The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Confirmed Minutes of Meeting 54 of The Braille Authority of New Zealand Aotearoa Trust, held via Zoom, 4 Maunsell Road, Parnell, on Tuesday 9 March 2021, commencing at 12:30pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She 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 |
| Dr Wendy Richards | Founding Organisations | 2023 |
| Mary Schnackenberg, Secretary/Treasurer | Founding Organisations | 2023 |
| David Smith | Blind Low Vision NZ | 2022 |
| Maria Stevens, Chairperson (until 2:30pm) | Kāpō Māori | 2022 |
| Karen Stobbs (from 12:42pm) | BLENNZ | 2023 |
| Observers and Apologies |  |  |
| None. |  |  |

# 2 Minutes

## 2.1 Confirmation of Minutes

Meeting 53 held on 17 November 2020.

It was resolved:

That the Minutes of Meeting 53 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 17 November 2020 be confirmed.

Moved: W. Richards. Seconded: N. McDowell. (Res. 54-1). 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 26 February 2021. 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. 54-2).

# 4 Trustee appointments

Trustees whose terms end in 2021 are:

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Paul Brown | Founding Organisations | 2021 |
| Leyna Coleman | Blind Citizens NZ | 2021 |
| Justine Edwards | Parents of Vision Impaired | 2021 |
| Chantelle Griffiths | Blind Low Vision NZ | 2021 |

Each trustee is eligible for reappointment.

Mary will write to Blind Citizens NZ, Blind Low Vision NZ and Parents of Vision Impaired NZ by 31 March to ask them to make their appointments. Mary will copy in each trustee involved. By 31 May 2021 we will advertise one vacancy for the position appointed by trustees of the Founding Organisations.

We have confirmed that Vincent Naidu is leading the governance training to be held at BLENNZ on the morning of 15 June (since the next meeting date changed to 23 June, this has been reconfirmed with Vincent).

# 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** |  |
| 17/11/2020 | **Opening balance ASB Bank account** | **$40,634.37** |
| 17/12/2020 | To Justine Edwards, reimbursement 200 Km Hamilton-BLENNZ return | $158.00 |
| 17/12/2020 | To BLENNZ, BANZAT Poetry Competition Prize Winners gifts, purchased by BLENNZ November 2020 | $142.90 |
| 17/12/2020 | To Nicola McDowell, taxis 17-18 November 2020 | $87.70 |
| 17/12/2020 | To Charities Services, fee to lodge annual return for charities with income over $10,000 | $51.11 |
| 02/02/2021 | From Blind & Low Vision Education Network NZ (BLENNZ), payment invoice 20201231, 26 candidates 2020 Trans-Tasman Certificate of Proficiency in Unified English Braille | +$12,545.93 |
| 16/02/2021 | To International Council on English Braille, International Money Transfer (IMT) USD 500.00, ICEB 2021 fees, includes NZD 15.00 ASB bank charges | $718.63 |
| 17/02/2021 | To TaxiCharge NZ Ltd | $75.50 |
| 17/02/2021 | To International Council on English Braille, 3009160201711824 Nostro Transfer (NTRF) fee 210217003301 charged by the Bank of Nova Scotia | $7.06 |
| 9/03/2021 | **Closing balance ASB Bank account** | **$51,939.40** |
|  | Made up of |  |
| 9/03/2021 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2,317.43 |
| 9/03/2021 | ICEB Travel Fund | $3,450.00 |
| 9/03/2021 | General Fund | $46,171.97 |

### Commentary – Mary Schnackenberg

The amounts for the two special funds above each include GST. The funds will be adjusted at the 30 June balance date when the amount for the poetry competition prizes will be deducted and the amount for ICEB travel will be increased.

With information from Maria and her team we were able to calculate hours spent on the Certificate exam. We raised an invoice to BLENNZ for their 26 candidates which they paid very promptly.

ICEB Treasurer Jen Goulden advised New Zealand was the first ICEB member to pay the 2021 ICEB dues. Thank you Wendy for your same day attention to that payment.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: P. Brown. (Res. 54-3).

