The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Confirmed Minutes of Meeting 44 of The Braille Authority of New Zealand Aotearoa Trust, held in the Board Room, Awhina House, Blind Foundation, 4 Maunsell Road, Parnell, on Tuesday 12 March 2019, commencing at 12:35pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She extended a special welcome to observer Helen Blundell who is a braille producer in Accessible Format Services. Maria reviewed the evacuation procedures and began the roll call.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Paul Brown | The Seven | 2021 |
| Leyna Coleman | Blind Citizens NZ | 2021 |
| Nicola McDowell | The Seven | 2020 |
| Jenny McFadden | BLENNZ | 2020 |
| Peter McGlinchey | Blind Foundation | 2019 |
| Wendy Richards | The Seven | 2020 |
| Mary Schnackenberg, Secretary/Treasurer | The Seven | 2020 |
| Maria Stevens, Chairperson | Kāpō Māori | 2019 |
| Vacancies |  |  |
| Vacancy | Parents of Vision Impaired | 2021 |
| Observers |  |  |
| Helen Blundell until 2:14pm (AFS braille producer) | Blind Foundation |  |
| Apologies |  |  |
| Chantelle Griffiths | Blind Foundation | 2021 |
| Natalie Stewart | BLENNZ | 2019 |

# 2 Minutes

## 2.1 Confirmation of Minutes

It was resolved:

That the Minutes of Meeting 43 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 20 November 2018 be confirmed.

Moved: P. Brown. Seconded: L. Coleman. (Res. 44-1).

## 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 1 March 2019. 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. 44-2).

# 4 Finance

### 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** |  |
| 20/11/2018 | **Opening balance ASB Bank account** | **$16,458.16** |
| 14/12/2018 | To Nicola McDowell, reimbursement taxi fares | $17.80 |
| 14/12/2018 | To TaxiCharge, 20 November taxis | $230.46 |
| 14/12/2018 | To A I Comms, admin November | $379.50 |
| 23/02/2019 | To TaxiCharge, Peter McGlinchey 20 November 2018 meeting | $99.00 |
| 23/02/2019 | To Massey University, Nicola McDowell, 20 November 2018 meeting air fares Tauranga-Auckland-return | $349.58 |
| 23/02/2019 | To E Aumalesulu, recording Renee Patete special fund | $300.00 |
| 23/02/2019 | To A I Comms, December-January admin | $230.00 |
| 11/03/2019 | To International Council on English Braille, 2019 membership fees USD 500.00 including ASB Bank international currency charge | $762.94 |
| 12/03/2019 | **Closing balance ASB Bank account** | **$14,088.88** |
|  | Made up of |  |
| 12/03/2019 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children, $3,000.00, less 2018 expenses $682.57 | $2,317.43 |
| 12/03/2019 | General funds | $11,771.45 |

### Commentary – Mary Schnackenberg

• The total in the general funds on 12 March 2019 is $11,771.45. This compares with the total in the 13 march 2018 Minutes of $13,176.65, a drop of $1,405.20. The ICEB fees last year of $715.57 were paid on 28 March. I anticipate a good refund of GST in May. However we are heading for another deficit for the year ending 30 June 2019 which will further reduce our total reserves.

• We have spent $682.57 from the special fund for children's competition prizes as follows:

$25.00 prezzy card for Renee Patete including card fee; $30.95.

3 Kiwi toys from ShopNZ; $78.00.

6 Kooky Kiwi Books from Mighty Ape; $107.94.

30 Christmas kiwi decorations from Living and Giving; $125.70.

2 Kids books from Whitcoulls; $39.98.

Total reimbursement to Jenny McFadden; $351.62.

Recording Renee Patete's jingle in studios of Ese Aumalesulu; $300.00.

• The annual return by BANZAT to Charities Services was filed and acknowledged on 27 December 2018.

• The Officers page has also been updated. Each trustee is listed now.

• Consultation is now open on modernising the Charities Act 2005 which closes on 30 April 2019.

• I wish to thank trustees for their approval of expenditure of $456.00 for my return airfares to Wellington to speak to our Marrakesh Treaty submission. See my written report Item 13 below.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: J. McFadden. (Res. 44-3).

# 5 BANZAT Strategy Report Back

## 5.1 Annual grant discussion document

This item was taken at 2:17pm after Helen Blundell left the meeting.

The latest draft was provided with the Agenda. This has been confidential to trustees and has not been shared with anyone outside BANZAT as yet. There was discussion about some changes, and a consensus was reached about the next steps.

