The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Confirmed Minutes of Meeting 49 of The Braille Authority of New Zealand Aotearoa Trust, held in the Board Room, Awhina House, Blind Low Vision NZ, 4 Maunsell Road, Parnell, on Tuesday 10 March 2020, commencing at 12:30pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She particularly welcomed the new Blind Low Vision NZ (BLVNZ) appointee, David Smith. She invited David to introduce himself.

Maria began the roll call.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Paul Brown | The Seven | 2021 |
| Leyna Coleman | Blind Citizens NZ | 2021 |
| Amanda Gough | BLENNZ | 2022 |
| Chantelle Griffiths | Blind Low Vision NZ | 2021 |
| Nicola McDowell | The Seven | 2020 |
| Jenny McFadden | BLENNZ | 2020 |
| Wendy Richards | The Seven | 2020 |
| Mary Schnackenberg, Secretary/Treasurer | The Seven | 2020 |
| David Smith | Blind Low Vision NZ | 2022 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |
| Apologies |  |  |
| Justine Edwards | Parents of Vision Impaired | 2021 |

# 2 Minutes

## 2.1 Confirmation of Minutes

It was resolved:

That the Minutes of Meeting 48 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 19 November 2019 be confirmed.

Moved: M. Stevens. Seconded: N. McDowell. (Res. 49-1). Carried.

## 2.2 Matters arising from Minutes not listed in the Agenda

No matters were raised.

# 3 Correspondence

Mary went through the items of correspondence received or sent since the circulation of the Agenda on 28 February 2020. The full Correspondence Schedule is in Attachment A to these Minutes.

It was agreed:

That inwards correspondence be received and outwards correspondence be endorsed. (Res. 49-2).

# 4 Trustee appointments

We are very pleased to welcome David Smith from BLVNZ to our March meeting. We look forward to welcoming Justine Edwards from PVINZ at the June BANZAT meeting.

Trustees whose terms come to an end at the AGM in 2020, all of whom are eligible for reappointment are:

Nicola McDowell, appointed by The Seven;

Jenny McFadden, appointed by BLENNZ;

Wendy Richards, appointed by The Seven; and

Mary Schnackenberg, appointed by The Seven.

According to Policy 6 about our process for appointing trustees, we should write to BLENNZ by the end of March concerning Jenny's position. By 31 May we should advertise the three vacancies appointed by The Seven with applications to close with the Chair on 30 June. The Seven trustees appointed by the five founding organisations make the decisions about the vacancies ideally in July with plenty of time for any new appointees to be present at the September AGM for the handover.

As a number of new trustees have joined BANZAT, we need to consider whether to arrange governance training at this year's November meeting for all of us. Thinking about the trustees at our March meeting, the names who were not on the trust for our last governance training on 1 November 2016 are: Paul Brown, Leyna Coleman, Justine Edwards, Amanda Gough, Nicola McDowell, and David Smith. There may be other changes on the trust with four of us coming to the end of our terms at the AGM in September.

It was resolved:

That the 2020-2021 Budget include an item for governance training, possibly at the November meeting.

Moved: N. McDowell. Seconded: A. Gough. (Res. 49-3). Carried.

# 5 Finance

## 5.1 Bank Transactions

The table below shows BANZAT's ASB Bank account transactions since the last meeting. Figures include GST except for international currency transactions which are exempt GST.

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
|  | **ASB Bank account transactions** |  |
| 19/11/2019 | **Opening balance ASB Bank account** | **$19,369.64** |
| 14/12/2019 | To Paul Brown, taxis 19 November BANZAT meeting, 27 November meeting with John Mulka | $61.40 |
| 14/12/2019 | To A I Comms, admin August, September, October and reimbursements | $1,510.88 |
| 05/02/2020 | To Travel Managers, Maria Stevens air fares Auckland-Melbourne-return Australian Braille Authority and Round Table, Auckland-London-return International Council on English Braille | $2,510.66 |
| 12/02/2020 | From Blind Low Vision NZ, contribution towards attendance of BANZAT delegate at 2020 ICEB General Assembly | +$3,450.00 |
| 10/03/2020 | **Closing balance ASB Bank account** | **$18,736.70** |
|  | Made up of |  |
| 10/03/2020 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2,317.43 |
| 10/03/2020 | General funds | $16,419.27 |

### Commentary – Mary Schnackenberg

The amount in the bank for general funds is $16,419.27 compared with $11,771.45 a year ago. Our expenditure has decreased, particularly in out-of-Auckland travel.

