The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Confirmed Minutes of Meeting 51 of The Braille Authority of New Zealand Aotearoa Trust, held via Zoom on Tuesday 15 September 2020, commencing at 12:32pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. Trustees warmly congratulated Nicola McDowell who has been awarded her PhD from Massey University.

Maria began the roll call.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Paul Brown | Founding Organisations | 2021 |
| Leyna Coleman | Blind Citizens NZ | 2021 |
| Justine Edwards | Parents of Vision Impaired | 2021 |
| Amanda Gough | BLENNZ | 2022 |
| Chantelle Griffiths | Blind Low Vision NZ | 2021 |
| Dr Nicola McDowell | Founding Organisations | 2023 |
| Jenny McFadden | BLENNZ | 2020 |
| Dr Wendy Richards | Founding Organisations | 2023 |
| Mary Schnackenberg, Secretary/Treasurer | Founding Organisations | 2023 |
| David Smith | Blind Low Vision NZ | 2022 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |

There were no observers or apologies.

# 2 Minutes

## 2.1 Confirmation of Minutes

It was resolved:

That the Minutes of Meeting 50 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 16 June 2020 be confirmed.

Moved: M. Schnackenberg. Seconded: P. Brown. (Res. 51-1). 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 7 September 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. 51-2).

# 4 Trustee appointments

The seven trustees appointed by the five founding organisations of BANZAT have reappointed Dr Nicola McDowell, Dr Wendy Richards and Mary Schnackenberg each for a further three-year term.

Jenny McFadden, whose term also ends at this year's AGM, has been succeeded by Karen Stobbs. In her letter Karen writes, “I now wish to advise that due to the current exceptional circumstances around COVID-19 I will be taking up the position of one of the BLENNZ trustees to the Braille Authority of New Zealand Aotearoa Trust (BANZAT). I will be replacing Jenny McFadden whose term will come to an end at the conclusion of the BANZAT Annual General Meeting to be held on the 15 September 2020.”

Maria warmly thanked Jenny for her work since 2010 when BANZAT was established. For several years Jenny has also served as one of our bank signatories. Maria Thanked Karen for stepping up to succeed Jenny.

With the retirement of Jenny, there are three current trustees who joined BANZAT when it was founded in 2010. They are Wendy Richards, Mary Schnackenberg, and Maria Stevens.

# 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** |  |
| 16/06/2020 | **Opening balance ASB Bank account** | **$17,837.35** |
| 15/08/2020 | To A I Comms, administration April-June | $978.53 |
| 15/09/2020 | **Closing balance ASB Bank account** | **$16,858.82** |
|  | Made up of |  |
| 15/09/2020 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2,317.43 |
| 15/09/2020 | ICEB Travel Fund | $3,450.00 |
| 15/09/2020 | General Fund | $11,091.39 |

### Commentary – Mary Schnackenberg

At 30 June we transferred $3,000.00 (excluding GST) from the General Fund into the ICEB Travel Fund. We have not yet received the grant of $26,000 (excluding GST) for the 2020-21 year from Blind Low Vision NZ. This is the reason for the lower than usual amount in the General Fund. I have asked John Mulka about the payment of our grant, which was requested in our invoice emailed on 7 August.

The process of managing the end of year accounts has gone smoothly with our new Reviewer, Peter Hine, who is the BLVNZ Finance Manager, succeeding Nadine Baker. He identified a problem with our Statement of Cash Flows which has been corrected to his satisfaction.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: M. Stevens. (Res. 51-3). Carried.

## 5.2 Annual grant increase request

Karen Stobbs has written seeking our position regarding the BANZAT Founding Organisations proposal from Neil Jarvis. A draft reply about the proposal was circulated among trustees for discussion.

Following discussion it was agreed to give trustees more time to provide feedback. Mary will send the letter to Karen by end of business on Friday 18 September.

# 6 ICEB and BANZAT Code Maintenance Committee

## 6.1 ICEB Seventh General Assembly

The General Assembly has been moved online and will run from Monday 19 October to Saturday 24 October in the morning New Zealand time. We agreed by email that our delegates are Maria Stevens (incoming ICEB Public Relations Officer), Leyna Coleman, Chantelle Griffiths, and Mary Schnackenberg. The organising committee will put out a call for observers closer to the General Assembly.

The Country Report was submitted on time to the organising committee.

## 6.2 BANZAT CMC

Maria reported that members of the Code Maintenance Committee continue to participate in ICEB list discussions.

# 7 ABA and Round Table

Maria reported the ABA is watching how New Zealand manages the Certificate Exam this year. ABA has had to cancel the Exam in Australia for 2020.

The Round Table Executive is considering the possibility of running the May 2021 conference virtually. It's uncertain if delegates will be able to go to Melbourne as COVID-19 is still not under control and the borders between Australia and New Zealand have not been reopened.

# 8 Trans-Tasman Certificate of Proficiency in UEB

The call for applications was sent out on 10 August with a closing date of 7 September. Thirty applications have been received, a record year for the examination in New Zealand.

