The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 60 of The Braille Authority of New Zealand Aotearoa Trust, held on Tuesday 14 June 2022, at the Homai Campus of BLENNZ, 2 McVilly Road, Manurewa and over Zoom, commencing at 12:34pm, and resumed on 6 July at 3:34pm over Zoom.

# 1 Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She especially welcomed Dr Elaine Gilmour who is standing in for Karen Stobbs who is on ten weeks' sabbatical leave. Maria also welcomed Rose Wilkinson, Chief Executive of Blind Citizens NZ, who has come to discuss with trustees the letter from Blind Citizens NZ about proposed revisions to Policy 7.

Maria advised she had to leave at 2:49pm. We agreed that Wendy would assume the Chair.

Later in the meeting, when Wendy assumed the Chair, we agreed to hold a further meeting to discuss outstanding items in the Agenda:

• Outcome of grant and budget discussion with BLVNZ CEO (Item 6.2).

• Braille challenge (Item 11);

• Capitalisation of braille (Item 13);

• Strategic framework for Braille Services (Item 14); and

• BLVNZ Parnell Braille Library (Item 15).

Please note: following the 14 June meeting, we agreed to meet on Wednesday 6 July at 3:30pm over Zoom. Discussions and decisions that occurred on 6 July are recorded in these Minutes with a note of the 6 July date as appropriate.

Maria began the roll call for the 14 June meeting.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees 14 June 2022 |  |  |
| Paul Brown, via Zoom | Founding Organisations | 2024 |
| Leyna Coleman (until 2:53pm) | Blind Citizens NZ | 2024 |
| Amanda Gough, via Zoom | BLENNZ | 2022 |
| Dr Nicola McDowell, via Zoom | Founding Organisations | 2023 |
| Dr Wendy Richards | Founding Organisations | 2023 |
| Mary Schnackenberg, Secretary/Treasurer | Founding Organisations | 2023 |
| Maria Stevens, Chairperson (until 2:49pm) | Kāpō Māori | 2022 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |
| Observers 14 June 2022 |  |  |
| Dr Elaine Gilmour, Acting Principal BLENNZ, standing in for Karen Stobbs |  |  |
| Rose Wilkinson, Chief Executive, Blind Citizens NZ |  |  |
| Apologies 14 June 2022 |  |  |
| Justine Edwards | Parents of Vision Impaired | 2024 |
| David Smith | Blind Low Vision NZ | 2022 |
| Karen Stobbs | BLENNZ | 2023 |

The 6 July meeting was held over Zoom and began at 3:34pm. It closed at 4:37pm.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees 6 July 2022 |  |  |
| Paul Brown | Founding Organisations | 2024 |
| Justine Edwards (from 3:56pm) | 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 (from 3:44pm) | Kāpō Māori | 2022 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |
| Observers 6 July 2022 |  |  |
| None |  |  |
| Apologies 6 July 2022 |  |  |
| Dr Elaine Gilmour, Acting Principal BLENNZ, standing in for Karen Stobbs |  |  |
| Dr Nicola McDowell | Founding Organisations | 2023 |
| Karen Stobbs | BLENNZ | 2023 |
| Silent Apology 6 July 2022 |  |  |
| Leyna Coleman | Blind Citizens NZ | 2024 |

# 2 Accreditation of producers and professional development

Since BANZAT launched our accreditation of New Zealand braille producers we have tried to increase the number of accredited producers. We would like to run a training programme for people who hold the Trans-Tasman Certificate of Proficiency in UEB to teach them how to use braille translation software and perhaps how to set up a small business as a braille transcriber. In our three-year Strategic Plan is “7.4 Financial: Establish a sustainable financial model. (a) Identify specific projects for alternative funding (e.g. training course for braille producers)”.

We also 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. On 24 January 2020 we wrote to the five founding organisations with the suggested revisions to Policy 7. In their letter of 25 February 2020, Blind Citizens NZ raised some concerns. We wanted to have a face to face meeting with their Chief Executive, Rose Wilkinson. COVID-19 intervened.

