

New Zealand Association for Impact Assessment

Minutes of the Core Group Meeting

Monday 1st November 2021, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Nick Taylor, 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, Hamish Rennie, Dy Jolly, Hannah Staines															
3.	Confirmation of 4 th October 2021 Meeting Minutes. Richard moved acceptance. Seconder: Keith. ALL in favour.															
4.	Matters arising/action points <ul style="list-style-type: none">- AGM 2021 – All agreed to hold the AGM on Monday 6th December 2021, 5:00pm, and include in the Agenda topics such as revised policies, changes to Governance and our Constitution, 2022 work programme, and networking. Richard, Andrew and Sophal will work out the Agenda to include these topics in a week, and send a Formal Notice to all members thereafter.- Folders/Sub-folders of NZAIA Administration Email Inbox – Core group members were again requested to provide feedback on the proposed changes to Folders/Sub-folders in three weeks (i.e. by Friday, 19th November).															
5.	Chair's report N/A															
6.	Financial update Andrew presented the financial update, as of 1 st November 2021: New Zealand Association for Impact Assessment Incorporated Financial position as of 01/11/2021 <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>\$9,447.96</td><td>\$9,342.96</td></tr><tr><td><i>Visa debit</i></td><td>\$303.02</td><td>\$290.91</td></tr><tr><td><i>On Call</i></td><td>\$186.43</td><td>\$186.42</td></tr><tr><td>Total:</td><td>\$9,937.41</td><td>\$9,820.29</td></tr></tbody></table> Term Deposit: \$5,253.44 (0.8% for 6 months (19 Nov 2021)) . We agreed to roll over the Term Deposit in the next six months unless in the next fortnight anyone comes up with a low-risk option that would result in a higher return.	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$9,447.96	\$9,342.96	<i>Visa debit</i>	\$303.02	\$290.91	<i>On Call</i>	\$186.43	\$186.42	Total:	\$9,937.41	\$9,820.29
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7.	Membership update (October) – Hannah reported via email <ul style="list-style-type: none">• 3 Subscriptions – 2 Standard (\$50) and 1 Student (\$20) memberships															
8.	Website, Social Media; eNews update <ul style="list-style-type: none">• e-News: produced as usual															

	<ul style="list-style-type: none"> • 884 users visited our website in October – ~55% increase compared to the previous month due mainly to the recent release of our Impact Connector (239 visited the page) • Social media is currently inactive as there is no one in charge of this. THEREFORE, WE CALL FOR A VOLUNTEER FROM OUR CORE GROUP MEMBERS TO TAKE UP THIS ROLE.
<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 briefly reiterated the work he had done relating the new Incorporated Societies Act and the need to amend our Constitution, and invited feedback. All agreed to include this as an item for discussion in the AGM. • <u>Policy Framework</u>: <ul style="list-style-type: none"> ○ A final draft of Memberships Policy had been completed and sent via email to the Core Group before the meeting. ○ Nick raised Katherine’s concern about the dates for sending renewal notice (in late November) and reminder emails (in late December and January), which fall within the holiday session. ○ All agreed to move the dates for sending renewal notice to late January and two remainder emails in late February and March. Nick will accordingly revise the draft Memberships Policy and circulate around for final check and confirmation in a week so the Memberships Policy can be included as an item in the Agenda for the AGM. • <u>External Relations</u>: No additional progress • <u>Internal Relations</u>: The Core Group Page on the website has been updated to include short biographies and photos of some Core Group Members. A reminder was made again to those who have not provided their biographies.
<p>10.</p>	<p>Impact Connector Newsletter:</p> <ul style="list-style-type: none"> • Risk Assessment: Case Studies and Approaches – This Issue was published in late October. Thanks to Tom Burkitt and Rajan Ghosh for their endeavour to make this happen. • Health Impact Assessment (HIA): Nick reported on the progress: <ul style="list-style-type: none"> ○ Six papers have been received – four reviewed and edited, and the other two being edited. ○ The Issue with six papers is expected to be completed in the third week of November. • Future Issues to be considered: <ul style="list-style-type: none"> ○ Integrated Impact Assessment ○ Infrastructure and Impact Assessment ○ SDGs and Impact Assessment ○ Public Policy and Impact Assessment – Regulatory Impact Assessment (RIA) vs. Strategic Environmental Assessment (SEA) ○ Economic Valuation of the Environment and Impact Assessment

11.	Submissions <ul style="list-style-type: none"> Emission Reduction Plan (due on 24 November) – The Core Group was invited to look at the Plan and suggest whether there is any desire to make a submission.
12.	Other business N/A
	Meeting ended. 6:55pm
	Next meeting date: Monday 13 th December 2021, 5:15pm