The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Confirmed Minutes of Meeting 46 of The Braille Authority of New Zealand Aotearoa Trust, held in the Board Room, Level 2, Awhina House, Blind Foundation, 4 Maunsell Road, Parnell, on Tuesday 10 September 2019, commencing at 12:33pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She particularly welcomed observer David Smith who will join BANZAT at the conclusion of today's AGM. David succeeds Pete McGlinchey as one of the Blind Foundation's appointees. Maria also welcomed Samantha Tamatea, Braille Co-ordinator. She advised braille transcriber Anja Gibbs will join the meeting around 2:00pm to show us some locally crafted ceramic bowls with braille on them.

Maria began the roll call.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Paul Brown | The Seven | 2021 |
| Leyna Coleman | Blind Citizens NZ | 2021 |
| Chantelle Griffiths | Blind Foundation | 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 | 2022 |
| Natalie Stewart | BLENNZ | 2019 |
| Vacancies |  |  |
| Vacancy | Parents of Vision Impaired | 2021 |
| Observers |  |  |
| Anja Gibbs (from 1:54pm to 2:20pm) | Blind Foundation |  |
| David Smith, trustee designate | Blind Foundation | 2022 |
| Samantha Tamatea | Blind Foundation |  |
| Apologies |  |  |
| None |  |  |

# 2 Minutes

## 2.1 Confirmation of Minutes

Meeting 45 held on 11 June 2019.

It was resolved:

That the Minutes of Meeting 45 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 11 June 2019 be confirmed.

Moved: M. Stevens. Seconded: W. Richards. (Res. 46-1). 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 30 August 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. 46-2).

# 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** |  |
| 11/06/2019 | **Opening balance ASB Bank account** | **$12,849.47** |
| 19/06/2019 | To Leyna Coleman, taxi | $43.90 |
| 27/07/2019 | To A I Comms, Admin April, May, June, and reimbursement of $38.41 for email redirection service for BANZAT | $1,332.17 |
| 05/08/2019 | From Mary Schnackenberg, annual fee accreditation | +$57.50 |
| 10/08/2019 | To A I Comms, admin July and reimbursements for air fares for Nicola McDowell and Peter McGlinchey | $528.76 |
| 20/08/2019 | From Blind Foundation, annual grant | +$9,545.00 |
| 10/09/2019 | **Closing balance ASB Bank account** | **$20,547.14** |
|  | Made up of |  |
| 10/09/2019 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2,317.43 |
| 10/09/2019 | General funds | $18,229.71 |

### Commentary – Mary Schnackenberg

Thank you for permitting A I Comms to purchase air fares on behalf of Nicola McDowell and Pete McGlinchey. The process worked efficiently, the fares were attractively low and the reimbursements have been received.

The Blind Foundation Accounts Manager, Nadine Baker, has approved the BANZAT accounts for the year ending 30 June 2019. We have received her formal letter of review.

The amount in the bank for general funds is $18,229.71, compared with $17,043.53 a year ago. The explanation is mostly about the drop in air fares and taxi costs with three trustees absent on other business from the June meeting.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: P. Brown. (Res. 46-3).

# 5 BANZAT Strategy Report Back

## 5.1 Annual grant increase request

On 26 March 2019 we wrote to BANZAT's five founding organisations explaining the risks BANZAT faces in fulfilling its purpose in the Trust Deed and seeking an increase in the annual grant. We have not yet met to discuss the several risks raised in the request. The Chief Executive of the Blind Foundation, Sandra Budd, left on 30 June. Her successor, John Mulka, took up his post on 29 August. Our current financial situation is healthy but the risks we identified remain.

We wrote to Greg Hurn, Acting Chief Executive Blind Foundation with the BANZAT invoice for the Blind Foundation grant to 30 June 2020, and a letter advising BANZAT is sending this invoice for the same amount as in previous years without prejudice to discussions about the annual grant. Greg replied confirming the BANZAT invoice will be paid by 20 August which we have received, as noted in the bank transactions above.

