

Minutes of the anzea Board Meeting Auckland, 17 October 2011 - Ratified

<p>Present: Syd King Chrys Horn Heather Hamerton Pam Oliver (Chair) Jackie Bourne (Administrator)</p>	<p>Apologies: Julian King Kataraina Pipi Debbie Goodwin Tania Wolfgramm Marnie Carter Pale Sauni Kate Averill Carol Mutch</p>
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Note: the following approvals have been based on **anzea governance decision-making policy, that is, agreement of a majority of Board members. Provisos and disagreements are noted.**

Item	Action required and responsibility	Deadline	<i>Decision ratified / comments</i>
<p>Welcome, karakia and whakawhanaungatanga</p> <ul style="list-style-type: none"> • Welcome to all • Round table catch-up from all Board members • Agenda confirmed and order of items adjusted • Attempts to have Pale and Tania Skype into the meeting were unsuccessful 	<p>Jackie to ensure Skype connection available for future Board meetings (i.e. laptop with a mike)</p>		
<p>Introductory matters Discussed:</p> <ul style="list-style-type: none"> • Insufficient Board members attending to provide a quorum • A quorum may occur for part of a meeting, but will not be available for this meeting at any point, even with electronic 			

attendance by some

- Skype participation is permitted by the **anzea** Constitution, especially to provide a quorum, but not ideal and should not be used as a regular attendance mechanism
- Ideally Board members unable to attend a meeting should provide a written summary of their agreement, disagreement and/or comments in relation to items requiring Board decisions, as identified in each portfolio report

Agreed:

- Based on the Constitution, it is possible for a subgroup of the Board without a quorum to meet and make recommendations
- Continue the meeting and make recommendations for subsequent Board ratification and/or comment/adjustment

Conferences

Discussed:

- 2011 Conference report and financial statement received; good delegate feedback, surplus approx \$27K; useful information on improvements
- Need identified for a shorter report more oriented towards conference success to go to 2011 sponsors ASAP, before sponsorship approaches for 2012 Conference
- 2012 Conference proposal reviewed and in particular keynote selection discussed; important for Conferences to have enticing keynotes; workshop pricing discussed in terms of promoting uptake; otherwise general approval for the proposal
- Previous podcasting of keynote presentations has been useful for circulating to branches for use at local events

Recommended:

1. Board thanks to the 2011 Committee

Pam to send thanks to committee through

5 Nov

Agreed 10/12 (2 x no indication)
APPROVED

<p>2. Request that the conference report sent to 2011 sponsors be short (3-4 pages max) and focused on highlights rather than improvements</p> <p>3. Approval in general of the proposal with some provisos, as follows:</p> <ul style="list-style-type: none"> ✧ Change the title to <i>'Evaluation in the real world: What really happens?'</i> ✧ Differentiate fee for pre-conference workshops, lower cost for local presenters than keynote speakers, to attract uptake to local presenters <p>4. Podcast of keynote speakers to be requested for 2012 if affordable</p> <p>5. 2011 report suggestions for improvements to be provided to 2012 committee</p>	<p>Convenor/s Pam to contact Gene</p> <p>Pam to communicate Board requests back to the Conference Committee</p> <p>Debbie to pass that information on</p> <p>Debbie to pass that information on</p>	<p>5 Nov</p> <p>5 Nov</p> <p>5 Nov</p> <p>5 Nov</p>	<p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>General comments that original title OK; 5:5 agreement vs disagreement with differential workshop pricing structure; all comments passed on to the Conference Committee</p> <p>Agreed 8/12 (4 x no indication) APPROVED</p> <p>Agreed 8/12 (4 x no indication) APPROVED</p>
<p>Convenor</p> <p>Discussed:</p> <ul style="list-style-type: none"> • anzea Manager position proposal reviewed and all strongly supportive of this change, including 6 absent Board members who sent in comments and/or statements of support. • Additional advantages of this role identified were: <ul style="list-style-type: none"> ✧ Manager involvement in strategic as well as operational advice to portfolios ✧ Support for the Convenor with governance training for incoming Board members ✧ Manager role in alerting the Board to the constitutional and policy implications of any new initiatives or suggested changes to current operations. • Taumata – lack of clarity around what some of the Board members concerns are in regard to the Taumata. Appears to be based on a lack of clarity around likely Taumata roles and 			

