

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

Monday 7th March 2022, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Kate McNab, Nick Taylor, Dy Jolly, Terry Calmeyer, Iresh Jayawardena, Keith Finlayson, Sophal Chhun (Secretary)
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CONFIRMED

1.	Welcome Richard opened the meeting and welcomed everybody to the meeting															
2.	Apologies – Katherine Russell															
3.	Confirmation of 31 st January 2022 Meeting Minutes. Richard moved acceptance. Seconder: Andrew. ALL in favour.															
4.	Matters arising/action points N/A															
5.	Chair's report We are still waiting from responses from SPREP regarding the organisation of a webinar on Consultant Accreditation Schemes at University of South Pacific.															
6.	<p>Financial update Andrew presented the financial update, as of 6th March 2022:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 06/03/2022</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>\$9,902.58</td> <td>\$9,159.21</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$154.90</td> <td>\$187.63</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.47</td> <td>\$186.45</td> </tr> <tr> <td>Total:</td> <td>\$10,243.95</td> <td>\$9,533.29</td> </tr> </tbody> </table> <p>Term Deposit: \$5,267.64 – 1.4% PA for 6 months (19 May 2022)</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$9,902.58	\$9,159.21	<i>Visa debit</i>	\$154.90	\$187.63	<i>On Call</i>	\$186.47	\$186.45	Total:	\$10,243.95	\$9,533.29
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7.	<p>Membership update</p> <p>Richard reported an email received from Hannah, as of 7th March 2022: she had processed and updated memberships to the end of February. Once she returns from a current trip, she will be able to brief her replacement as Membership Manager if needed.</p> <p>As Hannah stepped down from the Membership Manager role, we are looking for a volunteer to take over the role. Kate has offered to give a tutorial to anyone who will take over the role.</p>															
8.	<p>Website, Social Media; eNews update</p> <ul style="list-style-type: none"> e-News: produced as usual 															

	<ul style="list-style-type: none"> Usage on the website: ~20% increase in users compared to what we had last month, which largely reflected the fact that people got back to work. Most of the traffic on the website went to Impact Connector and Resources/Sustainable Development Goals. Social media: not yet up and running as usual. Dy and Terry will sort out some administration requirements and discuss to find ways to do posting and commentary on LinkedIn and Facebook. Core group members are invited to send Dy and Terry interesting posts they come across.
9.	<p>Conference</p> <p>The key decisions are:</p> <ul style="list-style-type: none"> Dates: Wed 30 November & Thurs 1 December Location: Wellington Venue: We have booked the Mākaro Room at the Wharewaka Function Centre on the waterfront. The venue is able to cater our dinner. Working Title: Wellbeing, Sustainability and Impact Assessment: toward more integrated policy-making. <p>Core group members are invited to give further feedback about these decisions. In the next few weeks if there is no feedback, we will go ahead and start the web page and send out the save the dates.</p> <ul style="list-style-type: none"> We have been quoted the costs for the venue and food, and are now working on the budget and figuring out the registration fees. The programme team will be working on the conference blurb, and putting together our sessions and speakers over the next couple of months. The key decision in terms of early promotion is the keynote speakers. We have started a brainstorm document for potential sessions, keynotes and other speakers. Core Group members are invited to add in any ideas they have or people they know who might be a good fit. <p>Further progress will be reported at the next Core Group meeting on 4th April.</p>
10.	<p>Impact Connector</p> <ul style="list-style-type: none"> Issue 1: Infrastructure and Impact Assessment – no progress reported. Issue 2: Environmental Valuation and Economic Instruments for Environmental Management – no progress reported. <p>The editors (Nick and Sophal) will individually develop a thematic outline of the issues. Core group members are invited to suggest potential contributors whom we can approach for the two issues.</p>
11.	<p>Strategic Planning</p> <ul style="list-style-type: none"> Governance – no progress reported.

	<ul style="list-style-type: none"> • Policy Framework – Nick has started putting together conference policies and procedures, and will circulate the report to the conference group for comments and then to the core group. • External Relations – no progress reported. But Iresh reiterated the works that need to be done, including reaching out to research databases to connect with our Impact Connector. • Internal Relations – no progress reported. A reminder was made again to those core group members who had not provided their short biography for the website. <p>Each team will revisit the list of priority strategic planning tasks to be undertaken this year and post it on the website.</p>
12.	<p>Workshops/webinars</p> <ul style="list-style-type: none"> • Dy expressed interest in running a webinar later this year to discuss the results of her PhD on cultural impact assessment.
13.	<p>Other business</p> <ul style="list-style-type: none"> • As NZAIA’s representative, Dy has had several meetings with EIANZ’s special interest group on impact assessment. The group has planned to organise an impact assessment symposium under a disaster planning theme and with a focus on Australia. They also have a commitment to publish an article in the EIANZ insider every two or three months on impact assessment.
	Meeting ended. 6:40pm
	Next meeting date: Monday 4 th April 2022, 5:15pm