It was resolved:

That the BANZAT request for an increase in the annual grant be revised and emailed to trustees for final sign off;

the finalised document be sent to the five founding organisations of BANZAT;

trustees seek a meeting, in particular with Sandra Budd and Karen Stobbs, to discuss the request, ideally prior to the end of April; and

BANZAT be represented by Mary and Paul (or Wendy if Paul is overseas).

Moved: M. Stevens. Seconded: L. Coleman. (Res. 44-4).

## 5.2 Digital engagement and communications strategy and action plan

Paul explained it's not easy to collect Facebook posts and provide them as a Word document report. The Facebook app is more accessible than the website app. Facebook keeps statistics for 28 days and Chantelle and Paul will collect and report these. The 12 days of Braillemas post went very well viewed by people in ten countries. The next step is to shift the braillists discussion group to groups.io. Paul and Chantelle will manage this.

Mary reported the hit counter has been set up for the website.

It was agreed:

That Paul and Chantelle collect the Facebook statistics;

the braillists' discussion list be moved to groups.io by Paul and Chantelle; and

Mary report the website hits. (Res. 44-5).

## 5.3 Training programme for the accreditation of braille producers working in New Zealand

In Res. 43-7 Mary was asked to approach Susan Sherrard to explore possible funding from Te Pou. Mary has not done this as yet.

It was agreed:

That Paul approach Susan Sherrard at Te Pou for guidance. (Res. 44-6).

## 5.4 Braille Literacy Day & BLENNZ competition

In Res. 43-8 Wendy, Natalie and Jenny were asked to bring to the March meeting recommendations about braille literacy promotion among BLENNZ students.

Jenny explained there are difficulties obtaining permission to release names of the younger prizewinners. In addition to honouring World Literacy Day there is also a World Read Aloud Day in February where some of the braille readers might be able to read aloud in their schools. The next competition needs to be built into immersion courses from start to finish. Jenny and Wendy undertook to discuss how this might be achieved with Natalie and other BLENNZ teachers.

Wendy played a better arrangement of Renee Patete's jingle. She told us that Renee had used triplets to represent the six braille dots. Wendy will share the sound files and photos for both the website and Facebook. She will ask Renee to write up her composing process.

It was agreed:

That Wendy provide sound files, photographs and a write up of Renee's composing process for the BANZAT Facebook page and the website. (Res. 44-7).

# 6 Trustee appointments

Trustees whose terms conclude at the end of the 2019 AGM on 10 September are:

• Peter McGlinchey, appointed by the Blind Foundation;

• Maria Stevens, appointed by Kāpō Māori; and

• Natalie Stewart, appointed by BLENNZ.

All trustees are eligible for reappointment.

It was agreed:

That the Secretary write to BLENNZ, the Blind Foundation and Kāpō Māori at the end of this month to remind them their BANZAT appointees are due for review. (Res. 44-8).

# 7 Trans-Tasman Certificate of Proficiency in UEB

The re-sit document with options was provided in the Agenda.

Following discussion about the options to be removed and other amendments, it was agreed:

That the revised paper be provided to trustees for sign off; and

the updated paper be provided to the Australian Braille Authority. (Res. 44-9).

# 8 Accreditation of braille producers working in New Zealand

We have agreed to strengthen the privacy and confidentiality provisions in Policy 7 Section 8. The current wording and proposed wording were provided in the Agenda. There was not sufficient time to discuss the proposals during the meeting.

The abstract submitted by BANZAT has been accepted for the Round Table Conference. The title of the paper is “Is our data safe in the hands of accessible format producers?” The paper is due with the Round Table by 28 March and we will circulate it for checking by BANZAT trustees prior to that date. Paul Brown and Mary Schnackenberg are scheduled to lead a 30-minute workshop on the afternoon of Sunday 5 May.

# 9 BANZAT Code Maintenance Committee

Maria reported on the meeting held on the morning of 12 March. Members of the BANZAT Code Maintenance Committee are Martine Abel-Williamson, Paul Brown, Leyna Coleman, Chantelle Griffiths, Fozia Mannon, Maria Stevens (Chair), and Lynn Todd. There were apologies from Paul, Chantelle and Fozia.

The CMC discussed the braille symbols page. They agreed to revise the volume of braille symbols. There will be no changes to braille music special symbols which have been agreed with the music transcribers and music braille users. A reminder will be sent to adult braille users that they may request a copy of the braille symbols volume from Accessible Format Services.