Following discussion, it was agreed:

That BANZAT writes to John Mulka, Chief Executive of the Blind Foundation, seeking a meeting to discuss the identified risks in fulfilling the purpose in the BANZAT Trust Deed, providing the Annual Grant request. (Res. 46-4).

## 5.2 Promotion, digital engagement and communications strategy and action plan

BANZAT has agreed to have a poster presentation at next January's Adelaide Conference of SPEVI (South Pacific Educators in Vision Impairment).

BLENNZ also holds a biennial conference. Following advice from Wendy, Jenny and Natalie, we agreed to seek an opportunity for BANZAT to present at the next BLENNZ Conference from 22 to 23 January 2020 where we can introduce and promote the next children's competition.

Chantelle and Paul updated the social media activities on the BANZAT Facebook page. Facebook is largely a passive engagement strategy with a number of people reading BANZAT posts but little engagement. However there is an increasing worldwide uptake of braille, especially with the Lego braille initiative.

Wendy commented she is following the New York Blind Music School which has an Instagram account. Instagram promotes philanthropy.

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

This remains on hold until we can identify a funding source, budget and timeframe.

## 5.4 Braille Literacy Day & BLENNZ competition

Natalie advised there will be a two-day BLENNZ planning meeting in November for the 2020 immersion courses. Her goal is to fold the braille competition into the immersion programme.

# 6 Trustee appointments

The Blind Foundation has appointed David Smith to succeed Pete McGlinchey. Kāpō Māori has reappointed Maria Stevens. Their terms end at the AGM in 2022.

Natalie is stepping down as one of the two BLENNZ appointees. Her successor is Amanda Gough, Resource Teacher Vision Palmerston North. Amanda will join BANZAT at the November meeting.

# 7 Trans-Tasman Certificate of Proficiency in UEB

In her role as New Zealand Examiner, Maria reported that for the 2019 year there are 23 candidates, 2 of whom are braille users, 3 large print, and 18 print. Marion Satherley, who leads the BLENNZ Braille Distance Course, is supporting 20 of the 23 candidates. Natalie advised that BLENNZ brings teachers up to the Homai Campus twice a year to be supported by Marion with their braille learning. Maria has recruited two members of her team to assist herself and Lee Fung with marking.

Maria advised that the ABA has extended the deadline for registrations to sit the Certificate exam. To date, they have only five candidates.

# 8 Accreditation of braille producers working in New Zealand

The call for applications for accreditation went out on 28 May. Again no applications were received.

We have agreed to strengthen the privacy and confidentiality provisions in Policy 7 Section 8. Mary and Paul will work on this bringing a report to the November meeting. In addition to focusing on privacy and confidentiality, we will recommend how to engage with accredited organisations about the proposed changes.

# 9 BANZAT Code Maintenance Committee

Maria reported there continues to be a flow of email traffic about the single quote and the apostrophe. Work is underway on updating the Guidelines for Technical Materials which covers symbols used in maths and science.

# 10 ICEB, ABA and Round Table

The ICEB Executive Committee continues to meet every three months by teleconference. Work is on the Bylaws and Terms of Reference for the several ICEB committees. An MS Word file of the UEB Rulebook is available on the ICEB website. The next newsletter, Issue 4, is being drafted by the Public Relations Officer, Leona Holloway.

Corrections to the UEB tables for LibLouis, the open source braille translator program, are being made by James Bowden from the UK.

# 11 Marrakesh Treaty Update

The Bill has been passed amending Section 69 of the 1994 Copyright Act to allow New Zealand to accede to the Marrakesh Treaty. This will occur some time between December 2019 and February 2020 with the delay being the time it takes for New Zealand and the World Intellectual Property Organisation officials to complete the necessary papers.

Following a question, Paul undertook to check when the revised Section 69 will come into effect. Among other things the revisions allow print disabled New Zealanders to scan materials without the need to obtain copyright permission.

