

# New Zealand Association for Impact Assessment

## Minutes of the Annual General Group Meeting

Wednesday 30th November 2022, 5:30pm

Te Papa – Wellington, and Zoom



Present	<i>In the room:</i> Richard Morgan (Chair), Andrew Crosland (Treasurer), Kate McNab, Nick Taylor, Mike Mackay, Terry Calmeyer, Gilly Stewart, Dy Jolly, Rajan Ghosh, Sarah Fagan, Shannen Barns, Kate Oranje, Helen Troy, Rebecca Foy, Tom Worley, Smrithi Talwar. <i>Via Zoom:</i> Sophal Chhun (Secretary), Bruce Conaghan.
Apologies	Katherine Russell, Hamish Rennie,

## UNCONFIRMED

1.	<b>Welcome</b> – Richard opened the meeting and welcomed everybody to the 2022 AGM and explained the reasons for the AGM and how it would proceed.
2.	<b>Apologies</b>
	Katherine Russell, Hamish Rennie
3.	<b>Confirmation of 2021 AGM Minutes</b> The Minutes had been uploaded onto the NZAIA website ahead of the AGM. No changes were requested. Richard moved that the 2021 AGM Minutes were a true and accurate record of the meeting. Andrew Crosland seconded the motion. All supported the motion.
4.	<b>Officer reports</b>
	The reports had been uploaded to the website ahead of the AGM. No changes were suggested for any of the reports. Andrew noted the financial information had already been submitted in June 2022 in NZAIA's Annual Return to Charities Services. Richard moved the three reports be accepted. Nick seconded. All in favour. Nick requested a formal thank-you for the three officers for the good reports and their contribution.
5.	<b>Confirming revised policies</b>
	The Meeting was asked to confirm the revised NZAIA policy and procedures for organising conferences. The revised policy had been uploaded to the website ahead of the AGM. Nick Taylor drew attention to the lack of a conference evaluation process in the policy/procedures. The Meeting agreed to add a conference evaluation process into the policy. Subject to that change, Chair moved the revised policy be confirmed; seconded by Terry Calmeyer. All supported the motion.
6.	<b>Strategic Planning Update</b>
	As noted in the Chair's report, the core group suspended strategic planning activities in August in the lead up to organising this conference. The respective working groups will renew their efforts in 2023. In preparation, the programme of work for 2023 will be addressed at the next core group meeting. This includes policy revisions (Nick Taylor indicated the ethics policy would be one priority), governance (especially preparing a new Constitution, to meet the needs of the new

	Incorporated Societies Act), serving members better, and improving NZAIA's external links.
<b>7.</b>	<b>Appointment of the Core Group</b>
	<p>The appointment of core group for next 12 months will be made at the December 2022 core group meeting.</p> <p>There will also be two vacant Officer positions – Secretary and Chair. These will be addressed at the December core group meeting following decisions about the composition of the core group. Potential candidates for either position were invited to put their names forward at, or before, the December meeting.</p>
<b>8.</b>	<b>Setting of Membership Subs for 2023</b>
	No changes to the current subscription rates (\$50 waged members; \$20 low/no income members) were suggested. Accordingly the Chair proposed retaining the current rates for the next 12 months. Dy Jolly seconded. All were in favour.
<b>9.</b>	<b>2023 conference</b>
	<p>There was a brief discussion about a 2023 NZAIA conference. The 2023 EIANZ conference will be hosted in Auckland in 2023, probably in October. Instead of NZAIA holding its usual annual conference it would make more sense to collaborate with the EIANZ's SIS-IA and contribute to the EIANZ conference. Initial feedback from the Auckland organisers, and SIS-IA, is that they would welcome NZAIA involvement. We would need to make sure that the NZAIA brand is still visible if we do proceed with this collaboration.</p>
<b>10.</b>	<b>Other business</b>
	Revised MoUs with EIANZ and SPREP, respectively, have just been finalised. The MoU with SPREP still requires the Chair's signature, so Richard will do this within the next day or so. A revised MoU with IAIA is being discussed and should be finalised early in 2023. .
<b>11.</b>	<b>Closing</b>
	<p>Richard closed the meeting, thanking all attendees, in the room and online. Particular thanks were voiced for Sophal Chhun who steps down as Secretary at the end of the year.</p>
	<b>Meeting ended: 6:45pm</b>