We have received the grant of $3,450 including GST from BLVNZ towards the costs of Maria attending the ICEB General Assembly. As Maria has been unable to obtain funding from BLVNZ to attend the Australian Braille Authority Annual Meeting and the Round Table in Melbourne in May, BANZAT will also meet her costs which we budget for each year and which we did in 2016. In addition there will be accommodation and meal costs for Maria in Melbourne and London.

We are still working with ASB Bank to enable Wendy to become a signatory. Unfortunately wrong information was given to Wendy by her local ASB branch. We're on to this now and will complete the paperwork at the 10 March meeting.

BANZAT's policy is that reimbursements to any signatory must be authorised by the other signatories. I want to thank Wendy and Jenny for agreeing to an exception to allow me to co-sign the invoices from A I Comms. For everyone's protection I will record this in the resolution adopting this Finance report.

It was resolved:

That the Treasurer's report be received, that payments be approved and

that, as Wendy has been unable to complete the sign up to ASB Bank as another signatory, the decision to permit Mary to co-sign the payment to A I Comms be endorsed.

Moved: M. Schnackenberg. Seconded: P. Brown. (Res. 49-4).

## 5.2 Annual grant increase request

We reported by email on our meeting with John Mulka on 27 November. He authorised payment of $3,000 + GST towards the costs of one BANZAT delegate to attend ICEB's General Assembly in London. He also agreed to increase the BANZAT annual grant for the 2020-2021 year to $26,000.00 + GST. John asked Mary to arrange a meeting between himself, Karen Stobbs from BLENNZ and BANZAT representatives to discuss the future funding of BANZAT.

The meeting about the costs of running BANZAT took place on 26 February. Karen explained there was a request from Sandra Budd to Neil Jarvis to write a proposal for Neil to undertake a review of BANZAT. As John and BANZAT were not aware of this proposal, Karen undertook to distribute it subject to agreement from the other founding organisations. On 4 March Karen contacted us with a tentative date to meet by Zoom or teleconference on Tuesday 24 March at 11:00am. Neil's proposal was also distributed to BANZAT trustees.

In discussing Neil's proposal trustees expressed surprise and disappointment that the founding organisations had not raised with BANZAT their questions about our request for an increase in our annual grant submitted in March 2019.

Trustees also felt there needed to be a Terms of Reference for the review and a definition of terms such as “throw away braille”. The proposal included that Neil would prepare a strategic plan for BANZAT. However only trustees can own and carry out a strategic plan. Trustees are appointees and not representatives of the founding organisations. Trustees felt that the reviewer should meet with all the trustees in a joint workshop. Disagreement is healthy and a workshop would provide the opportunity to reach a consensus.

It was agreed:

That the Secretary draft a reply for approval by the trustees. (Res. 49-5).

# 6 ICEB and BANZAT Code Maintenance Committee

## 6.1 ICEB Seventh General Assembly

On 5 March the UK Association for Accessible Formats, hosts of the General Assembly in London, took the difficult decision to postpone the May meeting because of COVID-19. The assembly may be able to be postponed to October or November in 2020, to be held at the same London venue.

## 6.2 BANZAT CMC

Maria had no update to report.

## 6.3 Braille Music Editor funding request

Wendy reported that the development of the Braille Music Editor may be absorbed into the DAISY Music project.

# 7 ABA and Round Table

Maria reported that she would be meeting with ABA certificate examiners on 1 May to discuss the certificate.

The Round Table and ABA will celebrate 40 years of work in 2021. Next year the conference will be in Adelaide from 15 to 18 May.

