The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Unconfirmed Minutes of Meeting 55 of The Braille Authority of New Zealand Aotearoa Trust, held at the Homai Campus of BLENNZ, 2 McVilly Road, Manurewa, on Wednesday 23 June 2021, commencing at 1:20pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She said we had enjoyed an excellent session on governance led by Vincent Naidu on the morning of this meeting. She warmly thanked BLENNZ for their hospitality with our meeting venue and lunch.

As we had to close the meeting at 3:00pm, Maria said she had worked with Mary to prioritise Agenda items we needed to discuss during this meeting. The Minutes, however, follow the order of the Agenda.

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 |
| 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 |  |  |
| None. |  |  |
| Apologies |  |  |
| Chantelle Griffiths | Blind Low Vision NZ | 2021 |

# 2 Minutes

## 2.1 Confirmation of Minutes

Meeting 54 held on 9 March 2021.

It was resolved:

That the Minutes of Meeting 54 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 9 March 2021 be confirmed.

Moved: P. Brown. Seconded: J. Edwards. (Res. 55-1). 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 15 June 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. 55-2).

# 4 Trustee appointments

Trustees whose terms end at the September 2021 AGM 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 as soon as possible to ask them to make their appointments. Mary will copy in each trustee involved. We have to advertise one vacancy for the position appointed by trustees of the Founding Organisations. Applications will close on 31 July.

We have been advised that Chantelle Griffiths has resigned from BLVNZ. She can remain on BANZAT until the AGM on 14 September.

# 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** |  |
| 09/03/2021 | **Opening balance ASB Bank account** | **$51,939.40** |
| 20/03/2021 | To BLENNZ, BANZAT 10th anniversary 17 November 2020 catering, 40 people @ $15 per person + GST | $690.00 |
| 07/05/2021 | To Inland Revenue, GST from 1 October 2020 to 31 March 2021 | $1,045.83 |
| 23/06/2021 | **Closing balance ASB Bank account** | **$50,203.57** |
|  | Made up of |  |
| 23/06/2021 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2,174.53 |
| 23/06/2021 | ICEB Travel Fund | $3,450.00 |
| 23/06/2021 | General Fund | $44,579.04 |

### Commentary – Mary Schnackenberg

On 30 April Jenny McFadden and Wendy met with me at the Broadway Branch of ASB Bank. We had to formally establish Wendy as a bank signatory for BANZAT at the Branch of ASB Bank which validates signatories on our account. This included extra checks to comply with international anti money laundering requirements. That was successfully completed and now Wendy is a formal signatory. We are retaining Jenny as a signatory but we should plan to add a fourth signatory before the end of 2021 as a safeguard.

The amount of GST we had to pass back to Inland Revenue may seem high but it is correct. It's because of the greater amount of GST received through income from BLVNZ and BLENNZ in this current financial year.

We must pass on to BLVNZ the amount owed for the 2020 BLENNZ certificate candidates. There is also a liability to A I Comms.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: A. Gough. (Res. 55-3).

## 5.2 Annual grant increase request

We reported that on 15 April a further meeting was held with the chief executives of the five founding organisations to discuss our request for an increase in our annual grant. BANZAT was represented by Maria, Wendy, Paul and Mary. Also present were John Mulka from BLVNZ, Rose Wilkinson from Blind Citizens NZ, and Rebekah Graham from PVI. Karen Stobbs from BLENNZ and Chrissie Cowan from Kāpō Māori were apologies.

BANZAT precirculated a draft three year Strategic Plan and a draft budget for the 2021-2022 year. We asked the five founding organisations to provide feedback about the draft strategic plan by 31 May. No comments have been received from individual organisations about the plan.

Regarding the budget for the 2021-2022 financial year, John Mulka has told us that none of the other founding organisations has been able to offer any funding for BANZAT in the upcoming year. He is not able to advise BANZAT what contribution BLVNZ will make until the RNZFB Board decides the situation regarding funding of consumer groups at its 3 July meeting.

In the current year, John funded BANZAT from the RNZFB Board's budget allocation to consumer groups. The governance training held prior to this meeting affirmed that BANZAT is a trust for which the RNZFB is the Settlor. Trustees are appointed by the five founding organisations and BANZAT itself. There is no provision for individuals to join BANZAT. People choose to join consumer groups if the groups meet their needs and no one is appointed to a consumer group.

