**New Zealand Association for Impact Assessment**

**Minutes of the Annual General Group Meeting**

Monday 6 December 2021, 5pm, Zoom

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| Present | Richard Morgan (Chair), Sophal Chhun (Secretary), Andrew Crosland (Treasurer), Nick Taylor, Dy Jolly, Rajan Ghosh, Terry Calmeyer |
| Apologies | Katherine Russell, Hamish Rennie, Judith Roper-Lindsay |

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|  | **Welcome** – Richard opened the meeting and welcomed everybody to the 2021 AGM and explained the reasons for the AGM and how it would proceed. |
|  | **Confirmation** of 2020 AGM Minutes   * Uploaded onto NZAIA website * No changes were suggested * Richard proposed the 2021 AGM Minutes were a true and accurate record of the meeting. Nick seconded. ALL were in favour. |
|  | **Officer reports** (uploaded onto NZAIA website) |
|  | **Chair’s report**   * Richard highlighted the key points, including the 2021 conference, impact connectors and submissions, and verbally thanked Sophal, Andrew and everyone else on the core group for their support and contribution. |
|  | **Secretary’s Report**   * Sophal highlighted the key points, including monthly core group meetings, memberships, website and social media, and thanked Richard, Kate, Hannah and all core group members for their support and contribution. |
|  | **Treasurer’s Report**   * Andrew verbally highlighted the key points from the 2020 financial year with a note on a small amount of minus operating surplus. |
|  | * No changes were suggested for any of the reports. * Richard moved the three reports be accepted. Nick seconded. All in favour. * Nick requested a formal thank for the three officers for the good reports and their contribution. |
|  | **Confirming revised policies** (uploaded onto NZAIA website) |
|  | **Impact Connector – Editorial Policy**   * Nick verbally highlighted the key points of the revised policy, including responsibilities of editors, authorships, and citation guidance * The revised policy has been agreed by the core group. |
|  | **Memberships Policy**   * Andrew highlighted the key points of the revised policy, including timing for subscription renewals and member removal * The revised policy has been agreed by the core group. |
|  | * No changes were suggested * Richard moved the two policies be accepted. Dy seconded. All in favour. |
|  | **Strategic Planning Update** (background documents uploaded on NZAIA website) |
|  | * Richard highlighted the key strategic plans (including vision for increasing memberships, making the core group tasks more substantive), actions and outputs produced (governance, policy framework, external and internal relations). * Nick suggested acknowledging the achievements made so far and developing an appropriate framework for measuring progress. * The working group for each strategic planning component will be rearranged at the start of 2022 to balance team members of each group. |
|  | **Revision of the NZAIA Constitution** (background documents on the website) |
|  | * Richard highlighted the key points that need to be considered for revising the NZAIA Constitution in accordance with the Incorporated Society Bill. Two options for NZAIA governance were considered:   + The Core Group as the whole committee (the status quo) – Under this governance, everybody on the Core Group would have to be registered (under the existing legislation, only Chair, Treasurer and Secretary are registered with Charities Services).   + A small ‘Executive Committee’ that meets the requirement of the Bill – Under this new governance, the Core Group could then be the Management Advisory Group, that helps the Executive Committee. It would not change the core group at all. But legally, it would differentiate the two entities and might make it a little easier to show that we're meeting the requirements of the new Act. * Suggestions to hold 2-3 Zoom meetings or a vote among members to determine the required restructuring of NZAIA governance in line with the provisions and timing of the Incorporated Society Bill were briefly considered. They will be discussed in detail during the 1st or 2nd meeting of the core group in 2022. |
|  | **Appointment of the Core Group** |
|  | The following 15 people were appointed as the Core Group Members (12 active and 3 silent members) in 2022:   * Andrew Crosland * Dyanna Jolly * Hannah Staines * Ian Boothroyd (silent) * Iresh Jayawardena * Kate McNab * Katherine Russell (silent) * Keith Finlayson * Nick Taylor * Rajan Chandra Ghosh * Rennie Hamish * Richard Morgan * Rob Greenaway (silent) * Sophal Chhun * Terry Calmeyer |
|  | **Appointment of NZAIA Office Holders** |
|  | The following 3 people were appointed as the Officer Holders for 2022:   * Richard Morgan, Chair * Sophal Chhun, Secretary * Andrew Crosland, Treasurer |
|  | **Work Programme 2022** |
|  | NZAIA will focus on the following areas in 2022:   * Conference * Impact Connector * Strategic Planning * Workshops/webinars * Associate organisations (IAIA, NZEIA, SPREP)   The Core Group will discuss each area in detail in subsequent meetings. |
|  | **Subscription rates** |
|  | * No changes were suggested. * Richard proposed retaining the current rates for the next 12 months. Dy seconded. All in favour. |
|  | **Other business** |
|  | * Social media: Dy has accepted to take on the role. * There is a need to make sure with EIANZ that NZAIA members are eligible for discounted rates for EIANZ events, as envisaged under the MoU |
|  | **Meeting ended:** 6:45pm |