake brief in newsletter All Board members to communicate any offers/discussions from funders</p> <p>Kate will follow up with Robin Peace at Massey University</p>	<p>30 November</p>
9	<p>Pacific evaluation development Increase Pacific participation and membership – <u>Discussed</u>, ways to encourage Pacific membership and participation. <u>Agreed</u>: Separate versions of the member welcome letter with Māori and Pacific greetings will be sent to new members identifying as Māori or Pacific, including the contact details for the relevant Māori or Pacific portfolio leader</p>	<p>Jackie to send the welcome letter to Pale and Kataraina to include Pacific and Māori greetings respectively</p> <p>Pale and Kataraina to revise the greetings</p>	<p>8 November</p>



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	<p>Opportunities for Pacific evaluation development – <u>Discussed</u>, Tania and Pale will be developing relationships between anzea and Pacific organisations and communities, through participation in various committees and providing fono at anzea events nationally and regionally.</p>		
10	<p>Secretary <u>Discussed</u> reimbursement policy. <u>Agreed:</u></p> <ul style="list-style-type: none"> Jackie will provide additional information and source documents/emails when requesting approval for payments where Secretary and Treasurer may be unaware of earlier authorisation. Discussion and joint agreement between two signatories to occur regarding any payments where there is a lack of knowledge of agreements. Administration/Operations Manual is in final draft and should be completed shortly. Pam will provide input. 	<p>Jackie to provide additional information on payments where appropriate Pam to provide additional information on payments where appropriate</p>	<p>Ongoing 8 November</p>
11	<p>Māori evaluation development <u>Discussed</u>, the need for guidance to anzea ‘officers’ on some key principles of tikanga Māori that can guide the work of the Board and anzea projects. <u>Agreed:</u> Kataraina will compile a list of principles to be included in the ‘New project proposal’ guidelines (and other policy docs as appropriate). <u>Discussed</u> the priority for this portfolio was growing the number of Māori members. <u>Agreed:</u> Kataraina to conduct a needs analysis of potential Maori members</p>	<p>Kataraina to draft the principles and send to the Board Pam to include them in the Governance policy doc Appendix 6</p>	<p>30 November</p>
12	<p>Conferences Leadership <u>Discussed:</u> Carol has agreed to be the 2010 Conference Convenor. Anne Dowden’s resignation leaves this portfolio leadership vacant. <u>Agreed:</u> Chrys will take on portfolio leader role with Pam as Associate until March Board. Pam will discuss portfolio preferences with new Board member Marnie Carter. Conference 2011 proposal Anne Dowden presented the 2011 Conference proposal. Discussed the theme and ideas around this and the programme offering variety. Three people on the Conference Committee are keen to be involved in programme planning.</p> <p>Proposed dates for Conference – <u>Discussed</u> timing of Conference during July school holidays or outside of school holidays in early August, given venue availability in both periods. Pam voiced a concern that the August dates’ proximity to the AES conference had the potential to limit attendance. <u>Agreed:</u> To hold the Conference on August 8-10 2011.</p>		