Chair Maria again welcomed Rose Wilkinson to our meeting and invited Rose to talk us through her letter. Rose explained Blind Citizens NZ comments around the changes to the Copyright Act and also the issues around confidentiality.

Discussion then turned to Clause 17 of the Policy “Recognition and marketing of accreditation”. Rose shared she is receiving feedback that all requests for braille are not being satisfied. In her role as head of braille production at BLVNZ, Maria said that her team has unused capacity.

Rose asked if the BANZAT standard is set too high for braille producers to achieve? She wondered about the distinction between braille that needs to be kept for repeated reference from braille that might be read once only. Comments among the trustees reminded us that read-only-once braille could contain information that needed to be accurate, such as dollar amounts, medication names and dosages, and phone numbers where one wrong dot could make a significant difference to the understanding of the material being read. We agreed on BANZAT's clear role in setting and updating standards for the braille code. BANZAT has no authority to stop anyone producing braille. We can only encourage people to gain the qualifications.

Rose asked what BANZAT was doing to promote the need for more braille producers? Can Blind Citizens help?

We remembered that in 2012 Blind Citizens NZ sponsored a course to teach braille production to five blind braille users who had enrolled. Rose explained most of the funding came from government with a top up from Blind Citizens NZ itself. One of the students and one of the instructors on that course are current BANZAT trustees. No members from the course are producing braille.

The student suggested the next course should give more time to learning about starting a business. A good mentoring programme following the course would certainly increase the chances of successful work outcomes.

We agreed we all want more accredited producers and we agreed to work together to achieve this goal. We should produce a brief facts sheet about how to become an accredited producer.

Maria thanked Rose for her questions and her thoughtful contributions.

# 3 Minutes

## 3.1 Confirmation of Minutes

Meeting 59 held on Tuesday 15 March 2022.

It was resolved:

That the Minutes of Meeting 59 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 15 March 2022 be confirmed.

Moved: A. Gough. Seconded: M. Stevens. (Res. 60-1).

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

No matters were raised.

# 4 Correspondence

Mary advised there were no items of correspondence that had been received or sent since the circulation of the Agenda on 7 June 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. 60-2).

# 5 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. Secretary Mary will write to the three founding organisations, copying in their trustees.

# 6 Finance

## 6.1 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** |  |
| 15/03/2022 | **Opening balance ASB Bank account** | **$32,860.63** |
| 22/03/2022 | To Blind Low Vision NZ, passing on the costs of eight BLENNZ 2021 Certificate candidates | $3,470.70 |
| 26/03/2022 | To Audio Described Aotearoa, meeting fees Paul Brown 15 March 2022 | $287.50 |
| 30/03/2022 | To A I Comms, administration December 2021, January-February 2022 | $416.68 |
| 30/03/2022 | To Leyna Coleman, meeting fees 15 March 2022 | $171.52 |
| 30/03/2022 | To Inland Revenue, tax on Leyna Coleman meeting fees 15 March 2022 | $78.48 |
| 08/04/2022 | To A I Comms, Administration March 2022 | $862.50 |
| 12/05/2022 | From Inland Revenue, GST refund for period from 1 October 2021 to 31 March 2022 | +$434.96 |
| 14/06/2022 | **Closing balance ASB Bank account** | **$28,008.21** |
|  | Made up of |  |
| 14/06/2022 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children, balance as at 30 June 2021 $2,245.86 + GST | $2,582.74 |
| 14/06/2022 | ICEB Travel Fund, balance at 30 June 2021 $6,000.00 + GST | $6,900.00 |
| 14/06/2022 | General Funds (excluding GST $16,109.10) | $18,525.47 |

### Commentary – Mary Schnackenberg

We paid to BLVNZ the cost to run the Certificate examination for the eight 2021 BLENNZ Certificate candidates. We had received the full costs from BLENNZ and we subtracted BANZAT's costs of $342.00.

We received another GST refund from Inland Revenue.