## 5.2 Annual grant increase request

John Mulka, the Chief Executive of BLVNZ, arranged a meeting with the chief executives of the five founding organisations to discuss our request for an increase in our annual grant. Our request was originally emailed on 26 March 2019 to the five founding organisations. The meeting was held on 4 February 2021. The BANZAT representatives were Paul Brown, Wendy Richards, Mary Schnackenberg and Maria Stevens. We met face to face in the BLVNZ Awhina House Board Room with John Mulka. The others on the Zoom call were Chrissie Cowan, Rebekah Graham, Karen Stobbs, and Rose Wilkinson.

We noted this was the first meeting of the chief executives with BANZAT representatives since the founding of BANZAT in 2010. We were thanked for providing the Memorandum of Understanding BANZAT has agreed with each of the five founding organisations. The MoUs say they should be reviewed annually but no one could recall any reviews since they were initially signed.

A helpful discussion followed.

Trustees appreciated the positive comments made by Karen when she congratulated BANZAT for establishing and clearly setting out the time it takes to run the examination for the Trans-Tasman Certificate of Proficiency in Unified English Braille and the costs involved. Karen said BLVNZ should not be paying for the professional development of BLENNZ staff as had happened in previous years.

Four of the founding organisations encouraged BANZAT to fundraise for our work, even if that means competition with their own organisations' fundraising efforts. We responded that we feel it is difficult for a standards-setting organisation to fundraise. We feel the organisations who benefit from the standards should support BANZAT. Fundraising for specific projects is a realistic ask if BANZAT is given the funding for the time involved.

Actions agreed were:

• BANZAT to provide a budget to John Mulka for the 2021-2022 financial year by April 2021;

• BANZAT to prepare a three-year Strategic Plan by June 2021 with drafts to be shared with the founding organisations through their representatives on BANZAT;

• founding organisations' chief executives to meet with BANZAT to discuss the BANZAT Strategic Plan in June 2021;

• BANZAT to finalise its strategic plan taking into account feedback from the founding organisations;

• each founding organisation to review its Memorandum of Understanding with BANZAT after the BANZAT strategic plan has been finalised.

Following discussion we agreed to draft a three-year strategic plan. Wendy, Maria, Amanda, and Chantelle volunteered to work with Mary on the Strategic Plan, ideally with a draft available for presentation with the 2021-2022 budget at the April meeting with the founding organisations. We would seek their feedback on the Strategic Plan by 31 May. BANZAT would finalise the Strategic Plan taking feedback into account at our June meeting.

## 5.3 Income and Expenditure 2020-2021

A draft Income and Expenditure budget for the current financial year which concludes on 30 June 2021 was provided in the Agenda and discussed.

The matter of meeting fees to be paid to trustees was discussed again because at least three of the current trustees had not been present for the discussions leading up to our request for an increase in BANZAT's annual grant. The principle of meeting fees to be paid for specific expertise is well recognised across the health and disability sector. The lowest rate in the Cabinet Manual is $175 for a half-day meeting.

The proposal for BANZAT meeting fees was $100 per meeting hour. Currently the five meetings each year take up 11 hours per annum. BANZAT currently has 11 trustees. This gives a maximum proposed spend of $12,100 per annum.

The meeting fee may be:

• either paid to the trustee for their attendance at meetings of the trust;

• or paid to the trustee's employer for attendance by their staff who have been appointed as trustees;

• or not paid to the trustee or their employer but recorded as Donated Services in the Non-Financial Information section of the Performance Report.

If BANZAT agrees to pay meeting fees, the Treasurer will email each trustee recording each trustee's decision about their meeting fees. Confidentiality for each trustee will be maintained strictly, subject to disclosure requirements in the Performance Report.

Following discussion it was resolved:

That, while maintaining both strict confidentiality and the disclosure requirements in the Performance Report,

either meeting fees be paid to BANZAT trustees or their employers for their attendance at BANZAT meetings at the rate of $100 per hour with effect from 1 July 2020;

or Donated Services by trustees or their employers be recorded in the Annual Performance Reports.

Moved: M. Schnackenberg. Seconded: M. Stevens. Carried unanimously. (Res. 54-4).