<p>functions. There was mixed support for further nominations in 2012 from Board members present and those who sent in comments.</p> <ul style="list-style-type: none"> Proposed profiling Taumata at next Conference to promote their roles and functions. Concern that the 2011 nomination still not finalised or communicated to nominors. The July Board minutes note only “1 nomination received – [name]. Tania spoke about the nomination review process. A vote was taken on [name] nomination – vote records - 1 for, 3 against, 3 abstained – resulting in a ‘hung ‘decision’”, and record no action. 			
<p>Recommended:</p>			
<p>6. Executive to work with Administrator to establish a Manager position</p> <ul style="list-style-type: none"> Complete Manager job description New Manager contract Applications to Tindall Foundation, Lotteries and Charities Commission for infrastructure development funding Policy and guidelines on Board-Manager interface and Manager delegated authority 	<p>Pam to coordinate all tasks with Executive and Jackie</p>	<p>30 Nov 30 Nov 15 Nov 30 Nov</p>	<p>Agreed 10/12 (4 x no indication) APPROVED with provisos that:</p> <ul style="list-style-type: none"> – funding still available to continue at end of March 2012 – Mrg role and performance evaluated April 2012 <p>Also AGREED 9/12 to offer the job to Jackie Bourne (2 x no indication; 1 x make appt process transparent)</p>
<p>7. Taumata development</p> <ul style="list-style-type: none"> Support Taumata Committee to develop roles and functions as a priority and present to the Board at or before the March Board meeting Decision at March Board meeting re nominations in 2012 Materials re nominations to be revised for clarity and transparency Plan a Taumata profile event at 2012 Conference 	<p>Pam to coordinate all tasks</p>	<p>15 Dec</p>	<p>Agreed 9/12 (3 x no indication) APPROVED with provisos that:</p> <ul style="list-style-type: none"> – Taumata involved in or lead development of roles (which is already happening – the Taumata Committee comprises 2 Taumata member, 2 Bd members and 2 other anzea members)

<p>✧ Suggest a Taumata column in the anzea Newsletter</p> <p>8. Taumata nomination Katie Murray – information needed to finalise this decision and actions needed</p>	<p>Pam to contact Tania for information to clarify</p>	<p>31 Oct</p>	<p>- More info to Bd on Taumata roles at 2012 Conference Agreed 9/12 (3 x no indication) APPROVED</p>
<p>Secretary</p> <p>Discussed:</p> <ul style="list-style-type: none"> Noted that Secretary role now only consists of monitoring the Administrator’s work performance and that Administrator has more regular and frequent contact with the Convenor and Treasurer. Same arrangement likely with new Manager role. <p>Recommended:</p> <p>9. Secretary role to be undertaken by Treasurer as a general principle</p> <p>10. Julian to be invited to take up Secretary role for remainder of current Board term, to test that arrangement</p>	<p>Julian to advise if he is happy to take up the Secretary role</p>	<p>5 Nov</p>	<p>- 4 in favour, 6 against – for discussion at March Bd mtg - Julian is not willing to take on the Secretary portfolio</p>
<p>Treasurer</p> <p>Discussed:</p> <ul style="list-style-type: none"> Profit and loss, budget forecast and Treasurer’s reports tabled. Noted that Treasurer recommended celebrating the improvement in the financial viability of anzea 3 year budget plan was discussed with some clarification around projected membership fee amounts and their calculations. It was noted that the budget forecast had the additional Administrator’s hours factored into it. Discussed sponsorship strategy – support from those present and 6 absent Board members who sent in comments and/or statements of support. Agreed that Conference sponsorship 			