We agreed to write to John explaining BANZAT is not a consumer group, citing the BANZAT Trust Deed and replying to a suggestion re succession planning from Rebekah Graham.

## 5.3 Draft 2021-2022 Budget

We reviewed the budget we provided to the five founding organisations which was discussed at our meeting on 15 April 2021.

|  |  |
| --- | --- |
| Description | Budget |
| Figures exclude GST and are rounded to nearest dollar |  |
| General Fund Income and Expenditure Budget 2021-2022 |  |
| Income |  |
| Requested Annual Grant (1) | $21,722 |
| Accreditation annual renewal (2) | $50 |
| Trans-Tasman Certificate of Proficiency in UEB (3) | $1,680 |
| Total income | $23,452 |
| Expenditure |  |
| Trust meetings and administration |  |
| Meeting attendance fees (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 (8) | $78 |
| Charities Services annual return fee (9) | $44 |
| Travel by trustees (10) | $3,000 |
| Catering (11) | $300 |
| Maintain awareness of, and consistency with, current international developments in all braille codes |  |
| Membership fees ICEB (12) | $900 |
| Travel BANZAT delegate to ICEB Mid-Term Executive Committee meeting (13) | $8,000 |
| Less transfer from BANZAT Special Fund for ICEB travel (13) | -$6,000 |
| Transfer at 30 June of annual amount to ICEB Travel Fund (1) | $3,000 |
| Accredit practitioners involved in braille production |  |
| Trans-Tasman Certificate of Proficiency in UEB (3) | $1,680 |
| Travel BANZAT delegate to Australia, ABA and Round Table May 2022 (14) | $2,300 |
| Marketing accreditation (15) | $1,000 |
| Braille competition for learners expenses (16) | $400 |
| Braille competition for learners expenses: refund from Special Fund (16) | -$400 |
| Total expenses | $23,402 |
| Surplus Income less Expenditure at 30 June 2022 | $50 |

### Notes to the 2021-2022 Budget

(1) The Requested Annual Grant of $21,722 includes $3,000 which is to be transferred into the BANZAT special fund for ICEB Travel at 30 June 2022.

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

(3) Certificate examination costs have been included with a cost per candidate of $420. We have estimated four candidates. $1,680 has been budgeted in both income and expenditure, a cost neutral provision which is excluded from the Annual Grant.

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

(5) Less Donated Services meeting attendance fees, estimated 8 trustees, at $100 per meeting hour, 11 hours per trustee, -$8,800. However, the Treasurer has not yet confirmed in writing with each trustee their individual situations. The number of trustees opting to have their meeting fees recorded as Donated Services may reduce.

(6) Preparation of fundraising applications, a new budget provision encouraged by the chief executives of the founding organisations at the 4 February meeting, 30 hours @ $60 per hour, $1,800.

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

(8) Website domain name registration (2 addresses), $78.

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

(10) Travel by trustees, air fares, taxis, milage reimbursements, overnight accommodation, $3,000.

(11) Catering, food and (if necessary) room hire, $300.

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

(13) Travel BANZAT delegate to 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.

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

(15) Marketing accreditation, $1,000.

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

It was resolved:

That the draft Budget for 2021-2022 be adopted.

Moved: M. Schnackenberg. Seconded: L. Coleman. (Res. 55-4).

# 6 Draft BANZAT Strategic Plan 2021-2024

The draft Three-year Strategic Plan was circulated to the five founding organisations just prior to our 15 April meeting. We recalled that during the 15 April meeting we were thanked for providing the draft for consultation, but we agreed that BANZAT is the decision maker about its strategic plan.

We then worked through the three-year plan, identifying the items to be included in the first annual plan. We agreed:

• Establish a sustainable financial model for BANZAT.

• In year 1 discuss with Office for Disability Isues.

• Explore fundraising opportunities, employing a contractor.

• Develop and maintain relationships with communities of interests.

• In year 1 revise the Memorandum of Understanding with each founding organisation setting a three-year term for each MoU.