Discussion then turned to a provision for the costs of fundraising. Trustees agreed that the founding organisations should cover the costs of running the Trust, setting standards and accrediting producers. BANZAT could fundraise for specific projects. We could invite a fundraiser who does not need to be a trustee to do a scoping exercise based on the Trust Deed and the Strategic Plan. We agreed to retain this item in the current year's forecast expenditure.

The provision for Website development anticipates the 2021 certificate candidates would register online which would save considerable time. We agreed to retain this item in the current year's forecast expenditure.

Below is the table of BANZAT's received income and actual and forecast expenditure in the current year.

We have to pass on to BLVNZ the payment made by BLENNZ for the Certificate costs, less administration hours spent on Certificate work already paid to the Administrator by BANZAT. We also have to produce an invoice of the BLVNZ costs for their four candidates and retain that amount. In addition, there will be an underspend of the $26,000 BLVNZ grant for the current year on other budgeted items which BANZAT should return to BLVNZ.

|  |  |
| --- | --- |
| Description | Actual + Forecast |
| Figures exclude GST and are rounded to nearest dollar |  |
| Total Retained Earnings as at 30 June 2020 (1) | $16,981 |
| General Fund Income and Actual + Forecast Expenditure 2020-2021 |  |
| Income |  |
| Annual Grant (2) | $26,000 |
| Accreditation annual renewal (3) | $50 |
| Certificate costs BLENNZ 26 candidates (4) | $10,910 |
| Certificate costs BLVNZ 4 candidates (5) | $1,708 |
| Total income | $38,668 |
| Expenditure: Actual + Forecast |  |
| Trust meetings and administration |  |
| Meeting attendance fees, 11 trustees, at $100 per meeting hour, 11 hours per trustee (6) | $12,100 |
| Less Donated Services meeting attendance fees (7) | -$8,800 |
| Preparation of fundraising applications (8) | $900 |
| Administration (9) | $4,000 |
| Governance training (10) | $600 |
| Website domain name registration (2 addresses) (11) | $78 |
| Website development (12) | $500 |
| Charities Services annual return fee (13) | $44 |
| Travel air fares & taxis (14) | $2,000 |
| Catering and room hire (15) | $600 |
| Maintain awareness of, and consistency with, current international developments in all braille codes |  |
| Membership fees ICEB (16) | $726 |
| Travel ICEB (17) | $3,000 |
| Accredit practitioners involved in braille production |  |
| Trans-Tasman Certificate in UEB 30 candidates (18) | $12,618 |
| Travel Australia to ABA and Round Table (19) | $0 |
| Marketing accreditation (20) | $1,000 |
| Braille competition expenses (21) | $121 |
| Braille competition expenses: refund from Special Fund (22) | -$121 |
| Total expenses | $29,365 |
| Surplus: Income less Expenditure | $9,302 |
| Payment to BLVNZ |  |
| Certificate costs BLENNZ 26 candidates (4) | $10,910 |
| Less administration hours funded by BANZAT | -$1,820 |
| BLENNZ payment for Certificate costs to pass to BLVNZ | $9,090 |
| Plus unspent portion of current year's BLVNZ grant of $26,000 | $9,302 |
| Less cost of BLVNZ 4 Certificate candidates | -$1,708 |
| Total payment to BLVNZ for Certificate and Unspent Grant (23) | $16,684 |

### Notes to Income and Expenditure 2020-2021 table above

(1) Total Retained Earnings as at 30 June 2020 is the figure in the Performance Report, $16981.

(2) Annual Grant, is BANZAT's Annual Grant increase request rounded down from $26,140 to $26,000, paid by BLVNZ.

(3) Accreditation annual renewal from one accredited individual, $50.

(4) Certificate costs BLENNZ 26 candidates, write the paper, first exam, 4 Re-sits, 1 appeal, total $10,910. BANZAT invoiced BLENNZ and the invoice has been paid.

(5) Certificate costs BLVNZ, 4 candidates, write the paper and process first exam, 4 x 5.57 hours x $70 per hour =$1,560. Plus 1 Re-sit exam candidate 1 x 2.12 hours x $70 per hour $148, total =$1,708. BANZAT has not yet raised this invoice.