<p>remained a priority as it gives sponsors more tangible benefits. Opportunities identified for branches to gain sponsorship at a local level for fee paying events.</p> <p>Recommended:</p> <p>11. Accept the 2011-2012 forecast</p> <p>12. Increase Administrator's hours to 15 pw as recommended</p> <p>13. Administrator to delegate up to 2 hours work per fortnight to Admin Assistant and invoice for that work also</p> <p>14. Sponsorship strategy approved – needs to be aligned with Conference sponsorship strategy</p>	<p>Jackie to arrange change to A/P with Kiwibank and advise Julian and Debbie</p> <p>Jackie to recruit suitable assistant and advise Debbie and Julian</p> <p>Pam to work with Marnie to align the two strategies</p>	<p>5 Nov</p> <p>5 Nov</p> <p>30 Nov</p>	<p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 10/12 (2 x no indication) APPROVED with provisos that:</p> <ul style="list-style-type: none"> - funding still available to continue at end of March 2012 - timesheets provided (this already happens) <p>Agreed 10/12 (2 x no indication) APPROVED with provisos that:</p> <ul style="list-style-type: none"> - funding still available to continue at end of March 2012 - timesheets provided <p>Agreed 10/12 (2 x no indication) APPROVED</p>
<p>PPD</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Set of strategies that have been developed – see Appendix 1, 2 & 4 of portfolio report; supported generally by those present and 6 absent Board members who sent in comments and/or statements of support. • Competencies project needs to be Board owned and promoted • Evaluative thinking workshops rolling out at Branch events in the next few weeks. Syd and Kate will deliver at Wellington Branch event tomorrow, finalise briefing notes 			

<p>and circulate for other event presenters to use</p> <ul style="list-style-type: none"> • Next steps in the development of Evaluation Competency framework • Broad support for the self assessment tool that Syd has developed. Look to develop this into a workshop topic for next year. • Events strategy – supported by those present and 6 absent Board members who sent in comments and/or statements of support. Strategy needs further development. Must be in consultation with Branches. • Discussion of proposed anzea Peer Review initiative – strong support from AEA, UKES and CES, all potentially interested in a joint project to trial the concept. Those present supportive; links with the competencies work evident. <i>Potential for this to be a significant source of income for anzea</i> – CES charge \$500 approx. for its credentialling system. 			
<p>Recommended:</p>			
<p>15. Events strategy to be approved and an implementation system to be developed</p>	<p>Pam to work with Heather and Jackie and Branch Convenors on draft implementation system</p>	<p>31 Jan</p>	<p>Agreed 10/12 (2 x no indication) APPROVED with provisos that: - reasonable level of Branch autonomy protected</p>
<p>16. Developing an overarching PPD strategy that pulls all PPD activity together is a first priority</p>	<p>Syd and Pam to develop</p>	<p>15 Dec</p>	<p>Agreed 10/12 (2 x no indication) APPROVED</p>
<p>17. Proposed Competencies projects to be progressed; new Board Working Group to include Syd, Pam, Kate, Kataraina, Julian, Jackie</p>	<p>Syd to check agreement of proposed members and convene the group</p>	<p>31 Jan</p>	<p>Agreed 10/12 (1 x no indication; 1 x provisos) APPROVED with provisos that: - work of the previous working group be acknowledged</p>
<p>18. Competencies projects to include the proposed anzea Peer</p>	<p>Pam to follow up interest</p>	<p>31 Jan</p>	<p>Agreed 6/12; four requested</p>

<p>Review system</p> <p>19. Evaluative thinking workshop briefing to be finalised</p> <p>20. Evaluative thinking Branch workshop data to be sent to Syd for collation</p> <p>21. Research project on evaluation scope and roles to be linked into evaluative thinking and competencies projects</p> <p>22. Propose to run an anzea strategic event around competencies and self-assessment tool early 2012</p>	<p>from AEA, UKES and CES</p> <p>Syd to send to Pam for distribution</p> <p>Syd to collate material</p> <p>Pam, Syd and Kate to develop links</p> <p>Syd to refine tool</p> <p>Syd to liaise with Heather and Pam to develop a workshop for 2012</p>	<p>21 Oct</p> <p>30 Nov</p> <p>31 Jan</p> <p>31 Jan</p>	<p>more information and discussion at March Bd mtg</p> <p>Agreed 9/12 (3 x no indication) APPROVED</p> <p>Agreed 9/12 (3 x no indication) APPROVED</p> <p>Agreed 9/12 (3 x no indication) APPROVED</p> <p>Agreed 9/12 (3 x no indication) APPROVED</p>
<p><i>Branch development</i></p> <p>Discussed:</p> <ul style="list-style-type: none"> • Handover of this portfolio from Debbie to Heather due to Debbie's increased workload with Conference 2012 Convenor role. • Integration of Membership and Branch Development portfolios suggested as sensible, given evident overlap in goals and activities. • Branch support strategy supported by those present and 6 absent Board members who sent in comments and/or statements of support. • Heather to review Branch support strategy document with Branch convenor feedback • Update on Taranaki branch development from Pam – will handover to Heather once established • With new ERO members there is potential for two new branches in the North Island - Upper North and Eastern - and also a Dunedin branch. • Potential identified to run other events in Eastern region once 			

