The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Confirmed Minutes of Meeting 48 of The Braille Authority of New Zealand Aotearoa Trust, held at the Homai Campus of BLENNZ, 2 McVilly Road, Manurewa, on Tuesday 19 November 2019, commencing at 12:30pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She particularly welcomed the new BLENNZ appointee, Amanda Gough. She invited Amanda to introduce herself to trustees. Amanda told us she has links to the blind community dating back to her secondary school years. She is a Resource Teacher Vision at BLENNZ in Whanganui.

Maria also welcomed two observers from her braille production team, Stephen Bolton and Aida Chung.

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 |
| Mary Schnackenberg, Secretary/Treasurer | The Seven | 2020 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |
| Vacancies |  |  |
| Vacancy | Parents of Vision Impaired | 2021 |
| Observers |  |  |
| Stephen Bolton, Accessible Formats Producer Blind & Low Vision NZ |  |  |
| Aida Chung, Accessible Formats Producer Blind & Low Vision NZ |  |  |
| Apologies |  |  |
| Wendy Richards | The Seven | 2020 |
| David Smith, Blind & Low Vision NZ | 2022 |  |

# 2 Minutes

## 2.1 Confirmation of Minutes

It was resolved:

That the Minutes of Meeting 46 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 10 September 2019 be confirmed.

Moved: M. Stevens. Seconded: P. Brown. (Res. 48-1). Carried.

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

No matters were raised.

## 2.3 Unconfirmed Minutes of Meeting 47 10 September 2019 AGM

It was agreed:

That the Unconfirmed Minutes of Meeting 47, the AGM, held on 10 September 2019 be put on the website. (Res. 48-2).

# 3 Correspondence

Mary went through the items of correspondence received or sent since the circulation of the Agenda on 8 November 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. 48-3).

# 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** |  |
| 10/09/2019 | **Opening balance ASB Bank account** | **$20,547.14** |
| 28/09/2019 | To Maria Stevens, AGM nibbles | $34.98 |
| 28/09/2019 | To TaxiCharge New Zealand Ltd, Peter McGlinchey taxis 10 September 2019 meeting | $178.07 |
| 28/09/2019 | To Paul Brown, 10 September meeting taxi home | $18.10 |
| 28/09/2019 | To Blind Citizens NZ Auckland Branch, wine AGM 2019 | $138.00 |
| 25/10/2019 | To Inland Revenue, GST return from 1 April 2019 to 30 September 2019 | $808.35 |
| 19/11/2019 | **Closing balance ASB Bank account** | **$19,369.64** |
|  | Made up of |  |
| 19/11/2019 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2,317.43 |
| 19/11/2019 | General funds | $17,052.21 |

### Commentary – Mary Schnackenberg

The amount in the bank for general funds is $17,052.21, compared with $13,840.73 a year ago. Our expenditure has decreased, particularly in out-of-Auckland travel. However BANZAT owes A I Comms $1,510.88. Technically Natalie is not a trustee and is not authorised to continue as a signatory. A I Comms would prefer to wait until Wendy becomes a signatory.

Wendy is working with ASB Bank to become a BANZAT signatory.

The Blind & Low vision NZ Accounts Manager, Nadine Baker, has left to move up north to be with her soon-to-arrive grandchild. We have thanked her for her support to BANZAT through her yearly review of our accounts. She assures us this service will continue from the Accounts Department next year.

For the information of trustees, I was sent a survey by Colmar Brunton about my experience with Inland Revenue. I am confident I was selected from those who have recently filed GST returns. Unfortunately this is the fourth inaccessible survey I have received from Colmar Brunton this year. I have complained to Colmar Brunton again, and this time escalated the problem to the Ministry of Social Development and the Disabled People's Organisations Coalition who are overseeing the Accessibility Charter. As the survey mentioned only my name and not the name of BANZAT I have not mentioned BANZAT in the wording of my complaint. Therefore, I am not asking BANZAT to take any action.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: J. McFadden. (Res. 48-4).

# 5 BANZAT Strategy Report Back

## 5.1 Annual grant increase request

On 28 October we wrote to John Mulka, the recently appointed Chief Executive of Blind & Low Vision NZ, seeking a meeting about our annual grant and the risks we have raised concerning BANZAT's ability to fulfil the purpose of the trust. Paul, Mary and Maria have an appointment with John on 27 November.