(6) Meeting attendance fees, 11 trustees, at $100 per meeting hour, 11 hours per trustee, $12,100.

(7) Less Donated Services meeting attendance fees, guess eight trustees, at $100 per meeting hour, 11 hours per trustee, $8,800. However, the Treasurer has not yet written to each trustee. They have not yet advised in writing their individual situations so the number of trustees opting to be recorded as Donated Services may reduce.

(8) Preparation of fundraising applications, 15 hours @ $60 per hour, $900. We agreed to retain this item.

(9) Administration, 80 hours (excluding Certificate hours) @ $50 per hour, $4,000. Increase of $250 from previous years.

(10) Governance training, commitment morning of (new date) 23 June meeting, $600.

(11) Website domain name registration (2 addresses), actual cost, $78.

(12) Website development anticipates 2021 certificate candidates registering online which would save significant administration time, $500. We agreed to retain this item.

(13) Charities Services annual return fee, actual cost. BANZAT income is likely to continue above $10,000 per annum, $44.

(14) Travel air fares, taxis, milage reimbursements, overnight accommodation, $2,000. The September and March meetings were held over Zoom.

(15) Catering and room hire, 10th anniversary celebration at BLENNZ. Invoice was received following the 9 March meeting, $600.

(16) Membership fees ICEB, 2021 actual cost, $726.

(17) Travel ICEB, no travel, transfer into ICEB Travel special fund at 30 June 2021, as requested in Annual Grant Increase request, $3,000.

(18) Trans-Tasman Certificate in UEB, 30 candidates, with full payment from BLENNZ and BLVNZ itemised in income above, $12,618.

(19) Travel Australia to ABA and Round Table, no travel, $0.

(20) Marketing accreditation, $1,000.

(21) Braille competition actual expenses, $121.

(22) Braille competition expenses: refund from Special Fund, -$121.

(23) Payment to BLVNZ for BLENNZ Certificate costs and unspent portion of current BLVNZ grant, $16,684. This amount has increased from the amount in the Agenda because of the $400 reduction in the budgeted cost of the 10th anniversary celebration.

It was resolved:

That the draft Income and Expenditure Budget for the 2020-2021 year be adopted as amended.

Moved: M. Schnackenberg. Seconded: P. Brown. (Res. 54-5).

## 5.4 Draft 2021-2022 Budget

We then discussed next year's budget.

This begins with the costs of running the trust. This includes the new item of meeting fees, allowing for Donated Services from trustees or their employers.

At our meeting on 4 February the chief executives of four of the founding organisations told us to become active fundraisers so there is provision to pay someone to investigate then complete fundraising applications for projects flowing from the Strategic Plan. However each project will need to be budgeted and fundraised for separately from this budget.

We keep up to date with international standards. We continue involvement with ICEB including setting aside $3,000 per annum for one delegate to represent BANZAT at General Assemblies and Mid-Term Executive Committee meetings. The Mid-Term Executive Committee meeting will be held in Montreal in late May early June 2022 and we are budgeting to send a delegate because we have been putting aside money for this in the ICEB Travel Fund.

We continue the accreditation programme. We will charge organisations for the cost of their candidates to sit the Trans-Tasman Certificate examination at the rate of $420 per candidate.

The 2022 Round Table will be held in May when BANZAT needs to be represented at the Australian Braille Authority Annual Meeting. We have made provision for this likely face-to-face meeting.

This budget asks for an Annual Grant in 2021-2022 of $23,302.

