

New Zealand Association for Impact Assessment

Minutes of the Core Group Meeting

Monday 13th December 2021, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Kate McNab, Keith Finlayson, Rajan Ghosh, Terry Calmeyer, Iresh Jayawardena, Sophal Chhun (Secretary)
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CONFIRMED

1.	Welcome Richard opened the meeting and welcomed everybody to the meeting															
2.	Apologies – Katherine Russell, Hamish Rennie, Hannah Staines, Nick Taylor															
3.	Confirmation of 1 st November 2021 Meeting Minutes. Richard moved acceptance. Seconder: Kate. ALL in favour.															
4.	Matters arising/action points N/A															
5.	Chair's report MOU between NZAIA and IAIA has been formally signed.															
6.	<p>Financial update Andrew presented the financial update, as of 12th December 2021:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 12/12/2021</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>\$8,654.73</td> <td>\$9,447.96</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$151.25</td> <td>\$303.02</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.44</td> <td>\$186.43</td> </tr> <tr> <td>Total:</td> <td>\$8,992.42</td> <td>\$9,937.41</td> </tr> </tbody> </table> <p>Term Deposit: \$5,267.64 – 1.4% for 6 months (19 May 2022)</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$8,654.73	\$9,447.96	<i>Visa debit</i>	\$151.25	\$303.02	<i>On Call</i>	\$186.44	\$186.43	Total:	\$8,992.42	\$9,937.41
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7.	<p>Membership update (as of 12 December) – Hannah reported via email</p> <ul style="list-style-type: none"> 1 Standard subscription <p>As per the updated Membership Policy, a reminder email regarding membership renewal has already been sent, and another reminder email will be resent in 2 weeks time.</p>															
8.	<ul style="list-style-type: none"> Website, Social Media; eNews update e-News: produced as usual A page to upload minutes of core group meetings created Usage on the website was slightly down, which is normal during this time of the year. In theory our Impact Connector Newsletter has been indexed. There were discussions on how to index the Newsletter on other research databases, 															

	<p>including Policy Index Database to make it more visible. Iresh has offered to explore this in addition to what Hamish and Rajan have been working on.</p> <ul style="list-style-type: none"> • Social media: Dy has volunteered to take up the Social Media role, and Terry has offered to support work on LinkedIn promotion.
9.	<p>Work Programme 2022</p> <ul style="list-style-type: none"> • Conference – EIANZ’s conference might be held in Auckland in November 2022. If this is the case, we will seek collaboration to have a session on a particular topic of NZAIA’s interest like what we did a few years ago. Richard will follow up to confirm this with EIANZ. • Impact Connector – Three topics were identified, including Infrastructure and Impact Assessment (including how impact assessment contributes to climate change mitigation and adaptation), Environmental Valuation and Economic Instruments for Environmental Management (including payment for ecosystem services), and Public Policy and Impact Assessment (including how tools such as SEA and RIA can be used to inform public policy and achieve SDGs). Editor(s) will be identified to lead the development of each Issue. The editor(s) will first develop a brief editorial commentary of what an Issue should cover, which will then become an introductory paper. Alternatively, the editor(s) could set an editorial scope and invite people to contribute. • Strategic Planning – We’ll revisit the existing working groups (Governance, Policy Framework, Internal and External Relations), take stock, and redefine the work programme in the 1st core group meeting next year. • Workshop/webinar – The Core Group will be invited via email to provide workshop / webinar ideas that can be organised to provide extra services to NZAIA members and the wider impact assessment community throughout the year. • Associate organisations – A representative from SPREP will be invited to join the Core Group to strengthen our collaboration with them.
10.	<p>Other business N/A</p>
	<p>Meeting ended. 6:35pm</p>
	<p>Next meeting date: Monday 31st January 2022, 5:15pm</p>