The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 58 of The Braille Authority of New Zealand Aotearoa Trust, held over Zoom on Tuesday 23 November 2021, commencing at 12:35pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She especially welcomed Leeanne Wojtowicz who has succeeded Chantelle Griffiths at a trustee appointed by Blind Low Vision NZ. Leeanne advised she had a commitment agreed prior to her appointment to BANZAT and she would have to leave the meeting at about 1:45pm. Maria also advised that Karen Stobbs was an apology and she welcomed Elaine Gilmour who was standing in for Karen.

Maria told us she had agreed to an addition to the Agenda, a talk from Chantelle Griffiths about her new project. Chantelle would join us on Zoom about 1:45pm.

Maria began the roll call.

|  |  |  |
| --- | --- | --- |
| 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 |
| 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 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |
| Observers |  |  |
| Elaine Gilmour | BLENNZ |  |
| Apologies |  |  |
| Karen Stobbs | BLENNZ | 2023 |

# 2 Minutes

## 2.1 Confirmation of Minutes

It was pointed out that Amanda Gough should be described as an Administrator and not a Signatory for Fastnet Business. Maria's name had a missed capital M.

It was resolved:

That the Minutes of Meeting 56 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 14 September 2021 be confirmed, subject to the above corrections being made.

Moved: W. Richards. Seconded: A. Gough. (Res. 58-1).

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

No matters were raised.

## 2.3 AGM Minutes

It was agreed:

That the Unconfirmed Minutes of the BANZAT Meeting 57 (AGM) on 14 September 2021 are ready for upload to the website; and

the issue of whether braille should be capitalised be resolved prior to the 2022 AGM. (Res. 58-2).

# 3 Correspondence

Mary went through the items of correspondence received or sent since the circulation of the Agenda on 12 November 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. 58-3).

# 4 Trustee appointments

Trustees whose terms end at the September 2022 AGM are:

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Amanda Gough | BLENNZ | 2022 |
| David Smith | Blind Low Vision NZ | 2022 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |

Each trustee is eligible for reappointment.

# 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** |  |
| 14/09/2021 | **Opening balance ASB Bank account** | **$49,078.62** |
| 28/10/2021 | From Inland Revenue, GST refund for period from 1 April 2021 to 30 September 2021 | +$2,017.13 |
| 17/11/2021 | To Justine Edwards, meeting fees September, November 2020, March, June, September 2021; $1,450.00 les 20% withholding tax | $1,160.00 |
| 17/11/2021 | To Inland Revenue, payment of withholding tax on Justine Edwards meeting fees | $290.00 |
| 18/11/2021 | To Audio described Aotearoa, Paul Brown meeting fees, September, November 2020, March, June, September 2021; $1,450.00 plus GST | $1,667.50 |
| 23/11/2021 | To Amanda Gough, reimbursement cost of prizes for 2021 children's poetry competition | $88.98 |
| 23/11/2021 | To A I Comms, administration November 2020 | $790.63 |
| 23/11/2021 | To A I Comms, administration and reimbursements December 2020 | $407.50 |
| 23/11/2021 | To A I Comms, administration January-February 2021 and reimbursements | $1226.76 |
| 23/11/2021 | To A I Comms, administration March and reimbursements | $503.13 |
| 23/11/2021 | To A I Comms, administration April-June and reimbursements | $1,010.16 |
| 23/11/2021 | **Closing balance ASB Bank account** | **$43,951.09** |
|  | Made up of |  |
| 23/11/2021 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children, $2,245.86 + GST | $2,582.74 |
| 23/11/2021 | ICEB Travel Fund, $6,000.00 + GST | $6,900.00 |
| 23/11/2021 | General Fund | $34,468.35 |

### Commentary – Mary Schnackenberg

I wish to apologise to trustees for the delay in preparing the annual accounts which are included in the Performance Report. I especially apologise to our two trustees whose meeting fees have been delayed. These fees have now been paid out in the above payments.