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

Chantelle and Paul reported they continue to update Facebook with information that is attracting quite a few likes. The BANZAT Facebook page has about 100 followers.

BANZAT will have a space on the ABA table at SPEVI next January where it can display the Strategic Framework for Braille Services and the Blind & Low Vision NZ braille symbols document.

Amanda offered to work with Jenny to provide some information about BANZAT at the BLENNZ national teachers conference next January. The successful children's competition can be highlighted with promotion about the 2020 competition planned for the immersion courses.

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

On hold until we can identify a funding source, budget and timeframe.

## 5.4 Braille Literacy Day & BLENNZ competition

Jenny, Amanda and Natalie Stewart will discuss this and report progress to the March meeting.

# 6 Trustee appointments

Trustees whose terms come to an end 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. Trustees appointed by the five founding organisations make the decisions about the vacancies appointed by The Seven ideally in July with plenty of time for any new appointees to be present at the September AGM and handover.

# 7 Trans-Tasman Certificate of Proficiency in UEB

Maria advised that 23 candidates sat the examination, and 20 passed. Since 2008 the total number of certificates passed in New Zealand is 157, including the 20 passes this year. The three unsuccessful candidates have taken up the opportunity to re-sit the exam, an option available for the first time.

We warmly congratulated trustee Nicola McDowell for passing the exam.

Maria commented that she has been asked to provide more maths in the Certificate examination. Jenny advised that in 2020 BLENNZ is investigating a braille teaching programme run by Birmingham University in the UK. We were also advised that while it would be helpful to have more maths in the Certificate, the teaching of maths today is so visual that the issue is more about how the maths is taught than about the braille code itself. For the code, the updated Hitchhiker's Guide is a good “cheat sheet”. Both the American Printing House for the Blind and RIDBC offer online maths courses in UEB. The introduction of maths symbols in the RIDBC course aligns closely with the Australian schools' maths syllabus. We agreed to wait for the outcome of the BLENNZ review of the braille teaching programme.

Nicola praised Maria's team for the fast turnaround time of the marking of the certificate papers. She also thanked BLENNZ for the considerable support they give to teachers who are learning braille and sitting the Certificate.

Maria said that in 2020 it is New Zealand's turn to set the Certificate exam. Marion Satherley who teaches the braille distance course offered by BLENNZ is anticipating as many as 35 students next year.

# 8 Accreditation of braille producers working in New Zealand

We have agreed to strengthen the privacy and confidentiality provisions in Policy 7 Accreditation of braille producers working in New Zealand. The current and proposed wording of Section 8.3 are in Attachment B to the Agenda.

In Section 1.2 of the Policy, BANZAT affirms the Convention on the Rights of Persons with Disabilities. In addition, Mary and Paul suggest we consider adding a new 1.3 to refer to the revised Copyright Act 1994. In particular, we suggest we copy in the section that 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”?

Paul and Mary recommend that, if trustees approve the revised text, the text in Attachment B be circulated to BANZAT's five founding organisations together with Policy 7 with the revised 8.3 and new 1.3 inserted for comment by Monday 24 February 2020. Any feedback would be presented to the 10 March 2020 meeting of BANZAT which would determine if the revised Policy 7 can be adopted. The Agenda for the March meeting is scheduled to be distributed by Friday 28 February.

It was resolved:

That the text in Attachment B about Section 8.3 strengthening privacy and security provisions, and the new Clause 1.3 about ensuring the integrity of the work from Section 69 of the revised Copyright Act 1994 be circulated to BANZAT's five founding organisations and accredited individual braille producers together with Policy 7 with the revisions inserted;

Feedback be requested by Monday 24 February 2020

Feedback be presented to the 10 March 2020 BANZAT meeting; and

Trustees decide at the 10 March meeting whether the revised Policy 7 can be adopted.

Moved: P. Brown. Seconded: J. McFadden. (Res. 48-5).

