

New Zealand Association for Impact Assessment

Minutes of the Core Group Meeting

Tuesday 9th February 2021, 5:15 pm, Zoom



Present	Andrew Crosland (Treasurer), Kate McNab, Richard Morgan (Chair), Hamish Rennie, Rajan Ghosh, Hannah Staines, Keith Finlayson, Sophal Chunn, Nick Taylor, Dy Jolly
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CONFIRMED

1.	Welcome Richard opened the meeting and welcomed everybody to the February meeting.															
2.	Apologies –Katherine Russell; Rachel Teen; Chantal Whitby.															
3.	Confirmation of December 2020 Minutes. Richard moved acceptance and Andrew seconded. ALL in favour.															
4.	Matters arising/action points															
	n/a															
5.	Chair's report															
	Richard reported that he had changed the registered address of NZAIA on both the Charities Services, and Incorporated Societies websites to reflect his move from Dunedin to Ranfurly. The address is 41 Bute St Ranfurly 9332. The postal address is still the PO Box in Dunedin. Richard also put on record the core group's great appreciation of Rachel's service as Secretary															
6.	Financial update															
	Andrew presented the financial update, as of 9 th February: New Zealand Association for Impact Assessment Incorporated Financial position for months ending 9/2/2021 <table><thead><tr><th>Account</th><th>Current Balance</th><th>Previous (Dec) Balance</th></tr></thead><tbody><tr><td><i>Cheque</i></td><td>\$9,092.74</td><td>\$9,056.29</td></tr><tr><td><i>Visa debit</i></td><td>\$ 205.68</td><td>\$ 180.45</td></tr><tr><td><i>On Call</i></td><td>\$ 186.34</td><td>\$ 186.32</td></tr><tr><td>Total:</td><td>\$9,484.76</td><td>\$9,423.06</td></tr></tbody></table> Term Deposit: \$5,238.64 (0.85% for 6 months (May 2021))	Account	Current Balance	Previous (Dec) Balance	<i>Cheque</i>	\$9,092.74	\$9,056.29	<i>Visa debit</i>	\$ 205.68	\$ 180.45	<i>On Call</i>	\$ 186.34	\$ 186.32	Total:	\$9,484.76	\$9,423.06
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7.	Officer Positions: Secretary															
	Sophal expressed interest in taking on the Secretary role; the core group were unanimous in taking up his offer and appointing Sophal as the Secretary of NZAIA.															
8.	2021 Conference, Christchurch															
	The conference group reported back from the lunchtime meeting.															

	<ul style="list-style-type: none"> • Publicity: all core group asked to use personal networks to spread the word; esp large consultancies, government departments, as well as people active in assessing social impacts. • Kate will produce a one page flier; and look to do some sponsored posts on FB, etc.; Richard will provide a generic email to help people disseminate information. • Richard will send an update email to the Councils and Universities email lists; • Hannah suggested posting to the Local Government Planners website: she will investigate. Kate will organise posting on the NZPI website. • Programme: Nick will follow up two potential Australian speakers, and also get back to people he talked to last year. • Core group agreed that we would use Zoom for specific presentations (e.g from Australia), but not attempt to support wider use of Zoom (or other software) to enable virtual attendance/participation in the conference.
9.	Strategic Planning table of priorities
	<ul style="list-style-type: none"> • Richard circulated a simplified task list in December and invited all CG members to indicate a first and second working group preferences. To date just over half the CG had done this; others are invited to do so before the next meeting.
	<p>Impact Connector:</p> <ul style="list-style-type: none"> • Pacific issue was released in early January, thanks again to Kate’s publishing efforts. Richard will contact Greg Barbara (SPREP) and let him know the whole issue can be downloaded from the website as a PDF. This may help with wider distribution by email through the Pacific region.
10.	Website, Social Media; eNews update
	<ul style="list-style-type: none"> • Kate reported: eNews issued; social media indicates interest in conference, and website traffic shows interest in Impact Connector articles.
11.	Submissions
	<ul style="list-style-type: none"> • Climate Change Commission report: closing date for submissions is X March. Kate will set up Google Docs and invite members to submit comments on the Report. Richard invited other group members to read some of the relevant “evidence” chapters of the report and consider contributing to a submission.
12.	Other business
	<ul style="list-style-type: none"> • Dy asked if SIS-IA had an NZAIA contact: Richard will check with Lachie Wilkinson

	<ul style="list-style-type: none">• Richard apologised there was no membership item on the agenda; Hannah reported 5 new members this year.
13.	Meeting ended. 6:40pm
14.	Next meeting date:
	Monday 8 March 2021, 5:15pm.