# 8 Trans-Tasman Certificate of Proficiency in UEB

At 1:36pm it was resolved:

That BANZAT move into Committee to discuss a matter of sensitivity.

Moved: P. Brown. Seconded: L. Coleman. (Res. 49-6). Carried.

At 1:55pm it was resolved:

That BANZAT move out of Committee and that the matter of sensitivity be progressed by Maria Stevens in her role as New Zealand Examiner.

Moved: P. Brown. Seconded: L. Coleman. (Res. 49-7). Carried.

As trustees felt the re-sits option and trial worked well:

It was resolved:

That BANZAT proposes to ABA that we extend the trial re-sits option for another year and review it at the March 2021 BANZAT meeting.

Moved: N. McDowell. Seconded: C. Griffiths. (Res. 49-8).

# 9 Accreditation of producers and professional development

The training programme for the accreditation of braille producers working in New Zealand is on hold until we can identify a funding source, budget and timeframe.

We have agreed to strengthen the privacy and confidentiality provisions in Policy 7 Accreditation of braille producers working in New Zealand Section 8. We also agreed to add a new Section 1.3 to add the clause from the updated Section 69 of the Copyright Act 1994 which says the producer “ensures that the copy respects the integrity of the original work, as far as is reasonably possible and taking into account changes needed to make the work accessible in the alternative format”.

On 24 January we sent the revised text to BANZAT's five founding organisations together with Policy 7 with the revised 8.3 and new 1.3 inserted for comment by 24 February 2020. Feedback from Blind Citizens NZ was emailed with the Agenda.

Following discussion:

It was agreed:

That trustees invite the Chief Executive Officer to the June meeting of BANZAT to discuss her feedback. (Res. 49-9).

# 10 Braille competition for learners

Amanda reported that, following discussions with Natalie Stewart who leads the immersion courses, BLENNZ is keen to support a competition that is adaptable for different age groups and available for everyone, not just those learners attending immersion courses. Learners will be asked to write a short poem choosing their own theme. Primary school learners may work with their RTVs. Intermediate, secondary and transition students will be invited to submit their own poems.

Trustees were pleased to support this proposal.

# 11 Promotion, digital engagement and communications

Chantelle and Paul are continuing to put up four or five posts a week on the Facebook page. There have been quite a few videos which draw more reactions. The number of likes has grown to 105. There are a few comments.

The next step is to shift the Google Groups NZ Braille list to groups.io.

4 January is now officially World Braille Day and New Zealand has acceded to the Marrakesh Treaty.

# 12 BANZAT 10th anniversary and AGM

Following discussion:

It was resolved:

That an investigating subcommittee be formed of Wendy, Maria and Chantelle;

That consideration be given to holding a dinner at BLENNZ for the 17 November BANZAT meeting with possible overnight accommodation for two out of Auckland Trustees; and

That the subcommittee bring recommendations with costs to the June BANZAT meeting.

Moved: M. Stevens. Seconded: W. Richards. (Res. 49-10). Carried.

# 13 Strategic Framework for the Provision of Braille Services

## 13.1 Meeting 21 February

Maria, Mary, Leyna and Chantelle attended the meeting on 21 February convened by Rose Wilkinson with Karen Stobbs also present. Maria has asked Rose for notes of meeting which gathered helpful updates from BLENNZ and Blind Low Vision NZ.

The next meeting is on Thursday 6 August from 9am to 11am which will be both face to face and by phone.

## 13.2 Storage of hardcopy braille in Awhina House

We were advised staff are looking for space to store hardcopy braille following the demolition of Awhina House. The goal is to have a librarian and a braille user to weed the collection but money is needed for this project. Some of the braille may be given to organisations in the Pacific.

# 14 Trustee reports

• Blind and Low Vision Education Network NZ (BLENNZ): Jenny McFadden, Amanda Gough advised that BLENNZ is exploring a Birmingham University braille teaching course that may have value for teaching braille to New Zealand learners.

