The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 59 of The Braille Authority of New Zealand Aotearoa Trust, held over Zoom on Tuesday 15 March 2022, commencing at 12:37pm.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. We confirmed everyone was present on Zoom.

|  |  |  |
| --- | --- | --- |
| 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 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 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |
| Observers |  |  |
| There were no observers. |  |  |
| Apologies |  |  |
| Dr Nicola McDowell | Founding Organisations | 2023 |

# 2 Minutes

## 2.1 Confirmation of Minutes

It was resolved:

That the Minutes of Meeting 58 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 23 November 2021 be confirmed.

Moved: P. Brown. Seconded: A. Gough. (Res. 59-1).

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

No matters were raised.

# 3 Correspondence

Mary advised there were no new pieces of correspondence to report since the Agenda went out on 6 March 2022. 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. 59-2).

# 4 Trustee matters

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 |

The Secretary will write to BLENNZ, BLVNZ and Kāpō Māori to bring this matter to their attention. Each trustee is eligible for reappointment.

When BANZAT representatives met with some of the founding organisations in April 2021 to discuss the annual grant, PVINZ asked some questions about BANZAT's work with youth. These were later sent to us by John Mulka. We discussed a draft reply which had been circulated to trustees.

Following further suggestions:

It was agreed:

That Wendy and Mary would finalise the letter answering questions from PVINZ and send it to the five founding organisations and Justine Edwards, PVINZ's appointee to BANZAT. (Res. 59-3).

# 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** |  |
| 23/11/2021 | **Opening balance ASB Bank account** | **$43,951.09** |
| 30/11/2021 | To A I Comms, administration July-September and reimbursement | $1,305.68 |
| 16/12/2021 | To Justine Edwards, meeting fees 23 November 2021 | $200.00 |
| 16/12/2021 | To Inland Revenue, Justine Edwards Schedular Payment of withholding tax on meeting fees | $50.00 |
| 16/12/2021 | To A I Comms, routine administration, certificate administration, reimbursements October-November 2021 | $928.68 |
| 16/12/2021 | To Audio Described Aotearoa, Paul Brown meeting fees 23 November 2021 | $287.50 |
| 16/12/2021 | From Blind & Low Vision Education Network NZ payment for eight 2021 Certificate candidates @ $420 per candidate + GST | +$3,864.00 |
| 30/12/2021 | To Charities Services, fee to lodge annual return for charities with income over $10,000 | $51.11 |
| 30/12/2021 | To Blind Low Vision NZ, refund costs to Accessible Format Service of 2020 BLENNZ Certificate 26 candidates | $11,345.33 |
| 04/02/2022 | To International Council on English Braille, 2022 membership fee | $778.48 |
| 08/02/2022 | To International Council on English Braille, NTRF (Nostro Transfer) fee charged by the Bank of Nova Scotia | $7.68 |
| 15/03/2022 | **Closing balance ASB Bank account** | **$32,860.63** |
|  | Made up of |  |
| 15/03/2022 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children, balance 30 June 2021 $2,245.86 + GST | $2,582.74 |
| 15/03/2022 | ICEB Travel Fund, balance 30 June 2021 $6,000.00 + GST | $6,900.00 |
| 15/03/2022 | General Funds | $23,377.89 |

### Commentary – Mary Schnackenberg

We filed the return to Charities Services and paid their fee on time. In Correspondence is a letter from the Department of Internal Affairs letting me know I would be contacted to complete a survey about my interactions with Charities Services. I was phoned and I completed the survey.

We paid to Blind Low vision NZ the costs to run the 2020 Certificate Exam for the BLENNZ candidates. BLVNZ has raised an invoice for the same amount for our records.

We invoiced BLENNZ the amount of $3,864.00 for the costs of their eight 2021 Certificate candidates. This was paid very promptly. We now need to pay BLVNZ their costs, after subtracting the administration costs incurred by BANZAT. The amount owed to BLVNZ is $3,470.70. When that payment is made it will leave a balance in the General Funds of $19,907.19 including GST or $17,310.60 excluding GST.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: P. Brown. (Res. 59-4).

