The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Unconfirmed Minutes of Meeting 56 of The Braille Authority of New Zealand Aotearoa Trust, held over Zoom on Tuesday 14 September 2021, commencing at 12:35pm.

# 1 Welcome, attendees, apologies

The BANZAT Chair, Maria Stevens, had asked Wendy Richards to take the Chair for the meeting.

Wendy welcomed everyone to the meeting and confirmed the names displaying on Zoom.

She particularly thanked Chantelle Griffiths, attending her final meeting as trustee representing Blind Low Vision NZ. Chantelle has left BLVNZ to pursue other work opportunities. Chantelle thanked trustees for their mentoring, expressed her sadness at leaving the Trust and looked forward to working with us again in the future.

Wendy welcomed Leeanne Wojtowicz who has succeeded Chantelle as BLVNZ appointee. Leeanne is an observer for this meeting and also the AGM and will assume her role on the Trust at the end of the AGM.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Paul Brown | Founding Organisations | 2024 |
| Leyna Coleman | Blind Citizens NZ | 2024 |
| Justine Edwards | Parents of Vision Impaired | 2024 |
| 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 |  |  |
| Leeanne Wojtowicz (new trustee from end of AGM) | Blind Low Vision NZ | 2024 |
| Apologies |  |  |
| None. |  |  |

# 2 Minutes

## 2.1 Confirmation of Minutes

Meeting 55 held on Wednesday 23 June 2021.

It was resolved:

That the Minutes of Meeting 55 of The Braille Authority of New Zealand Aotearoa Trust held on Wednesday 23 June 2021 be confirmed.

Moved: P. Brown. Seconded: N. McDowell. (Res. 56-1). Carried.

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

No matters were raised.

# 3 Correspondence

Mary reported there were no additional items of correspondence received or sent since the circulation of the Agenda on 13 September 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. 56-2).

# 4 Trustee appointments

Trustees whose terms end at the 14 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 wrote to Blind Citizens NZ, Blind Low Vision NZ and Parents of Vision Impaired NZ to ask them to make their appointments. We advertised one vacancy for the position appointed by trustees of the Founding Organisations for which applications closed on 31 July 2021.

Chantelle Griffiths has resigned from BLVNZ. We have been advised by John Mulka that Leeanne Wojtowicz has been appointed to succeed her. She works in the Learning and Development section of BLVNZ. Leeanne started out as a transcriber, then moved to the Adaptive Communications and Adaptive Technology Service before picking up her current role.

Rebekah Graham has advised that Justine Edwards has been reappointed by PVINZ for another three year term.

Paul Brown has been reappointed by the five Founding Organisations for a further three year term. Paul thanked the trustees of the founding organisations for giving him another term on BANZAT.

We have not heard from Blind Citizens NZ. However Leyna is able to stay on until we receive notification from Rose Wilkinson.

# 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** |  |
| 23/06/2021 | **Opening balance ASB Bank account** | **$50,203.57** |
| 24/06/2021 | To TaxiCharge | $48.18 |
| 02/07/2021 | To BLENNZ, lunch 23 June | $108.00 |
| 02/07/2021 | To Nicola McDowell, taxis 23 June | $214.60 |
| 05/08/2021 | To Vinci Law, 23 June governance training from Vincent Naidu | $365.00 |
| 06/08/2021 | To TaxiCharge, 23 June meeting | $225.17 |
| 14/09/2021 | To Justine Edwards, reimbursement not subject to income tax or GST, 200 Km Hamilton-BLENNZ return, 23 June meeting | $164.00 |
| 14/09/2021 | **Closing balance ASB Bank account** | **$49,078.62** |
|  | Made up of |  |
| 30/06/2021 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2,174.53 |
| 30/06/2021 | ICEB Travel Fund | $6,900.00 |
| 30/06/2021 | Liability to trustees, meeting fees | $2,365.00 |
| 30/06/2021 | Liability to BLVNZ, payment Accessible Formats Service, staff time for 2020 Certificate Examination | $12,119.28 |
| 30/06/2021 | Liability to A I Comms, website upgrade for 2021 Certificate application form | $575.00 |
| 30/06/2021 | Liability to A I Comms, Mary's hours | $3,900.00 |
| 14/09/2021 | General Fund | $21,044.81 |

### Commentary – Mary Schnackenberg

Amanda Gough is now a BANZAT administrator on the ASB Bank Fastnet Business website and has begun authorising payments with Wendy and me.