|  |  |
| --- | --- |
| Description | Budget |
| Figures exclude GST and are rounded to nearest dollar |  |
| General Fund Income and Expenditure Budget 2021-2022 |  |
| Income |  |
| Requested Annual Grant (1) | $23,302 |
| Accreditation annual renewal (2) | $50 |
| Trans-Tasman Certificate of Proficiency in UEB (3) | $1,680 |
| Total income | $25,032 |
| Expenditure |  |
| Trust meetings and administration |  |
| Meeting attendance fees, 11 trustees, at $100 per meeting hour, 11 hours per trustee (4) | $12,100 |
| Less Donated Services meeting attendance fees (5) | -$8,800 |
| Preparation of fundraising applications (6) | $1,800 |
| Administration (7) | $4,000 |
| Website domain name registration (2 addresses) (9) | $78 |
| Charities Services annual return fee (10) | $44 |
| Travel air fares & taxis (11) | $3,000 |
| Catering and room hire (12) | $200 |
| Maintain awareness of, and consistency with, current international developments in all braille codes |  |
| Membership fees ICEB (13) | $900 |
| Travel ICEB Mid-Term Executive Committee meeting (14) | $8,000 |
| Less transfer from BANZAT Special Fund for ICEB travel (14) | -$6,000 |
| Accredit practitioners involved in braille production |  |
| Trans-Tasman Certificate of Proficiency in UEB (3) | $1,680 |
| Travel to Australia, ABA and Round Table May 2022 (15) | $2,300 |
| Marketing accreditation (16) | $1,000 |
| Braille competition for learners expenses (17) | $400 |
| Braille competition for learners expenses: refund from Special Fund (17) | -$400 |
| Total expenses | $20,302 |
| Surplus Income less Expenditure with $3,000 to be transferred into ICEB Travel Fund at 30 June 2022 | $4,730 |

### Notes to the 2021-2022 Budget

(1) The Requested Annual Grant of $23,302 is equal to the total Expenditure Budget + $3,000 which is to be transferred into the BANZAT special fund for ICEB Travel at 30 June 2022.

(2) Accreditation annual renewal, from one accredited individual, $50.

(3) Certificate examination costs have been included with a cost per candidate of $420. We have guessed a figure of four candidates and $1,680 has been budgeted in both income and expenditure, a cost neutral provision.

(4) Meeting attendance fees, 11 trustees, at $100 per meeting hour, 11 hours per trustee, $12,100.

(5) Less Donated Services meeting attendance fees, guess 8 trustees, at $100 per meeting hour, 11 hours per trustee, $8,800. However, the Treasurer has not yet written to each trustee. They have not yet advised in writing their individual situations so the number of trustees opting to be recorded as Donated Services may reduce.

(6) Preparation of fundraising applications, 30 hours @ $60 per hour, $1,800.

(7) Administration, 80 hours @ $50 per hour, $4,000.

(9) Website domain name registration (2 addresses), actual cost, $78.

(10) Charities Services annual return fee, actual cost. BANZAT income is likely to continue above $10,000 per annum, $44.

(11) Travel air fares, taxis, milage reimbursements, overnight accommodation, $4,100.

(12) Catering and room hire, $200.

(13) Membership fees ICEB, USD 500, allow for lower exchange rate, $900.

(14) Travel ICEB Mid-Term Executive Committee meeting Montreal May 2022, $8,000, to be mostly funded by transfer from BANZAT Special Fund for ICEB travel, $6,000.

(15) Travel to Australia ABA and Round Table, May 2022, to maintain professional development and contact with the Australian Braille Authority, $2,300.

(16) Marketing accreditation, $1,000.

(17) Braille competition for learners, $400, to be funded by transfer from Special Fund, $400.

It was resolved:

That the 2021-2022 budget be adopted as amended.

Moved: M. Schnackenberg. Seconded: P. Brown. (Res. 54-6).

# 6 ICEB and BANZAT Code Maintenance Committee

## 6.1 ICEB Mid-Term Executive Committee meeting

Braille Literacy Canada has advised us that the dates for the 2022 ICEB Mid-Term Executive Committee meeting in Montreal are: arrive on Tuesday 31 May, to Saturday 4 June. The afternoon of 4 June will be taken up with the Annual General Meeting of Braille Literacy Canada.

In the 17 November Minutes we reported that John Mulka has indicated informally that He is interested in New Zealand hosting the Eighth General Assembly of ICEB to be held in 2024. We have not yet done the work to understand the costs the host country is expected to carry. When we are ready we will provide a draft letter for BANZAT trustees to consider prior to putting this forward to John Mulka and the other founding organisations of BANZAT.

ICEB has asked each braille authority to appoint its voting representative to the Technical Committee of ICEB. This Committee is updating the Guidelines for Technical Materials to align with the UEB Rulebook and include braille assignments for new print symbols. Maria is seeking a suitable person for this role.

