

New Zealand Association for Impact Assessment

Minutes of the Core Group Meeting

Monday 31st May 2021, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Nick Taylor, Keith Finlayson, Rajan Ghosh, Sophal Chhun (Secretary)
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CONFIRMED

1.	Welcome Richard opened the meeting and welcomed everybody to the meeting.															
2.	Apologies – Katherine Russell, Rachel Teen, Chantal Whitby, Kate McNab, Yvonne Takau, Hamish Rennie, Dy Jolly															
3.	Confirmation of 3 rd May 2021 Meeting Minutes. Richard moved acceptance. Seconder: Andrew. ALL in favour.															
4.	Matters arising/action points <ul style="list-style-type: none">- Our survey monkey on conference evaluation had received only 10 responses; a reminder will be sent out.- Rajan and Hamish have been working to get an ISSN for our Impact Connector.															
5.	Chair's report <ul style="list-style-type: none">- Richard and Andrew have been working on our annual return (financial report), which will be due by 30 June.															
6.	Financial update <p>Andrew presented the financial update, as of 30th May:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 30/05/2021</p> <table><thead><tr><th>Account</th><th>Current Balance</th><th>Previous (Meeting) Balance</th></tr></thead><tbody><tr><td><i>Cheque</i></td><td>\$8,203.32</td><td>\$7,872.83</td></tr><tr><td><i>Visa debit</i></td><td>\$ 257.47</td><td>\$ 244.68</td></tr><tr><td><i>On Call</i></td><td>\$ 186.37</td><td>\$ 186.37</td></tr><tr><td>Total:</td><td>\$8,647.16</td><td>\$8,303.88</td></tr></tbody></table> <p>There was a discussion about conference financial issues:</p> <ul style="list-style-type: none">- Two conference registration fees remain outstanding but will be sorted shortly.- All agreed to exclude conference scholarship fees from the conference cost.- Richard confirmed that conference scholarship fees currently do not cover membership fees. <p>Term Deposit: \$5,253.44 (0.8% for 6 months (19 Nov 2021)). Note: \$14.80 interest from previous term deposit added to principal. Andrew will double-check to confirm that interest from the term deposit is tax-free.</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$8,203.32	\$7,872.83	<i>Visa debit</i>	\$ 257.47	\$ 244.68	<i>On Call</i>	\$ 186.37	\$ 186.37	Total:	\$8,647.16	\$8,303.88
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7.	Membership update (May) <ul style="list-style-type: none">• 12 full standard memberships paid															

	<ul style="list-style-type: none"> • 2 invoices outstanding <p>An email was again circulated to remind people that subscriptions are due. The final reminder will be sent out in June.</p> <p>Andrew will check with Hannah to ensure the error in our system about email reminder is fixed.</p>
8.	<p>Website, Social Media; eNews update</p> <p>Kate reported via email:</p> <ul style="list-style-type: none"> • e-News: slightly delayed because Kate was not well and had other commitment • 599 people visited our website (a 30% decrease from the past month, reflecting a post-conference situation) • Most visited pages include: 2021 conference presentations, social impact assessment (Resources), and the presentation on social impacts of climate-induced migration on receiving communities. <p>Kate also raised other issues relating to scholarship recipients' reflections; Richard will follow up these. Kate also requested our core group members to send her our photographs and a few sentences about why we joined NZAIA.</p> <p>Yvonne Takau has volunteered to help Kate on tasks associated with e-News update.</p>
9.	<p>Strategic Planning</p> <p>Each strategic planning team reported their plan:</p> <ul style="list-style-type: none"> • Governance: nothing has been achieved yet, but a meeting will be organised within a week to look at the Constitution. • Policy Framework: <ul style="list-style-type: none"> ○ Seven thematic areas (Memberships, Privacy, Impact Connector – Editorial Policy, Conferences, Finance, Submission, and Website and Social Media) have been added to our list of policies and procedures that need to be reviewed and/or developed. Four existing policies have been collected, and one of them (Memberships Policy) has been reviewed. ○ Katherine has additionally suggested several other policies, including Health and Safety, Complaints, Employment/Volunteer, Te Tiriti/Cultural Policy, Core Group Teams of Reference, and General Media (as part of Website and Social Media). ○ The team will try to group, where possible, some policies together to shorten the list and complete the gap analysis by 7 June as previously planned. ○ Core group members are invited to voluntarily help review and/or take part in the development of policies/procedures of their interest. • External Relations: no update, but there is a plan to hold a meeting in the next one or two weeks.

	<ul style="list-style-type: none"> Internal Relations: Core group members have been requested to prepare their biographies for a website section. The team will send an email reminder about this on a regular basis.
10.	<p><i>Impact Connector Newsletter:</i></p> <ul style="list-style-type: none"> Health Impact Assessment (HIA): Co-editors, Richard and Nick will write an overview of the issue; Richard will address HIA issues and trends in New Zealand and overseas. Other confirmed contributors are mostly from our conference speakers, and the topics include: Health Impact of Transport Planning and Mode Shift, Citizen Science Tools in HIA, an integrated planning tool on health impacts, and HIA for the Canterbury Air Regional Plan. SPREP are looking for a Pacific Island contributor. The co-editors will try to complete the first draft by the end of June. Disaster Risk Assessment: no progress yet. Rajan will keep following up with potential contributors. We might need to organise a working group to help Rajan to scope the potential contributors.
11.	<p>Submissions</p> <ul style="list-style-type: none"> Climate Change Commission Report has been submitted to the Parliament and might be released to the public in two weeks. We'll keep watching this to check whether the changes to the report reflect our submission. In addition, we'll be preparing for the next phase when the Government starts developing their responses. Infrastructure Strategy is out for consultation. Richard and Nick will have a look at the strategy and confirm whether we should make a submission on this.
12.	<p>Other business</p> <p>There was a discussion about the possibility of holding a conference reflection meeting with our conference organising group, subject to the responses to our survey monkey after another reminder.</p> <p>Richard will send an email to the scholarship recipients about their potential future links with NZAIA.</p>
	Meeting ended. 6:40pm
	Next meeting date: Monday 5 th July 2021, 5:15pm