We have not yet received the requested grant from BLVNZ to cover the current financial year of 2021-2022. We will discuss this situation later in the Agenda.

Nicola had intended to attend this meeting in person. However the weather forecast for Queenstown strongly suggested we should reschedule her fare to the 13 September meeting which cost $50.

Treasurer Mary estimated the items of expenditure to 30 June 2022 as follows:

|  |  |
| --- | --- |
| 14 June 2022 in the General Fund | $16,109.10 |
| Less |  |
| Administration 1 April to 30 June, 33.05 hours @ $50.00 per hour | $1,652.50 |
| Taxis and air fares | $190.90 |
| Meeting fees 14 June | $500.00 |
| Paul Brown work on fundraiser contract | $180.00 |
| Transfer to ICEB travel fund | $3,000.00 |
| Estimated balance in General Fund at 30 June 2022 | $10,585.70 |

It was resolved:

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

Moved: M. Schnackenberg. Seconded: L. Coleman. (Res. 60-3).

## 6.2 Annual grant 2021-2022 request

We wrote to the Chief Executive of BLVNZ, John Mulka, on 18 March 2022 seeking a grant of $12,733.00 (plus GST totalling $14,642.95). As we had not received a reply, we sent another letter on 6 June 2022. Mary reported BANZAT have not received any communication from John Mulka.

Following discussion:

It was agreed:

That two trustees meet with John Mulka to establish his position about the grant before BANZAT makes a decision about its next move. (Res. 60-4).

At the 6 July meeting, Leeanne reported she met with John Mulka. He wrote to BANZAT on 28 June asking us for our invoice which was sent on 30 June. Following our meeting the full deposit was received on 13 July.

Trustees warmly thanked Leeanne for meeting with John.

## 6.3 Draft Budget 2022-2023

In our application for the 2021-2022 grant we signalled a budget for the 2022-2023 year of $22,000. The draft budget is below, followed by notes to the budget. This budget is prepared assuming we will receive the grant requested for the 2021-2022 year of $12,733 plus GST.

|  |  |
| --- | --- |
| Description | Budget |
| Figures exclude GST and are rounded to nearest dollar |  |
| General Fund Income and Expenditure Budget 2022-2023 |  |
| Income |  |
| Requested Annual Grant (1) | $22,000 |
| Accreditation annual renewal (2) | $50 |
| Trans-Tasman Certificate of Proficiency in UEB (3) | $1,680 |
| Total income | $23,730 |
| 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) | $80 |
| Charities Services annual return fee (9) | $44 |
| Travel by trustees (10) | $4,000 |
| Catering (11) | $600 |
| Maintain awareness of, and consistency with, current international developments in all braille codes |  |
| Membership fees ICEB (12) | $900 |
| Travel BANZAT delegate to ICEB meetings (13) | $0 |
| 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 2023 (14) | $3,276 |
| 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 | $23,680 |
| Surplus Income less Expenditure at 30 June 2022 | $50 |

|  |  |
| --- | --- |
| Special Funds |  |
| ICEB Travel Fund |  |
| Opening balance 30 June 2022 | $9,000 |
| Transfer from General Funds (13) | $3,000 |
| Closing balance 30 June 2023 | $12,000 |
| The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children |  |
| Opening balance 30 June 2022 | $2,169 |
| Transfer to General Funds cost of prizes (14) | $400 |
| Closing balance 30 June 2023 | $1,769 |
| Total Special Funds |  |
| Opening balance 30 June 2022 | $11,169 |
| Closing balance 30 June 2023 | $13,769 |

### Notes to the 2022-2023 Budget

(1) The Requested Annual Grant of $22,000 includes $3,000 which is to be transferred into the BANZAT special fund for ICEB Travel at 30 June 2023.

(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.

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

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

(8) Website domain name registration (2 addresses), $80.

(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, $4,000.

(11) Catering, food and (if necessary) room hire, $600.

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

(13) Travel BANZAT delegate to ICEB Meetings: no travel is planned in the 2002-2003 year.

