The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Confirmed Minutes of Meeting 53 of The Braille Authority of New Zealand Aotearoa Trust, held at BLENNZ, 2 McVilly Road, Manurewa, on Tuesday 17 November 2020, commencing at 1:03pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. In particular she welcomed Karen Stobbs who has succeeded Jenny McFadden as the BLENNZ appointee. Maria also welcomed Elaine Gilmour from BLENNZ as an observer.

Maria began the roll call.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Paul Brown | Founding Organisations | 2021 |
| Leyna Coleman (from 1:10pm) | 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 |
| 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 |
| Karen Stobbs | BLENNZ | 2023 |
| Observers |  |  |
| Elaine Gilmour (until 2:26pm) | BLENNZ |  |

### Apologies

There were no apologies.

# 2 Minutes

## 2.1 Confirmation of Minutes

Meeting 51 held on 15 September 2020.

It was resolved:

That the Minutes of Meeting 51 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 15 September 2020 be confirmed.

Moved: M. Stevens. Seconded: P. Brown. (Res. 53-1). 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 5 November 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. 53-2).

# 4 Trustee appointments

BLENNZ has appointed Karen Stobbs to succeed Jenny McFadden. Karen was warmly welcomed.

We discussed when we should hold the governance training for trustees and agreed to hold it at our 15 June meeting in the morning. We agreed to approach Vincent Naidu again.

# 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** |  |
| 15/09/2020 | **Opening balance ASB Bank account** | **$16,858.82** |
| 21/09/2020 | From Blind Low Vision NZ, running costs 2020-2021 year, payment of BANZAT invoice 2020080701 | +$29,900.00 |
| 06/10/2020 | From A I Comms, accreditation renewal annual fee, Mary Schnackenberg, payment of BANZAT invoice 2020092801 | +$57.50 |
| 07/10/2020 | To A I Comms, Administration July-August plus reimbursement invoice 2020083103 | $1,060.55 |
| 20/10/2020 | To A I Comms, Administration September plus reimbursement invoice 2020093005 | $1,084.97 |
| 28/10/2020 | To Inland Revenue, GST return from 1 April 2020 to 30 September 2020 | $3,505.18 |
| 7/11/2020 | To A I Comms, Administration October plus reimbursement invoice 2020103104 | $531.25 |
| 17/11/2020 | **Closing balance ASB Bank account** | **$40,634.37** |
|  | Made up of |  |
| 17/11/2020 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2,317.43 |
| 17/11/2020 | ICEB Travel Fund | $3,450.00 |
| 17/11/2020 | General Fund | $34,866.94 |

### Commentary – Mary Schnackenberg

We received the increased grant from BLVNZ and, as a consequence, made a substantial payment of GST. We will receive a refund of GST in May of the amount of GST we will spend between 1 October 2020 and 31 March 2021.

Expenditure on travel (air fares and taxis) has been minimal as we have been using Zoom for our meetings.

By the end of December we expect to have a clear idea about the number of hours spent on the Trans-Tasman Certificate Examination. We will then agree the payment to BLVNZ for their staff time.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: N. McDowell. (Res. 53-3).

## 5.2 Annual grant increase request

We emailed Karen Stobbs with BANZAT's comments about the proposal to conduct an external review of BANZAT. Karen advised that she understood John Mulka was going to progress this, with next steps being to invite everyone round the table. She would contact John to ensure her understanding was correct.

# 6 ICEB and BANZAT Code Maintenance Committee

## 6.1 ICEB Seventh General Assembly

The General Assembly was held online over Zoom from Monday 19 October to Friday 23 October in the morning New Zealand time. Our delegates were Maria Stevens (incoming ICEB Public Relations Officer), Leyna Coleman, Chantelle Griffiths, and Mary Schnackenberg. Paul Brown observed some of the meetings. There were some excellent papers. Recordings of the proceedings are available for streaming.

At the first meeting of the new Executive Committee Mary was appointed as an additional member to the Committee. Since then she has been appointed Chair of the Bylaws and Constitution Committee. She has agreed to Chair the Public Relations Subcommittee looking after the quarterly Newsletter.

The proposed changes to the ICEB Constitution were not adopted during the General Assembly. Delegates had not been given the 60 days' notice of the proposed changes. An email list of all ICEB delegates has been set up to discuss, then vote on the proposed Constitutional changes including any amendments.