• Blind Citizens NZ: Leyna Coleman. Blind Citizens NZ and BLVNZ are supporting Martine Abel-Williamson to stand for President of the World Blind Union. This year is the 75th anniversary of the founding of Blind Citizens NZ and the National Conference is scheduled for Christchurch in October.

• Blind Low Vision NZ: Chantelle Griffiths, David Smith. Constant change is the new normal with a high turnover of staff.

• Braille Music: Wendy Richards advised she is increasingly able to use video technology to monitor student progress with braille music and their composition of print music for their classroom teachers.

• Kāpō Māori: Maria Stevens.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Nicola McDowell reported that, in addition to the diploma course, two students are working on their masters degrees.

• Parents of Vision Impaired NZ Inc.: Justine Edwards.

It was agreed:

That the above written and verbal reports be received. (Res. 49-11).

# 15 New business

No matters were raised.

# 16 Schedule of meetings and closure

The meeting dates and venues are listed in Attachment B to these Minutes.

The meeting closed at 2:48pm.

NOTE: These Minutes were confirmed at Meeting 50 on 16 June 2020.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 49, 10 March 2020

To Trustees with the Unconfirmed Minutes of Meeting 48 on 19 November 2019.

Trustee appointments

From and to David Heather with advice of PVINZ appointee, Justine Edwards, to BANZAT;

To and from Justine Edwards welcoming her to BANZAT, receiving her apology for the March meeting;

To and from Nicola McDowell arranging her travel to the 10 March meeting;

See Item 4 above.

Income and expenditure:

To and from John Mulka raising the invoice to Blind Low Vision NZ of $3,450.00 being the contribution to attendance by the BANZAT delegate to ICEB;

From and to Jen Goulden, ICEB Treasurer, re Invoice for 2020 ICEB Membership Fees to be paid by BANZAT;

From and to Travel Managers with their invoice for travel by Maria Stevens;

From Charities Services reminding us to submit our annual return;

From Charities Services acknowledging receipt of BANZAT's annual return;

From Charities Services with their newsletters for December 2019, and February 2020;

From Charities Services with outcomes from New Zealand Charity Reporting Awards 2020;

To and from TaxiCharge New Zealand Ltd cancelling TaxiCharge cards and ordering one for Paul Brown;

See Item 5 above.

Annual grant increase request:

To and from John Mulka, Chief Executive of Blind Low Vision NZ, and Karen Stobbs, Principal BLENNZ, seeking a meeting re BANZAT, its work and funding, to take place on 26 February;

From and to Karen Stobbs with a copy of a proposal from Neil Jarvis, forwarded to BANZAT;

See Item 5.2 above.

ICEB and BANZAT Code Maintenance Committee:

From Maria Stevens forwarding ICEB GA update for Exec meeting;

From Mandy White requesting Delegates for ICEB General Assembly to register;

Emails on the BANZAT group confirming the names of three delegates, Clive Lansink, Mary Schnackenberg and Maria Stevens with the convener Maria Stevens;

From Mary Schnackenberg circulating to the ICEB braille authorities the Executive Committee slate from the ICEB Nominations Committee for the 2020-2024 term;

See Item 6 above.

ABA and Round Table:

From and to Jordie Howell, Chair of the Australian Braille Authority, requesting Reports to the ABA National Meeting from Member Organisations due by 6 March;

From Leona Holloway with ABA Facebook updates for December 2019, January, and February 2020;

From Maria Stevens forwarding ANZAGG on Facebook in November & December 2019, and January 2020;

From Maria Stevens forwarding from Leona Holloway accessible public art in Australia and New Zealand;

From Leona Holloway with World Braille Day celebrations - new page on ABA website;

From the Round Table with call for abstracts for the 2020 Round Table Conference;

From the President of the Round Table with end of year greetings;

From the Round Table with 2020 Round Table Conference Registrations - NOW OPEN;

From the Round Table with 2020 Round Table Conference Registrations - PROGRAM NOW AVAILABLE;

From the Round Table with 2020 Tammy Axelsen Lifetime Achievement Award Nominations;

From the Round Table with Notice of Annual General Meeting;

From Frances Gentle with news of Two honorary awards at the SPEVI Conference, Adelaide January 2020, one of them to Josie Howe;

From Maria Stevens forwarding the announcement RIDBC releases UEB Online for advanced mathematics;

See Item 7 above.