(14) Travel BANZAT delegate to Australia ABA and Round Table, May 2023, to maintain professional development and contact with the Australian Braille Authority, $3,276.

(15) Marketing accreditation, $1,000.

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

It was resolved:

That the draft Budget for 2022-2023 be adopted.

Moved: M. Schnackenberg. Seconded: W. Richards. (Res. 60-5).

Following discussion:

It was resolved:

That BANZAT approach the new Ministry for Disabled People to discuss the work of the trust and seek annual funding.

Moved: M. Stevens. Seconded: W. Richards. (Res. 60-6).

# 7 BANZAT Strategic Plan 2021-2024

At our 15 March meeting we agreed to keep the Annual Work Plan on our Agenda for each meeting.

## 7.1 Communications

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

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

Amanda reported on a meeting that was held of this sub committee. Discussion have begun to identify the potential audiences, and what to tell each segment of the audiences. Now working out what is realistic.

## 7.2 Collaboration

“a. Revise MOU's with founding organisations”

From the 15 March Minutes, Mary was to collaborate with founding organization appointees. Proposed change of title from Memorandum of Understanding to Statement of Co-operation.

Following discussion:

It was agreed:

That the appointees from the founding organisations discuss the MoU ideally with a meeting by the end of July. (Res. 60-7).

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

Completed.

“c. Attend ABA and Round Table conference”

Completed.

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

Mary reported that no progress had been made at this stage.

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

Completed.

## 7.4 Financial: Establish a sustainable financial model

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

No progress to report as yet.

“b. Employ someone to undertake fundraising”

Paul reported on the work of his subcommittee of Paul, Leyna and Maria to recruit a fundraiser. The fundraiser is expected to research then guide us about who might give us grants. We expect the fundraiser to prepare a template for applications and initiate the first approaches. The committee recommends we contract Mwila Agatha Zaza. She was previously head of the fundraising team at Presbyterian North. She has a background in international development. She has just returned to Finland after working in New Zealand for several years. Paul has drawn up a Contract for Services with Agatha. Maria feels she is very approachable.

Following questions and discussion:

It was resolved:

That trustees agree in principle to contract Mwila Agatha Zaza as grant writer from 1 July 2022 to 31 December 2022 to be paid the sum of $1,800.00, subject to endorsement by trustees of the contract by by email no later than 20 June.

Moved: p. Brown. Seconded: M. Stevens. (Res. 60-8).

Paul Brown was asked to leave the Zoom room while a personal matter was discussed.

Following discussion:

It was resolved:

That, on this occasion, trustees agree to pay Paul Brown $180.00 (three hours @ $60 per hour) for leading the fundraiser recruitment and drawing up the contract.

Moved: M. Schnackenberg. Seconded: W. Richards. (Res. 60-9).

# 8 ICEB and BANZAT Code Maintenance Committee

## 8.1 ICEB events

The Mid-Term Executive Committee meeting was held online from Monday 6 to Friday 10 June 2022 New Zealand time. There were excellent presentations and discussions. Recordings will be made available in July.

## 8.2 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. The Committee's meeting was reported on in the 15 March Minutes.

# 9 ABA and Round Table

Very successful meetings were held online in May. As with ICEB meetings, the Round Table provides quality professional development for staff and consumers.

# 10 Trans-Tasman Certificate of Proficiency in UEB

In the 15 March Minutes, 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.

Maria undertook to discuss this with ABA prior to the 2022 examination. The invitation to Certificate candidates is due to be sent out on 1 August.

# 11 Braille competition for learners

Amanda led a helpful discussion that drew a wide range of suggestions. The idea was explored to move away from a competition towards a braille challenge with goals set for each student to match what they might be able to achieve.

Maria left at 2:49pm. Wendy assumed the Chair by agreement. Wendy continued the meeting to complete small items of business. Leyna left at 2:53pm.