BANZAT has two further liabilities which will be paid out when the daily limit for ASB Bank administrators is increased from $5,000 to $15,000. They are:

To A I Comms, Administration July September and reimbursements: $1,305.68; and

To Blind Low Vision NZ, costs of 2020 BLENNZ Certificate 26 candidates: $11,345.33.

The Performance Report to 30 June 2021 has been signed off by the reviewer. The draft report circulated with this Agenda has been updated with amendments to the non financial section requested by trustees. The reviewer requested an addition to Note 6 in the financial section about Related Parties which adds the names of the two trustees who are receiving meeting fees.

I recommend trustees adopt the Performance Report as circulated with this Agenda, unless there are further additions or corrections.

It was resolved:

That the Treasurer's report be received;

that payments be approved; and

that the Performance Report for the Year Ending 30 June 2021 as circulated with the Agenda be adopted.

Moved: M. Schnackenberg. Seconded: P. Brown. (Res. 58-4).

## 5.2 Annual grant increase request

After BANZAT liabilities as at 30 June 2021 and our expenses and liabilities have been met from 1 July 2021 to now, our General Fund is holding $21,817.34.

We should consider whether to request the full budget ask of $21,722 which we made at our 15 April meeting with the five founding organisations. The following items will not be spent in the 2021-2022 financial year:

• We held our September and November 2021 meetings over Zoom saving $1,000 in travel costs.

• One trustee has not claimed meeting fees, saving $1,100.

• The Round Table on Information Access for People with Print Disabilities will be held online next May saving $2,300.

• The ICEB Executive Committee has resolved to hold the Mid-Term Executive Committee meeting next June online, saving $2,000 from the General Fund with no expenditure from the ICEB Travel Fund.

• These savings total $6,400.

• This gives a reduced budget of $15,322 excluding GST.

Discussion favoured submitting the reduced budget bid. In a covering letter we agreed to explain why we wished to retain $3,000 for ICEB travel, even though we will not need to call on this amount in the current year.

We further agreed to repeat our request raised in March 2019 for ongoing funding of the annual running costs of BANZAT. The Strategic Plan in the Finance section has “Goal 10. Establish a sustainable financial model”. For the 2022-2023 year we agreed to seek $22,000 with a 5% increase in the 2023-2024 year giving $23,100.

It was resolved:

That the 15 April 2021 budget bid be reduced to remove expense amounts not needed;

That BANZAT seek $15,322.00 + GST in the year to 30 June 2022;

That BANZAT seek ongoing funding of $22,000.00 + GST in the year to 30 June 2023; and

That BANZAT seek a 5% increase giving $23,100.00 in the year to 30 June 2024.

Moved: M. Stevens. Seconded: J. Edwards. (Res. 58-5).

# 6 BANZAT Strategic Plan 2021-2024

Draft 4 of the Strategic Plan 2021-2024 with the Annual Work Plans added was circulated by Wendy on 11 November and also with the Agenda. Some additions and clarifications of actions in the appropriate years in the Annual Work Plans were agreed.

It was resolved:

That the three year Strategic Plan 2021-2024 be adopted with final amendments agreed during the meeting to be approved by email within seven days.

Moved: W. Richards. Seconded: P. Brown. (Res. 58-6).

# 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. A meeting of CMC delegates was held over Zoom on 18 November which may adopt proposed revisions to the UEB Rulebook. Any revisions must then be adopted by resolution of the ICEB Executive Committee.

The ICEB Executive Committee has confirmed the Mid-Term Executive Committee meeting will be held online, most likely from Sunday 5 to Thursday 9 June 2022. The Committee has also agreed to produce a supplement to the International Manual of Braille Music 1996.

## 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.

It was agreed Maria would confirm the membership by email. She expects a meeting of the New Zealand CMC will be needed soon to discuss the proposed amendments to the UEB Rulebook.

# 8 ABA and Round Table

The Australian Braille Authority (ABA) will hold its Annual Meeting on Saturday 14 May 2022. The Round Table on Information Access for People with Print Disabilities will meet on Monday 16 and Tuesday 17 May. The Round Table Workshop and AGM will take place on Wednesday 18 May. The Round Table Executive is calling for abstracts for papers and organising speakers and other presentations.

