

New Zealand Association for Impact Assessment

Minutes of the Core Group Meeting

Monday 3rd May 2021, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Kate McNab, Rajan Ghosh, Chantal Whitby, Hannah Staines, Sophal Chhun (Secretary)
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1.	Welcome Richard opened the meeting and welcomed everybody to the meeting.															
2.	Apologies – Hamish Rennie, Dy Jolly, Katherine Russell, Rachel Teen, Keith Finlayson															
3.	Confirmation of 29 th March 2021 Minutes. Richard moved acceptance. Seconder: Kate. ALL in favour.															
4.	Matters arising/action points N/A															
5.	Chair's report Dy Jolly has agreed to take on a liaison role with the Special Interest Section on Impact Assessment of EIANZ. Its job is similar to ours, which is to promote the use of impact assessment and generate guidelines. We have an on-going relationship through MOU between NZAIA and EIANZ.															
6.	<p>Financial update Andrew presented the financial update, as of 2nd May:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position for months ending 28/03/2021</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Current Balance</th> <th>Previous (Feb) Balance</th> </tr> </thead> <tbody> <tr> <td><i>Cheque</i></td> <td>\$7,872.83</td> <td>\$14,758.03</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$ 244.68</td> <td>\$ 232.30</td> </tr> <tr> <td><i>On Call</i></td> <td>\$ 186.37</td> <td>\$ 186.35</td> </tr> <tr> <td>Total:</td> <td>\$8,303.88</td> <td>\$15,176.68</td> </tr> </tbody> </table> <p>The drop in funds in the cheque account reflects the payment to Tait Technology Centre for conference hosting and catering. Three payments for conference registrations remain outstanding but will be sorted shortly.</p> <p>Term Deposit: \$5,238.64 (0.85% for 6 months (May 2021)). All agreed to reinvest this through the term deposit.</p>	Account	Current Balance	Previous (Feb) Balance	<i>Cheque</i>	\$7,872.83	\$14,758.03	<i>Visa debit</i>	\$ 244.68	\$ 232.30	<i>On Call</i>	\$ 186.37	\$ 186.35	Total:	\$8,303.88	\$15,176.68
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7.	<p>Membership update (March and April)</p> <ul style="list-style-type: none"> • 13 full payments – 10 Standards (\$50) and 3 students (\$30) • 3 outstanding invoices – 2 standards and 1 student 															
8.	<p>2021 Conference – reflections and follow-up</p> <ul style="list-style-type: none"> • The core group will discuss the conference (esp. lesson-learned from running a hybrid conference) when more of the attendees are present. 															

	<ul style="list-style-type: none"> Richard once again expressed his sincere thanks to the conference group for the great job and reported tasks completed as part of the conference follow-up, including clearing payments and thanking the speakers. He planned to send an evaluation form using survey monkey to all participants in a week.
9.	<p>Strategic Planning</p> <p>Each strategic planning team reported their plan:</p> <ul style="list-style-type: none"> Governance: as previously reported, the group plan work on the constitution later in May after the IAIA conference. Policy Framework: Memberships, Privacy, and Impact Connector – Editorial Policies have been collected. Core group members were requested to send other policies (if they have) to Sophal or upload them into the already created folder in Google Drive. External Relations: no update Internal Relations: Plans to develop a website section on the biographies of core group members and operating procedures for website (esp. online payment) and social media were discussed. Kate will soon send an email around to request a brief description and photo of each core group member for a website section.
10.	<p>Impact Connector Newsletter:</p> <ul style="list-style-type: none"> Health Impact Assessment: At least 2 people at the conference agreed in principle to contribute. We still need to recruit 2-3 more; Nick and Richard have been working on this. Disaster Risk Assessment: There was a discussion on potential editors and contributors; Rajan has been working on this.
11.	<p>Website, Social Media; eNews update</p> <p>Kate reported:</p> <ul style="list-style-type: none"> e-News: produced as usual 873 people visited our website (up from 716 in the past month) 88 people looked at the conference presentations page Good activities and comments on LinkedIn on and after the conference dates
12.	<p>Submissions</p> <p>A few things were added to a list of our watching brief, including:</p> <ul style="list-style-type: none"> Incorporated Society Bill Phasing out fossil fuel and boilers, emission trading RMA reform and climate change Housing
13.	<p>Other business</p> <p>There was a discussion about getting an ISSN number for our impact connector, which had been discussed previously. Rajan will go back to our past minutes/emails and get in touch with Hamish about this.</p>

	Meeting ended. 6:40pm
	Next meeting date: Monday 31st May 2021, 5:15pm