# 12 Braille Music Editor funding request

In the correspondence schedule is an email From Stephen Bennett forwarding a request for funding for further development of the Braille Music Editor computer Software. Wendy undertook to follow this up.

# 13 Storage of hardcopy braille in Awhina House

We agreed to raise this in the context of the review of the Strategic Framework for Braille Services.

# 14 September AGM preparations

The ninth Annual General Meeting of BANZAT follows this meeting. On 13 July 56 invitations were emailed. We received 23 yes and 12 no replies.

Trustees agreed which parts of the Performance Report each would read. As Natalie is standing down, we discussed who would become the new cheque signatory. We agreed Wendy Richards would assume this role.

# 15 Ceramic pots with braille

At 1:54pm, transcriber Anja Gibbs joined the meeting.

She is working with a local ceramic artist making tactile bowls with braille words imbedded in the clay. Trustees provided positive feedback and encouragement.

Anja left the meeting at 2:20pm.

# 16 Trustee reports

• Blind and Low Vision Education Network NZ (BLENNZ): Jenny McFadden, Natalie Stewart. Jane Thistlethwaite, a low vision teacher with many years' experience, has joined BLENNZ as Senior Manager School Services. Several managers attended the recent Deafblind International conference in Australia. 48 people are working with Marion Satherley with the goal to sit the 2020 Trans-Tasman Certificate exams.

• BLENNZ Music: Wendy Richards. Wendy's trip to Chicago in July was very successful. She is now in touch with leaders of the New York Blind Music School. For future BANZAT meetings we will amend this section of the reports to read “Braille Music”. The DAISY Consortium is establishing a steering group for braille music. Their goal is to develop a tool to make translation software more accessible including for end users.

• Blind Citizens NZ: Leyna Coleman.

• Blind Foundation: Chantelle Griffiths, Peter McGlinchey. The profile of braille has risen strongly in recent times with a turnaround from “braille is too hard to learn” to “I want to learn braille.”. As well as new learners of braille, some are returning to brush up their braille skills. Young people who have left school are coming through with broken braille technology which needs replacing. There are collaborations around building braille music skills so braille readers can learn to sing in choirs. Pete commented he is very pleased that BANZAT has agreed to offer re-sits for the Trans-Tasman Certificate exam. Discussion turned to the low-cost Orbit braille display, which is still being sold. The Blind Foundation has 28 Orbit units waiting for repair we were told. The braille team is very busy with exams including physics, chemistry, health, drama, and Chinese.

• Kāpō Māori: Maria Stevens will be attending the Biennial Conference next week.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Nicola McDowell. Eleven students are sitting the Certificate exam. Everyone is pleased with the new re-sit option.

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

It was agreed:

That the above written and verbal reports be received. (Res. 46-5).

# 17 Schedule of meetings and closure

Thinking about our meetings in 2020 we generally aim for the second Tuesday in March, June and September, and the third Tuesday in November. We tentatively agreed the 2020 dates to be finalised in November.

Tuesday, 10 March, Parnell;

Tuesday, 16 June, BLENNZ;

Tuesday, 15 September, Parnell;

Tuesday, 17 November, BLENNZ.

The complete list of dates is in Attachment B to these Minutes.

The meeting closed at 2:43.

NOTE: These Minutes were confirmed at Meeting 48 on 19 November 2019.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 46, 10 September 2019

To trustees with the Confirmed Minutes of Meeting 44 held on 12 March 2019 and the Unconfirmed Minutes of Meeting 45 held on 11 June 2019.

Income and expenditure:

To Greg Hurn, Acting Chief Executive Blind Foundation with the BANZAT invoice for the Blind Foundation grant to 30 June 2020, and a letter advising BANZAT is sending this invoice for the same amount as in previous years without prejudice to discussions about the annual grant;

From Greg Hurn confirming the BANZAT invoice will be paid by 20 August, which is reported in the Accounts above;

To and from Nadine Baker agreeing she will undertake the review of BANZAT accounts and setting the timeframe;

From Charities Services with several newsletters and blog posts about preparing our Performance Report which includes our accounts and other governance issues relevant to charities;

See Item 4 above.