• Attend Australian Braille Authority meeting in May 2022.

• Attend ICEB Mid-Term Executive Committee meeting in June 2022.

• Host ICEB General Assembly in 2024.

• In Year 1 seek consensus among the founding organisations, estimate the costs and scope the viability of hosting.

• Develop a framework of qualifications for learning the braille code in particular for producers.

• In year 1 begin revising Trans-Tasman Certificate of Proficiency in UEB.

• In year 1 investigate lower level braille code qualifications.

• Understanding the braille code in the context of Te Tiriti o Waitangi.

• In year 1 in partnership with Kāpō Māori explore the need for a contracted (Grade 2) braille code for Te Reo Māori.

• Develop partnership with Pacific peoples to enhance literacy through braille.

• In year 1 identify the channels BANZAT might use to reach Pasifika peoples.

• Develop communications strategy to promote the objectives of BANZAT.

• In year 1 identify our audience and a communications tree to connect with the audience.

We agreed that Mary and Wendy would cross-check their notes, revise the Strategic Plan and Annual Workplan and distribute the plans for discussion with trustees by email.

# 7 ICEB and BANZAT Code Maintenance Committee

ICEB 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. Clive Lansink has agreed to take up this responsibility on behalf of BANZAT and he has been formally accepted as our representative by ICEB.

Maria circulated to trustees the report from the ICEB Code Maintenance Officer, Kathy Riessen, charting the recent work of the Code Maintenance Committee.

# 8 ABA and Round Table

Trustees reported briefly on the successful online conference of the Round Table on Information Access for People with Print Disabilities held in May. The Round Table website is making papers and recordings available. Papers were presented by trustees Wendy Richards and David Smith.

# 9 Trans-Tasman Certificate of Proficiency in UEB

We confirmed 2021 exam dates as follows:

• The invitation to sit the certificate exam will go out by Monday 2 August.

• Applications will close by Monday 30 August.

• Each candidate can choose to sit the exam in one of two weeks.

• The first week begins Monday 4 October.

• The second week begins Monday 11 October.

Maria has arranged a Zoom meeting on Thursday 1 July to discuss the Trans-Tasman Certificate of Proficiency in UEB involving Jordie Howell, Josie Howse, Nicola McDowell, Maria Stevens, Craig Cashmore (the software developer of UEB Online) and Frances Gentle.

# 10 Braille competition for learners

Following the success of last year's competition, Amanda recommended another poetry competition be run in 2021. Again the students can choose their own topics. The closing date for entries is 23 September which allows time in the following week to chase up any queries with resource teachers vision before the end of the school term.

Because of delays in importing suitable prizes, Amanda requested BANZAT fund a “prize cupboard” to avoid a last-minute rush to obtain suitable prizes for blind and low vision youngsters.

It was resolved:

That BANZAT establishes a “prize cupboard” up to the value of $500.00 to be funded from the Special Fund from the St Anne's Trust.

Moved: M. Stevens. Seconded: N. McDowell. (Res. 55-5).

We agreed to ask the fundraising contractor to look at potential funding of a competition or an event for blind adults to be run in 2022.

# 11 Promotion, digital engagement and communications

Paul advised the Facebook page is continuing.

# 12 External review of Blind Low Vision NZ

Correspondence about this topic from the RNZFB and Parents of Vision Impaired has been forwarded to trustees.

Following discussion we agreed that BANZAT would not participate in the review. We affirmed that BANZAT is not a consumer group. We agreed that the letter from PVI was not addressed to us, but was copied to us, so there was no need for us to write to PVI. Justine undertook to provide feedback to PVI.

# 13 Strategic Framework for the Provision of Braille Services

We met on 21 April. There was a very useful round up of braille related activities for BLENNZ, BLVNZ, Blind Citizens NZ and BANZAT. John Mulka joined the discussion, the first VLVNZ Chief Executive to do so.

# 14 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.

Paul undertook to endeavour to run a poll about this on BANZAT's Facebook page prior to BANZAT's 14 September AGM.

# 15 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. 55-6).

# 16 Schedule of meetings and closure

Mary advised a trustee has let us know about a clash for the 16 November meeting date to be held at BLENNZ with a BLENNZ immersion course.