I apologised to trustees for not having prepared the end of year financial statements and non financial information for the Performance Report to 30 June 2021. The folder of papers of the Performance Report and supporting accounts information must go to the reviewer as soon as possible. The Performance Report with the reviewer's appraisal will be available to trustees well before the BANZAT November meeting, in good time for presentation to Charities Services by the due date of 31 December 2021.

We have listed in the table above several liabilities including meeting fees, payment to BLVNZ for the 2020 Certificate Exam time costs incurred by Accessible Formats Service staff and 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: W. Richards. (Res. 56-3).

## 5.2 Annual grant increase request

John Mulka has written seeking an answer about the PVINZ query about benefits to blind children, young adults and adolescents, as well as the plans pertaining to international travel. We agreed to prepare this letter promptly.

When we have finalised the 2020-2021 accounts, we will repeat our request made in April 2021 for a grant of $21,722.00. This grant request was discussed with some of the chief executives of the five founding organisations on 15 April 2021.

# 6 Draft BANZAT Strategic Plan 2021-2024

An earlier draft was discussed at our 23 June meeting.

Wendy talked through the progress made by herself and Mary. We were encouraged to link goals in the plan to the points in the Mission Statement so the audience can clearly see the flow from the Mission to the goals. Wendy undertook to rework the draft plan and send it out to trustees for feedback this week.

# 7 ICEB and BANZAT Code Maintenance Committee

## 7.1 ICEB events

Under Kathy Riessen's leadership, the Code Maintenance Committee of ICEB is progressing with UEB Rulebook updates. Maria Stevens is our voting representative on this committee. In addition to email discussions, two Zoom meetings have been held. A cluster of amendments to the Rulebook is close to being finalised.

The Technical Committee of ICEB is responsible for updating the Guidelines for Technical Materials, originally prepared by Janet Reynolds of New Zealand. Donal Fitzpatrick from Ireland is the Chair of this Committee and Clive Lansink is New Zealand's voting representative on it.

The September issue of the ICEB Newsletter came out in late August for readers subscribed to the ICEB Announcements list. If you haven't received the September newsletter, please subscribe to the Announcements list by sending a message to <iceb-announce+subscribe@groups.io>.

The ICEB Executive Committee continues to meet monthly and highlights from the meeting held the morning of 14 September were shared.

The Executive Committee is planning its Mid-Term meeting to be held from 31 May to 4 June. It will be both virtual and face to face for those who may be able to travel to and from and within Canada, depending on any COVID restrictions in force at the time.

The 1996 edition of the International Manual of Braille Music was the subject of an ICEB Resolution last October. Then we resolved to produce a complete new edition. The Executive Committee has now agreed to produce a supplement to the Manual because a new edition would require considerable resources that are not available to ICEB at this time.

## 7.2 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. We review this Committee's membership in November each year.

Maria advised the Code Maintenance Committee has not needed to meet.

# 8 ABA and Round Table

Maria advised that the Round Table has set dates for 2022 as Monday 16 and Tuesday 17 May. They are planning a virtual conference. The call for papers will go out shortly.

The Sound Advice guidelines are being revised, hopefully in time for the 2022 Round Table. Simon Lynch from the BLVNZ studios will be involved in the revision subcommittee.

# 9 Trans-Tasman Certificate of Proficiency in UEB

The applications process for 2021 went online this year, with the update to the BANZAT website programmed by Clive Lansink of A I Comms. This has significantly speeded up the processing time for the applications received from the 12 candidates.

On 1 July we held our first meeting with ABA to consider moving the Certificate exam online using the UEB Online platform run by NextSense. NextSense is the trading name of the Royal Institute for Deaf and Blind Children (RIDBC). Frances Gentle, current president of ICEVI, is overall responsible for UEB Online.