# 9 Trans-Tasman Certificate of Proficiency in UEB

During the exam period there was heightened stress among candidates about the reliability of the courier service. Two candidates dropped out of the examination for two different reasons.

Ten papers were received and marked. Seven passed. Three were unsuccessful two of whom have taken up the Re-sits option. The third unsuccessful candidate has said they will try again next year. The errors reports and the certificates will be sent out after the Re-sits process has been completed, most likely prior to the Christmas holiday break.

# 10 Braille competition for learners

Amanda reported there were ten entries this year, just two down on last year. Considering the impact of COVID-19 on learners in Northland, Auckland and the Waikato this was a tremendously good result.

Amanda warmly thanked the judges and Maria's team for producing in braille the books of the poems that were entered. The certificates and the comments from the judges were heart-warming.

Amanda was congratulated for the selection of blind-friendly, child-appropriate prizes purchased for the learners.

The resource teachers vision of the entrants in the competition took videos of them reading their poems with the signed permission of the parents and approval from Karen Stobbs, the BLENNZ Principal. We were advised the videos were not a major factor in the judging. One of the judges commented that you cannot help but be impressed seeing the fingers running across the pages and the joy on their faces.

Following discussion, Amanda agreed to show the parents the completed videos. At this stage the videos are secure on the BLENNZ intranet and only the judges have seen them. They have not yet been posted on the BANZAT website.

# 11 Promotion, digital engagement and communications

Paul reported a steady flow of BANZAT Facebook posts and likes. He will look at adding Amanda and Nicola as administrators of the Facebook page.

We discussed preparing prior to Christmas a BANZAT 4 January release for the website and Facebook page. We could:

• launch the results of the braille poetry competition including videos (if approval has come from parents);

• the video of Paul reading “Hairy Maclary scar faced claw” by Lynley Dodd;

• promote the 2022 Trans-Tasman Certificate examination and the value of the qualification.

Paul undertook to work with Amanda about the 4 January release.

# 12 Accreditation of producers and professional development

The proposed training programme for the accreditation of braille producers working in New Zealand is now in the three-year Strategic Plan.

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. In the Correspondence schedule for this meeting are emails between us about the change of date for the November meeting from 16 November to 23 November. We continue to try to arrange a face to face meeting, delayed by COVID-19. This is also mentioned in the Performance Report to 30 June 2021.

# 13 Capitalisation of braille

This was raised by Jonathan Mosen during our 2020 AGM. Our 17 November 2020 Minutes report: That BANZAT investigates whether the word braille should be capitalised at all times. (Res. 53-8). We have not been able to survey New Zealand braille readers as suggested by Jonathan.

Amanda and Paul undertook to action a survey via Google Forms.

# 14 Presentation from Chantelle Griffiths

At 1:53pm Chantelle Griffiths joined the meeting to share information about her work since she left her role as a braille instructor with Blind Low Vision NZ in June.

With two blind colleagues Chantelle has set up the Tactile and Technology Literacy Centre. They believe there is a great need for more access to tactile and braille for our community. They are striving to re-imagine what it means to master our sense of touch in our daily lives. Amongst blind adults there are gaps in understanding and outreach to groups such as Pasifika and other cultures. They seek to grow tactile skills beyond English literacy into music, science and maths. Their vision is to partner with everyone including consumer groups.

They are planning to import and/or use locally generated technology to expand tactile graphics production. They are writing a curriculum around developing the sense of touch. They are working with the Global Centre of Possibilities and the AUT University Entrepreneur School. They have received their first lot of funding. They intend to launch their website and a social media strategy. They want to have their producers fully accredited through the Trans-Tasman Certificate and BANZAT's accreditation scheme for producers using computers to translate braille. They are holding a showcase event on Friday 3 December, the International Day of Disabled Persons. There will be an official launch early in 2022.

Maria told us that Chantelle has shown her some very interesting examples of tactile graphics.