Guidelines for examination materials were shared. These are updated each year for the NZQA.

Maria confirmed that all NZCMC members are now on the ICEB Code Maintenance Committee list as observers.

The apostrophe and single quotes options were discussed. Feedback was that as adults you just read over the symbols, and content around them gives clues. Because this is such a contentious issue, the Committee agreed to leave as is.

# 10 ICEB, ABA and Round Table

Maria gave an update from the February ICEB Executive Committee teleconference. Nepal is about to become the ninth member of ICEB. ICEB has 187 followers on Facebook. The ICEB Code Maintenance Committee is working on revising the signs of omission in the Guidelines for Technical Materials. The seventh General Assembly will be held in London from 11 to 15 May 2020 hosted by RNIB. The The 2020 Nominations Committee has begun its work preparing a slate for the next Executive Committee. The first ICEB newsletter has been issued. The DAISY Consortium is hosting work specifically on technical aspects of braille music files which does not include any commentary about the teaching of braille music itself.

Turning to the Round Table, Maria advised that the Guidelines for Conveying Visual Information are being revised. The working group will hold monthly teleconferences led by Annette Sutherland. Maria has recommended a section on audio description be added. The Blind Foundation is coordinating the production of special format materials for the Round Table conference this year. The

2020 Round Table Conference will be in Melbourne from 2 to 5 May.

# 11 Accessible Signage guidelines.

Maria advised the revised version of the Accessible Signage Guidelines is now on the Blind Foundation website.

# 12 Braille survey

Following discussion we agreed that BANZAT does not have the authority to endorse this. In particular, any survey of students and/or their parents and guardians must be approved by the BLENNZ Ethics Committee. Queries were made about the purpose of the survey, who would receive the results, the need for the income question and the overall length of the survey.

It was agreed:

That Maria and Mary would prepare a response to Keith Gordon about the proposed braille survey. (Res. 44-10).

# 13 Marrakesh Treaty submission to Parliament

It was agreed:

That Mary's written report about the 7 March submission to Parliament be received. (Res. 44-11).

# 14 Trustee reports

• Blind and Low Vision Education Network NZ (BLENNZ): Jenny McFadden, Natalie Stewart.

• BLENNZ Music: Wendy Richards. The adult musicians retreat held in January was very successful. The monthly music school has commenced for 2019 with new students being exposed to braille music concepts of rhythm and pitch.

• Blind Citizens NZ: Leyna Coleman.

• Blind Foundation: Chantelle Griffiths, Peter McGlinchey.

• Kāpō Māori: Maria Stevens.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Nicola McDowell. Nicola believes the re-sit option for the Certificate in UEB will be welcomed by the course students.

• Parents of Vision Impaired NZ Inc.: vacancy since March 2014.

It was agreed:

That the above written and verbal reports be received. (Res. 44-12).

# 15 New business

It was suggested that at the June meeting BANZAT might have a discussion about the storage of braille books and where production staff might go when the proposed new Blind Foundation office building is constructed on the Parnell site and Awhina House is knocked down.

Observer Helen Blundell was invited to ask questions about the meeting which she did seeking some clarifications. Helen left the room at 2:14pm.

# 16 Schedule of meetings and closure

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

Trustees Paul Brown and Peter McGlinchey gave their apologies for the 11 June meeting as each will be absent overseas.

The meeting closed at 2:58pm.

NOTE: These Minutes were confirmed at Meeting 45 on 11 June 2019.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 44, 12 March 2019

To trustees with the Confirmed Minutes of Meeting 41 held on 11 September 2018; and the Unconfirmed Minutes of Meeting 43 held on 20 November 2018.

Income and expenditure:

From Charities Services with Updated Detail Approval, acknowledging several changes to the Officers page;

From Charities Services with Annual Return Acknowledgment;

From Charities Services with Blog - Update on our Governance Project - December 2018;

From Charities Services with Blog - Changes that will make it easier to claim donation tax credits;

From Charities Services with Newsletters December 2018 and February 2019;

From and to Jen Goulden with 2019 ICEB membership fees invoice;

To and from Jen Goulden advising the invoice has been paid, with the reply saying Jen will let us know later this week if the money has been received;

See Item 4 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille

From Maria Stevens with a draft of the terms for re-sitting the certificate exam;

See Item 7 above.