## 6.2 BANZAT CMC

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.

Maria advised this New Zealand committee has not met.

## 6.3 URL shortening in braille

The length of URLs has arisen as a problem Mary Schnackenberg, the accredited braille producer who is a director of A I Comms is dealing with. A I Comms wishes to bring this to BANZAT for discussion. The paper prepared by Clive Lansink who is also a director of A I Comms was circulated with the Agenda.

It was agreed:

That the matter of shortening URLs be referred to the Code Maintenance Committee. (Res. 54-7).

# 7 ABA and Round Table

The ABA is meeting online on Saturday 15 May. The Round Table will be held online on Monday 17 May and Tuesday 18 May. The morning of Wednesday 19 May will be devoted to workshops. The afternoon of 19 May will be for the Annual General Meeting.

Wendy advised there will be a presentation about how New Zealand is enabling students to learn braille music virtually.

# 8 Trans-Tasman Certificate of Proficiency in UEB

Trustees should feel very satisfied that collectively we have been able to work out how long it takes to run the Certificate exam and how much it costs. We now know, for example, the extra time involved when it's our turn to set the Exam paper.

In our 17 November Minutes we agreed to investigate if the Certificate could be run online ideally by 2022. An online exam would greatly speed up the registration of candidates, the marking of the papers and the highlighting and reporting back on the errors made by the candidates. We agreed to discuss this with the Australian Braille Authority. Maria has written to Jordie Howell who chairs the ABA to initiate this conversation.

The 2020 Trans-Tasman Certificates of Proficiency in Unified English Braille were sent to successful candidates on BLVNZ letterhead and not on BANZAT letterhead. BANZAT should develop a policy on the certificate, criteria, processes, design of certificates and so on. Time did not allow for a discussion of this point so this will be placed on the June meeting agenda.

# 9 Massey braille requirements for the Specialist Teaching programme

Nicola advised that her students are very pleased with the updates to the braille component in the Massey course. The braille component is now felt to be more fit for purpose in the classroom in the mainstream environment.

# 10 Accreditation of producers and professional development

There was not time to discuss this item.

# 11 Braille competition for learners

Amanda advised teachers are very keen to run another competition this year. The proposal is to link the competition and any training that might be needed to the immersion courses.

In discussion we agreed the different age groups are free to explore different approaches. The teachers have a licence to come up with whatever will work for the students. Braille users in the room reflected on the power good braille readers can enjoy over an audience as they read aloud from braille while not looking down at a book. One of the instructors of new adult braille learners said this skill is being developed for the adults. There is the performance aspect of reading braille fluently. The adult new learners are inspired when they hear lifelong braille readers narrate well from braille. Amanda requested videos of braille readers reading aloud fluently on the BANZAT website.

Amanda undertook to bring a proposal about the competition back to the June meeting.

# 12 Promotion, digital engagement and communications

There was not time to discuss this item.

# 13 BANZAT 10th anniversary

Trustees warmly thanked the BLENNZ team for hosting such a welcoming, inclusive, successful event. The poetry competition winners were a highlight. The adult new braille learners who provided musical entertainment memorised from braille music scores were inspirational.

On behalf of the BLENNZ team Karen said they also enjoyed the function. Karen undertook to send the Treasurer an invoice to recover some of the costs of the dinner.

# 14 Panel evaluation for AFM contract with Ministry of Education

Last November the Accessible Format Materials contract was advertised by the Ministry of Education on the Government Electronic Tender Service (GETS). On 4 February GETS advised as follows: “Awarded Status: No Winner”.

As Maria had had to leave the meeting, on behalf of Maria, Leyna advised that BLVNZ now has a contract with the Ministry and work continues to flow to students.

# 15 Capitalisation of braille

Our 17 November Minutes report: That BANZAT investigates whether the word braille should be capitalised at all times. (Res. 53-8). The Secretary has not progressed this.

# 16 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.

• 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. 54-8).

# 17 Schedule of meetings and closure

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

The meeting closed at 3:03pm.

NOTE: These Minutes were confirmed at Meeting 55 on Wednesday 23 June 2021.

