The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 61 of The Braille Authority of New Zealand Aotearoa Trust, held on Tuesday 13 September 2022, at the Homai Campus of BLENNZ, 2 McVilly Road, Manurewa, commencing at 12:30pm.

# 1. Welcome, attendees, apologies

Wendy Richards chaired the meeting at the request of Maria Stevens. Wendy welcomed everyone to the meeting and 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 |
| Karen Stobbs (from 12:35) | BLENNZ | 2023 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |
| Observers and apologies |  |  |
| There were no observers or apologies. |  |  |

# 2. Minutes

## 2.1. Confirmation of Minutes

It was resolved:

That the Minutes of Meeting 60 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 14 June 2022 continued on 6 July 2022 be confirmed.

Moved: N. McDowell. Seconded: L. Wojtowicz. (Res. 61-1).

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

No matters were raised.

# 3. Correspondence

Mary went through the items of correspondence received or sent since the circulation of the Agenda on 5 September 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. 61-2).

# 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** |  |
| 14/06/2022 | **Opening balance ASB Bank account** | **$28,008.21** |
| 29/06/2022 | To TaxiCharge, meeting 14 June | $119.90 |
| 29/06/2022 | To Audio Described Aotearoa, Paul Brown meeting fees 14 June, 2.5 hours @ $100.00 per hour, and $180.00 (three hours @ $60 per hour) for Fundraising Grant Writer Agreement plus GST | $494.50 |
| 29/06/2022 | To Leyna Coleman, meeting fees 14 June, 2.5 hours @ $100.00 per hour less tax | $171.52 |
| 29/06/2022 | To Inland Revenue, tax on Leyna Coleman meeting fees 14 June | $78.48 |
| 04/07/2022 | From Accessible Information and Communications Ltd, Mary Schnackenberg annual accreditation fee for year 2021-2022 | +$57.50 |
| 13/07/2022 | From Blind Low Vision NZ, grant 2021-2022 year | +$14,642.95 |
| 13/09/2022 | **Closing balance ASB Bank account** | **$41,844.26** |
|  | Made up of |  |
| 13/09/2022 | 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 |
| 13/09/2022 | ICEB Travel Fund, balance at 30 June 2021 $6,000.00 + GST | $6,900.00 |
| 13/09/2022 | General Funds (excluding GST $28,140.45) | $32,361.52 |

### Commentary – Mary Schnackenberg

We received from BLVNZ the grant for the year 2021-2022. Thank you, Leeanne, for your help with this.

On 5 September we received from BLENNZ the first invoice for The Braille Challenge. It's for mini-goal incentives for the BANZAT Braille Challenge, $10.00 per participant x 54 participants = $540.00 plus GST. We understand the prizes will be a further $20.00 per participant who complete their Challenge.

I regret I have not been able to produce the financial statements for our Performance Report. However income and expenditure information must be updated prior to the next GST return due on 28 October. We can adopt the Performance Report in November, in time to file it with Charities Services by 31 December 2022. A draft of the non financial section of the Performance Report is available for the AGM.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: L. Wojtowicz (Res. 61-3).

## 5.2. Annual grant 2022-2023 request

In our letter to the Chief Executive of BLVNZ dated 18 March 2022 we advised that for the 2022-2023 year we will seek $22,000 plus GST with a 5% increase in the 2023-2024 year giving $23,100 + GST.

When observing at the open session of the RNZFB Board on 3 September, we learned that BLVNZ is moving to two year agreements with consumer organisations to give them financial certainty for their future activities. While BANZAT is not a consumer organisation, we need the same certainty of annual grants to run the trust. Moreover, we want an ongoing commitment that supports, among other things, our involvement with the International Council on English Braille (ICEB). We are considering an invitation to ICEB to hold the Eighth General Assembly in New Zealand in 2024. Thanks to COVID and the several meetings we have held over Zoom, we should be holding enough money in the ICEB Travel Fund to manage the hosting costs in 2024. If we receive the requested grants for the 2022-2023 and 2023-2024 years, we will have $15,000 in the ICEB Travel Fund by 30 June 2024. However, we need to prepare an indicative budget for the General Assembly and we need a written commitment from the BLVNZ before BANZAT can issue the invitation to ICEB. During discussion we recalled John Mulka was supportive and encouraged us to offer to host ICEB in 2024. We agreed to submit our request for the 2022-2023 annual grant.

