

# New Zealand Association for Impact Assessment

## Minutes of the Core Group Meeting

Monday 8<sup>th</sup> March 2021, 5:15 pm, Zoom



Present	Andrew Crosland (Treasurer), Kate McNab, Richard Morgan (Chair), Rajan Ghosh, Dy Jolly, Nick Taylor, Chantal Whitby, Yvonne Takau, Sophal Chunn (Secretary)
---------	---

## CONFIRMED

1.	<b>Welcome</b> Richard opened the meeting and welcomed everybody to the March meeting.															
2.	<b>Apologies</b> – Katherine Russell, Hamish Rennie, Hannah Staines, Rachel Teen, Keith Finlayson															
3.	<b>Confirmation</b> of March 2021 Minutes. Richard moved acceptance. ALL in favour.															
4.	<b>Matters arising/action points</b> Rachel Teen has deferred from regular CG business															
5.	<b>Chair's report</b>  Richard reported that he had <ul style="list-style-type: none"><li>a meeting on a SEA working group of EIANZ, and they were keen to encourage EIANZ and NZAIA to think about running a joint webinar on changes of the RMA. Richard needs to discuss this with EIANZ people in New Zealand; and</li><li>another meeting with IAIA on how to strengthen the relationships between affiliates and IAIA headquarters.</li></ul>															
6.	<b>Financial update</b>  Andrew presented the financial update, as of 8 <sup>th</sup> March:  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 (Feb) Balance</th></tr></thead><tbody><tr><td><i>Cheque</i></td><td><b>\$10,272.47</b></td><td><b>\$9,092.74</b></td></tr><tr><td><i>Visa debit</i></td><td><b>\$ 206.46</b></td><td><b>\$ 205.68</b></td></tr><tr><td><i>On Call</i></td><td><b>\$ 186.35</b></td><td><b>\$ 186.34</b></td></tr><tr><td><b>Total:</b></td><td><b>\$10,665.28</b></td><td><b>\$9,484.76</b></td></tr></tbody></table> Term Deposit: <b>\$5,238.64 (0.85% for 6 months (May 2021))</b>  Annual report for the year ending 31 December 2020 will be prepared for Charity Services by the end of June 2021. The report will be in a simple A4 PDF document.	Account	Current Balance	Previous (Feb) Balance	<i>Cheque</i>	<b>\$10,272.47</b>	<b>\$9,092.74</b>	<i>Visa debit</i>	<b>\$ 206.46</b>	<b>\$ 205.68</b>	<i>On Call</i>	<b>\$ 186.35</b>	<b>\$ 186.34</b>	<b>Total:</b>	<b>\$10,665.28</b>	<b>\$9,484.76</b>
Account	Current Balance	Previous (Feb) Balance														
<i>Cheque</i>	<b>\$10,272.47</b>	<b>\$9,092.74</b>														
<i>Visa debit</i>	<b>\$ 206.46</b>	<b>\$ 205.68</b>														
<i>On Call</i>	<b>\$ 186.35</b>	<b>\$ 186.34</b>														
<b>Total:</b>	<b>\$10,665.28</b>	<b>\$9,484.76</b>														
7.	<b>Membership update</b>  <ul style="list-style-type: none"><li>5 membership subscriptions (all new members)</li></ul>															

	<ul style="list-style-type: none"> <li>• 1 request for an invoice</li> </ul>
<b>8.</b>	<b>2021 Conference, Christchurch</b>
	<p>The conference group reported progress to date:</p> <ul style="list-style-type: none"> <li>• Programme: Nick and Richard will confirm with a few remaining speakers.. Still some decisions to make about membership of the panel for the opening plenary on day 1. All agreed to delete AGM from the programme.</li> <li>• Promotion: Nick will update the programme in a few days and send it to Kate for uploading onto our website. Richard will start collecting photos, bios and abstracts as much as possible and send them through to Kate. Richard also suggested to promote each session separately once all speakers in that session are confirmed even without photos, and all agreed.</li> <li>• Contingencies: Due to uncertainty associated with Covid-19 Alert Level, we will develop scenarios for whether or not we will hold the conference and protocols if we hold the conference at Alert Level 2 in Christchurch, and post the information on our website. Even without changes in the Alert Level, we will also model our likely income against registration number, and decide at what point we might need to cancel the conference.</li> <li>• Scholarships: the conference group will initially assess each application using the scoring system (developed by Richard) and send their rankings to Richard. As suggested by Rajan, we will also consider the option of giving scholarships to all the six applicants.</li> </ul>
<b>9.</b>	<b>Strategic Planning table of priorities</b>
	<ul style="list-style-type: none"> <li>• Richard reported the proposed working groups for our strategic priorities based on the preferences of CG members and gaps in some working groups, and all agreed on the proposal.</li> <li>• Members of each working group will self-organise in the next 2-3 weeks to plan and work on the strategic priority assigned their group.</li> </ul>
<b>10.</b>	<p><b>Impact Connector Newsletter:</b></p> <p>Nick reported he had been in touch in a couple of people and pushed ahead with two topics:</p> <ul style="list-style-type: none"> <li>• Health Impact Assessment</li> <li>• Disaster Risk Assessment</li> </ul>
<b>11.</b>	<b>Website, Social Media; eNews update</b>
	<p>Kate reported:</p> <ul style="list-style-type: none"> <li>• e-News went out</li> <li>• 672 people visited our website in the past month,</li> </ul>

	<ul style="list-style-type: none"> <li>• 325 people looked at the conference webpage in the last 28 days, 98 people looked at the registration form, but only 10 people registered</li> <li>• Updated information about the conference will be shared through Social Media in a week</li> </ul>
<b>12.</b>	<p><b>Submissions</b></p> <p>The meeting noted the extended deadline for submission on the Climate Change Commission report is now 28<sup>th</sup> March.</p>
<b>13.</b>	<p><b>Other business</b></p>
	<ul style="list-style-type: none"> <li>•</li> <li>• A folder (2021) has been set up in Google Drive for keeping all conference documents. We will organise for our CG group members to get access to this folder when needed.</li> </ul>
	<b>Meeting ended.</b> 6:40pm
	<b>Next meeting date:</b> Monday 29 March 2021, 5:15pm