

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

Monday 4th April 2022, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Kate McNab, Nick Taylor, Dy Jolly, Terry Calmeyer, Keith Finlayson, Sophal Chhun (Secretary)
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1.	Welcome Richard opened the meeting and welcomed everybody to the meeting															
2.	Apologies – Katherine Russell, Iresh Jayawardena															
3.	Confirmation of 7 th March 2022 Meeting Minutes. Richard moved acceptance. Terry. ALL in favour.															
4.	<p>Chair’s report (including matters arising/action points)</p> <ul style="list-style-type: none"> Richard reported on a major webinar series for the Pacific, organised by SPREP and the World Bank. With an invite from them, Nick and Richard will make a presentation on cumulative impact assessment in this webinar series on 5 April 2022. An action point to be discussed as part of the Strategic Planning Internal and External Relations groups is to establish a data base of members who have special interests in the Pacific. So, when there is an invite like this in the future, we can fast track identifying people who could suitably be involved in this work. 															
5.	<p>Financial update Andrew presented the financial update, as of 4th April 2022:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 04/04/2022</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>\$9,941.98</td> <td>\$9,902.58</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$160.12</td> <td>\$154.90</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.48</td> <td>\$186.47</td> </tr> <tr> <td>Total:</td> <td>\$10,288.58</td> <td>\$10,243.95</td> </tr> </tbody> </table> <p>Term Deposit: \$5,267.64 – 1.4% PA for 6 months (19 May 2022). We agreed to roll over the Term Deposit in the next 3 months as we might need further funds for the conference.</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$9,941.98	\$9,902.58	<i>Visa debit</i>	\$160.12	\$154.90	<i>On Call</i>	\$186.48	\$186.47	Total:	\$10,288.58	\$10,243.95
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6.	<p>Membership update</p> <ul style="list-style-type: none"> Kate has offered to assist Iresh in managing subscription renewals for this year There were still quite a few members who hadn’t renewed, so the last renewal notice reminder has been sent out (in addition to two previous ones). Following the Membership Policy, if there is no response by the end of April those members who haven’t paid their subscription will be removed subject to a decision by the Core Group in May meeting. 															

<p>7.</p>	<p>Associate organisations (EIANZ, SPREP, IAIA)</p> <ul style="list-style-type: none"> • EIANZ – no further update from what was reported in the previous meeting • SPREP – reported as part of Chair’s report (webinar series) • IAIA – <ul style="list-style-type: none"> ○ Free of charge space for a poster is offered at the IAIA conference in May. Richard will attend the conference and present a poster about NZAIA there (we have done that in the past). Richard and Nick will work on that poster. Core group members are invited to suggest things that we might promote and highlight, and send them to Richard in the next few weeks. ○ We agreed to join with IAIA to celebrate Environmental Professional Day on 15 April. Richard will send a confirmation email to IAIA by 7 April, and Terry will promote the Day to our networks via LinkedIn and Facebook.
<p>8.</p>	<p>Website, Social Media; eNews update</p> <ul style="list-style-type: none"> • e-News: produced as usual. An email to the wider e-list with a “save the date for the conference” (with invitations to become members and our most recent impact connectors) has been drafted; the email will be sent out after a promotion on webpage has been published. • Website: <ul style="list-style-type: none"> ○ A conference page and the associated sponsorship page have been set up. Only pictures have been uploaded – we still need some words to go on the webpage. ○ Website visitors have gone up to 560 (from 450 last month). • Social media: 13 posts on LinkedIn and 5 posts on Facebook <ul style="list-style-type: none"> ○ LinkedIn – 76 new followers (now 334 followers in total), 124 page views (56 unique visitors), 2,207 impressions (number of times posts were on screen), engagement rate of 7.2% (above 3% considered excellent) in the last 30 days. ○ Facebook – 3 new page Likes (now 221 Likes in total), 55 page reaches, and 14 page visits in the last 30 days. <p>Core Group members are encouraged to invite people to like our Facebook page and comment on both Facebook and LinkedIn to result in multiple effect on page Likes/Followers, people reached, and engagements. There were also some discussions on other social media platforms such as Twitter, Instagram, and Tik Tok, yet no decision was made on whether we should use them.</p>
<p>9.</p>	<p>Conference</p> <ul style="list-style-type: none"> • We have decided to use Te Papa, subject to clearing all the concern regarding 100% deposit and risk of cancellation without refund. • Dy, Nick and Richard have been working on the progamme – identifying session topics, and potential speakers. This work will be ongoing for the next couple of months.

	<ul style="list-style-type: none"> • Conference image has been developed and published on the webpage. A “save the date” email will be sent out to the wider e-list, and other publicity activities will probably start soon. • Conference Committee will meet in the next two week to decide on keynotes and the conference registration fees, probably raising \$30 or a bit less than that if we have some sponsorship.
<p>10.</p>	<p>Impact Connector</p> <ul style="list-style-type: none"> • Issue 1: Infrastructure and Impact Assessment – Nick has contacted people who might be interested in contributing to the Issue, and is awaiting responses. • Issue 2: Environmental Valuation and Economic Instruments for Environmental Management – no progress reported. But Sophal has started reviewing the development in the field and figuring out potential topics to be covered in the Issue, including biodiversity offset, emission trading, financial incentives to address freshwater issues.
<p>11.</p>	<p>Strategic Planning</p> <ul style="list-style-type: none"> • Governance – Richard has reviewed the existing Constitution and identified key points that might need revisions to comply with the new legislation, including (i) the objects, (ii) legal status of the Core Group (potential models previously discussed and circulated at the AGM), and (iii) nomination/appointment of officers. These three will need to be reviewed by the members, and the rest will be probably reviewed internally by the Core Group. • Policy Framework – <ul style="list-style-type: none"> ○ Conference Policy and Procedures have been fully drafted and reviewed by Kate, Katherine, and Richard. Nick will edit the Draft and send it to Sophal for review, and then test its usability with the Conference Organising Committee. Core Group members are invited to contribute to filling the gap in the Draft on Health and Safety issues. ○ Code of Ethics was identified as the next policy that needs to be developed to fulfil the gap in the Constitution. Terry will share South Africa model. • External Relations – as reported via email, Irish has contacted the Australian Policy Observatory (APO) for seeking the possibility of indexing our Impact Connector (IC) on APO. Indexing on APO will make our IC discoverable to policy and practitioners' audiences and maximise engagement. APO has offered two options – the first option is free, and the second one is a paid option. We will discuss that further in the next CG meeting when Irish is present. • Internal Relations – there was a discussion on setting a membership directory on the website where members can register their profile with indication of their special interest (e.g. Pacific, social impact, etc). There are two options: Community Box and Membership Work; both options cost money. Kate will send links to the two options to the Core Group for review, and we'll further discuss that in the next CG meeting.

12.	<p>Workshops/webinars</p> <ul style="list-style-type: none"> • Hamish had a webinar on landscape assessment; Richard will ask him whether we could feature that webinar on our website.
13.	<p>Other business</p> <ul style="list-style-type: none"> • There was a discussion about Certification Programme, but that was not an option for NZAIA as we don't have sufficient resources to run and it's also overlapping with the role of EIANZ. An option to be considered is to have NZAIA's representative in the Impact Assessment Certification Panel of EIANZ's Environmental Practitioner Scheme.
	<p>Meeting ended. 6:50pm</p>
	<p>Next meeting date: Monday 2nd May 2022, 5:15pm</p>