

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

Monday 5<sup>th</sup> September 2022, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Kate McNab, Terry Calmeyer, Rajan Ghosh, Nick Taylor, Gillian Stewart, Sophal Chhun (Secretary)
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## CONFIRMED

1.	<b>Welcome</b> – Richard opened the meeting and welcomed everybody to the meeting															
2.	<b>Apologies</b> – Katherine Russell															
3.	<b>Confirmation</b> of 1 <sup>st</sup> August 2022 Meeting Minutes. Richard moved acceptance. Seconder Kate. ALL in favour.															
4.	<b>Chair's report</b> (including matters arising/action points) <ul style="list-style-type: none"> <li>N/A</li> </ul>															
5.	<p><b>Financial update</b> Andrew presented the financial update, as of 4<sup>th</sup> September 2022:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 04/09/2022</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>\$13,722.91</td> <td>\$12,961.02</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$174.50</td> <td>\$156.36</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.57</td> <td>\$186.54</td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$14,083.98</b></td> <td><b>\$13,303.92</b></td> </tr> </tbody> </table> <p>Term Deposit: <b>\$5,292.15</b> – 2.2% PA for 6 months (19 November 2022).</p> <p>A few upcoming payments will be made in the following months, including annual fee for PO Box and a major payment for the conference venue (80% deposit).</p>	Account	Current Balance	Previous (Meeting) Balance	<i>Cheque</i>	\$13,722.91	\$12,961.02	<i>Visa debit</i>	\$174.50	\$156.36	<i>On Call</i>	\$186.57	\$186.54	<b>Total:</b>	<b>\$14,083.98</b>	<b>\$13,303.92</b>
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6.	<p><b>Membership update</b></p> <ul style="list-style-type: none"> <li>1 new standard membership</li> </ul>															
7.	<p><b>Associate organisations (EIANZ, SPREP, IAIA)</b></p> <ul style="list-style-type: none"> <li><b>IAIA</b> – no update on draft MOU</li> <li><b>SPREP</b> – no update on draft MOU</li> <li><b>EIANZ</b> – Richard had an informal meeting with Isobel Oldfield and Ian Boothroyd, members of the board of the NZ Chapter of EIANZ on Friday 2<sup>nd</sup> Sept in Dunedin. In the meeting, Richard updated them about MOU and discussed ways to strengthen the connection between NZAIA and the NZ Chapter, including possible collaboration in the EIANZ Conference in Auckland next year. That was just an opening of discussions; we have not made any commitments yet.</li> </ul>															

<p><b>8.</b></p>	<p><b>Website, Social Media; eNews update</b></p> <ul style="list-style-type: none"> <li>• e-News: sent out as usual.</li> <li>• Website: <ul style="list-style-type: none"> <li>○ 1.2K website visitors this month (about 62% increase from last month).</li> <li>○ 283 visitors to our conference page (noticeably increased from 166 in the previous month), and 132 visitors to our programme page.</li> </ul> </li> <li>• Social media: 17 posts on LinkedIn and 3 posts on Facebook <ul style="list-style-type: none"> <li>○ LinkedIn – 891 followers in total (270 new followers in the last 30 days), 158 page views (67 unique visitors), 2600 impressions (number of times posts were on screen), engagement rate of 2.2% (above 3% considered excellent). There has been a noticeably accumulative increase in the number of LinkedIn followers over the last 5 months.</li> <li>○ Facebook – 228 Likes in total (3 new likes), 30 page visits, 51 impressions, and 6 engagements.</li> </ul> </li> </ul>
<p><b>9.</b></p>	<p><b>Conference</b></p> <ul style="list-style-type: none"> <li>• Confirmed speakers are listed on the programme on the website, and most of the unconfirmed speakers are expected to confirm soon. The programme is being updated every week with new confirmed speakers.</li> <li>• Scholarship applications have closed with 12 applicants. Dy, Andrew, Terry and Kate have agreed to get involved in selecting successful recipients. Kate has also set up a Google Form for everyone else on the CG to review the applications and give their evaluation based on a simple scoring system to help the selection committee make decisions.</li> <li>• The CG agreed to provide up to 3 free registrations (people) for Mana Whenua in Wellington. The COG will handle this</li> </ul>
<p><b>10.</b></p>	<p><b>Impact Connector</b></p> <ul style="list-style-type: none"> <li>• Issue 1: Infrastructure and Impact Assessment – Nick has reviewed 2 papers and sent them to Richard for final review, and will review 2 more papers this week.</li> <li>• Issue 2: Economic Methods and Impact Assessment – Sophal has contacted people at Fonterra, and they have expressed interest in contributing to our current issue. Sophal will follow up with potential contributors that he had contacted, and will also contact another potential, Senior Lecturer in Economics at CQ University Australia suggested by Richard. Richard agreed to work with Sophal to review the potential contributors we have approached and identify other potential contributors.</li> </ul>
<p><b>11.</b></p>	<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Governance – Richard has redrafted the constitution, but more needs to be done on specific processes. Our next step is to prioritise the key things that need to be done such as reviewing the objects/purposes of NZAIA and defining</li> </ul>

	<p>the roles of the executive committee (and the Core Group) to reflect the provisions of the new legislation.</p> <ul style="list-style-type: none"> <li>• Policy Framework – We had a meeting to discuss the draft outline for the development of our code of ethics; after this meeting Sophal will circulate the draft outline to the CG for review/feedback. We also plan to work on another policy, which is Finance Policy, in the next few months.</li> <li>• External Relations – no progress reported.</li> <li>• Internal Relations – no progress reported.</li> </ul> <p>Richard suggested the External Relations Group and the Internal Relations Group to review the original table of <a href="#">Strategic Planning</a> (that came out of the Retreat) to familiarise themselves with what each Group is all about, do a stocktake of what have been done, and propose what need to be achieved.</p> <p>We agreed to regroup CG members in a way that each person is on one group only so that they can be more focused on the strategic planning that interests them. Richard will send an email out inviting CG members to nominate a group they want to work on.</p>
<p><b>12.</b></p>	<p><b>Workshops/webinars</b></p> <ul style="list-style-type: none"> <li>• We have put a link to relevant webinars on the website and post that on social media as well.</li> </ul>
<p><b>13.</b></p>	<p><b>Other business</b></p> <p>To strengthen collaboration between EIANZ’s SIS-IA and NZAIA, and based on ideas from Lachie Wilkinson (SIS-IA co-ordinator) Richard suggested the following questions for the CG to consider as part of the MOU implementation:</p> <ul style="list-style-type: none"> <li>• How can SIS-IA and NZAIA work together more effectively on LinkedIn?</li> <li>• How far should NZAIA go to include SIS-IA and wider Australia IA community in IC?</li> <li>• Is a joint IA professional development website where we can pull together trainings and other resources to assist IA professionals feasible?</li> </ul>
	<p><b>Meeting ended. 6:30pm</b></p>
	<p><b>Next meeting date: Monday 3<sup>rd</sup> October 2022, 5:15pm</b></p>