It was agreed:

That BANZAT request from the Chief Executive of BLVNZ $22,000 plus GST for the 2022-2023 year with a 5% increase in the 2023-2024 year, and that BANZAT ask for formal support from BLVNZ to offer to hold the ICEB General Assembly in New Zealand in 2024. (Res. 61-4).

# 6. BANZAT Strategic Plan 2021-2024

We have added the items from the 2022-2023 workplan into this section. Items from the previous year that have not been completed should continue unless we agree they are no longer needed.

## 6.1. Communications

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

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

A priority is to encourage more individuals to become accredited Braille producers. We received very favourably Wendy's draft simplified guide about achieving Braille qualifications. We also agreed that Policy 7 Accreditation of Braille producers working in New Zealand must be on the website so internal links to other places on the website can be easily set up. We agreed to allow potential transcribers to apply for accreditation at any time during the year.

“Investigate need for lower level Braille qualifications.” Not progressed.

“In partnership with Kāpō Māori Aotearoa NZ, explore the need for Grade 2 (contracted) Braille code for Te Reo Māori.” Not progressed.

## 6.2. Collaboration

“a. Revise MOU's with founding organisations”.

Appointees have not been able to progress this so far. We need to restart the relationship with each founding organisation. We need the MoUs to be updated So what does need to change?

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

Our experience with the 2022 General Assembly and the 2022 Mid-Term Executive Committee meeting demonstrated the need for quality IT for a hybrid conference. Attendance would be up to 80 people. Karen encouraged us to consider BLENNZ as a possible venue to hold the daily Assembly sessions during the 2024 school holidays. Alternatively we could seek a hotel with sufficient meeting space to reduce costs of transport to and from BLENNZ. Ideally the dates should be adjacent to the 2024 Round Table. Maria undertook to check on the 2024 Round Table dates. A 2024 Assembly subcommittee was established of Maria, Mary, Paul, Wendy, with others to be shoulder tapped.

## 6.3. 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”

Working group: Paul (Convenor), Maria, Leyna.

Paul confirmed that the Terms of Engagement have been agreed with the fundraiser, Mwila Agatha Zaza (Agatha). She has worked in New Zealand for several years, but has returned to Helsinki, Finland, from where she is contributing very successfully. She is working on two projects, the children's Braille Challenge and the training programme for Braille producers. Her draft letter about the Braille Challenge has set a high standard. She is producing a list of funders who can be approached. Later she will work on the training programme. She will also prepare a guide for BANZAT to create our own funding applications at the end of her contract.

# 7. ICEB and BANZAT Code Maintenance Committee

## 7.1. ICEB events

Executive Committee meetings are continuing monthly. A meeting was held the morning of 13 September. The American Printing House for the Blind is producing a print version of the UEB Rulebook for sale. They are considering a Braille version in the American Braille paper size. Twelve music transcribers were invited to produce for the DAISY Consortium some scores to help discover the best ways to produce scores. When discussing research into Braille reading, we agreed to seek an update from Robert Englebretson, Cay Holbrook, and Simon Fischer-Baum at the next ICEB Executive meeting to be held in November.

## 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 had no news to report.

# 8. ABA and Round Table

There was no update.

# 9. Trans-Tasman Certificate of Proficiency in UEB

When applications closed on Friday 2 September, we had received one application.

# 10. The Braille Challenge

Amanda reported 54 students are now involved in The Braille Challenge. Each student has a unique set of goals with milestones along the way to encourage their progress.