Chairperson Maria Stevens

Date

# Attachment A: Correspondence schedule Meeting 54, 9 March 2021

To BANZAT group with Unconfirmed Minutes of 17 November meeting 53, with corrections to the draft Minutes from two trustees.

To and from Maria Stevens booking the Awhina House Board Room for 9 March and 14 September meetings;

Trustee appointments:

From Charities Services with Updated Detail Approval of the BANZAT Officers page, adding Justine Edwards and Karen Stobbs and removing Jenny McFadden;

To and from Air New Zealand and Nicola McDowell re her air e-tickets for the March meeting;

See Item 4 above.

Income and expenditure:

To and from Janny Cooke arranging a meeting for Treasurer Mary with BLENNZ Principal Karen to discuss a BLENNZ invoice and BANZAT's invoice to BLENNZ for the Certificate costs;

To and from Justine Edwards setting up the system for her meeting travel reimbursement claims;

To Karen Stobbs with the BANZAT invoice for the BLENNZ candidates who sat the Certificate examination;

From and to ICEB Treasurer Jen Goulden re the ICEB 2021 membership fees;

From and to Glenys Robinson re an overdue payment of a TaxiCharge invoice, which has since been paid;

From Charities Services with Annual Return Payment Receipt;

From Charities Services with Charities Services Newsletter - December 2020 and Charities Services Newsletter February 2021;

From emPOWER Your Mission with 2021 NZ Charity Survival Training Initiative;

See Item 5 above.

Annual grant increase request:

From and to John Mulka setting up a meeting held on 4 February 2021 between four representatives of BANZAT and the chief executives of the five founding organisations when John distributed the BANZAT Deed with the email setting the date;

To Karen Stobbs with the Memorandum of Understanding between BANZAT and BLENNZ;

To and from John Mulka with the Memorandum of Understanding between BANZAT and the BLVNZ;

To and from Rose Wilkinson with the Memorandum of Understanding between BANZAT and Blind Citizens NZ;

To Chrissie Cowan with the Memorandum of Understanding between BANZAT and Kāpō Māori;

To and from Dr Rebekah Graham with the Memorandum of Understanding between BANZAT and PVINZ;

From and to John Mulka seeking dates in April for the next meeting of BANZAT representatives with the five founding organisations' representatives;

See Item 5.2 above.

ICEB and BANZAT Code Maintenance Committee:

From Mary Schnackenberg with ICEB Newsletter Issue 9 December 2020;

See Item 6 above.

From Clive Lansink with his paper about URL shortening in braille: see Item 6.3 above.

ABA and Round Table:

From Jordie Howell requesting BANZAT's report for the Annual Meeting of the Australian Braille Authority, due 5 March;

To Jordie Howell sending BANZAT's report for the ABA Annual Meeting;

From Maria Stevens forwarding ANZAGG Facebook group activity in January 2021;

From the Round Table President re the May conference;

See Item 7 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

From the Examinations Committee managing the Re-sits examination paper;

From the Examinations Committee sending out results and reports;

From Maria Stevens to Jordie Howell seeking a meeting with the ABA team that manages the Trans-Tasman Certificate of Proficiency in UEB;

See Item 8 above.

Accreditation of producers and professional development:

From and to Viv Roberts asking about how to maintain her braille knowledge and also learn about UEB;

See Item 10 above.

Promotion, digital engagement and communications:

From Maria Stevens advising the braille promotion on 4 January in the Botany Library;

From and to Tahlea Aualiitia with ABC Radio Australia media request about Maori braille, referred to Nigel Ngahiwi;

See Item 12 above.

From Rebekah Graham with Meri Kirimihete 2020!

From Maria Stevens about an exhibition involving braille and transcriber Anja Gibbs, inspired by the Japanese traditions of the chawan (tea bowl) and the poetry style of the haiku.

From Maria Stevens forwarding a summary written by Moya Michalakis of the braille music retreat in January.

From Chantelle Griffiths inviting us to Mantis Q40 Braille Display Workshop: Friday 26 February from 10am to 11am, Awhina House.

From Rebekah Graham with Take our quick PVI survey!

# Attachment B: Dates

This refers to Item 17 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.