Accreditation of producers and professional development:

To John Mulka, Karen Stobbs, Rose Wilkinson, Chrissie Cowan, and David Heather with BANZAT seeks feedback to proposed revisions to Policy 7 by 24 February please;

From Rose Wilkinson promising a reply from Blind Citizens NZ the morning of 26 February;

From and to Rose Wilkinson re Blind Citizens NZ Response to Policy 7, advising the letter will be included in the Agenda of the 10 March meeting;

See Item 9 above.

Promotion, digital engagement and communications:

From and to Chantelle Griffiths with Invitation To Braille Graduation 2019 End-of-Year Celebration and Tour, Wednesday 4 December, at Awhina House, with the electronic documents for the graduation;

See Item 11 above.

Strategic Framework for the Provision of Braille Services

From and to Martine Abel-Williamson with a query about the strategy raised at BANZAT's 2019 AGM and asking what was in the Minutes;

From and to Rose Wilkinson arranging the meeting on 21 February of the braille strategy group;

See Item 13 above.

From and to Tessa Baty in Wellington re braille exhibition panel, forwarded to Maria.

From Christo de Klerk forwarded by Maria re First braille marriage certificate in braille issued in South Africa.

# Attachment B: Dates

This refers to Item 16 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

4 September, send out Agenda for BANZAT meetings 51 and 52 on 15 September.

8 September, observers who wish to attend the 15 September meetings to contact the BANZAT secretary by this date.

15 September, 12:30pm, BANZAT Meeting 51, followed at 3:00pm, BANZAT 10th Annual General Meeting 52, Awhina House, Blind & Low Vision NZ, 4 Maunsell Road, Parnell.

19-23 October, to be confirmed, seventh General Assembly International Council on English Braille, London.

6 November, send out Agenda for BANZAT meeting 53 to be held on 17 November.

10 November, observers who wish to attend the 17 November meeting to contact the BANZAT secretary by this date.

17 November, 12:30pm, BANZAT meeting 53, Homai Campus BLENNZ, 2 McVilly Road, Manurewa.

4 January 2021, World Braille Day, 212 years since 4 January 1809, birthday of Louis Braille.

15-18 May, Round Table on Information Access for People with Print Disabilities, 2021 Conference, Melbourne.

## Historic dates

1989, The Braille Authority of New Zealand was established.

1994, The Royal New Zealand Foundation for the Blind became an associate member of the Braille Authority of North America. In 2016 BANZAT did not seek ongoing associate membership for financial reasons.

29 November 2005, New Zealand adopted Unified English Braille by unanimous resolution of the Braille Authority of New Zealand.

10 August 2010, Meeting 1 of The Braille Authority of New Zealand Aotearoa Trust (BANZAT).

13 September 2011, Meeting 7, BANZAT first Annual General Meeting.

18 September 2012, Meeting 12, BANZAT second Annual General Meeting.

17 September 2013, Meeting 17, BANZAT third Annual General Meeting and launch of the Hall of Honour.

9 September 2014, Meeting 22, BANZAT Fourth Annual General Meeting.

30 June 2015, the first round of applications closed for accreditation as an individual braille producer working in New Zealand.

8 September 2015, Meeting 27, BANZAT Fifth Annual General Meeting, with announcement of the accreditation framework for braille producers working in New Zealand.

6 September 2016, Meeting 32, BANZAT Sixth Annual General Meeting, with launch of pamphlet “Braille Producer Accreditation Information”.

5 September 2017, Meeting 37, BANZAT Seventh Annual General Meeting, with Annual Performance Report complying with substantially revised requirements of Charities Services.

11 September 2018, Meeting 42, BANZAT Eighth Annual General Meeting.

10 September 2019, Meeting 47, BANZAT Ninth Annual General Meeting.