## 5.2 Annual grant request

A revised Annual Grant request was circulated on 13 March. It asked for $12,733 + GST totalling $14,642.95. Mary suggested that trustees might consider reducing some amounts in the budget as they may not be spent prior to 30 June. For example, we have not begun to look at retaining a fundraiser.

Following discussion, several trustees said it was important to push ahead on the fundraising and other activities.

It was resolved:

That the revised Annual Grant request of $12,733 + GST totalling $14,642.95 be approved as circulated.

Moved: M. Schnackenberg. Seconded: W. Richards. (Res. 59-5).

# 6 BANZAT Strategic Plan 2021-2024 and Work Plan 2021 – 2022

We finalised the Strategic Plan on 23 November and we moved to formally adopted.

It was resolved:

That the Strategic Plan 2021-2024 finalised on 23 November 2021 be adopted.

Moved: W. Richards. Seconded: M. Stevens. (Res. 59-6).

Wendy guided us through the Work Plan for the current 2021-2022 year. We agreed to keep the Annual Work Plan on our Agenda for each meeting.

## 6.1 Communications

“Identify BANZAT audience and best way to communicate with them”.

Wendy (Convenor), Paul, Amanda, Leeanne, with Karen to shoulder-tap Karen G.

## 6.2 Collaboration

“a. Revise MOU's with founding organisations”

Mary to collaborate with founding organization appointees

“b. Attend mid-term meeting of ICEB Executive Committee”

Initiated: being held online. Maria and Mary on Executive Committee. Free registrations close on 13 May. Trustees and anyone connected with braille are encouraged to attend as observers.

“c. Attend ABA and Round Table conference”

Initiated: being held online. Maria is our delegate to ABA and serves on the Round Table Executive.

“d. Seek consensus and costs for viability to host ICEB general assembly in 2024”

Mary to report back in June

## 6.3 Website upgrade to support Trans-Tasman Certificate of Proficiency in UEB

Completed.

## 6.4 Financial: Establish a sustainable financial model

“a) Identify specific projects for alternative funding (e.g. training course for braille producers)”.

“b. Employ someone to undertake fundraising”

Paul (Convenor), Maria, Leyna.

Agreed to draw on this year's budget for costs to:

Prepare scoping document for what fundraiser can do;

Prepare interview document.

Recruitment process and time.

It was resolved:

That Paul, Maria and Leyna prepare a brief for a fundraiser, advertise, shortlist and invite available trustees to assist with final selection.

Moved: L. Coleman. Seconded: M. Schnackenberg. (Res. 59-7).

# 7 ICEB and BANZAT Code Maintenance Committee

## 7.1 ICEB events

The Mid-Term Executive Committee meeting will be held online from Monday 6 to Friday 10 June 2022 New Zealand time. It would be great if as many trustees as practical can join in the meeting which will be held over Zoom.

From the ICEB Executive Committee held earlier in the day, it was reported that Clive Lansink has been appointed to Chair the Technical Code Committee to update the Guidelines for Technical Materials.

The Code Maintenance Committee is steadily working through several updates of the UEB Rulebook. The goal is to have a revised rulebook ready by early 2024.

## 7.2 BANZAT CMC

Membership of the BANZAT Code Maintenance Committee is Martine Abel-Williamson, Paul Brown, Leyna Coleman, Chantelle Griffiths, Fozia Mannon, and Maria Stevens (Chair),. We review this Committee's membership in November each year.

Maria reported voting is occurring about whether to contract the “th” in Beethoven. The NZ CMC supports the updated Standing Alone rule.

# 8 ABA and Round Table

Maria reported BLVNZ is preparing the ABA papers in braille. Australian organisations are brailling the Round Table papers.

# 9 Trans-Tasman Certificate of Proficiency in UEB

Maria advised that Gail Vipond from the admin team is retiring on 13 May. Gail has passed to Accessible Formats Service all the materials about the Certificate.