We wished Chantelle the very best for her project. Her presentation concluded at 2:12pm.

# 15 reports

• Blind and Low Vision Education Network NZ (BLENNZ): Amanda Gough, Elaine Gilmour. Elaine spoke about the video footage of BLENNZ learners using LEGO Braille Bricks. This is about learning through play.

• Blind Citizens NZ: Leyna Coleman reported that the National Conference in October went well.

• Blind Low Vision NZ: David Smith, Leeanne Wojtowicz. The Accessible Formats Service is busy with exams, producing 250 braille pocket calendars, helping to judge the poetry competition and marking Certificate exam papers.

• Braille Music: Dr Wendy Richards. A good deal of work has had to move online. A highlight has been using technology to enable a virtual choir where learners each recorded their part supported by a piano backing track. The parts were joined together successfully, to the delight of the virtual choir and also BANZAT trustees to whom Wendy played two tracks. She reported that 2022 marks 20 years of the Homai Music School.

• Kāpō Māori: Maria Stevens said she had nothing to share.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Dr Nicola McDowell. The Specialist Teaching Programme has finished for 2021 with nine resource teachers vision and two developmental orientation and mobility instructors completing their final two papers and 11 resource teachers vision completing their first year of study.

• Parents of Vision Impaired NZ Inc.: Justine Edwards will ask parents for ideas about how we might celebrate 4 January.

It was agreed:

That the above written and verbal reports be received. (Res. 58-7).

# 16 New business

A trustee asked if future BANZAT meetings could be held in a hybrid way with both face-to-face and over Zoom. Zoom is available in Awhina House and also at BLENNZ so this would be possible.

# 17 Schedule of meetings and closure

We discussed and agreed our 2022 meeting schedule. Nicola offered to send out the Outlook calendar invitations for Mary which was gladly accepted. The dates are here and in Attachment B to the Minutes.

Tuesday, 15 March 2022, Meeting 59, BLVNZ, Awhina House, Parnell.

Tuesday, 14 June, Meeting 60, BLENNZ, Homai Campus, Manurewa.

Tuesday 13 September, meetings 61 and 62 (AGM, BLVNZ, Awhina House, Parnell.

Tuesday, 15 November, Meeting 63, BLENNZ, Homai Campus, Manurewa.

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

The meeting closed at 2:50pm.

NOTE: These Minutes were confirmed at Meeting 59, Tuesday 15 March 2022.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 58, 23 November 2021

Administration:

Confirmed Minutes for Meeting 55 held on 23 June 2021; Unconfirmed Minutes for Meeting 56 held on 14 September 2021; Confirmed Minutes for the AGM on 15 September 2020 Meeting 52; and Unconfirmed Minutes for the AGM held on 14 September 2021 Meeting 57.

Trustee appointments:

To Rose Wilkinson seeking a reply to our letter of 30 June 2021 about the Blind Citizens NZ appointee to BANZAT;

From Rose Wilkinson apologising for the delay and confirming the appointment of Leyna Coleman until the AGM in 2024;

See Item 4 above.

Income and expenditure:

Correspondence with two trustees re meeting fees;

Emails with trustees re draft 1 of the Performance Report;

To and from Peter Hine arranging his review of the Performance Report and the folder of the Accounts;

From Peter Hine with his signed Review of the Performance Report and the Accounts;

From Discount Domains with reminder about extending a BANZAT web domain for a further 12 months;

From Inland Revenue with filing date for the October GST return and its extension to 4 November;

From Charities Services with an invitation to attend Charities Services Annual Meeting over Zoom;

From Charities Services with Charities Services Annual Meeting recording and survey;

From Charities Services with Newsletter October 2021;

See Item 5 above.

Strategic Plan

Correspondence with trustees about the BANZAT Strategic Plan 2021-2024;

See Item 6 above.

ICEB and BANZAT Code Maintenance Committee:

From Braille Literacy Canada with link to their braille symposium recordings, forwarded by Maria Stevens;

From ICEB with news release ICEB affirms importance of braille during times of international crises and pandemic;

See Item 7 above.