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

The meeting closed at 3:11pm.

NOTE: These Minutes were confirmed at Meeting 56 on Tuesday 14 September 2021.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 55, 23 June 2021

To BANZAT group with Unconfirmed Minutes of 9 March meeting 54.

Trustee appointments:

Emails changing the date of the June meeting from 15 June to 23 June;

From and to Vincent Naidu enquiring if the governance training will go ahead in light of the external review of BLVNZ, reassuring him yes please;

From and to Maria Stevens with advice of the resignation from BLVNZ of Chantelle Griffiths;

See Item 4 above.

Income and expenditure:

From Department of Internal Affairs Policy Team re Resuming work to modernise the Charities Act 2005;

From Department of Internal Affairs Policy Team inviting Input into Charities Act work: options material for feedback due by 19 July 2021;

From Charities Services with Charities Services Newsletter - April 2021 and June 2021;

From Charities Services with Charities Services Auckland Financial Reporting Clinics on 23 and 24 June;

From Antony Barron marketing his service GoPoolit “a new fundraising Social Network platform”;

See Item 5 above.

Annual grant increase request:

Emails with John Mulka setting up our meeting on 15 April;

Emails among trustees supporting Wendy's drafts of the Strategic Plan and budget presented to the five founding organisations for discussion on 15 April;

To the chief executives of the five founding organisations with BANZAT papers for Thursday 15 April at 2:15pm (draft strategic plan and draft budget);

To and from John Mulka with a thank you for our 15 April meeting and advising the BANZAT Agenda closes on 11 June 2021;

From John Mulka with feedback from some of the five founding organisations re the draft budget and draft strategic plan, forwarded to trustees;

From John Mulka with feedback from Blind Citizens NZ re the draft budget and draft strategic plan, forwarded to trustees;

From Maria Stevens to Chrissie Cowan to discuss the possibility of developing a Grade 2 code for Te Reo Māori;

To and from Christo de Klerk with a query about Grade 2 braille codes for indigenous languages;

See Item 5.2 above.

ICEB and BANZAT Code Maintenance Committee:

To the ICEB Executive Committee appointing Clive Lansink as BANZAT's voting member on the UEB Technical Committee;

See Item 7 above.

ABA and Round Table:

Several emails from the ABA and the Round Table concerning registrations for the May meetings, the Annual General Meeting with Zoom links and the programme;

See Item 8 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

From and to Tori Foster asking for the dates of the 2021 examination;

Several emails to set up a meeting with ABA about the Certificate which has been agreed for 1 July;

See Item 9 above.

External Review of Blind Low Vision NZ:

From RNZFB Board Chair, Judy Small, announcing an external review of Blind Low Vision NZ;

From Rebekah Graham of PVI with comments about the external review;

From and to Justine Edwards requesting this matter be placed on the June BANZAT Agenda;

See Item 12 above.

Strategic Framework for the Provision of Braille Services:

From Rose Wilkinson arranging the meeting on 21 April;

See Item 13 above.

From Rebekah Graham with Welcome to 2021!

From Rebekah Graham with Arts in April - new eVision!

From Maria Stevens with Braille Music Retreat track on Radio New Zealand Concert.

From Wendy Richards with sampler from the Braille Music Retreat 2021.

From Gordon Chong in the Korean Trade Commission in Auckland, marketing braille material for children produced by a Korean company, referred to Maria Stevens and Karen Stobbs.

# Attachment B: Dates

This refers to Item 16 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

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

Monday, 4 October, week 1 to sit the Trans-Tasman Certificate of Proficiency in Unified English Braille.

Monday, 11 October, week 2 to sit the Trans-Tasman Certificate of Proficiency in Unified English Braille.

Friday, 12 November, send out Agenda for BANZAT meeting 58 on 16 November.

Monday, 15 November, send out Certificate Examination results summaries.

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

Monday, 22 November, applications close for unsuccessful Certificate candidates to take the Re-sits option.

Tuesday, 23 November, Meeting 58 BLENNZ.

Thursday, 9 December, Certificate Re-sits examination papers must be received by the Examiner.

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

16 to 17 May, Round Table on Information Access for People with Print Disabilities, a virtual conference.

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.