BANZAT was represented at the 1 July meeting by Maria, Nicola and Mary. From ABA were Frances Gentle, Jordie Howell, Tristan Clare, Josie Howse, Kathy Riessen and the UEB Online software developer Craig Cashmore.

Frances is encouraging the Trans-Tasman Certificate exam to go online and to be available for candidates to sit the exam when they have completed the UEB Online course at any time of the year. Frances would appreciate a financial contribution from New Zealand if our end of the exam goes online through the UEB Online platform. No dollar amounts were mentioned.

Of particular interest was discussion about the fact that the New Zealand Certificate Part A contains a waiata. We explained that Te Reo Māori is one of New Zealand's official languages.

More discussions will occur, to be convened over Zoom by Maria.

ABA has asked BANZAT if we would accept electronic files from blind candidates who would previously have used a Perkins to produce hardcopy exam answers? Blind candidates would submit a memory stick of their BRF and print exam files. Sighted candidates are able to submit memory sticks of their files, signing a statement that translation software has been switched off. For marking, the BRF files of Parts A and C are embossed from memory sticks and the Word files of Part B answers are printed. Following discussion we agreed to use hardcopy braille papers of Parts A and C this year in New Zealand. However we supported ABA allowing blind candidates to use electronic files if they wished to do so.

# 10 Braille competition for learners

By email, trustees agreed to extend the closing date of this year's poetry competition to Friday 29 October. The students are allowed to braille their poems on electronic braille devices so long as they use six-key entry and the translator is switched off. Teachers are running online courses about poetry for students.

Just as with the 2020 competition, entries will be posted to Maria in Parnell. We agreed the markers will be Maria, Leyna, David and Chantelle Griffiths during the week of 1 November. Students have been invited to submit videos of them reading their poems. Trustees may be able to view the videos at our November meeting.

# 11 Promotion, digital engagement and communications

The BANZAT Facebook page has 120 followers. The posts receive between 40 and 60 interactions. There are not many comments but sharing and liking. We accepted Chantelle's offer to continue to post to the Facebook page. We also agreed to add Amanda Gough as an administrator of the page.

Thinking about the Facebook survey concerning the capitalisation of braille, we accepted Amanda's advice that Microsoft forms is accessible and could be used as survey software.

# 12 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.

We agreed to strengthen the privacy and confidentiality provisions in Policy 7 Accreditation of braille producers working in New Zealand Section 8 and add a new Section 1.3 to refer to the Marrakesh Treaty. Blind Citizens NZ raised some concerns. We wanted to have a face to face meeting with their Chief Executive, Rose Wilkinson. She has reminded us of this in this meeting's correspondence schedule. We agreed to invite Rose to our November meeting.

# 13 Preparations for AGM

We discussed the names to honour in Item 2 In Memoriam. In Item 3.2 Matters Arising from the Minutes we agreed to explain we had not been able to progress the capitalisation of braille.

We finalised words for Item 4 about the Highlights for the Year Ended 30 June 2021. Trustees agreed to speak to the various highlights.

# 14 Trustee reports

• Blind and Low Vision Education Network NZ (BLENNZ): Amanda Gough, Karen Stobbs. The Level 4 lockdown was initiated so quickly that some students' equipment was at school and could not be retrieved for use at home. Innovative approaches were used to help students continue their learning with the resources they had.

• Blind Citizens NZ: Leyna Coleman. The National Conference is going ahead from 8 to 10 October. Blind Citizens NZ is working with Government to make available documents about COVID-19 in audio and braille formats.

• Blind Low Vision NZ: Chantelle Griffiths, David Smith. Braille producers are now much more able to tidy up the Word files they receive with use of new macros, speeding up braille production.

• Braille Music: Dr Wendy Richards. All but one of Wendy's students have continued with lessons using their technology.

• Kāpō Māori: Maria Stevens. Nothing to report.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Dr Nicola McDowell. Fortunately the programme is delivered mostly online. However Massey has good guidelines to support students during lockdowns. The focus is on wellbeing and whānau.

