

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

Tuesday 7th June 2022, 5:15 pm, Zoom



Present	Nick Taylor (Acting Chair), Andrew Crosland (Treasurer), Kate McNab, Dy Jolly, Terry Calmeyer, Iresh Jayawardena, Sophal Chhun (Secretary)
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1.	Welcome – Nick opened the meeting and welcomed everybody to the meeting															
2.	Apologies – Katherine Russell, Richard Morgan, Rajan Ghosh															
3.	Confirmation of 2 nd May 2022 Meeting Minutes. Nick moved acceptance. Seconder Terry. 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 6th June 2022:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 06/06/2022</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>\$11,299.62</td> <td>\$10,204.89</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$126.83</td> <td>\$183.61</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.50</td> <td>\$186.49</td> </tr> <tr> <td>Total:</td> <td>\$11,612.95</td> <td>\$10,574.99</td> </tr> </tbody> </table> <p>Term Deposit: \$5,292.15 – 2.2% PA for 6 months (19 November 2022). We could not set the roll-over in the next 3 months of the term deposit as agreed in the last meeting because not all the required signatories were available (an application to add Sophal as another signatory has been submitted to the Bank to enhance our flexibility in meeting the signature requirement in the future). So, if we need money for the conference, we might have to break the terms.</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$11,299.62	\$10,204.89	<i>Visa debit</i>	\$126.83	\$183.61	<i>On Call</i>	\$186.50	\$186.49	Total:	\$11,612.95	\$10,574.99
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6.	<p>Membership update</p> <ul style="list-style-type: none"> 8 new members in total – 7 standard and 1 low-income memberships 															
7.	<p>Associate organisations (EIANZ, SPREP, IAIA)</p> <ul style="list-style-type: none"> SPREP – Nick had a conversation with SPREP regarding resource sharing and renewal of our MOU with them. Nick suggested Kate join, and also advertise via e-news to our members to join, their network (free of charge) to get access to their useful resources. EIANZ – Impact Assessment Symposium as reported in the past meeting is on track and the registrations are open. The SEA certification process is still underway. Dy will further update on these once available. 															

<p>8.</p>	<p>Website, Social Media; eNews update</p> <ul style="list-style-type: none"> • e-News: produced as usual. In the latest e-news, we invited our members to sign up to our member directory; 4 members have signed up now. • Website: <ul style="list-style-type: none"> ○ Website visitors have substantially gone up to 934 (from 634 last month). We received congrats from Google for having the most users this month. ○ Visitors to our conference page have also substantially gone up to 238 (from 67 last month). ○ Kate has signed up for a new automation system called “Make” as the old system will be closed in October. Automations for the conference registrations have been set up and functioning (i.e. once anyone signs up for a conference, the name of that person will be automatically added the spreadsheet). But such automations have not been set up for membership registrations – Kate will try to work that out in the next month. • Social media: 20 posts on LinkedIn and 1 post on Facebook <ul style="list-style-type: none"> ○ LinkedIn – 548 followers in total (87 new followers in the last 30 days), 103 page views (52 unique visitors), 2798 impressions (number of times posts were on screen), engagement rate of 5.3% (slightly drop compared to the last month, though the engagement rate above 3% considered excellent). ○ Facebook – 225 Likes in total (2 new likes), 6 page visits, 113 impressions, and 10 engagements. Facebook activities this month were less active than those in the previous month, and impressions and engagements noticeably dropped. <p>Terry will find a way to assign CG members who are interested as employees on NZAIA LinkedIn to show their special status.</p> <p>Nick encouraged all CG members to like posts on social media channels (Facebook and LinkedIn).</p>
<p>9.</p>	<p>Conference</p> <ul style="list-style-type: none"> • Many people have visited our conference page, but only 5 people have registered. Perhaps they are waiting to visit the programme; this suggests that programme development is our priority. • We start publicising our keynotes. One Keynote profile has been published on the website, and will be posted on social media in a week. • A list of accommodation options in a walking distance from the venue has been developed. Terry will exclude the prices and finalise the list, and send it to Kate in a week for posting on our website. A block booking at Bay Plaza Hotel has also been made. • Kate will send an email to potential sponsors.
<p>10.</p>	<p>Impact Connector</p> <ul style="list-style-type: none"> • Issue 1: Infrastructure and Impact Assessment – Nick has received 3 drafts, and is still awaiting for a couple of other contributions. He has also started writing to a few other potential contributors.

	<ul style="list-style-type: none"> Issue 2: Economic Valuation and Instruments for Environmental Management – Sophal had developed, and revised with feedback from Nick, an outline highlighting potential topics to be covered in this Issue. We have now decided to change the title of the Issue to “Economic Methods and Impact Assessment” to allow us to capture things like modelling and input-output analysis. Nick has sent an email to connect Sophal with a potential contributor; Sophal will follow up with the potential contributor in a week. Sophal will also send the revised outline to the CG members, and suggest they help introduce him to their connections who are interested in or have works relevant to the potential topics in the outline.
11.	<p>Strategic Planning</p> <ul style="list-style-type: none"> Governance – no progress reported. Policy Framework – Nick will insert a “Registration Fees” section and recheck the “Sponsorships” section in the Draft Conference Policy and Procedures, and resend the revised version to the CG for feedback. Sophal will develop an outline for the development of “Code of Ethics” for the next CG meeting. Following Kate’s suggestion, the CG agreed to include the Treaty of Waitangi in the outline. External Relations – Iresh agreed to discuss with Rajan and come up with a proposal on how to publish our Impact Connectors using DOI or ISBN numbers. Iresh will also follow up with the Australian Policy Observatory (APO) on the pricing options for the next CG meeting. Internal Relations – A Community Box has been set up. We are currently on a free plan, which allows us to have 25 profiles of our members; 5 profiles have been created. We will change to a paid plan (\$99 per annum) once the registered members go above 25.
12.	<p>Workshops/webinars</p> <ul style="list-style-type: none"> There was a discussion on whether we should remove this item from the CG meeting agenda as it is unlikely that we have sufficient resources to run Workshops/Webinars, but the CG decided to keep the item in the agenda.
13.	<p>Other business</p> <ul style="list-style-type: none"> Andrew will help Kate get a contact of someone at Treasury NZ who can talk about the ‘Living Standard Framework’.
	Meeting ended. 6:10pm
	Next meeting date: Monday 4 th July 2022, 5:15pm