The BANZAT 0800 number (0800 226928) has been set up. So far it has received one call on the afternoon of 10 August.

Mary is processing the applications. Maria's team is setting the paper this year and will be sending out the exam papers and receiving them back for marking.

# 9 Accreditation of producers and professional development

Training programme for the accreditation of braille producers working in New Zealand: On hold until we can identify a funding source, budget and timeframe.

On 5 April we invited applications to be an accredited braille producer which closed on 30 June. No applications were received.

We 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 include the clause from the updated Section 69 of the Copyright Act 1994. 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 discussed at our March meeting. We agreed to invite their Chief Executive, Rose Wilkinson, to an upcoming BANZAT meeting so we could discuss her points. Rose would prefer to do this face to face and BANZAT can delay finalising the policy until this can happen.

# 10 Braille competition for learners

Amanda and Jenny advised an immersion course via Zoom provided some teaching about how to write a short poem. Amanda thinks we should receive seven or eight entries. We will aim to have the results by mid October.

# 11 Promotion, digital engagement and communications

Mary thanked Chantelle for reporting that the website link had broken for joining the New Zealand braillists' discussion list. This has now been fixed and Chantelle has verified it's working properly.

Mary advised trustees there would be a website outage on Saturday 12 September for planned upgrades. The upgrades have occurred without a hitch and the website was down just for a couple of hours.

Chantelle and Paul reported the BANZAT Facebook page continues to receive posts and likes.

# 12 BANZAT AGM and 10th anniversary

On 29 July we sent out 57 invitations to our tenth AGM to be held on 15 September. The venue was in the Board Room at Awhina House. Because COVID-19 has forced Auckland into Level 2.5, we have moved to Zoom. We resent the invitations asking those who wish to attend by Zoom to confirm this by Friday 11 September. We have received 31 acceptances and 12 apologies. We sent the Zoom link with the AGM Agenda and the Performance Report to each attendee.

At this year's AGM there will be the presentation of our Performance Report and election of officers. As Jenny is stepping down, we need to consider a new bank signatory. Mary recommended Amanda Gough assume this role and trustees agreed.

Our 10th anniversary celebration is planned to coincide with our 17 November meeting. The investigating subcommittee of Wendy, Maria and Chantelle will meet again this Thursday. A draft invitation has been prepared for BANZAT to send out. At this stage the limit to the number of guests is 45.

# 13 Braille survey

A draft of a proposed survey of New Zealand braille users was circulated by Maria Stevens on 10 September. Blind Low Vision NZ wishes to send out the survey.

There was discussion about the purpose of the survey, which some felt was not clear, and also about aspects of privacy and confidentiality. Would those who fill in the survey be given the option to receive the report? Who would see the individual survey responses, how long would the data be kept and what data protection would be in place?

Maria undertook to feed this back and will send to trustees the revised survey.

# 14 Panel evaluation for AFM contract with Ministry of Education

Hanna Bumstead, Senior Adviser Provider Services, Ministry of Education, has written to BANZAT seeking a representative from BANZAT to join the Panel evaluation for the Accessible Formats Materials contract with the Ministry of Education. The review work will take one to three days over a four-week period.

Following discussion:

It was resolved:

That Paul D. Brown be nominated to the Ministry of Education to serve as BANZAT's representative on the Accessible Formats Materials review panel; and

that, if the Ministry of Education is unable to pay meeting fees, BANZAT agrees to do so in accordance with Cabinet Manual standards.

Moved: M. Schnackenberg. Seconded: M. Stevens. (Res. 51-4). Carried.

# 15 Strategic Framework for the Provision of Braille Services

At the 21 February meeting of the Strategic Framework group, Blind Citizens NZ, who convenes the group, scheduled a meeting on Thursday 6 August from 9am to 11am to be both face to face and by phone. This meeting did not occur.

# 16 Public Lending Right and the Marrakesh Treaty

This is an item for the information of trustees. The NZ Society of Authors is seeking more compensation for members' works because of the Marrakesh Treaty. The Public Lending Right, which is funded by the New Zealand Government, pays authors a sum each time their books are loaned by a public library. They're seeking an extension to cover titles that are converted into accessible formats.

# 17 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.

• Braille Music: Dr Wendy Richards.

• Kāpō Māori: Maria Stevens.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Dr Nicola McDowell.

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

It was agreed:

That the above written and verbal reports be received. (Res. 51-5).

# 18 Schedule of meetings and closure

Jenny McFadden thanked all the trustees she has worked with on BANZAT over the past ten years. She told us she has truly enjoyed the opportunity to work on BANZAT. Amanda thanked Jenny on behalf of BLENNZ for her work and commitment to the trust.

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

The meeting closed at 2:34pm.