The next ICEB gathering is the Mid-Term Executive Committee meeting. Canada has offered to host this in Montreal in 2022. At this stage no country has offered to host the eighth General Assembly due in 2024.

John Mulka has informally expressed an interest in New Zealand taking on the hosting of the 2024 General Assembly. BANZAT has run two Mid-Term Executive Committee meetings, one in 2002 and the other in 2014 so we know what is involved, but these are on a somewhat smaller scale than a general assembly. Of the seven countries in ICEB, only New Zealand and Ireland have not hosted a general assembly.

Following discussion trustees agreed to investigate New Zealand holding the 2024 Eighth General Assembly. The first step would be to identify likely costs for the host, possible funding from the ICEB treasury, and the expected costs for delegates and observers. BANZAT would then make a formal approach to John Mulka. Ideally we should be in a position to make a hosting offer to the ICEB Executive Committee by the 9 March 2021 meeting of BANZAT.

## 6.2 BANZAT Code Maintenance Committee

It was agreed:

That the membership of the BANZAT Code Maintenance Committee is Martine Abel-Williamson, Paul Brown, Leyna Coleman, Chantelle Griffiths, Fozia Mannon, Maria Stevens (Chair), and Lynn Todd until November 2021. (Res. 53-4).

# 7 ABA and Round Table

Maria reported the 2021 meeting of the Round Table will take place online in May via Zoom. The ABA Annual Meeting will be on Saturday 15 May. The Round Table itself will be on Monday 17 and Tuesday 18 May with the AGM on Wednesday 19 May at 4pm Eastern. Workshops are planned to be held on Wednesday, 19 May prior to the AGM.

# 8 Trans-Tasman Certificate of Proficiency in UEB

Maria reported on the examination and the results achieved by the 30 candidates. The 25 candidates who passed did well. Those who were unsuccessful made mostly simple errors. The five unsuccessful candidates have applied to re-sit the paper.

We agreed to investigate if the Certificate could be run online ideally by 2022. It's the turn of the Australian Braille Authority to set the paper next year. An online exam would greatly speed up the marking of the papers and the highlighting and reporting back on the errors made by the candidates.

It was agreed:

That BANZAT approaches the Australian Braille Authority to investigate shifting the Certificate exam to an online platform, ideally by 2022. (Res. 53-5).

# 9 Massey braille requirements for the Specialist Teaching programme

Nicola spoke to her background paper which had been circulated with the Agenda.

On behalf of Massey, Nicola explained she had undertaken a deal of discussion about the braille component in the course. She engaged with the stakeholders. She assured trustees that everyone considered braille to be very important in the Massey course. The aim of the changes is to make the braille component even more relevant for the teachers and their learners.

Nicola said that teachers need to learn the braille code. They also need to learn the pedagogy around how to teach students literacy through braille and numeracy through braille. The Trans-Tasman Certificate of Proficiency in UEB is a braille transcriber's qualification, not a braille teaching qualification. Currently the Certificate is not fit for purpose for the Massey course.

To master the braille code, Massey students including Development O&M instructors will take the UEB Online courses in braille and maths braille developed by the Royal Institute for Deaf and Blind Children in Sydney. They will have to obtain the Certificates available upon correct completion of both courses prior to their graduation from the Massey course.

Massey is working with BLENNZ to develop two second year braille pedagogy modules. One is about teaching literacy through braille and the other module is for teaching maths through braille. The modules will combine theory and practical teaching work. Massey is also exploring an optional module on music braille.

Nicola believes the UEB Online courses are ideal for teachers. Equally, she asserted those who are creating braille documents will need to take the Trans-Tasman Certificate. Nicola said there will be year 2 students sitting the Certificate exam next year.

Nicola also told us that Massey is preparing a short module/paper on deafblindness.

During discussion it was explained there is hesitancy among some teachers around the learning of braille. It is perceived to be hard. Experience has shown that candidates cram for the Certificate exam, then, if they don't have a braille learner to support quickly, they forget the code. The UEB Online course should take the stress out of learning braille. Two trustees who have taken the UEB Online courses described them as fun. We want confident, competent teachers of literacy through braille.