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12	<p>Conferences (cont) Conference budget – <u>Discussed</u>: Need to ensure that the budget break-even calculations are viable. <u>Noted and agreed</u>: Julian will retain oversight of the conference budget.</p> <p>Keynote presentations – <u>Discussed</u>, possible keynote presenters, Jennifer Greene is available and is only wanting reimbursement for flights and expenses. Will do a pre conference workshop for no charge. <u>Agreed</u>: To consider other presenters who will offer paying pre-conference workshops.</p> <p>Hui/Fono – <u>Discussed</u>, holding these on a completely separate day to conference e.g. on the Sunday prior to conference or the Thursday after conference. This will ensure no crossovers and people missing out attending the Conference. Noted that this will require booking the venue for an additional day, which will add to the cost of those events, which must be at least self-funding. No funding is available from anzea to subsidise these events, and TPK/MPIA or other sponsors should be approached for sponsorship. Pasifika may have difficulty with the Sunday because of church/family commitments etc., <u>Agreed</u>: Hui/Fono should be organised to be held on a day separate to Conference and external sponsorship sought. Pasifika community fono to be held on the first night of the conference (during drinks in main conference)</p> <p>Pre Conference workshops – <u>Discussed</u> that we need to hold as many paying pre-conference workshops as possible, because these are a main source of income for anzea. <u>Agreed</u>: Need to hold at least 6 x ½ day workshops. Pam offered to recruit quality high profile presenters.</p> <p>Sponsorship – <u>Discussed</u> and <u>agreed</u> the need to have a targeted sponsorship approach. Jennifer Leigh has taken on the conference sponsorship portfolio.</p> <p>Conference venue capacity – <u>Discussed</u> number of breakout rooms available needs to be at least four, based on the number of proposals sent in to previous anzea conferences. <u>Agreed</u> the conference committee will seek an additional breakout space to ensure minimum of four spaces for presentations.</p> <p>Conference management – <u>Discussed</u>, that anzea has an agreed policy of internal conference management, where the anzea Administrator is given first option for the contract for Conference management. Jackie needs reasonable notice to plan accordingly.</p>	<p>Anne to send the Conference budget to Julian Julian to review budget</p> <p>Anne/Carol to submit updated proposal with finalised keynotes, speakers, budgets, administration needs, venue etc Kataraina and Pale to liaise with Carol re appropriate times for the hui and fono</p> <p>Pale to take this up with the Pasifika reps on the conference committee</p> <p>Carol will discuss conference management arrangements with Jackie</p>	<p>31 October</p> <p>30 November</p> <p>30 November</p> <p>Nov 30</p> <p>7 November</p>

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13	<p>Conference promotion – <u>Discussed</u>, the need for a promotions strategy, and an early panui to anzea members advising Conference dates and theme.</p> <p>Debbie acknowledged the work Anne and the Conference committee have done so far on the Conference.</p> <p>Membership</p> <p>Unpaid memberships – <u>Discussed</u>, large number of unpaid memberships. Pam noted that there is a process that is followed every year for chasing up members to pay. <u>Agreed</u>: Conference administrator will take a list of unpaid members to Conferences as a reminder process.</p> <p>Volunteering strategy – <u>Discussed</u>, the concepts around the volunteering/member engagement strategy and what kinds of projects members could assist with (e.g. resource library, newsletter, sponsorship), as well as the capacity-building function of engaging members in anzea action. <u>Agreed</u>: that the Volunteering Strategy needs to be in place by the end of the year. Heather and Pam to develop the strategy, including guidelines for Board members on using volunteers in each portfolio.</p> <p>Membership drive – <u>Discussed</u>, urgent need for a membership drive, including creating a corporate membership scheme. Dual membership with AES was also raised. <u>Agreed</u>:</p> <ul style="list-style-type: none"> • A sub-committee should scope a membership drive and put together a document outlining what a corporate membership would look like. • Useful for all Board members to have access to a membership pack that would include a one page profile document about anzea, membership form etc that they could distribute at events, workshops, training • Possible dual membership with AES to be included in Strategic Planning policy document 	<p>Anne to forward a panui to Jackie for distribution with initial information of Conference dates and venue</p> <p>Heather and Pam to develop strategy and guidelines.</p> <p>Sub committee of Kate, Debbie, Pale, Heather and Pam to coordinate the membership drive and strategy Heather, Debbie and Pam to meet in Hamilton in November to scope membership drive and Corporate membership Kate, Chrys & Syd to review cover page of current membership form to see if this material can be used to form a one page profile document</p>	<p>By 29 October</p> <p>30 November</p> <p>30 November</p> <p>Mid November</p> <p>30 November</p>
14	<p>Professional practice development</p> <p>Competencies project – <u>Discussed</u> update on competencies project. Precis and framework document have been distributed to members online. Several presentations have been run at the Symposiums and branch events and documentation is all on the website <u>Agreed</u>:</p> <ul style="list-style-type: none"> • Need to keep the momentum of the project going • The need to have a communication plan for the project • Need to develop a strategy/action plan for the project and present at next Board meeting 	<p>Kataraina will send the Board the communication plan for Competencies project</p> <p>Carol will attend the PPD Competencies Hui/Caucus in December and develop a strategy/action plan for dissemination to present at next Board meeting</p>	<p>30 November</p> <p>31 December for March Board meeting</p>