At the 6 July meeting, Amanda reported further suggestions re The Braille Challenge and the possible prizes. One suggestion was t shirts with raised braille dots on the back of each shirt. Costs were prohibitive for this year. There were further suggestions about possible overseas sources for braille t shirts that might be pursued in 2023.

Following discussion:

It was agreed:

That each student who completed the challenge receive a prize to the value of $20, to be chosen by the student's resource teacher vision to be appropriate for the student. (Res. 60-10).

# 12 Promotion, digital engagement and communications

Paul advised there was steady progress with BANZAT's Facebook page.

# 13 Capitalisation of braille

At the 6 July meeting, Amanda summarised the results of the survey. Of the respondents, 60% voted for capitalisation of Braille in all circumstances, 40% voted to maintain the status quo. In addition, 53% of the respondents were Braille readers.

Paul undertook to circulate a resolution to be voted on by email. The results of the email vote would be formally recorded in the 13 September Minutes.

# 14 Strategic Framework for the Provision of Braille Services

Representing BANZAT, Maria and Mary met with Rose Wilkinson, Leyna Coleman and Elaine Gilmour the morning of 14 June. Mary and Maria reported back at the 6 July meeting.

The Strategic Framework for the Provision of Braille Services was launched by Blind Citizens NZ at its 2018 National Conference. These meetings are a chance for Blind Citizens NZ, BLENNZ and BLVNZ to exchange information about the marketing, teaching, and production of braille and tactile graphics. Library service to braille readers is also covered.

Concern was raised that BLVNZ has no Braille Awareness Coordinator role currently on its staff. Three braille instructors each of whom is a touch reader of braille have left BLVNZ over the past two years. Checking on the internet, a trustee reported that the BLVNZ website is advertising two positions in the Adaptive Communications and Technology Service. BANZAT trustees agreed to consider at the September meeting whether to write to the RNZFB Board about the situation of adult braille marketing and teaching.

Discussion then turned briefly to Blind Citizens NZ comments about Policy 7, Accreditation of Braille Producers Working in New Zealand. We agreed to formally resolve to adopt the revised policy as circulated in January 2020at our September meeting.

# 15 BLVNZ Parnell Braille Library

At the 6 July meeting, Maria updated trustees concerning the adult braille Library which has to be moved from Awhina House prior to its demolition some time in October 2022.

The archival titles Mary had raised with Maria have been found and shifted to Accessible Formats Service now based in Fale Kotuku at Homai. The Parnell collection is being weeded into recycling bins. Maria did not know the criteria being used to weed the collection. Concern was expressed that braille readers had not been consulted about this major weed.

Maria understands “braille on demand” will be provided for titles up to five volumes in length. Borrowers will be asked to read longer titles on their electronic braille displays. Braille readers have not been surveyed to find out how many have electronic braille displays and whether they would want to read longer titles on them. Trustees raised real concerns about the apparent loss of choice to read hardcopy braille.

Justine said that Parents of Vision Impaired has a Position Statement about braille. Following a question, she agreed to share the PVI position statement.

It was noted that the BLENNZ Library has lost its Ministry of Education contract. There was real uncertainty about this situation, how it has come about and how and when it would be resolved.

It was agreed:

That questions about the Parnell Library be agreed by email and sent to BLVNZ management. (Res. 60-11).

# 16 BANZAT 2022 Annual General Meeting

Our AGM is due on 13 September 2022 scheduled to be held in Awhina House in Parnell. Mary will send around the invitation list for the AGM before emails have to be sent by the end of July.

Please note: because of uncertainty about the availability of the Awhina House Board Room venue, we agreed in August to shift the 13 September meetings to the Homai Campus of BLENNZ. We sincerely thank BLENNZ for being able to host us. We also agreed to hold the AGM over Zoom.

# 17 Reports from trustees

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

• Blind Citizens NZ: Leyna Coleman.

• Blind Low Vision NZ: David Smith, Leeanne Wojtowicz.

• Kāpō Māori: Maria Stevens.

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

• Music Braille: Dr Wendy Richards.

