

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

Monday 1st August 2022, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Kate McNab, Dy Jolly, Keith Finlayson, Sophal Chhun (Secretary)
---------	--

CONFIRMED

1.	Welcome – Richard opened the meeting and welcomed everybody to the meeting															
2.	Apologies – Katherine Russell, Terry Calmeyer, Rajan Ghosh, Nick Taylor															
3.	Confirmation of 4 th July 2022 Meeting Minutes. Richard moved acceptance. Secunder Kate. ALL in favour.															
4.	Chair’s report (including matters arising/action points) <ul style="list-style-type: none"> 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>\$12,961.02</td> <td>\$12,898.96</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$156.36</td> <td>\$133.72</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.54</td> <td>\$186.51</td> </tr> <tr> <td>Total:</td> <td>\$13,303.92</td> <td>\$13,219.19</td> </tr> </tbody> </table> <p>Term Deposit: \$5,292.15 – 2.2% PA for 6 months (19 November 2022). The CG agreed to subscribe to Jot Form on an annual plan of \$150.</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$12,961.02	\$12,898.96	<i>Visa debit</i>	\$156.36	\$133.72	<i>On Call</i>	\$186.54	\$186.51	Total:	\$13,303.92	\$13,219.19
Account	Current Balance	Previous (Meeting) Balance														
<i>Cheque</i>	\$12,961.02	\$12,898.96														
<i>Visa debit</i>	\$156.36	\$133.72														
<i>On Call</i>	\$186.54	\$186.51														
Total:	\$13,303.92	\$13,219.19														
6.	<p>Membership update</p> <ul style="list-style-type: none"> There was a discussion on how to handle membership update 															
7.	<p>Associate organisations (EIANZ, SPREP, IAIA)</p> <p>IAIA – no update on draft MOU SPREP – no update on draft MOU EIANZ –</p> <ul style="list-style-type: none"> Richard briefly highlighted key points of revised draft MOU with EIANZ, especially regarding the discount for NZAIA members for their trainings/webinars. Richard will send an email after this meeting, inviting the CG to review the draft MOU and give feedback in the next 2-3 days. SIS-IA expressed interest in our Impact Connector, and there was a discussion on how to engage them in the process – we’ll discuss about this again in the next CG meeting. SIS-IA of EIANZ expressed interest in having a joint LinkedIn page for Australasia. We’ll be working to identify practical ways to further our collaboration with SIS-IA. 															

8.	<p>Website, Social Media; eNews update</p> <ul style="list-style-type: none"> • e-News: sent out slightly late this month. • Website: <ul style="list-style-type: none"> ○ 709 website visitors this month (about the same as previous month). ○ 166 visitors to our conference page (slightly increased from 114 in the previous month). • Social media: 13 posts on LinkedIn and no posts on Facebook <ul style="list-style-type: none"> ○ LinkedIn – the number of page views, impressions (number of times posts were on screen), and engagement rate this month slightly down compared to those in the previous month. ○ Facebook – no update reported.
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. We have some speakers confirmed though we have not finalised the programme yet. • The closing date for student scholarship applications was set for the end of August. We have now received 2 applications.
10.	<p>Impact Connector</p> <ul style="list-style-type: none"> • Issue 1: Infrastructure and Impact Assessment – We will not have NZTA’s contribution, but hope to have a contribution from Rail’s people. Nick is still chasing up with Andrew and Terry on Transmission Gully. • Issue 2: Economic Methods and Impact Assessment – There have been no responses from potential contributors Sophal had contacted. Sophal will contact a Senior Lecturer in Economics at CQUniversity Australia suggested by Richard. Keith will ask people at Fonterra and connected Sophal with them if they are interested.
11.	<p>Strategic Planning</p> <ul style="list-style-type: none"> • Governance – After attending the two webinars on the new Act, Richard decided to start editing the full Constitution – it’s been halfway through now. Most of our current Constitution is close to what's required so not such a major job as it’s likely to be for some societies. • Policy Framework – We had reviewed and compared contents of the code of ethics of organisations such as IAIA, EIANZ, SPREP and EAPA (South Africa), and suggested an outline for the development of our code of ethics. We’ll discuss the outline within our Policy Framework group in the next 1-2 weeks and put that for discussion in the next CG meeting. • External Relations – no progress reported. • Internal Relations – no progress reported.

	Each group will review progress in the last 6 months and propose workplan for the rest of the year. We'll discuss about this and reconsider regroupings in the next CG meeting.
12.	Workshops/webinars <ul style="list-style-type: none"> • There was a discussion on running a joint SIS-IA and NZAIA webinar on Professional Practices.
13.	Other business <ul style="list-style-type: none"> • Keith will be moving to be a silent member of the CG. Richard on behalf of the CG verbally thanked Keith for being involved to this extent.
	Meeting ended. 6:30pm
	Next meeting date: Monday 5 th September 2022, 5:15pm