

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

Monday 3rd October 2022, 5:15 pm, Zoom



Present	Richard Morgan (Chair), Andrew Crosland (Treasurer), Kate McNab, Terry Calmeyer, Nick Taylor, Sophal Chhun (Secretary)
---------	--

CONFIRMED

1.	Welcome – Richard opened the meeting and welcomed everybody to the meeting															
2.	Apologies – Katherine Russell, Dy Jolly, Rajan Ghosh, Gillian Stewart															
3.	Confirmation of 5 th September 2022 Meeting Minutes. Subject to correction of the date of the financial update (which reads as of 4 th September 2022), Richard moved acceptance. Seconder Terry. ALL in favour.															
4.	<p>Chair’s report (including matters arising/action points)</p> <ul style="list-style-type: none"> Richard reported the apparent lack of links to NZAIA or our website in the EBSCO data; he accordingly sent an email to EBSCO asking about that. Nick brought the core group’s attention to the fact that Richard will be retiring from the Chair’s role by the end of this year. There were some discussions about a succession plan and the appointment process, and all agreed that a notice about the vacancy and an invitation for nomination will be sent out to all members in the middle of this month. 															
5.	<p>Financial update</p> <p>Andrew presented the financial update, as of 2nd October 2022:</p> <p>New Zealand Association for Impact Assessment Incorporated Financial position as of 02/10/2022</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>\$14,635.68</td> <td>\$13,722.91</td> </tr> <tr> <td><i>Visa debit</i></td> <td>\$195.29</td> <td>\$174.50</td> </tr> <tr> <td><i>On Call</i></td> <td>\$186.65</td> <td>\$186.57</td> </tr> <tr> <td>Total:</td> <td>\$15,017.62</td> <td>\$14,083.98</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>	\$14,635.68	\$13,722.91	<i>Visa debit</i>	\$195.29	\$174.50	<i>On Call</i>	\$186.65	\$186.57	Total:	\$15,017.62	\$14,083.98
Account	Current Balance	Previous (Meeting) Balance														
<i>Cheque</i>	\$14,635.68	\$13,722.91														
<i>Visa debit</i>	\$195.29	\$174.50														
<i>On Call</i>	\$186.65	\$186.57														
Total:	\$15,017.62	\$14,083.98														
6.	<p>Membership update</p> <p>Kate provided the membership update via email for September 2022:</p> <ul style="list-style-type: none"> 5 new memberships – 3 standard and 2 student memberships 															
7.	<p>Associate organisations (EIANZ, SPREP, IAIA)</p> <ul style="list-style-type: none"> IAIA – no update SPREP – no update EIANZ – no update 															

<p>8.</p>	<p>Website, Social Media; eNews update</p> <ul style="list-style-type: none"> • e-News: sent out as usual. • Website: <ul style="list-style-type: none"> ○ 1.2K website visitors this month (about 20% increase from last month). ○ 523 visitors to our conference page (noticeably increased from 283 in the previous month), 328 visitors to our programme page (substantially increased from 132 in the previous month), and 85 visitors to our registration page. ○ All these results are due to the social media activities. • Social media: 28 posts on LinkedIn (including a post of every conference speaker) and 10 posts on Facebook <ul style="list-style-type: none"> ○ LinkedIn – 1022 followers in total (133 new followers in the last 30 days), 230 page views (120 unique visitors), 19,459 impressions (13,433 sponsored), engagement rate of 4.4% (0.05 sponsored). There has been a noticeably accumulative increase in the number of LinkedIn followers over the last 6 months (from 334 followers in April 2022). ○ Facebook – 228 Likes in total, 34 page visits, 89 impressions, and 32 engagements. There are no new Page Likes, but some noticeable increases in the number of page visits, impressions, and engagements.
<p>9.</p>	<p>Conference</p> <ul style="list-style-type: none"> • There is a new confirmed speaker, Caroline Saunders, who has done substantial works on wellbeing economics, though we are still waiting for confirmation from a few remaining speakers. • Four of the five scholarship recipients have registered for the conference. The other recipient has not confirmed the acceptance of the scholarship and their participation in the conference yet. Kate will follow up with them. • We have 29 registrations – 13 are paid participants and the rest are speakers. • We have received a sponsorship from Formative, which has already been posted on the website. We expect to have another sponsorship; Nick will follow up with this. • The core group agreed Andrew book another room for the workshop (\$1,500, incl. GST after discount). As we don't use the room for the whole day, we'll advertise that the room will be available for conference participants to use for meetings and work when it's not used for the workshop. • The conference is also being advertised on NZPI's website in the hope that there will be interest from planners. • Richard will ask Royal Society to post the conference on their monthly newsletter. Core group members are encouraged to send the conference news to their personal contacts and ask them to further distribute through their networks or in their organisations.
<p>10.</p>	<p>Impact Connector</p>

	<ul style="list-style-type: none"> • Issue 1: Infrastructure and Impact Assessment – Nick has 4 papers in hand and is now reconciling comments from Richard. We expect another paper from Terry soon. Nick aims to complete editing this issue in two weeks. • Issue 2: Economic Methods and Impact Assessment – Fonterra has confirmed to contribute an article on their economic incentive policy. We expect to have another paper from a Senior Lecturer in Economics at CQUniversity, Australia; Sophal will follow up with her in a few weeks. Richard and Sophal had a discussion and identified five relevant published papers, and we considered the authors of the papers as our potential contributors. Richard has drafted an invitation letter and already sent it to one potential contributor. Sophal will review some papers and write a brief for Richard to include in the invitation letter to the respective potential contributors.
11.	<p>Strategic Planning</p> <p>The core group discussed regrouping the Strategic Planning teams; we confirmed/proposed the following groups:</p> <ul style="list-style-type: none"> • Governance – Richard (confirmed) and Dy (to be confirmed). • Policy Framework – Nick (confirmed), Andrew (confirmed), and Sophal (confirmed). • External Relations – Terry (confirmed) and Rajan (to be confirmed). • Internal Relations – Kate (confirmed) and Gillian (to be confirmed). <p>We agreed to keep the strategic planning work on hold until after the conference. However, this does not prevent any group from continuing their work if they want to.</p>
12.	<p>Other business</p> <p>There was a discussion about an award scheme to incentivise impact assessment practitioners’ performance, which could be a programme of work (External Relation) that NZAIA should explore in the future.</p>
	Meeting ended. 6:30pm
	Next meeting date: Monday 7 th November 2022, 5:15pm