# 9 BANZAT Code Maintenance Committee

Membership of the BANZAT Code Maintenance Committee until November 2019, as reported in 12 March 2019 Minutes, is Martine Abel-Williamson, Paul Brown, Leyna Coleman, Chantelle Griffiths, Fozia Mannon, Maria Stevens (Chair), and Lynn Todd. We have agreed to review the membership of the Code Maintenance Committee each year at the first meeting following the AGM.

Maria advised she has not checked who is available to serve but will confirm membership with trustees shortly. We agreed to record the membership in these Minutes before they are confirmed at the 10 March meeting.

It was resolved:

That members of the BANZAT Code Maintenance Committee until November 2020 are Martine Abel-Williamson, Paul Brown, Leyna Coleman, Chantelle Griffiths, Fozia Mannon, Maria Stevens (Chair), and Lynn Todd.

Moved: suggest M. Schnackenberg. Seconded: suggest N. McDowell. (Res. 48-6).

# 10 ICEB, ABA and Round Table

Maria advised that the ICEB Bylaws Committee is recommending an amendment to the ICEB Constitution to make the Promotion Committee a permanent committee of ICEB. It is also proposing to make the position of Past President a deterritorialised position, that is the role is not country specific.

The Guidelines for Technical Materials are being updated.

BANZAT trustee David Smith who is in Maria's braille team is working on the update to the Round Table Guidelines on visual materials. The Sound Advice Guidelines also need updates and the Blind & Low Vision studios have been asked for comment. The next Round Table is from Saturday 2 to Tuesday 5 May in Melbourne with the theme Information Access Innovation and Collaboration.

As usual the ABA and BANZAT will discuss the UEB Proficiency Certificate on the Friday prior to the Round Table.

# 11 Marrakesh Treaty Update

For New Zealand, the Marrakesh Treaty and the Revised Copyright Act 1994 come into force on 3 January 2020.

Co-operation between Marrakesh Treaty countries is overseen by the World Intellectual Property Organisation through the Accessible Books Consortium (ABC). The ABC also markets standards in accessible publishing. Recently Blind Citizens NZ gained a seat on the ABC Board and Martine Abel-Williamson has been appointed to that role.

# 12 Braille Music Editor funding request

As Wendy was not present, this was deferred to the 10 March meeting.

# 13 Storage of hardcopy braille in Awhina House

On hold until the next meeting of the Strategic Framework for Braille Services group.

# 14 Simulated braille on Blind & Low Vision NZ materials

On 29 October Maria sent to trustees guidelines re simulated braille as part of the new brand identity of Blind & Low Vision NZ. Trustees felt the guidelines agreed by Marketing and Communications and the Accessible Formats team were clear and helpful.

# 15 Tenth Anniversary of BANZAT September 2020

Trustees agreed we should endeavour to celebrate BANZAT's tenth anniversary, possibly at a dinner following next year's AGM. Invitations should be sent to all BANZAT trustees we can reach and the leaders of the five founding organisations. The problem would be whether any funding might be available. We agreed to agenda this for the March meeting.

# 16 Trustee reports

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

• Blind Citizens NZ: Leyna Coleman.

• Blind & Low Vision NZ: Chantelle Griffiths, David Smith.

Chantelle advised she is working with Wendy to submit two abstracts for the Round Table Conference next May. Braille music can be a real motivator to learning braille for those who have music knowledge prior to losing their sight. Two adult new learners have mastered sufficient braille music to learn violin parts this year.

Chris Goj from Maria's team has sent in an abstract to the Round Table about use of macros in the preproduction stage for cleaning up documents prior to e-text or braille production.

This year AFP has completed exams in 15 NZQA subjects with a total of 57 papers.

AFP has produced 137 braille copies of the Commonly Used Special Symbols and 162 braille calendars.

• Braille Music: Wendy Richards. Again there was a very successful end of year music concert given by BLENNZ students.

• Kāpō Māori: Maria Stevens attended this year's conference. There were several interesting speakers and displays. Kāpō Māori does support BANZAT's work.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Nicola McDowell. Again Nicola thanked Maria's team and BLENNZ for all the braille support.

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

It was agreed:

That the above written and verbal reports be received. (Res. 48-7).

# 17 New business

Maria invited the observers, Stephen and Aida, to ask any questions.

