

New Zealand Association for Impact Assessment

Minutes of the Core Group Meeting

Monday 29th March 2021, 5:15 pm, Zoom



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

CONFIRMED

1.	Welcome Richard opened the meeting and welcomed everybody to the meeting.															
2.	Apologies – Katherine Russell, Rachel Teen, Hannah Staines, Chantal Whitby, Keith Finlayson															
3.	Confirmation of 8 th March 2021 Minutes. Subject to a small change to the meeting date in the footer, Richard moved acceptance. Seconder: Kate. ALL in favour.															
4.	Matters arising/action points N/A															
5.	Chair's report N/A															
6.	Financial update Andrew presented the financial update, as of 28 th March: New Zealand Association for Impact Assessment Incorporated Financial position for months ending 28/03/2021 <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>\$14,758.03</td><td>\$10,272.47</td></tr><tr><td><i>Visa debit</i></td><td>\$ 232.30</td><td>\$ 206.46</td></tr><tr><td><i>On Call</i></td><td>\$ 186.35</td><td>\$ 186.35</td></tr><tr><td>Total:</td><td>\$15,176.68</td><td>\$10,665.28</td></tr></tbody></table> Term Deposit: \$5,238.64 (0.85% for 6 months (May 2021))	Account	Current Balance	Previous (Feb) Balance	<i>Cheque</i>	\$14,758.03	\$10,272.47	<i>Visa debit</i>	\$ 232.30	\$ 206.46	<i>On Call</i>	\$ 186.35	\$ 186.35	Total:	\$15,176.68	\$10,665.28
Account	Current Balance	Previous (Feb) Balance														
<i>Cheque</i>	\$14,758.03	\$10,272.47														
<i>Visa debit</i>	\$ 232.30	\$ 206.46														
<i>On Call</i>	\$ 186.35	\$ 186.35														
Total:	\$15,176.68	\$10,665.28														
7.	Membership update <ul style="list-style-type: none">4 membership subscriptions (2 full memberships and 2 students)															
8.	2021 Conference, Christchurch The conference group reported progress to date: <ul style="list-style-type: none">Registration: in total 45 people had registered by 29th MarchFinancial models: Based on the current situation (by 25th March, 40 people registered, 24 paid, and 22 expressed coming to dinner), running the conference will result in a loss of ~\$3,380. With 10 additional participants (50 in total), the loss will drop to ~\$1,360. But with 20 additional participants (60 in total), we will make some profit (~\$880). The breakeven is around 55 participants (~35 paid participants). Given the current trend of registration, we can expect to make, and all CG															

	<p>members in the meeting were happy with, some financial loss in running the conference.</p> <ul style="list-style-type: none"> • Programme: has been updated with confirmed speakers. • Promotion: has been pushed via our website and social media. • Contingencies: Scenarios for whether or not we will hold the conference due to Covid-19 Alert Level and protocols if we hold the conference at Alert Level 2 in Christchurch have been developed and posted on our website. • Scholarships: Discussion was around how to make use of the scholarship recipients in the conference and in promoting NZAIA (e.g. via posting of the scholarship awards on their LinkedIn). • Logistics: All agreed to hold a paper-free conference. Discussion was also around developing a conference task list (making use of Conference 2019 template), catching up with poster presenters, and arranging for dinner.
9.	<p>Strategic Planning</p> <p>Each strategic planning team reported their plan:</p> <ul style="list-style-type: none"> • Governance: Team members will individually review the constitution and hold a zoom meeting on 21st May to identify gaps and needs and develop a work plan. • Policy Framework: A folder has been created in Google Drive to gather existing policies by 12th April, and progress will be reported back to our CG on 3rd May; gap analysis will be undertaken and completed by 7th June, and operational policies (not governance policies) will be accordingly amended/developed by August. Other CG members might be requested to help develop certain operational policies (e.g. social media, membership, conference payment refund). • External Relation & Internal Relation: Each team member will have a discussion to identify key tasks and set possible timelines, and report back to our CG in the next meeting.
10.	<p>Impact Connector Newsletter:</p> <ul style="list-style-type: none"> • Two topics (Health Impact Assessment & Disaster Risk Assessment) were still on our plan • CG members were requested to send Nick any suggestions/ideas they might have
11.	<p>Website, Social Media; eNews update</p> <p>Kate reported:</p> <ul style="list-style-type: none"> • e-News: produced as usual • 716 people visited our website (up from 672 in the past month) • 328 people looked at the conference webpage (up from 325 in the past month), 212 looked at the program, and 172 people looked at the registration form (up from 98 in the last month)

	<ul style="list-style-type: none"> Updated information about the conference will be shared through Social Media
12.	Submissions <ul style="list-style-type: none"> NZAIA made a submission on the Climate Change Commission draft report.
13.	Other business N/A
	Meeting ended. 6:40pm
	Next meeting date: Monday 3 rd May 2021, 5:15pm