Trustees talked about marketing the Certificate to those who wanted to become braille producers. Those who pass the Certificate, especially candidates who achieve good grades, are demonstrating a high level of attention to detail in anything they do. Trustees undertook to work with the Australian Braille Authority to move the Certificate exam to an online exam, ideally by 2022.

Trustees warmly supported the Massey proposal.

It was agreed:

That BANZAT supports the changes in the braille component of the Massey course to include the pedagogy around the teaching of literacy and numeracy through braille. (Res. 53-6).

# 10 Accreditation of producers and professional development

There was no progress to report on this item.

# 11 Braille competition for learners

The competition was open to learners in their early stages of their braille journey. Two online poetry courses were run this year for learners. There was very positive feedback about poetry, with learners realising they could write poems that were short or long. They were allowed to create a poem about any topic they chose.

The 12 entrants including the winners each received a suitable prize, with support from the resource teachers vision to choose appropriate prizes. In addition to a prize, each entrant was given a certificate, comments from the judges supplied in braille and a book of all the poems that were entered.

We were asked if we would allow BLENNZ to run the competition next year and we warmly agreed. Nicola undertook to build support for the competition into next year's Massey course.

The poems will go up on the BANZAT website.

# 12 Promotion, digital engagement and communications

Chantelle and Paul updated the trustees about the BANZAT Facebook page and other promotion issues.

Speaking at the ICEB General Assembly Aubrey Webson, a blind UN ambassador, asked us all to promote World Braille Day on 4 January. We agreed to prepare some promotion material prior to this Christmas ready to go out on 4 January. We agreed to market/promote next year's Certificate Exam on 4 January and also promote the Certificate in the New Zealand edition of the UEB Manual.

Trustee Amanda asked the adults to provide some videos on the BANZAT website of people reading braille well showing our fingers moving.

# 13 BANZAT 10th anniversary arrangements

Invitations have been sent to 29 people. Maria talked us through the programme of the event.

# 14 Braille survey

We confirmed the email agreement of BANZAT to support the survey. The resolution we voted on is:

That BANZAT supports the distribution by Blind Low Vision NZ of the survey of braille readers as circulated to BANZAT on 24 September 2020.

Moved: M. Stevens. Seconded: L. Coleman.

Abstained: P. Brown. M. Schnackenberg. (Res. 53-7). Carried.

Maria advised that the survey is on hold at this stage.

# 15 Panel evaluation for AFM contract

BANZAT wrote to Hanna Bumstead at the Ministry of Education with our nomination of Paul Brown to the review and evaluation panel.

Paul advised he had filled in a conflict of interest form. Because he raised a potential conflict, his form was referred to an adviser on conflicts of interest. The adviser said that the potential conflict Paul had raised can be managed.

Paul has asked about being paid for his time by the Ministry of Education. Hanna said she will get back to Paul.

Mary commented that the Request for Information sent out on the Government Electronic Tender Service website is in the public domain. She has read most of the material in the RFI. Her company, Accessible Information and Communications Ltd, does not intend to submit a bid. Mary said she felt that the Ministry had clearly stated what they were looking for and seemed to understand the complex issues around accessible formats. She was concerned, however, that she could not find a mention of Music Braille. Paul said he would check this out and if necessary advocate for Music Braille.

# 16 Capitalisation of braille

At the BANZAT AGM on 15 September 2020 Jonathan Mosen raised the issue of whether braille should be capitalised at all times. One approach might be to find out the position of ICEB braille authorities on this before BANZAT reaches a view about this issue. Perhaps we should consider a poll on the BANZAT Facebook page and the NZ Braille Discussion List.

It was agreed:

That BANZAT investigates whether the word braille should be capitalised at all times. (Res. 53-8).

# 17 Trustee reports

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

• Blind Citizens NZ: Leyna Coleman.

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

• Music Braille: Dr Wendy Richards.

• Kāpō Māori: Maria Stevens.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Dr Nicola McDowell. Nicola provided the feedback that the re-sits option for Certificate candidates is fair.

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

It was agreed:

That the above written and verbal reports be received. (Res. 53-9).

# 18 New business

No items were raised.

# 19 Schedule of meetings and closure

The proposed meeting dates for 2021, listed in the Agenda, were agreed.

Tuesday, 9 March, Meeting 54, Parnell.