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14	<p>Professional practice development (cont) PPD strategy – <u>Discussed</u> PPD priority activity presented in the portfolio report. <u>Agreed:</u></p> <ul style="list-style-type: none"> • Need to further develop a strategy for PPD activity 	<p>Carol to discuss PPD strategy development with portfolio team</p>	<p>March Board meeting</p>
15	<p>Strategic relations Priorities – <u>Discussed</u>, what priorities does Board want for strategic relations – NGO's, Maori and Pacific, AES, Massey Uni, Community Research Centre, Govt cross-sector agencies. Need to avoid multiple meetings and overruns with different organisations. <u>Agreed:</u></p> <ul style="list-style-type: none"> • Need to develop a list of priority relationships and start having conversations with them in the New Year <p>AES opportunities – <u>Discussed</u>, AES looking at a range of collaborative opportunities with anzea. An initial meeting held between anzea (Carol, Syd and Kate) and AES. Pam spoke about background of dialogue with AES. <u>Agreed:</u></p> <ul style="list-style-type: none"> • The SR team will continue discussions with AES, in consultation with Convenor • Desirable to include Nan Wehipeihana in any discussions of a cultural nature with AES • AES looking at sponsorship for Australian Aboriginal delegates to attend anzea Conference next year. Suggested we could look to offer AES a session at the Conference <p>Massey University – <u>Discussed</u>, a professional training relationship opportunity with Massey University. Pam also raised discussion about approaching universities re developing an undergraduate evaluation qualification that recognises prior experience. <u>Agreed:</u> Kate to progress discussions with Robin Peace.</p> <p>Interagency research/evaluation forum – <u>Discussed</u>, the potential for anzea facilitating an interagency forum for evaluation in New Zealand, now that SPEaR appears to be inactive. <u>Agreed:</u> anzea would be interested in this process, perhaps within anzea conferences; desirable but non-urgent; to be kept in mind amongst initiatives emerging from the competencies project</p>	<p>Kate to develop a list of priorities of relationships to work on and develop a strategy plan</p> <p>Kate to progress discussions with AES</p> <p>Kate to progress discussions with Massey University</p>	<p>30 November</p>

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16	<p>Communications</p> <p>Communications by Branches – <u>Discussed</u>, a need for better quality control of Branch communications to members. <u>Agreed</u>: the communications guidelines to Branches (see Communications policy Appendix 3) need to be strengthened and communicated to all Branch Committee members. Chrys, Debbie and Jackie will collaborate on this.</p> <p>Improved profiling of anzea – <u>Discussed</u>, the need for an anzea brochure. <u>Agreed</u>: Kate will design a one-page anzea brochure and send to the Board for input.</p> <p>Website – <u>Discussed</u>, delays with website going live but this should all be resolved and website live within next two weeks. Discussed branch page ideas and branch people updating this</p> <p><u>Agreed</u>: only the anzea administrator should have access to managing website content; Branches can send through material for inclusion on website</p> <ul style="list-style-type: none"> • Earthquake notes from Christchurch Branch to go up on website • Chrys thanked the Board for their catering contribution to the after-earthquake meeting held recently in Christchurch <p>Newsletter – <u>Discussed</u>, need to get a newsletter out before end of 2010; range of contributions.</p> <p><u>Agreed</u>: A newsletter will be ready for distribution by end of November</p> <ul style="list-style-type: none"> • Ask members for contributions to newsletter –responses by 10th November • Chrys to find an editor for next newsletter <p>anzea digest and web-based resource library – <u>Discussed</u>, that these two services are highly desirable, will add to value to anzea membership, and should be developed as resource allows.</p> <p><u>Agreed</u>:</p> <ul style="list-style-type: none"> • Pam will put a concept paper together for each service and look to shoulder-tap some people re the resource library • Pam will check about intellectual property concerns with any of this • Kataraina suggested involving the research centre she has a relationship with • Pam noted two Auckland-based research centres • Kate mentioned about students from Robin Peace’s workshops showcasing their work on the website 	<p>Chrys to convene; team to produce revised guidelines</p> <p>Chrys will send the revised Communications policy doc to Pam and Jackie for final edits</p> <p>Kate to send draft brochure to Board</p> <p>Jackie to create Branch page for Christchurch EQ meeting notes</p> <p>Chrys to compile draft newsletter for editing and proofing</p> <p>Chrys and Jackie to send email out to membership asking for contributions to newsletter</p> <p>Pam to put together concept papers</p>	<p>30 November</p> <p>8 November</p> <p>31 October</p> <p>29 October</p> <p>Mid November</p> <p>8 November</p> <p>March Board meeting</p>