Mary asked Karen to appoint someone to liaise with her to identify which candidates are being funded by BLENNZ to sit the Certificate. Karen undertook to arrange a liaison person.

Mary expressed the concern that blind candidates using a Perkins may be disadvantaged compared with sighted candidates using Perky Duck. Errors made on a Perkins can only be fixed by rebrailling the whole page. Perky Duck accepts six-key entry, does not have translation software, and does allow the user to correct braille entry, just like a word processor. Perky Duck may be accessible for someone using a braille display. There was some discussion about whether the electronic braille devices around can easily be set to accept 40 characters per line, 25 lines per page and output BRF files for embossing by the examiner. Perhaps the BLVNZ Adaptive Communications and Adaptive Technology Service instructors might know.

As far as we understand, ABA allows their blind candidates to submit BRF files rather than paper exams. This query can also be raised with ABA.

# 10 Braille competition for learners

Amanda raised a number of queries which were discussed.

Last year the authors had the opportunity to read their work aloud for a video. Examiners were asked not to take into account the video. Blind markers were not influenced by the visuals in the video but they were potentially influenced by the style of narration. The sighted examiner was impressed by the learners who displayed great enthusiasm for what they were reading. Amanda said that if videos were again a part of the competition, she would want more of a focus by the camera on the hands actually reading the braille. One concern was that care needs to be taken that no participant is put off by having to be in a video.

We discussed the form of the competition this year. Should it be more creative poems, or should it be perhaps a reading aloud of some suitable braille passages the learners had not previously seen. Perhaps a standard passage could be given to the learners a day or so before the competition. What skills are we grading on, for example, the ability to write braille, write essays or poems, or read aloud? Perhaps each year different specific skills might be tested.

Trustees encouraged the BLENNZ teachers to come up with what the competition should test and when it would best be run to be a better fit for the school year. They might have different categories as well as age groups.

# 11 Promotion, digital engagement and communications

Paul said that Facebook is receiving more posts since Amanda and Nicola have added their support.

For 4 January World Braille Day, Paul approached Martine Abel-Williamson, the World Blind Union President, who provided a great post for the website and Facebook. Another similar braille article from Martine was published in the United Nations Chronicle in January.

4 January also caused several updates to most pages on the BANZAT website.

# 12 Capitalisation of braille

Amanda had distributed the link to the Microsoft survey form. Discussion followed about possible wording amendments. Amanda agreed to work on this further.

# 13 Braille paper Supply and Cost

A trustee advised BANZAT that from mid December until late February, BLVNZ Equipment Solutions had no braille paper in stock. At least four members had tried to buy paper during the period when it was not available. Word got around and the members we knew about were helped. Another trustee had heard reports from some RTVs that parents could not get braille paper or the stick-on braille labels from BLVNZ. Karen undertook to look into the situation affecting learners. She explained that BLENNZ buys its own braille paper separately from BLVNZ.

The cost of braille paper was also an issue. The 90% subsidy from the Pearson Fund, in place for very many years, was reduced to 50% without discussion or advice of the change being sent to members. The first a trustee knew about this increase in the price was when they went to buy more paper and queried the cost charged to their credit card. The report from the RNZFB Board Chair sent out on 11 March advised us that the subsidy has been put back to 90%.

# 14 Accreditation of producers and professional development

A possible training programme for the accreditation of braille producers working in New Zealand is now in the Strategic Plan, Goal 10 a.

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.

Leyna advised that Rose is happy to attend BANZAT's 14 June meeting whether it is held face to face or over Zoom.

# 15 reports

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

• Blind Citizens NZ: Leyna Coleman.

• Blind Low Vision NZ: David Smith, Leeanne Wojtowicz. Following discussion we agreed to place the BLVNZ Braille Library and access to electronic braille displays on the 14 June BANZAT Agenda.

• Braille Music: Dr Wendy Richards.

• Kāpō Māori: Maria Stevens. No update.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Dr Nicola McDowell.

