

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

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



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Nick Taylor, Kate McNab, Terry Calmeyer, Rajan Ghosh, Sophal Chhun (Secretary)
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1.	Welcome – Richard opened the meeting and welcomed everybody to the meeting															
2.	Apologies – Katherine Russell, Dy Jolly, Gillian Stewart															
3.	Confirmation of 7 th June 2022 Meeting Minutes. Richard moved acceptance. Secunder Nick. ALL in favour.															
4.	<p>Chair’s report (including matters arising/action points)</p> <ul style="list-style-type: none"> Richard verbally thanked Nick and Andrew for chairing the last two meetings in his absence. Charities return was submitted on time. Richard verbally thanked Andrew for completing the accounting record, which was a key part of the return. 															
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>\$12,898.96</td> <td>\$11,299.62</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$133.72</td> <td>\$126.83</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.51</td> <td>\$186.50</td> </tr> <tr> <td>Total:</td> <td>\$13,219.19</td> <td>\$11,612.95</td> </tr> </tbody> </table> <p>Term Deposit: \$5,292.15 – 2.2% PA for 6 months (19 November 2022).</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$12,898.96	\$11,299.62	<i>Visa debit</i>	\$133.72	\$126.83	<i>On Call</i>	\$186.51	\$186.50	Total:	\$13,219.19	\$11,612.95
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6.	<p>Membership update</p> <ul style="list-style-type: none"> Iresh stepped down from the Membership manager role. Core Group thanked him for his efforts, despite his growing work load elsewhere. Three members renewed membership in June. Two invoices are still outstanding. 															
7.	<p>Associate organisations (EIANZ, SPREP, IAIA)</p> <p>SPREP –</p> <ul style="list-style-type: none"> There have been some changes in SPREP’s leadership team. However, the support for impact assessment is likely to continue with SPREP’s new Director General and the new Director of Environmental Management and Governance.. Draft MOU with SPREP was circulated to the CG for review on 22 June. No one objected to the Draft MOU, though Terry had a great spot of the mismatch 															

	<p>between acronym (IEA) and phrase (Integrated Impact Assessment). On behalf of NZAIA, Richard will send an official email to SPREP about our feedback on the Draft MOU, to congratulate their new leadership team, reinforce our partnership with them, and request for updated contacts of their three personnel who will receive free memberships from us.</p> <p>EIANZ – Richard will follow up with EIANZ regarding the discount for NZAIA members for their trainings/webinars, which is currently not applicable.</p>
8.	<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, and highlighted upcoming training courses relating environmental assessment organised by IAIA. • Website: <ul style="list-style-type: none"> ○ Website visitors this month have substantially dropped back to 682, which is our normal number of visitors. The high number of visitors last month (935) was abnormally high. ○ Visitors to our conference page have also substantially dropped to 114 (from 238 last month). • Social media: 13 posts on LinkedIn and no posts on Facebook <ul style="list-style-type: none"> ○ LinkedIn – 621 followers in total (up from 548 last month), 171 page views (83 unique visitors), 3000 impressions (number of times posts were on screen), engagement rate of 3.8% (down from 5.3% last month, though the engagement rate above 3% considered excellent). ○ Facebook – 225 Likes in total (no new likes), 15 page visits, 15 impressions, and no engagements. Facebook activities this month were inactive in terms of posts and engagements, and generated few impressions. <p>Terry has figured out, and sent out instructions on, how to get CG members recognised as employees (volunteers) of NZAIA on our LinkedIn to show their special status.</p> <p>Terry had also looked at boosting the posts for the keynote speakers of the conference, which would cost \$120 at a minimum, and suggested the conference organising group decide on this in their next meeting.</p>
9.	<p>Conference</p> <ul style="list-style-type: none"> • The focus of the conference organising group has been on getting speakers confirmed and programme development, and we aim to have a reasonably formed programme by the end of July. • There has been an expression of interest for a sponsorship from Science Challenges’ people. Nick will line that up, and contact BECA and others to see if they are interested in providing sponsorships for the conference.
10.	<p>Impact Connector</p>

	<ul style="list-style-type: none"> • Issue 1: Infrastructure and Impact Assessment – Nothing to add from what was reported in the last meeting. There were some discussions to identify a potential contributor for a socially oriented paper, and a few potential contributors/topics were identified, including NZTA and Transmission Gully. • Issue 2: Economic Methods and Impact Assessment – Sophal emailed to some potential contributors (including Landcare Research, Scion, and Waikato Regional Council), and is still waiting for their responses. Following Richard’s suggestions, we decided to add ‘ecosystem services’ as a potential topic in the draft outline, will investigate the opportunity to have international contributions to this issue.
11.	<p>Strategic Planning</p> <ul style="list-style-type: none"> • Governance – no progress reported. • Policy Framework – <ul style="list-style-type: none"> ○ Nick had made some amendments to the Draft Conference Policy and Procedures, and sent the revised version to the CG for feedback. Richard suggested to use a more Pacific-oriented terms “talanoa” instead of “indaba” in the Draft Conference Policy and Procedures; Nick will check the terms “talanoa” and adapt it in an appropriate way. Besides that, all were happy with the Draft. ○ Sophal will make his best effort to develop an outline for the development of “Code of Ethics” for the next CG meeting. • External Relations – no progress reported. • Internal Relations – no progress reported. <p>We’ll consider regrouping the teams in the next meeting to ensure the balance of each team.</p>
12.	<p>Workshops/webinars</p> <ul style="list-style-type: none"> • A few months ago, Dy planned to run a webinar on her PhD results; we’ll follow up with her about this. • Kate has added in the e-news a list of upcoming relevant webinars. We agreed to add a list of relevant webinars (especially run by IAIA) on the website.
13.	<p>Other business</p> <ul style="list-style-type: none"> • The Core Group noted with sadness the news that Rabel Burdge just passed away. Rabel was a good friend and strong supporter of IA in NZ and helped to build the foundations of what has become NZAIA today. He will be remembered for his contributions to SIA in particular. Nick agreed to write a short memorial for e-news.
	Meeting ended. 6:35pm
	Next meeting date: Monday 1st August 2022, 5:15pm