• Parents of Vision Impaired NZ Inc.: Justine Edwards. Nothing to report.

It was agreed:

That the above written and verbal reports be received. (Res. 56-4).

# 15 New business

No items were raised.

# 16 Schedule of meetings and closure

The 16 November date is clashing with a BLENNZ immersion course. We agreed to shift the next meeting date to Tuesday 23 November with the venue still at BLENNZ.

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

The meeting closed at 2:26pm.

NOTE: These Minutes were confirmed at Meeting 58 on Tuesday 23 November 2021.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 56, 14 September 2021

Administration:

To BANZAT trustees with the Confirmed BANZAT Minutes for Meeting 54 on 9 March 2021; and the Unconfirmed BANZAT Minutes for Meeting 55 on 23 June 2021;

To BANZAT trustees advising a delay in sending out the 14 September Agendas;

To BANZAT trustees about the need to shift the date for the November meeting.

Trustee appointments:

To the NZ Braille Group advertising a vacancy on BANZAT among the positions appointed by the founding organisations with a closing date of 31 July;

From Paul Brown with an expression of interest for the vacancy;

To Paul Brown (from the Chair Maria Stevens) advising he has been appointed to BANZAT for a further three-year term;

To Rose Wilkinson re Blind Citizens NZ appointee to BANZAT;

To and from Dr Rebekah Graham re PVINZ appointee to BANZAT with advice of the reappointment of Justine Edwards;

To and from John Mulka re BLVNZ appointee to BANZAT with advice of the appointment of Leeanne Wojtowicz;

See Item 4 above.

Income and expenditure:

To and from Vinci Law with a letter of appreciation and a donation tax receipt of $650.00 for the Governance training provided by Vincent Naidu on 23 June;

From ASB Bank offering a new service whereby BANZAT can use FastNet Classic on its two-to-sign accounts for making payments and certain other transactions;

From Charities Services advising it's your charity's end of financial year so start preparing your financial accounts;

From Charities Services with Charities Services Update – COVID Impact Survey and Upcoming Webinar;

From Charities Services with Charities Services Newsletter - August 2021;

From Department of Internal Affairs with Reminder: Modernising the Charities Act feedback by 19 July 2021;

From Inland Revenue with Changes coming to businesses and employers;

See Item 5 above.

Annual grant increase request:

From John Mulka seeking an answer about PVI's query about benefits to blind children, young adults and adolescents, as well as the plans pertaining to international travel, and offering to resume the conversation amongst the founding organisations in terms of the funding of BANZAT's operational needs for the current fiscal year;

See Item 5.2 above.

ABA and Round Table:

From ABA with ABA Facebook updates for May and June 2021;

See Item 8 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

To New Zealand Braille Group with invitation to sit the 2021 Trans-Tasman Certificate exam;

From and to 12 candidates re their applications;

See Item 9 above.

Braille competition for learners:

Emails among trustees agreeing to the request from Amanda Gough to extend the closing date to Friday 29 October;

See item 10 above.

Accreditation of producers and professional development:

From and to Rose Wilkinson with Follow-up to letter of 20 February 2020, and meeting request;

See Item 12 above.

From and to Nicole Reynolds re Special Needs & Oral Health, asking BANZAT to add a link to their website about this subject. We have explained our website focuses on braille in the countries of ICEB.

From and to Olivia Parker at Vision Resource, asking BANZAT to add a link to their website. We have explained our website focuses on braille in the countries of ICEB.

From Rebekah Graham with July eVision! PVI newsletter.

From Chantelle Griffiths re the Braille Music Podcast Interview.

To 55 individuals with an invitation to the BANZAT AGM, dealing with 34 replies.

To 23 individuals who had replied they wished to attend the BANZAT meeting advising them about the Zoom link.

# Attachment B: Dates

This refers to Item 16 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

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 23 November BANZAT meeting should advise the Secretary by 16 November.

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

Tuesday, 23 November, Meeting 58, BLENNZ, 2 McVilly Road, Manurewa.

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.

TBC 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.