NOTE: These Minutes were confirmed at Meeting 53 on 17 November 2020.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 51, 15 September 2020

To Trustees with Confirmed Minutes of Meeting 49 held on 10 March 2020, and Unconfirmed Minutes of Meeting 50 held on 16 June 2020;

To trustees with Secretary's Apology for lateness of 15 September BANZAT meeting files;

To trustees advising BLVNZ cannot let the 15 September meetings go ahead face to face in Awhina House, and raising possible alternatives.

Trustee appointments:

From the Chair to Dr Nicola McDowell, Dr Wendy Richards and Mary Schnackenberg advising their reappointment for a further three year term concluding in 2023;

From the Chair to three unsuccessful applicants for the trustee roles;

From Karen Stobbs advising that Karen will be taking up the position of BLENNZ trustee succeeding Jenny McFadden;

See Item 4 above.

Income and expenditure:

To and from John Mulka re the BLVNZ grant of $3,000 + GST towards the cost of the BANZAT delegate's attendance at the ICEB General Assembly in May 2020; as there is no physical meeting this year, John has asked us to hold the grant for discussion prior to 30 June 2021;

From Charities Services with Newsletters June 2020 and August 2020;

See Item 5 above.

Annual grant increase request:

From Karen Stobbs re BANZAT Founding Organisations proposal;

See Item 5.2 above.

ICEB and BANZAT Code Maintenance Committee:

From ICEB Public Relations Officer, Leona Holloway, with ICEB Newsletter issue 7, June 2020;

Emails among trustees finalising the BANZAT delegates to the ICEB 7th General Assembly in October 2020 who are Maria Stevens (incoming ICEB Public Relations Officer), Leyna Coleman, Chantelle Griffiths, and Mary Schnackenberg;

Emails from trustees confirming that Maria Stevens will represent New Zealand on the ICEB Resolutions Committee;

To and from Mandy White with 2020 New Zealand Country Report to ICEB;

See Item 6 above.

ABA and Round Table:

From the Round Table President re Round Table AGM and 2019 Annual Report;

From the Round Table President with Producing Accessible Books in Australia;

From the Australian Braille Authority with Facebook updates for June 2020;

From the Australian Braille Authority with Braille-related events in July 2020;

See Item 7 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

From the Australian Braille Authority with the paperwork used in the 2019 Certificate examination;

From the Australian Braille Authority with advice they will not be running the Certificate examination in 2020;

To the Braillists Discussion list and other email groups advertising the 2020 New Zealand examination of the Certificate of Proficiency in UEB;

To the Braillists Discussion list and other email groups reassuring the sector that BANZAT is running the Certificate examination in New Zealand, although the Australian Braille Authority is unable to do so this year;

From and to 30 New Zealand candidates in the Certificate examination who had submitted their application forms;

See Item 8 above.

Accreditation of producers and professional development:

From and to Rose Wilkinson confirming her attendance at the September meeting to discuss Policy 7; (Note: this did not take place as the meeting had to be held by Zoom rather than in person;

See Item 9 above.

Braille competition for learners:

Emails among trustees finalising the marketing of the 2020 braille poetry competition for learners;

See item 10 above.

Promotion, digital engagement and communications:

From Maria Stevens pointing out the BANZAT website was down, which was fixed by Clive;

From Chantelle Griffiths pointing out the website subscribe link to the Braillists Discussion list was not working, which has been fixed by Clive and verified by Chantelle;

To trustees advising there would be a planned outage of the website for upgrades on Saturday 12 September;

See Item 11 above.

BANZAT AGM and 10th anniversary:

To 57 recipients, invitation to attend our AGM on 15 September;

To 57 Recipients, advising the AGM has been moved to Zoom, with 31 acceptances;

From Maria Stevens passing on Karen Stobbs' support in principle for the BANZAT 10th anniversary celebration to be held at the Homai Campus of BLENNZ on 17 November 2020, together with a draft programme;

See Item 12 above.

Braille Survey:

From Maria Stevens circulating draft of proposed survey of New Zealand braille readers;

See Item 13 above.

Panel evaluation for AFM contract with Ministry of Education:

From and to Hanna Bumstead, Senior Adviser, Provider Services, Ministry of Education, seeking a representative from BANZAT to join the Panel evaluation for AFM contract with the Ministry of Education;

See Item 14 above.

From Parents of Vision Impaired with their Newsletters for June and August 2020.

From Maria Stevens forwarding Announcement about the SPEVI Virtual Conference in 2021.

From Maria Stevens advising SPEVI 2021 Conference registrations are now open.

From Maria Stevens forwarding ICEVI launches "Include Me" in support of children with multiple disabilities or deafblindness.

Emails sharing news of the passing of Bette Gilmore, former music teacher at Homai College.

From and to Martine Abel-Williamson answering an enquiry from Denmark about New Zealand's use of UEB.

# Attachment B: Dates

This refers to Item 18 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

Monday 19 to Saturday 24 October New Zealand time, seventh General Assembly International Council on English Braille, to be held online.

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.

18-19 January, SPEVI Virtual Conference.

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.