Tuesday 15 June, Meeting 55, BLENNZ, morning Governance training, afternoon usual meeting.

Tuesday 14 September, Meeting 56 (routine), and Meeting 57 (AGM), Parnell.

Tuesday 16 November, Meeting 58 BLENNZ.

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

The meeting closed at 3:07pm.

NOTE: These Minutes were confirmed at Meeting 54 on Tuesday 9 March 2021.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 53, 17 November 2020

To BANZAT trustees with Confirmed Minutes for 16 June 2020, meeting 50; Unconfirmed Minutes for 15 September 2020, Meeting 51; Confirmed Minutes for 10 September 2019, Meeting 47 AGM; Unconfirmed Minutes for 15 September 2020, Meeting 52 AGM.

From and to Elaine Gilmour requesting permission to observe the meeting which was granted.

Trustee appointments:

See Item 4 above.

Income and expenditure:

From Charities Services with a reminder to complete BANZAT's annual reporting.

From Charities Services with Newsletter - October 2020;

From Charities Services with Ngā Ratonga Kaupapa Atawhai Annual Meeting;

See Item 5 above.

Annual grant increase request:

To Karen Stobbs re BANZAT Founding Organisations proposal for an external review;

See Item 5.2 above.

ABA and Round Table:

From Leona Holloway with ABA facebook in October 2020

See Item 7 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

From the Examinations Committee to 30 candidates with information about the Certificate Examination;

From and to some candidates dealing with queries;

See Item 8 above.

Massey Review of braille requirements:

From Nicola McDowell with background to the review of braille requirements;

See Item 9 above.

Braille competition for learners:

Emails among trustees discussing the judging process, providing results and discussing prizes;

From 12 competition entrants with their entries;

To 12 entrants with packs containing prizes and certificates, comments from judges and a book of all poems entered;

See item 11 above.

Promotion, digital engagement and communications:

Emails from the Secretary to Clive Lansink advising changes to the BANZAT members list on GoogleGroups and confirming the changes have been made;

See Item 12 above.

BANZAT 10th anniversary:

Emails discussing the wording of the invitation;

From the Secretary to 29 recipients;

From Chantelle Griffiths confirming the adult music performers at the celebration;

See Item 13 above.

Braille Survey:

Emails among trustees re the braille survey confirming BANZAT support;

See Item 14 above.

Panel evaluation for AFM contract with Ministry of Education:

To and from Hanna Bumstead with our nomination of Paul Brown to the panel;

See Item 15 above.

Capitalisation of braille:

From Jonathan Mosen to Chair Maria Stevens raising the issue of the capitalisation of braille;

See Item 16 above.

From Tom MacMahon with 2020 Bella Music Foundation International Music Competition for the Blind and Visually impaired, forwarded to BANZAT.

From Accessible Formats Service marketing the 2021 braille pocket calendar.

# Attachment B: Dates

This refers to Item 19 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

15-19 May, Round Table on Information Access for People with Print Disabilities, 2021 Conference, to be held online via Zoom.

Friday, 11 June, send out Agenda for BANZAT Meeting 55 on 23 June.

Tuesday, 15 June, Observers who wish to attend the BANZAT meeting on 23 June should advise the Secretary by 15 June.

Wednesday 23 June, 10:00 Governance training, 1:00pm, Meeting 55, BLENNZ.

Friday 3 September, send out Agenda for BANZAT meetings 56 and 57 on 14 September.

Tuesday, 7 September, Observers who wish to attend the 14 September meetings of BANZAT should advise the Secretary by 7 September.

Tuesday, 14 September, Meetings 56 and 57 (AGM), Parnell.

Friday 5 November, send out Agenda for BANZAT meeting 58 on 16 November.

Tuesday, 9 November, Observers who wish to attend the 16 November BANZAT meeting should advise the Secretary by 9 November.

Tuesday 16 November, Meeting 58 BLENNZ.

4 January 2022, World Braille Day, 213 years since 4 January 1809, birthday of Louis Braille.

31 May to 4 June, International Council on English Braille, Mid-Term Executive Committee meeting, Montreal.

## 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.

15 September 2020, Meeting 52, BANZAT Tenth Annual General Meeting, held via Zoom because of COVID-19 restrictions.

17 November 2020, BANZAT Tenth anniversary celebration held at BLENNZ.