

New Zealand Association for Impact Assessment Minutes of the Core Group Meeting

Monday 5th July 2021, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Nick Taylor, Kate McNab, Hamish Rennie, Dy Jolly, Rajan Ghosh, Hannah Staines, Sophal Chhun (Secretary)
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1.	Welcome Richard opened the meeting and welcomed everybody to the meeting.															
2.	Apologies – Katherine Russell, Rachel Teen, Chantal Whitby, Andrew Crosland															
3.	Confirmation of 31 st May 2021 Meeting Minutes. Richard moved acceptance. Seconder: Rajan. ALL in favour.															
4.	Matters arising/action points <ul style="list-style-type: none"> - An email was sent out to scholarship recipients to remind them of the reports they need to submit to us. As a consequence, we received one additional report. However, two reports remain outstanding. Richard will chase up with the remaining scholarship recipients to ensure we get all the reports. 															
5.	Chair’s report <ul style="list-style-type: none"> - Annual return was completed on time by due date (the end of June): thanks to Andrew and Sophal for helping with this. - Next year, we’ll aim to complete the annual return by February - Richard proposed, and all agreed, to produce a short report (in PDF) to inform all members about the annual return and other issues such as progress in our strategic planning 															
6.	Financial update Richard presented the financial update, as of 4 th July (based on Andrew’s report): New Zealand Association for Impact Assessment Incorporated Financial position as of 04/07/2021 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account</th> <th style="text-align: right;">Current Balance</th> <th style="text-align: right;">Previous (Meeting) Balance</th> </tr> </thead> <tbody> <tr> <td><i>Cheque</i></td> <td style="text-align: right;">\$9,292.68</td> <td style="text-align: right;">\$8,203.32</td> </tr> <tr> <td><i>Visa debit</i></td> <td style="text-align: right;">\$255.91</td> <td style="text-align: right;">\$257.47</td> </tr> <tr> <td><i>On Call</i></td> <td style="text-align: right;">\$186.39</td> <td style="text-align: right;">\$186.37</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$9,734.98</td> <td style="text-align: right;">\$8,647.16</td> </tr> </tbody> </table> Term Deposit: \$5,253.44 (0.8% for 6 months (19 Nov 2021)) .	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$9,292.68	\$8,203.32	<i>Visa debit</i>	\$255.91	\$257.47	<i>On Call</i>	\$186.39	\$186.37	Total:	\$9,734.98	\$8,647.16
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7.	Membership update (June) <ul style="list-style-type: none"> • 1 lower income membership and 2 full standard memberships paid • 7 requests for invoices (Hannah will clarify with Andrew whether they have already paid) 															
8.	Website, Social Media; eNews update Kate reported:															

	<ul style="list-style-type: none"> • e-News: produced as usual • 437 people visited our website (~20% decrease from the past month, reflecting a post-conference situation and fewer postings on social media) • Top three visited pages: <ul style="list-style-type: none"> ○ Presentation on social impacts of climate-induced migration on receiving communities (by Rajan Ghosh) ○ Posting article on ‘Damned if you do and damned if you don’t – The Mitigation Dilemma’ (by Juliane Chetham) ○ Page on Environmental impact assessment <p>Dy has agreed to support Kate on social media; others are invited to help also.</p> <p>There was a discussion to make commentary on articles shared on NZAIA LinkedIn, rather than just sharing the articles. If members of the core group see an interesting article, but don’t feel they can add comments, forward it to Richard who will look at adding a commentary (or organising someone else to do so!) and then send it to Dy for posting. There was a suggestion to make this into a formal procedure/protocol, which can be part of social media policies.</p>
<p>9.</p>	<p>Strategic Planning</p> <p>Each strategic planning team reported their plan:</p> <ul style="list-style-type: none"> • Governance: <ul style="list-style-type: none"> ○ The team had a meeting and located a template on “how to write your own constitution” from the Institute of Directors, which has been recommended by Charity Services. The template has been used to interrogate our current constitution. As a preliminary path, three areas have been identified, including the purpose of NZAIA as an association, the status of the core group as a committee that has management responsibilities, and the process for electing officers and members of the core group. ○ The team will continue working and hold a dedicated meeting with our core group members on the three areas in a greater detail. The team might also seek advice from external stakeholders (including those at Charity Services). • Policy Framework: <ul style="list-style-type: none"> ○ The team reported the results of policy framework gap analysis. In brief, 12 thematic areas that need to be developed into policies/procedures have been identified, and 5 of them have been considered as low hanging fruit and will be first developed (including Memberships, Privacy and complaints, Impact connector – editorial policies, Conferences, and Finance). Some of the policies might need to be embedded into the constitution. ○ The team have split responsibilities as either drafters or reviewers of most of the low hanging fruit areas. However, due to the broad scope of work, all other core group members are requested to help review and/or take part in the development of policies/procedures of their interest. ○ The team has made some progress on Impact Connector – Editorial Policies, and there are already some existing procedures for organising conferences.