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16	<p>Communications (cont)</p> <p>anzea Branch pages – <u>Discussed</u>, desirability of having a web page for each Branch, recognising the need for content to be managed by Jackie to ensure quality control.</p> <p><u>Agreed:</u></p> <ul style="list-style-type: none"> Chrys will work with Debbie to develop a Branch web page system 	Chrys and Debbie to develop a Branch web page system	March Board meeting
17	<p>Branch Development</p> <p><u>Discussed:</u> Debbie has contacted all the current Branch Convenors to update on Branch activity, resource status and needs, and has only had response back from one of them. She will keep communicating with them and remind them of communications policy, to cc Jackie / Debbie in on minutes and events. Pam is an associate for this portfolio and also acknowledged Debbie's efforts at bringing Trish Young on board to be an associate on this portfolio and get her involved in Branch Development.</p> <p><u>Agreed:</u></p> <ul style="list-style-type: none"> Debbie is reviewing Branch Development Easy Guide Pam will continue to talk with Maree Young about developing the Central Branch. Debbie will continue to support the Waikato/BOP branch around leadership. Their next Branch event is on November 3rd. Syd will look at possibilities for adding to membership in the Eastern region. 	Debbie to send email to Board for suggestion of names for presenters and put together a list for branches.	8 November
18	<p>Next Board meetings</p> <p>Board meets July, October and March</p> <p><i>Next Board meeting:</i> Monday 21 March, Auckland (9:30-5pm) – Cabin Room, Auckland Airport</p> <p><i>Subsequent meetings:</i> Monday 27 June Wellington – ERO offices, 101 Lambton Quay (9:30-5pm)</p>	<p>Jackie to confirm venues</p> <p>All Board members to diary dates</p> <p>All Board members to book flights as relevant for the March 2011 meeting by October 31, and send receipts to Jackie for reimbursement</p>	
19	<p>Poroporoaki</p> <p>Final comments from all regarding the meeting. An inspiring, overwhelming, impressive spaghetti dish!</p>		
20	<p>Items from portfolio reports not discussed – referred to the March Board meeting</p> <p>Conferences</p> <p>Options for conferencing in 2012</p> <p>Timing for committee establishment for 2012</p> <p>Members' preferred timing for anzea conferences</p> <p>Pacific</p> <p>Need for a Pacific evaluation/ anzea communications strategy</p>		

Portfolio allocation - updated

Portfolio	Portfolio holder	Associates
Branch development	Debbie Goodwin	Pam Oliver
Communications (inc IT)	Chrys Horn	Kate Averill, Tania Wolfgramm
Conferences	Chrys Horn	Pam Oliver
Convenor	Pam Oliver	
Deputy Convenor	Carol Mutch	
Māori development	Kataraina Pipi	Tania Wolfgramm, Syd King
Membership	Heather Hamerton	Pam Oliver
Pacific development	Tania Wolfgramm	Pale Sauni
Professional practice devel	Carol Mutch	Pam Oliver, Syd King
Secretary	Debbie Goodwin	Heather Hamerton
Strategic relationships	Kate Averill	Syd King, Tania Wolfgramm
Treasurer/Resourcing	Julian King	Pam Oliver, Kate Averill, Chrys Horn