• Parents of Vision Impaired NZ Inc.: Justine Edwards.

It was agreed:

That the above written and verbal reports be received. (Res. 60-12).

# 18 New business

No matters were raised.

# 19 Schedule of meetings and closure

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

The meeting closed at 3:00pm.

NOTE: These Minutes were confirmed at Meeting 61 on Tuesday 13 September 2022.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 60, 14 June 2022

Accreditation of producers and professional development:

To and from Rose Wilkinson with Invitation to attend BANZAT meeting on 14 June;

See Item 2 above.

Administration:

To BANZAT Group with Confirmed Minutes Meeting 58 held on 23 November 2021; and Unconfirmed Minutes Meeting 59 on 15 March 2022.

Trustee appointments and correspondence:

To and from five founding organisations with reply to June 2021 questions from PVINZ;

See Item 5 above.

Income and expenditure:

To and from John Mulka with Payment from BANZAT to BLVNZ for 2021 BLENNZ Certificate Candidates;

From Yvonne Turner with Blind Low Vision NZ Sales Invoice INV0022988 for the 2021 Certificate candidates;

From and to Nicola Owen with BANZAT March 2022 invoice for PD Brown meeting fees;

From and to Leyna Coleman setting up her payment of meeting fees;

From and to Justine Edwards concerning her meeting fees;

From Inland Revenue reminding us to file BANZAT GST Return by 9 May;

From Charities Services with Newsletter - April 2022;

See Item 6 above.

Annual grant increase request:

To John Mulka with BANZAT Annual Grant Revised and Strategic Plan, dated 18 March 2022;

To John Mulka seeking a reply to our 18 march letter concerning the annual grant, in time for the BANZAT meeting on 14 June, sent on 6 June 2022;

See Item 6.2 above.

Strategic Plan

Emails among trustees concerning the recruitment of a fundraiser and development of a contract for Services;

See Item 7 above.

ICEB and BANZAT Code Maintenance Committee:

To Jen Goulden with BANZAT Country Report for the period since the 2020 General Assembly;

To Jen Goulden with the Public Relations Report for the period since the 2020 General Assembly;

To BANZAT Group with a reminder about the Mid-Term Executive Committee online meeting and the registration process;

See Item 8 above.

ABA and Round Table:

From the Round Table forwarding a survey from the Institute of Professional Editors' Accessibility Initiative Working Party seeking feedback about difficulties found when converting publishers' files into accessible formats;

From the Round Table promoting registrations for the 2022 Conference;

From the Round Table with Notice of Annual General Meeting on 18 May;

See Item 9 above.

Capitalisation of braille:

Emails among trustees setting up the survey and providing survey results;

See Item 13 above.

Strategic Framework for the Provision of Braille Services:

From and to Rose Wilkinson arranging date, time and venue of a meeting on 14 June;

See Item 14 above.

From PVI forwarding information about the Human Rights Commission inquiry into COVID-19 and disabled people.

From PVI with April eVision out now.

From PVI with May update.

From Wendy Richards forwarding the Australian Braille letter songs.

From Maria Stevens forwarding a survey about a product from Six Sticky Dots.

From Maria Stevens advising the dates and that AFS is on the move back where we started.

# Attachment B: Dates

This refers to Item 19 above.

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

# Dates for the diary

Tuesday, 13 September, BANZAT meetings 61 and 62 (AGM, Homai Campus BLENNZ, 2 McVilly Road, Manurewa, with AGM to be held over Zoom.

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, 11 November, email Agenda for BANZAT meeting 64 on 23 November.

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

Wednesday, 16 November, observers who wish to attend the 23 November BANZAT meeting should advise the Secretary by this date.

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

Wednesday, 23 November, BANZAT Meeting 64, BLENNZ, Homai Campus, Manurewa.

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).

Sunday 7 to Tuesday 9 May, Round Table on Information Access for People with Print Disabilities, Rydges Sydney Central, 28 Albion Street, Surry Hills, Sydney, in person.

## 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.