<p>a system has been set up.</p> <p>Recommended:</p> <p>23. Heather to take up portfolio lead</p> <p>24. Branch support strategy to be approved</p> <p>25. Continue contact with Central members re establishing a Branch</p> <p>26. Continue contact with Northland member and others re possible group and events</p> <p>27. Syd will liaise with Jackie and ERO staff in Napier before end of 2011 with a view to running a welcome event with Eastern members (ERO venue; catering; panui as for other welcome events). The invitation will go to EIT, previous anzea members, and others in the region.</p>	<p>Pam and Heather to liaise with Branch Convenors to progress the systems</p> <p>Heather to contact Branch Convenors for info on what types of events are most successful, for distribution to all Branches</p> <p>Pam to follow up</p> <p>Heather to follow up with Beth Neill and Gill Minogue</p> <p>Pam to send contact details to Heather</p> <p>Syd to liaise with Jackie</p>	<p>30 Nov</p> <p>31 Jan</p> <p>5 Nov</p> <p>5 Nov</p> <p>21 Oct</p> <p>30 Nov</p>	<p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 10/12 (2 x no indication) APPROVED with provisos that: - reasonable level of Branch autonomy protected</p> <p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 10/12 (2 x no indication) APPROVED</p>
<p>Membership</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Corporate membership – how do we continue to expand this, what other organisations or agencies can we talk with. • Potential for new branches as identified in BD report so potential to attract other new members. • Volunteering strategy – little progress since last Board 			

<p>meeting. Suggestion that volunteer input for evaluation competencies project would be useful, particularly around employer guidelines.</p> <p>Recommended:</p> <p>28. More agencies be targeted for corporate membership – needs quick input from Board members and approaches by Jackie</p> <p>29. Volunteering coordination to be pursued</p> <p>30. Membership and Branch Development portfolios be joined, because of evident links and because most Membership work can be undertaken by the anzea Manager role</p>	<p>Jackie to circulate to Board members asking for likely agencies to be identified and key contacts named</p> <p>Heather to follow up with Dianne Hendry</p> <p>Heather to lead both portfolios</p>	<p>15 Nov</p> <p>31 Oct</p> <p>Immediately</p>	<p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 10/12 (2 x no indication) APPROVED</p>
<p>Communications</p> <p>Discussed:</p> <ul style="list-style-type: none"> • How to generate more interest and input for the newsletters from Board, members, Branches. Ideas suggested to try and get Board members and Branch Committees into the habit of identifying materials encountered as newsletter contributions more regularly. Other ideas suggested for new columns were member profile or profiling a specific project that a member was working on. • AEA Newsletter contributions from anzea - Pam will handover this to Jackie to liaise with Chrys on • Regular website updates – agreed that these are valuable for members and encourage website use • Facebook Chch page- very little interest, only 5 members. Could work at a National level but unsure of the interest and whether it was worth developing • Xmas greetings mailout and getting this process underway 			

<p>earlier this year.</p> <p>Recommended:</p> <p>31. Invitations to contribute to Newsletters to be more specific e.g. ‘contribute one item that’s caught your interest in the past month’</p> <p>32. Xmas greetings list to be compiled now</p> <p>33. Jackie to take over input to AEA’s <i>Evaluation</i> Newsletter, with input from Chrys</p> <p>34. Website updates to members to continue between Newsletters; Jackie to initiate with input and supervision from Comms portfolio team</p>	<p>Chrys to solicit material for Feb Newsletter</p> <p>Chrys to circulate list to Board, Branch Convenors and 2011 Conference Convenor for update</p> <p>Chrys to liaise with Jackie to design and send Xmas greeting</p> <p>Pam to send next request to Jackie and Chrys</p> <p>Jackie to prompt website reviews two monthly and identify materials for website updates to members</p>	<p>On-going</p> <p>5 Nov</p> <p>15 Dec</p> <p>As it occurs</p> <p>Beginning of every ‘odd’ month</p>	<p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 9/12 (3 x no indication) APPROVED</p> <p>Agreed 9/12 (3 x no indication) APPROVED</p> <p>Agreed 9/12 (3 x no indication) APPROVED – with change in blue to #34</p>
<p>Strategic relations</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Update on progress with AES. There has been no response from AES to Syd’s letter in July. Brief informal discussion with Mathea at 2011 Conference. Develop notes from Appendix A & B in SR portfolio report into single page document to send to AES to prompt further discussion • Suggestion that collaboration with AES and anzea could include our Conference 2012 keynotes speaking at AES events after the Conference • Agency contact with 16 organisations that was noted in report – need an update as to where this is at, to capitalise on 			