• Parents of Vision Impaired NZ Inc.: Justine Edwards. Justine asked about the availability of te reo Māori in braille. Several early readers in te reo have been brailled for BLENNZ learners. A braille reading trustee reported having borrowed several braille books in te reo to read to his six-year-old daughter.

It was agreed:

That the above written and verbal reports be received. (Res. 59-8).

# 16 New business

No items were raised.

# 17 Schedule of meetings and closure

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

The meeting closed at 3:13pm.

NOTE: These Minutes were confirmed at Meeting 60 on Tuesday 14 June 2022.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 59, 15 March 2022

Administration:

Confirmed Minutes Meeting 56 held on 14 September 2021; Unconfirmed Minutes for Meeting 58 held on 23 November 2021;

To BANZAT Group with 2022 meeting dates;

From Nicola McDowell to BANZAT group with Outlook calendar appointments for 2022 meetings;

To and from Janny Cooke booking BLENNZ meeting rooms for the June and November meetings;

To the BANZAT Group advising the shift to Zoom for the 15 March meeting.

Trustee matters:

To and from Charities Services with the updates to the page of trustees (officers) on BANZAT, removing Chantelle Griffiths and adding Leeanne Wojtowicz;

See Item 4 above.

Income and expenditure:

To and from John Mulka with Payment from BANZAT to BLVNZ for 2020 BLENNZ Certificate Candidates;

From Yvonne Turner with Blind Low Vision NZ - Sales Invoice INV0021417;

From Charities Services with Annual return payment reminder;

To Charities Services, uploading the Performance Report to 30 June 2021 and paying online the Annual Return fee;

From Charities Services with Annual Return Payment Receipt;

From and to Jen Goulden (ICEB Treasurer) with ICEB Membership Fees;

From Discount Domains with reminder to pay for the renewal of the website domain of banzat.org.nz;

From Discount Domains with Tax Invoice / Receipt;

From Maria Robertson advising Mary about upcoming Research on Mary's recent contact with Department of Internal Affairs Charities Services;

From Charities Services with Newsletter February 2022;

See Item 5 above.

Strategic Plan

Correspondence among trustees agreeing the Strategic Plan has been correctly finalised;

See Item 6 above.

ICEB and BANZAT Code Maintenance Committee:

From Maria Stevens to members of the New Zealand Code Maintenance Committee confirming their continuation on the Committee for a further year;

See Item 7 above.

ABA and Round Table:

From Jordie Howell calling for reports from Member Organisations of ABA to be presented at the 2022 Annual Meeting on 14 May;

To and from Jordie Howell seeking and receiving an extension on the 4 March deadline;

To and from Jordie Howell with the report;

From Round Table Administration with 2022 Round Table Conference - Registrations are Open;

From Round Table Administration with 2022 Round Table Conference - Program Is Now Available;

From Round Table Administration, forwarded to trustees, with How Do You Read Survey;

See Item 8 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

From Maria Stevens with the 2022 dates for the Certificate of Proficiency in UEB exam which are on the BANZAT website;

See Item 9 above.

Promotion, digital engagement and communications:

From the Communications Department of BLVNZ to Maria Stevens checking some detail about BLVNZ publicity about World Braille Day on 4 January;

From Martine Abel-Williamson with a tribute to braille published on the BANZAT website on 4 January;

See Item 11 above.

From Rebekah Graham with December eVision.

From Rebekah Graham with 2022 updates from PVI.

From Nikki Ravlich forwarded to Maria Stevens with a query about the format of braille on packaging.

From Jeanie Willis with a query about adaptive technology for reading music, which has been passed on to Wendy Richards.

From and to Mara Kelland with a query about Braille atlas/world map, advising her to contact the BLVNZ Parnell Library.

From and to Neema khatri answering a question about studying in braille in New Zealand.

From Maria Stevens forwarding an American article on braille readership.

From Maria Stevens forwarding a request for participants in Auckland University's braille research.

# Attachment B: Dates

This refers to Item 17 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

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.