	<p>The team aims to complete these two by July and then will move on to work on other areas.</p> <ul style="list-style-type: none"> ○ In the end, all policies/procedures will be combined into a single policy document. ● External Relations: <ul style="list-style-type: none"> ○ The team identified a number of potential external stakeholders (including IAIA, EIA NZ, councils, various private and professional organisations), and proposed ways to collaborate with them (including sharing information and resources) ○ The results were uploaded into a folder on Google Drive and shared with those in the core group who have signed up as reviewers. The reviewers and other members of the core group are requested to comment on the results. ○ There was a suggestion to classify the external stakeholders into large/medium/small organisations and local/international partners. ● Internal Relations: Core group members have been requested to individually prepare a short biography for a website section, but most of them have not done it yet. ALL CORE GROUP MEMBERS PLEASE ACTION THIS IMMEDIATELY.
<p>10.</p>	<p><i>Impact Connector Newsletter:</i></p> <ul style="list-style-type: none"> ● Health Impact Assessment (HIA): <ul style="list-style-type: none"> ○ We have received a first article, which is on ‘Integrated Policy Making using Health Impact Assessment’ ○ Richard will work on an article on the evolution of NZ HIA, with reference to the international scene ● Disaster Risk Assessment: <ul style="list-style-type: none"> ○ A title ‘Risk Assessment, Theory, Practice and Connections with Impact Assessment’ has been suggested ○ Several potential topics have been identified, including: general practice and relationships with impact assessment discipline, role of risk assessment in decision-making, multi-hazard and disaster risk assessment (NZ and overseas) with learnings applicable in a NZ context, climate risk assessment, public health risk assessment, industrial risk assessment, and dealing with uncertainty. ○ There was a concern that the identified topics might go beyond the scope of the Impact Connector. ○ There was a discussion about the differences between the terms ‘impact assessment’ and ‘risk assessment’ and the need to reword the title of the issue and conceptualise these terms as the issue’s editorial. ○ Rajan will circulate the draft proposal of the issue (including the title and potential topics) to all members of the core group for comments. A special meeting will be organised to discuss about this.
<p>11.</p>	<p>Submissions</p>

	<ul style="list-style-type: none"> • A submission on the Infrastructure Strategy Consultation Document has been made • We'll keep watching and make a submission on the Natural and Built Environment Act once it's out. We'll check whether we can make a submission on the exposure draft, which has just been released.
12.	<p>Other business</p> <p>Dy is now the NZAIA representative on the SIS-IA group in EIANZ. She already had a meeting with them and in the next meeting will talk about what NZAIA does. Members of the core group are welcome to suggest what they want to include in the presentation. A few things were already suggested, including newsletter, website (especially the resources section), submissions, and the discount for EIANZ's meetings/trainings that members of NZAIA should be eligible for.</p>
	Meeting ended. 6:50pm
	Next meeting date: Monday 2 nd August 2021, 5:15pm