In reply to a question, Stephen told us he is a freelance cartoonist for The Listener. He has agreed to verbalise his cartoons for the Blind & Low Vision NZ magazines service.

# 18 Schedule of meetings and closure

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

The meeting closed at 2:29pm.

NOTE: These Minutes were confirmed at Meeting 49 on 10 March 2020.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 48, 19 November 2019

To trustees with the Confirmed Minutes of Meeting 45 held on 11 June 2019, the Unconfirmed Minutes of Meeting 46 held on 10 September 2019, and the unconfirmed Minutes of Meeting 47, the AGM, 10 September 2019.

From and to Trustee David Smith with his apology for the 19 November meeting for family commitments entered into some months ago.

Income and expenditure:

To ASB Bank, advising the change of BANZAT bank signatories with the addition of Wendy Richards and the removal of Natalie Stewart;

From Blind & Low Vision NZ Finance Manager Nadine Baker thanking BANZAT for the gift of biscuits and chocolates, delivered by Maria, and letting us know how much she has enjoyed working with us;

From Inland Revenue with reminder that the GST return is available to file;

From Charities Services with Reminders to complete your annual reporting with Charities Services;

From Charities Services with Newsletter October 2019;

From Charities Services with Blog -Restricting information from the register;

See Item 4 above.

Annual grant increase request:

To and from John Mulka, Chief Executive of Blind & Low Vision NZ, seeking a meeting re BANZAT, its work and funding, which will take place on 27 November;

See Item 5.1 above.

Promotion, digital engagement and communications strategy and action plan

To and from Clive Lansink with updates to the BANZAT email group and the NZ BRL group caused by membership changes and the Blind & Low Vision NZ change of email address;

See Item 5.2 above.

Trustee appointments

To and from Amanda Gough with initial information about BANZAT meetings and the website;

See Item 6 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille

From Maria Stevens to the BANZAT group list with the numbers for the examination results;

See Item 7 above.

ICEB, ABA and the Round Table:

From Public Relations Officer Leona Holloway with ICEB Newsletter issue 4, September 2019, forwarded by Maria;

From Mandy White with Call for papers for the 7th General Assembly of the ICEB, forwarded by Maria;

From Leona Holloway on the ICEB Research Group with ASSETS Conference and research focus to be in the next ICEB Newsletter, forwarded by Maria;

From ICEVI with launch of YouTube instructional mathematics videos, forwarded by Maria;

From SPEVI with registration invitation for January 2020 Conference, forwarded by Maria;

From the Australian Braille Authority with ABA facebook updates October 2019;

From the Round Table Administration with 2020 Round Table Conference - Call for Abstracts;

See Item 10 above.

Marrakesh Treaty:

From Martine Abel-Williamson advising Blind Citizens NZ has a seat on the Board of the Accessible Books Consortium, the organisation that oversees co-operation under the Marrakesh Treaty;

From Warren Hassett at the Ministry of Business, Innovation and Employment re Marrakesh Treaty: Deposit of Instrument of Accession

See Item 11 above.

From Maria Stevens forwarding the email about simulated braille as part of the new brand identity of Blind & Low Vision NZ: see Item 14 above.

From and To John Mulka with his Sincere thanks and appreciation following his attendance at the BANZAT AGM on 10 September.

From Phillippa McKeown-Green, a senior librarian at the University of Auckland, forwarding an enquiry from Lida Ayoubi at AUT University Law School asking if we know of any New Zealand projects where 2D artistic works (think paintings, photos, etc) are being made available to people with visual or other disabilities (or the public in general) through touch and/or sound, which reached BANZAT via Áine Kelly-Costello then Jenny McFadden.

From Maria Stevens advising the publication of the 2020 pocket braille calendar and the booklet of commonly used symbols.

From Mosen Consulting announcing availability of Braille On Display 2020 edition.

From Parents of Vision Impaired NZ with e-Newsletter 108.

From Orbit Research introducing the Orbit Teacher Platform enabling teachers to connect via an app to students using the Orbit braille display, forwarded to the BANZAT group.

# Attachment B: Dates

This refers to Item 18 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

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

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.

19-23 October, 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.