<p>interest and avoid duplicating any contact.</p> <p>Recommended:</p> <p>35. Remaking contact with AES Board to be a priority, to discuss (1) reciprocal entitlements and (2) other potential for collaboration e.g. potential for 2012 keynotes to also visit Australia</p> <p>36. Check on progress in building relationships with government agencies contacted in January 2011</p> <p>37. Explore potential for anzea Manager to follow up with agencies</p>	<p>Syd to draft a letter to AES and circulate to the Board for input and approval</p> <p>Syd to send letter to AES Board and follow up with phone contact</p> <p>Syd to liaise with Kate to collate agency follow-up to date and distribute to the Manager for further follow-up action</p>	<p>30 Nov</p> <p>15 Dec</p> <p>30 Nov</p>	<p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 9/12 (3 x no indication) APPROVED</p>
<p><i>Māori Evaluation Development</i></p> <p>Discussed:</p> <ul style="list-style-type: none"> No report provided <p>Recommended:</p> <p>38. Kataraina to be asked to provide a report belatedly</p>	<p>Kataraina to send in a report</p>	<p>5 Nov</p>	<p>Actioned</p>
<p><i>Pacific Evaluation Development</i></p> <p>Discussed:</p> <ul style="list-style-type: none"> Report accepted 			
<p><i>Other business</i></p> <p>Discussed:</p> <ul style="list-style-type: none"> Low Board meeting attendance – appreciate that unexpected events arise but that all Board members should expect to have to attend at least two Board meetings every year and preferably all Board meetings. If unable to be present then they should send in, prior to the meeting, 1) their portfolio 			

<p>report, and 2) written comment about priorities or matters in all portfolio reports that need decisions.</p> <ul style="list-style-type: none"> • Also discussed that a few Board members have unpaid membership fees. As per Constitution they must be a financial member of anzea to be part of the Board, including attendance at Board meetings, undertaking Board roles, and right to take part in Board decision-making. Discussed extra step in the renewal reminder process for continuing non-paying Board members. • How to optimise Board meeting attendance – more clarity at start of nomination process, Board term, around expectations of a Board members role to attend Board meetings. Ensure future dates don't clash with other possible family & work commitments i.e. school holidays, financial end of year etc <p>Recommended:</p> <p>39. The anzea Board Code of Conduct (Governance policy) to be revised to include standards for meeting attendance, these to be distributed at election nominations and signed by all incoming Board members</p> <p>40. Board members be reminded by Manager at beginning of July if fees unpaid, to ensure eligibility to attend Board meetings</p> <p>41. All currently unpaid Board members to be requested to pay fees urgently</p> <p>42. Board meetings in principle avoid school holidays (except where they coincide with anzea Conferences)</p>	<p>Pam to draft revised Code and circulate for Board input</p> <p>Jackie to diary this task annually</p>	<p>30 Nov</p>	<p>Agreed 9/12 (1 x disagreed; 2 x no indication; 1 x signing not necessary) APPROVED</p> <p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 10/12 (2 x no indication) APPROVED</p> <p>Agreed 9/12 (3 x no indication) APPROVED</p>
<p>Next meetings</p> <p>43. <i>March 2012</i> – suggested date March 5, Auckland, back-up option March 12</p> <p>44. <i>July 2012</i> – suggested date noon Wed 12 -noon Thursday 13,</p>	<p>Pam to circulate dates for Board agreement</p> <p>All Board members to</p>	<p>5 Nov</p> <p>12 Nov</p>	<p>Agreed 10/12 (2 x no indication) - 1 person prefers 12/3</p> <p>Agreed 10/12 (2 x no indication)</p>

Hamilton (immediately following Conference)

confirm availability

- 1 person unsure if overnight
meeting acceptable