

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

Monday 4th October 2021, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Nick Taylor, Hamish Rennie, Keith Finlayson, Rajan Ghosh, Kate McNab, 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, Dy Jolly															
3.	Confirmation of 6 th September 2021 Meeting Minutes. Richard moved acceptance. Seconder: Nick. ALL in favour.															
4.	Matters arising/action points N/A															
5.	Chair's report - The memorandum of understanding between IAIA and NZAIA is being drafted. We expect to receive the draft shortly.															
6.	<p>Financial update Andrew presented the financial update, as of 3rd October 2021:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 03/10/2021</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>\$9,342.96</td> <td>\$9,284.46</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$290.91</td> <td>\$264.97</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.42</td> <td>\$186.41</td> </tr> <tr> <td>Total:</td> <td>\$9,820.29</td> <td>\$9,735.84</td> </tr> </tbody> </table> <p>Term Deposit: \$5,253.44 (0.8% for 6 months (19 Nov 2021)).</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$9,342.96	\$9,284.46	<i>Visa debit</i>	\$290.91	\$264.97	<i>On Call</i>	\$186.42	\$186.41	Total:	\$9,820.29	\$9,735.84
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7.	<p>Membership update (September) – Hannah reported via email</p> <ul style="list-style-type: none"> • 2 Standard Subscriptions (\$50) • One of our CG members had not paid for her membership fee, so we essentially assume that she is no longer a member. 															
8.	<p>Website, Social Media; eNews update</p> <ul style="list-style-type: none"> • e-News: produced as usual • 561 people visited our website last month – ~20% increase compared to the previous month (but the users statistic in the last three months dropped if compared to the previous three months period) • Top three visited pages: <ul style="list-style-type: none"> ○ Social impact assessment ○ Community and stakeholder engagement 															

	<ul style="list-style-type: none"> ○ Presentation on social impacts of climate-induced migration on receiving communities (by Rajan Ghosh) ● There are rich and useful resources on our website, so we need to find ways of publicizing the resources (e.g., through IAIA, LinkedIn)
<p>9.</p>	<p>Strategic Planning</p> <p>Each strategic planning team reported on their progress and plan:</p> <ul style="list-style-type: none"> ● <u>Governance</u>: Richard highlighted the likely provisions of the new Incorporated Societies Act (currently a Bill is before the Select Committee, after 1st reading) to set out the scene for discussions in the next meetings, and encouraged CG members to read through relevant documents circulated by email before the meeting. <ul style="list-style-type: none"> ○ If we exist in a few years time, we will need to reregister NZAIA under the new incorporated societies legislation in order to continue as an incorporated society. So, we have to revise our constitution to fit the new requirements. ○ One of the major aims of the new Act is to provide stronger guidelines on good management principles of a society with a focus on: members, trust and confidence of members, transparency, openness, inclusivity, etc. We need to have these in our Constitution. ○ An initial analysis to benchmark our Constitution against of the new Act has been undertaken to identify what we already have and the gaps in our Constitution. The result shows that our Constitution is pretty good as it already contains some of the Bill’s requirements. Now we can start working to fill in the gaps. ○ One of the key things we need to do is to think about governance issues. According to the Bill, all societies must have a committee. In light of this requirement, two alternatives for the governance of NZAIA were suggested for consideration: <ol style="list-style-type: none"> 1. The Core Group as the whole committee (the status quo) – Under this governance, everybody on the Core Group would have to be registered (under the existing legislation, only Chair, Treasurer and Secretary are registered with Charities Services). But if the group members change as happening in the past, the registration record will be required to keep updated. 2. A small ‘Executive Committee’ that meets the requirement of the Bill – Under this new governance, the Core Group could then be the Management Advisory Group, that helps the Executive Committee. It would not change the core group at all. But legally, it would differentiate the two entities and might make it a little easier to show that we're meeting the requirements of the new Act. ○ The Bill doesn't specify how members to the committee are appointed. But the appointment process would be expected to be formal, transparent, and open. Considering this, we need to start strategizing about how to make

	<p>significant update around elections of committee officers and develop a section on conflict of interest for officers to be incorporated in our Constitution.</p> <ul style="list-style-type: none"> • <u>Policy Framework</u>: No additional progress • <u>External Relations</u>: No additional progress • <u>Internal Relations</u>: No additional progress. Another reminder was made regarding a short biography for a website section, and a plan to update the Core Group Page on the website, and broken links in the Resources page (e.g. to MfE's website) was discussed.
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. ○ We are still waiting for two more papers, one which is on air quality that we are keen to have on this Issue. Nick will follow up with the contributors. ○ Nick has started drafting the introductory paper and will forward to Richard for his contribution; it is anticipated the issue will be ready by the end of this month. • Disaster Risk Assessment: Rajan reported on the progress: <ul style="list-style-type: none"> ○ Nine papers have been received, and some have been reviewed. ○ The draft of this Issue may be ready by mid-October. (As suggested by one of the contributions, we will aim to publish this Issue before The COP 26 UN Climate Change Conference to take place from 31 October to 12 November 2021.)
11.	<p>Submissions</p> <ul style="list-style-type: none"> • Our draft submission to the discussion document on Freshwater Farm Plan regulations had been amended by Sophal and Keith following feedback from Hamish, and was again circulated around to our CG members with an invitation to provide further feedback. So far, no further feedback has been received. • Hamish was happy with the amended draft submission. • Richard suggested changing three words simply for readability, and then moved acceptance of the submission subject to the acceptance of his suggested changes. ALL in favour. • Richard will upload the submission on MfE's website before the closing date (7 October 2021).
12.	<p>Other business</p> <ul style="list-style-type: none"> • Richard will work with Sophal and Andrew to set a date and plan for the AGM.
	Meeting ended. 6:45pm
	Next meeting date: Monday 1 st November 2021, 5:15pm