

New Zealand Association for Impact Assessment

Minutes of the Core Group Meeting

Monday 2nd August 2021, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Nick Taylor, Hamish Rennie, Kate McNab, Keith Finlayson, Rajan Ghosh, Chantal Whitby, Sophal Chhun (Secretary)
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1.	<p>Welcome Richard opened the meeting and welcomed everybody to the meeting.</p> <p>Chantal Whitby is stepping off the Core Group. Chantal previously served as Treasurer and has made a lot of contributions over four years as a Core Group Member to NZAIA. Richard, as Chair, and all Core Group Members appreciate her contributions and wish her all the best.</p>
2.	<p>Apologies – Katherine Russell, Rachel Teen, Dy Jolly</p>
3.	<p>Confirmation of 5th July 2021 Meeting Minutes. Richard moved acceptance. Seconder: Nick. ALL in favour.</p>
4.	<p>Matters arising/action points N/A</p>
5.	<p>Chair's report</p> <ul style="list-style-type: none">- <u>Our relationships with SPREP:</u> Richard was approached by Natural Solutions Pacific to participate in the SPREP Partner Survey for the Third Independent Corporate Review of SPREP and Mid-Term Review of the SPREP Strategic Plan 2017-2026. He attended a zoom briefing session then completed an online survey about the extent to which SPREP had been meeting its strategic plan, and operating as an organisation. Key responses in the survey include: NZAIA has MOU with SPREP, and we have been working well with SPREP and hope our collaboration will continue in the future. We'll look forward to seeing what will come out from the review. Further, Director General of SPREP is stepping down at the end of this year – we hope the new Director General will still be interested in impact assessment so our good collaboration with SPREP will continue.- <u>Our relationships with IAIA:</u> We have received feedback from IAIA on the review of the relationships between IAIA and its affiliates (Richard was interviewed on that about three months ago). The primary suggestion was that we move from the current “transactional” (hierarchical) relationship to a more strategic relationship focused on collaborations that would better meet the missions and goals of all parties (the feedback was circulated via email to all the core group members). Many of our members don't have a lot to do with IAIA, but we want to strengthen our link with them in a way that we can get their influence to support our activities in the region, and perhaps get our memberships more aware of what happens elsewhere in the world.

<p>6.</p>	<p>Financial update Andrew presented the financial update, as of 1st August 2021:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 01/08/2021</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Current Balance</th> <th>Previous (Meeting) Balance</th> </tr> </thead> <tbody> <tr> <td><i>Cheque</i></td> <td>\$9,538.56</td> <td>\$9,292.68</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$281.75</td> <td>\$255.91</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.40</td> <td>\$186.39</td> </tr> <tr> <td>Total:</td> <td>\$10,006.71</td> <td>\$9,734.98</td> </tr> </tbody> </table> <p>Term Deposit: \$5,253.44 (0.8% for 6 months (19 Nov 2021)).</p> <p>There was a discussion about options for direct payments alternative to Stripe/Wave integration, which is no longer linked. Andrew and Kate will look for those options.</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$9,538.56	\$9,292.68	<i>Visa debit</i>	\$281.75	\$255.91	<i>On Call</i>	\$186.40	\$186.39	Total:	\$10,006.71	\$9,734.98
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<p>7.</p>	<p>Membership update (July)</p> <ul style="list-style-type: none"> • A few more subscriptions and payments received 															
<p>8.</p>	<p>Website, Social Media; eNews update Kate reported:</p> <ul style="list-style-type: none"> • e-News: produced as usual • A few more people visited our website (relative to those from the past month) 															
<p>9.</p>	<p>Strategic Planning Each strategic planning team reported their plan:</p> <ul style="list-style-type: none"> • <u>Governance</u>: Some progress has been made. <ul style="list-style-type: none"> ○ Richard has benchmarked our current Constitution against what are expected to be in a Constitution (contents) in the proposed Incorporated Societies Bill, and identified what we need to revise, including: objectives and ways for appointing/electing officers (e.g., terms of appointment, legal indemnity). Other members of the team will be involved in discussions about the required revisions to make a clearer direction. • <u>Policy Framework</u>: Some progress has been made. <ul style="list-style-type: none"> ○ A draft of 'Impact Connector – Editorial Policies' has been completed and circulated to all the core group members for review. We have received feedback from Keith and hope to receive more feedback from others by the end of this week. After this, we'll move on to finalise the Editorial Policies. ○ The team will then move on to work on two other low hanging fruit policies: 'Memberships' and 'Privacy and Complaints'. We aim to complete the drafts of these two policies before the next Core Group Meeting. • <u>External Relations</u>: no progress has been made in addition to what was reported in the last core group meeting. • <u>Internal Relations</u>: Core group members have been requested to individually prepare a short biography for a website section, but none has done it yet since 															

	the last core group meeting. EVERY CORE GROUP MEMBER MUST COMPLETE A SHORT BIOGRAPHY BEFORE THE NEXT CORE GROUP MEETING.
10.	<p><i>Impact Connector Newsletter:</i></p> <ul style="list-style-type: none"> • Health Impact Assessment (HIA): <ul style="list-style-type: none"> ○ Nick has communicated with authors after the last core group meeting, but without follow-up we haven't heard anything from them yet. ○ Richard has started writing on NZ HIA and expects to get it done in the next couple of weeks. He will get in touch with a contact in the Asia-Pacific HIA Network and invite them to write an overview of HIA in the Pacific. • Disaster Risk Assessment: Rajan reported progress: <ul style="list-style-type: none"> ○ Two meetings have been held since the last core group meeting, and a few emails have been sent out to potential contributors. A weekly meeting has been planned with the next one on Tuesday. ○ With feedback from the core group members, the Title of the Issue is now 'Risk Assessment and Impact Assessment: Theory, Practice, and Synergies', and potential topics include: <ul style="list-style-type: none"> ▪ General practice issues, synergies, and examples around the relationship between impact assessment (environmental, social, cultural, economic etc) and risk assessment ▪ The role of risk assessment in decision-making verses impact assessment ▪ Multi-hazard and disaster risk assessments (NZ and overseas) with learnings for impact assessment that are applicable in an NZ context ▪ Climate change assessment: risks and impacts ▪ How risks to public health are assessed during impact assessment processes ▪ Risk-based (quantitative) approaches to assessing the likelihood and consequences of impacts on a receiving environment: examples from specific industries ▪ Methods for dealing with uncertainty: lessons from risk assessment and impact assessment ○ More update will hopefully be available in a week.
11.	<p>Submissions</p> <ul style="list-style-type: none"> • Our draft submissions to the Natural and Built Environment Bill Exposure Draft was completed and sent to everyone in the Core Group. Thanks to Hamish and Richard for helping with this. • Core group members are requested to quickly review and give their feedback, if any, so that the draft submissions can be revised, sent out to our members (leaving 24 hours for them to review), and finalised and submitted by Wednesday, 4th August 2021.
12.	<p>Other business</p> <ul style="list-style-type: none"> • Sophal presented a plan to reorganise folders/sub-folders in the Inbox of Admin Email. The aim is to limit the folders and sub-folders in each folder in a

	<p>manageable number. Each folder or sub-folder will gather emails (in-out) of a particular theme so any core group members who have access to the Admin Email can keep track of the emails flow and easily find the emails they are looking for.</p> <ul style="list-style-type: none">• Core Group Members are requested to review and give feedback on the plan as soon as possible so that we can be progressing this work.
	Meeting ended. 6:50pm
	Next meeting date: Monday 6 th September 2021, 5:15pm