

New Zealand Association for Impact Assessment

Minutes of the Core Group Meeting

Monday 6th September 2021, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Nick Taylor, Hamish Rennie, Keith Finlayson, Dy Jolly, 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															
3.	Confirmation of 2 nd August 2021 Meeting Minutes. Richard moved acceptance. Secunder: Rajan. ALL in favour.															
4.	Matters arising/action points Reminder – Core group members may still provide, if any, feedback on the proposed reorganisation of folders/sub-folders in the Inbox of Admin Email															
5.	Chair’s report - SPREP has approached EIANZ and NZAIA with a view to exploring the potential of implementing a Certified Environmental Practitioner (CEnvP) scheme for impact assessment practitioners in the Pacific. Richard will report on the progress as it becomes available.															
6.	Financial update Andrew presented the financial update, as of 6 th September 2021: New Zealand Association for Impact Assessment Incorporated Financial position as of 06/09/2021 <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>\$9,284.46</td> <td>\$9,538.56</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$264.97</td> <td>\$281.75</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.41</td> <td>\$186.40</td> </tr> <tr> <td>Total:</td> <td>\$9,735.84</td> <td>\$10,006.71</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>	\$9,284.46	\$9,538.56	<i>Visa debit</i>	\$264.97	\$281.75	<i>On Call</i>	\$186.41	\$186.40	Total:	\$9,735.84	\$10,006.71
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7.	Membership update (August) – Hannah reported via email <ul style="list-style-type: none"> • 2 Standards (\$50) and 2 students (\$20) renewed • 2 requests for invoices, which remain outstanding as of 6th September • 3 Core Group members not yet paid 															
8.	Website, Social Media; eNews update <ul style="list-style-type: none"> • e-News: produced as usual 															
9.	Strategic Planning Each strategic planning team reported on their progress and plan: <ul style="list-style-type: none"> • <u>Governance</u>: No additional progress has been made 															

	<ul style="list-style-type: none"> • <u>Policy Framework</u>: Some additional progress has been made. <ul style="list-style-type: none"> ○ ‘Impact Connector – Editorial Policies’ – Subject to changes suggested by Richard and Hamish, CG members endorsed the policies and were grateful to the Policy Framework team for the great job. ○ Draft Memberships Policy – CG members supported the proposed changes to the timing for sending out a Renewal Notice (3rd week of November), Reminder 1 (3rd week of December), and Reminder 2 (3rd week of January). CG members agreed to use ‘Standard’ instead of ‘Ordinary’ memberships. While reserving the right to issue free memberships, CG members agreed to have a provision for removing members, which should be reflected in our Constitution in accordance with the Incorporated Societies Bill. The Policy Framework team will accordingly revise the Draft Memberships Policy. ○ Privacy Policy – Drawing from the Privacy Policy of IAIA, EIANZ, and SPREP, the Policy Framework team proposed contents of NZAIA Privacy Policy. CG members are encouraged to give feedback on the proposed contents in a week so that the team can start populating relevant texts into each section. • <u>External Relations</u>: No additional progress has been made. • <u>Internal Relations</u>: Some CG members have sent their biography to the Internal Relations team, and the rest agreed to complete it soon.
10.	<p><i>Impact Connector Newsletter:</i></p> <ul style="list-style-type: none"> • Health Impact Assessment (HIA): Nick reported on the progress: <ul style="list-style-type: none"> ○ Four papers have been received, reviewed and edited. ○ An Introductory Chapter is being written and three more papers are expected to be completed by mid September. • Disaster Risk Assessment: Rajan reported on the progress: <ul style="list-style-type: none"> ○ There are nine confirmed contributors –one draft manuscript has already been received and he expects to receive the rest by mid September. ○ Including the Introductory Chapter, there will be 10 papers in this Issue as planned. A complete the draft of this Issue may be ready by the end of September.
11.	<p>Submissions</p> <ul style="list-style-type: none"> • Our draft submission to the discussion document on Freshwater Farm Plan regulations had been prepared by Sophal and Keith, and was circulated around to our CG members with an invitation to provide feedback. So far, feedback has only been received from Nick. • There were some discussions on ‘impact assessment’ vs. ‘risk assessment’ approaches in response to Nick’s feedback. Richard offered to provide his input on the differences between the two approaches. • CG members are encouraged to provide feedback and input on the draft submission by 17 September so that it can be revised and submitted before the closing date on 26 September. Richard offered to make a final review and edit once substantive input from CG members has been incorporated.

12.	Other business N/A
	Meeting ended. 6:45pm
	Next meeting date: Monday 4 th October 2021, 5:15pm