Promotion, digital engagement and communications strategy and action plan

Emails discussing BANZAT's possible involvement in SPEVI next January;

From Maria Stevens advising that registration is now open for the SPEVI 2020 Conference in Adelaide from 12-15 January 2020;

See Item 5.2 above.

Trustee appointments

From Greg Hurn appointing David Smith, braille producer, to BANZAT succeeding Pete McGlinchey;

To David Smith welcoming him to the trust;

From Karen Stobbs advising BLENNZ has sought expressions of interest from BLENNZ staff for possible appointment as BANZAT trustee to succeed Natalie Stewart;

From and to Karen Stobbs advising that Amanda Gough, Resource Teacher Vision Palmerston North, has been appointed to BANZAT and she will be attending as from the November 2019 meeting;

From and to Chrissie Cowan confirming the reappointment of Maria Stevens to BANZAT;

See Item 6 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille

To the BANZAT group with the updated process about re-sits of the certificate in 2019;

From Maria Stevens with the invitation to sit the 2019 examination;

See Item 7 above.

Accreditation:

From and to Trix Rossouw in South Africa seeking New Zealand accreditation, declining her request;

See Item 8 above.

ICEB, ABA and the Round Table:

To the 2020 ICEB Nominations Committee appointing Maria Stevens as the BANZAT delegate on the Executive Committee for the 2020-2024 term;

From Leona Holloway with ICEB newsletter issue 3, June 2019;

From Leona Holloway with updates to the Rules of Unified English Braille;

From Maria Stevens with BANA Launches Podcast Series about UEB;

To and from Josie Howes thanking her for her service to braille in New Zealand and around the world;

From the Australian Braille Authority with the ABA facebook updates for June, July and August 2019, forwarded by Maria;

From the Australian Braille Authority with the Braille Events calendar for July 2019;

From Maria Stevens forwarding the ANZAGG Facebook updates;

From the Round Table with updated Guidelines for Accessible Assessment (2019);

From Maria Stevens forwarding RIDBC Renwick Centre's professional learning offerings;

See Item 10 above.

Marrakesh Treaty:

From the Ministry of Business, Innovation and Employment with Third Reading of the Copyright (Marrakesh Treaty Implementation) Bill passed by Parliament;

See Item 11 above.

From Stephen Bennett forwarding a request for funding for further development of the Braille Music Editor computer Software: see Item 12 above.

From Rose Wilkinson proposing a meeting to review progress with implementation of the Strategic Framework for Braille Services: see Item 13 above.

From Amaya Webster with 2019 DIAGRAM Report has been published!, forwarded by Maria.

# Attachment B: Dates

This refers to Item 17 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

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.

12-15 January, Conference South Pacific Educators in Vision Impairment (SPEVI), Adelaide.

28 February, send out Agenda for BANZAT meeting 49 on 10 March.

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

10 March, 12:30pm, BANZAT Meeting 49, Awhina House, Blind & Low Vision NZ, 4 Maunsell Road, Parnell.

1 April, call for applications for accreditation by BANZAT as an individual braille producer working in New Zealand.

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

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

31 May, call for expressions of interest to fill three trustee vacancies on BANZAT decided on by the seven trustees appointed by the five founding organisations of BANZAT.

5 June, send out Agenda for BANZAT meeting 50 on 16 June.

9 June, observers who wish to attend the 16 June meeting to contact the BANZAT secretary by this date.

16 June, 12:30pm, BANZAT Meeting 50, Homai Campus BLENNZ, 2 McVilly Road, Manurewa.

30 June, expressions of interest close to fill three trustee vacancies on BANZAT decided on by the seven trustees appointed by the five founding organisations of BANZAT.

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.

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.

## 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.