

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

Monday 2nd May 2022, 5:15 pm, Zoom



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| Present | Andrew Crosland (Acting Chair & Treasurer), Kate McNab, Nick Taylor, Terry Calmeyer, Iresh Jayawardena, Rajan Ghosh, Sophal Chhun (Secretary) |
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| 1. | Welcome – Andrew opened the meeting and welcomed everybody to the meeting | | | | | | | | | | | | | | | |
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| 2. | Apologies – Katherine Russell, Richard Morgan, Keith Finlayson, Dy Jolly | | | | | | | | | | | | | | | |
| 3. | Confirmation of 4 th April 2022 Meeting Minutes. Terry moved acceptance. Seconder Nick. ALL in favour. | | | | | | | | | | | | | | | |
| 4. | Chair’s report (including matters arising/action points) – N/A | | | | | | | | | | | | | | | |
| 5. | <p>Financial update Andrew presented the financial update, as of 1st May 2022:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 01/05/2022</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>\$10,204.89</td> <td>\$9,941.98</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$183.61</td> <td>\$160.12</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.49</td> <td>\$186.48</td> </tr> <tr> <td>Total:</td> <td>\$10,574.99</td> <td>\$10,288.58</td> </tr> </tbody> </table> <p>Term Deposit: \$5,267.64 – 1.4% PA for 6 months (19 May 2022). As agreed in the last meeting, the Term Deposit will be set to roll over in the next 3 months.</p> | Account | Current Balance | Previous (Meeting) Balance | <i>Cheque</i> | \$10,204.89 | \$9,941.98 | <i>Visa debit</i> | \$183.61 | \$160.12 | <i>On Call</i> | \$186.49 | \$186.48 | Total: | \$10,574.99 | \$10,288.58 |
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| 6. | <p>Membership update</p> <ul style="list-style-type: none"> • 4 new members in total – 3 standard and 1 low-income memberships • The Core Group has decided that a final email be sent to those members who haven’t paid their subscription. If there is no response by the end of May, their memberships will be removed. | | | | | | | | | | | | | | | |
| 7. | <p>Associate organisations (EIANZ, SPREP, IAIA)</p> <ul style="list-style-type: none"> • SPREP – Nick and Richard made a presentation on cumulative impact assessment in the Pacific’s webinar series with 90 participants. • IAIA – A final draft poster on NZAIA has been developed by Richard with input from Nick; Richard will present that poster at the IAIA Conference. | | | | | | | | | | | | | | | |
| 8. | <p>Website, Social Media; eNews update</p> <ul style="list-style-type: none"> • e-News: produced as usual • Website: <ul style="list-style-type: none"> ○ Website visitors have slightly gone up to 634 (from 560 last month) | | | | | | | | | | | | | | | |

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| | <ul style="list-style-type: none"> ○ 67 people visited our conference page ● Social media: 21 posts on LinkedIn and 10 posts on Facebook <ul style="list-style-type: none"> ○ LinkedIn – 379 followers in total (32 new followers in the last 30 days), 117 page views (63 unique visitors), over 3,000 impressions (number of times posts were on screen), engagement rate of 7.2% (above 3% considered excellent) in the last 30 days. ○ Facebook – 223 Likes in total (3 new likes), 315 impressions, and 14 engagements. <p>Terry will find a way to assign CG members who are interested as employees on NZAIA LinkedIn to show their special status. Terry will also create a post on ‘save the date’ for the Conference and an event on Facebook with some restrictions to control spam comments.</p> |
| <p>9.</p> | <p>Conference</p> <ul style="list-style-type: none"> ● CG endorsed Kate’s proposal to raise the regular fee by \$30 and the student and community fee by \$10. With the fees, Kate will put the registration form up on the website. ● Potential keynote speakers had been identified, and CG endorsed the proposal to approach them. We aim to confirm keynote speakers in June or earlier as this is a key milestone in the conference promotion. ● Draft Programme with session topics and potential speakers has been developed; CG are invited to give feedback/input into the draft programme. ● We have an offer of sponsorships. Kate will send a ‘thank you’ email to and start a dialogue with them. The COG will discuss about the sponsorships in their next meeting, and form up a proposal for the CG to endorse. ● The venue “Te Papa” has been confirmed, and the contract has been signed. ● A Conference poster and Flyer mock-up have been developed and are awaiting for Richard to finalise. |
| <p>10.</p> | <p>Impact Connector</p> <ul style="list-style-type: none"> ● Issue 1: Infrastructure and Impact Assessment – Nick is awaiting responses from potential contributors he has contacted. ● Issue 2: Economic Valuation and Instruments for Environmental Management – Sophal had approached a potential contributor on the application of economic tools for freshwater management, but he was not interested. A few other potential contributors on some topics had been identified, including a resource economics consultant (on the use of environmental valuation in Regulatory Impact Analysis), SCION (on carbon trading in forestry), and Fonterra (on financial incentives to promote sustainable farming practices). Nick will connect Sophal with some potential contributors. <p>We also discussed about how to index our Impact Connector publications, including DOI APO, etc. Irish and Rajan will work on this and come back with a proposal for discussions in the next CG meeting.</p> |

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| 11. | <p>Strategic Planning</p> <ul style="list-style-type: none"> • Governance – no progress reported. • Policy Framework – Draft Conference Policy and Procedures had been sent to the CG for feedback and are being tested with the COG. But so far, we hadn't received any feedback. Nick will insert a "Registration Fees" section and recheck the "Sponsorships" section, and resend the revised version to the CG for feedback. • External Relations – no progress reported. • Internal Relations – We agreed to sign up for a Community Box plan at a cost of \$99 per annum; a Membership Directory will be then set up on the website for members to register their profile. |
| 12. | <p>Workshops/webinars</p> <ul style="list-style-type: none"> • N/A |
| 13. | <p>Other business</p> <ul style="list-style-type: none"> • Covid-19 policy for the conference – the COG will discuss about this and come up with a proposal for the next CG meeting. |
| | <p>Meeting ended. 6:35pm</p> |
| | <p>Next meeting date: Monday 6th June 2022, 5:15pm</p> |