BANZAT Code Maintenance Committee:

From Maria Stevens (Chair of Code Maintenance Committee) inviting Martine Abel, Fozia Mannon, and Lynn Todd to join the BANZAT Code Maintenance Committee;

See Item 9 above.

ICEB, ABA and the Round Table:

From ICEB Public Relations Officer Leona Holloway with ICEB Newsletter December 2018;

From Australian Braille Authority with ABA Facebook updates for November and December 2018, and January and February 2019;

From Maria Stevens with ANZAGG Facebook group activity for November and December 2018;

From and to Jordie Howell, Chair of ABA, with the BANZAT report for the ABA Annual Meeting on 4 May;

From ABA with Events for March 2019;

From Round Table Admin with 2019 Round Table Conference Exhibitor Registrations now open;

From Round Table admin with Update from Round Table;

From Round Table admin with ATEND Honorary Life Membership Award, Congratulations to Sondra Wibberley;

From Round Table Admin with announcements of registrations and the programme;

From Round Table Admin calling for nominations for the Tammy Axelsen Lifetime Achievement Award;

From Round Table Admin with 2019 Round Table Conference Live Auction, seeking a donation of an item worth $500 or more to be auctioned at the dinner;

From Round Table Admin with Notice of Annual General Meeting of Round Table;

To and from Marcia Marcinkewycz with the BANZAT Abstract for the 2019 Round Table Conference;

From and to Marcia Marcinkewycz with acceptance of BANZAT's abstract of a paper, Is our data safe in the hands of accessible format producers?;

See Item 10 above.

Signage Guidelines:

From Maria Stevens with Accessible Signage Guidelines Fifth Edition 2018 Final;

See Item 11 above.

Marrakesh Treaty:

From the Economic Development, Science and Innovation Select Committee calling for submissions on the Copyright (Marrakesh Treaty Implementation) Amendment Bill, due by 10 February;

From Paul Brown with briefing on the bill;

To trustees with a draft submission with several questions from trustees which were answered;

To and from the Economic Development, Science and Innovation Select Committee with the BANZAT Submission Copyright (Marrakesh Treaty Implementation) Amendment Bill 109-1;

To and from trustees re approval for expenditure on Mary Schnackenberg's air fare to Wellington to speak to the Marrakesh submission;

From and to Paul Brown with several links about legislation in Australia and the UK re the Marrakesh Treaty;

See Item 13 above.

From Index Braille with Index Donation Program 2018.

From Sarah Morley Wilkins, Project Manager, DAISY Music Braille Collaboration, with details about the next technical workshop in Geneva 28-29 May 2019, forwarded by Martine Abel on behalf of the World Blind Union.

From the World Blind Union re UN General Assembly affirms World Braille Day, forwarded to BANZAT group.

To trustees with the advertisement for the Chief Executive of the Blind Foundation.

From and to Madeleine Witham, a braille music transcriber who worked for Vision Australia for 17 years, forwarded to trustees.

# Attachment B: Dates

This refers to Item 16 above.

30 June, applications close for accreditation by BANZAT as an individual braille producer working in New Zealand.

12 July, send out invitations to the BANZAT 2019 AGM to be held on 10 September.

5 August, issue call to sit the 2019 Trans-Tasman Certificate of Proficiency in Unified English Braille.

30 August, send out agendas and Annual Performance Report for BANZAT Meetings 46 and 47 on 10 September.

2 September, applications close to sit the 2019 Trans-Tasman Certificate of Proficiency in Unified English Braille.

3 September, observers who wish to attend Meetings 46 and 47 on 10 September to contact the BANZAT Secretary by this date.

10 September, 12:30pm, BANZAT meeting 46, followed at 3:00pm by Annual General Meeting 47, Awhina House, Blind Foundation, 4 Maunsell Road, Parnell.

8 November, send out agenda for BANZAT Meeting 48 on 19 November 2019.

12 November, observers who wish to attend 19 November meeting to contact the BANZAT Secretary by this date.

19 November, 12:30pm, BANZAT Meeting 48, Homai Campus, BLENNZ, 2 McVilly Road, Manurewa.

31 December 2019, BANZAT annual return due to Charities Services, Department of Internal Affairs.

4 January 2020, 211 years since 4 January 1809, birthday of Louis Braille.

2-5 May 2020, Round Table on Information Access for People with Print Disabilities, Melbourne.

11-15 May 2020, seventh General Assembly International Council on English Braille, London.

## 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.