ABA and Round Table:

From the Round Table re RaisedMath Project, forwarded by Maria Stevens;

From the Round Table with 2022 Round Table Conference - Call for Abstracts;

See Item 8 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

correspondence with candidates;

See Item 9 above.

Accreditation of producers and professional development:

To and from Rose Wilkinson confirming the date of the November meeting;

To Rose Wilkinson about Policy 7 and your attendance at a face to face meeting, and advising the first BANZAT meeting for 2022 is proposed for 8 March;

See Item 12 above.

From and to Wendy Richards with Copyright Workshop for Artists with vision impairment.

From and to Mark Gear with a question about braille signage, referring him to the BLVNZ website and Maria Stevens.

To BANZAT Group advising that Maria Stevens won the RNZFB Chairman's Award at the AGM on 13 November;

# Attachment B: Dates

This refers to Item 17 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

Friday, 13 May, Registrations close to attend the International Council on English Braille Mid-Term Executive Committee meeting to be held online from New Zealand time Monday 6 to Friday 10 June. The link to register is <http://www.iceb.org/register>.

Saturday, 14 May, Annual Meeting, Australian Braille Authority, online.

Monday 16 to Tuesday 17 May, Round Table on Information Access for People with Print Disabilities, online.

Wednesday, 18 May, Round Table Workshop and AGM, online.

Friday, 3 June, email Agenda for BANZAT meeting 60 on 14 June.

Monday 6 June to Friday 10 June, (New Zealand time), International Council on English Braille, Mid-Term Executive Committee meeting, online.

Tuesday, 7 June, observers who wish to attend the 14 June BANZAT meeting should advise the Secretary by this date.

Tuesday, 14 June, BANZAT Meeting 60, BLENNZ, Homai Campus, Manurewa.

Monday, 1 August, email invitation to sit the 2022 Trans-Tasman Certificate of Proficiency in Unified English Braille.

Monday, 29 August, applications close to sit the Certificate in UEB.

Wednesday, 31 August, take down the Certificate Application Form on the BANZAT website.

Friday, 2 September, email Agenda for BANZAT meetings 61 and 62 (AGM) on 13 September.

Tuesday, 6 September, observers who wish to attend the 13 September BANZAT meeting should advise the Secretary by this date.

Tuesday, 13 September, BANZAT meetings 61 and 62 (AGM, BLVNZ, Awhina House, Parnell.

Tuesday, 27 September, courier examination papers for Week 1 for Certificate in UEB.

Monday, 3 October to Sunday, 9 October, Week 1 Certificate in UEB.

Tuesday, 4 October, courier examination papers for Week 2 for Certificate in UEB.

Monday, 10 October to Sunday 16 October, Week 2 Certificate in UEB.

Wednesday, 12 October, Week 1 Certificate Examination papers must be received by the Examiner.

Wednesday, 19 October, Week 2 Certificate Examination papers must be received by the examiner.

Friday, 4 November, email Agenda for BANZAT meeting 63 on 15 November.

Tuesday, 8 November, observers who wish to attend the 15 November BANZAT meeting should advise the Secretary by this date.

Monday, 14 November, email to candidates results summaries, Certificate in UEB.

Tuesday, 15 November, BANZAT Meeting 63, BLENNZ, Homai Campus, Manurewa.

Monday, 21 November, applications close for unsuccessful candidates to take the Re-sits option for the Certificate in UEB.

Thursday, 8 December, Certificate Re-sits examination papers must be received by the Examiner.

Week of 12 December, courier errors reports to all Certificate candidates. Courier certificates to candidates who have passed.

Wednesday, 4 January 2023, World Braille Day, 214 years since 4 January 1809, birthday of Louis Braille.

Wednesday 18 to Friday 20 January 2023, SPEVI Conference online (South Pacific Educators in Vision Impairment).

## 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.

14 September 2021, Meeting 57, BANZAT 11th Annual General Meeting, held via Zoom because of COVID-19 restrictions.