# 11. Promotion, digital engagement and communications

Paul reported that posts to the Facebook page are continuing.

# 12. Capitalisation of Braille

The following resolution was voted on and adopted by email. It is recorded formally in these Minutes.

As a result of the BANZAT 2022 New Zealand-wide survey, which received a clear majority vote in support of the capitalisation of the word ‘Braille’ in all settings, we propose an official recommendation for a nation-wide change to current practice to this effect. Accordingly, we agree to:

1. Implement this change in the UEB code in New Zealand, effective immediately.

2. Promote this change to official and casual Braille producers in New Zealand.

3. Promote this change to Braille users in New Zealand.

4. Promote this change to the five founding organisations of BANZAT and all other organisations of or for blind people.

5. Request that individual Braille users and associates share this information broadly.

6. Inform New Zealand Government departments, particularly those covering disability support, of this change.

7. Send a press release to publishing houses and news-media organisations in New Zealand requesting that they implement this change across all published documents.

8. Inform the International council on English Braille (ICEB) of our decision.

Moved: P. Brown. Seconded: A. Gough. (Res. 61-5).

The Communications team will develop a plan of action.

# 13. Strategic Framework for the Provision of Braille Services

Our 14 June Minutes noted that 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. Trustees were advised that the Auckland Branch of Blind Citizens NZ has submitted a paper to its 2022 National Conference about Braille which is to be held in Invercargill on 7 and 8 October.

# 14. BLVNZ Parnell Braille Library

In July, BANZAT wrote to the BLVNZ Acting Chief Executive, Greg Hurn. Here are our questions and his answers.

“1. Was there any consultation with members about which books will remain within the collection, and if not, how are these decisions currently being made?

“Answer - As there will be no change in the services offered, consultation was not required considering deselection is a standard practice for all libraries.

“2. What are the long term plans for the adult Braille collection?

“Answer - Hard copy volumes will be packed up and moved to the South Auckland area to be located in close proximity to the AFS team and to enable ease of borrowing.

“3. Will the collection be accessible to members with the regular issuing of books to continue?

“Answer - Yes books can be accessed in the normal way and the collection will be re-housed over the coming months at the South Auckland site, requests we be met in the normal way throughout the transition.

“4. Will members be able to search the online catalogue with its many fields and search features we value?

“Answer - Yes this will remain as is and searchable via the Aurora online webservices, link on website.

“5. We recognise some of the advantages of electronic Braille and understand some titles will be issued in electronic format. Is there an expectation that all members have access to a Braille device for this purpose, bearing in mind that there is currently no low cost option in New Zealand and the Orbit we did have was only a 20 cell Braille display?

“Answer - There is no expectation to move to electronic refreshable Braille devices, however the library acknowledges the financial barriers clients have in obtaining these so are actively working together with the Fundraising team to seek additional funding for electronic refreshable Braille displays for qualifying clients. There is no expectation that clients use refreshable Braille displays to read Braille books.

“6. In line with question 3, has there been any consultation with Braille users about how they use hard copy books versus a Braille display, and why using a Braille display in many circumstances is not a suitable option?

“Answer - BLVNZ has not to my knowledge done any research in this area however BANZAT could reach out to overseas organizations to find out if they have any input in to this question.”

We agreed that BANZAT will continue to monitor this situation and engage if necessary.

# 15. Accessible Format Service contract with Ministry of Education

The contract held by BLVNZ with the Ministry of Education to produce accessible format materials for students and manage the Youth library on the BLENNZ Homai Campus ended at 30 June 2022. Service from the Youth Library ceased on 1 July. BANZAT wrote to the RNZFB Board about the unacceptable treatment of blind and low vision students by BLVNZ management. At its meeting on 3 September 2022 the RNZFB Board considered our letter In Committee. We await a reply.

Karen explained there are discussions between BLENNZ, the Ministry of Education and BLVNZ. She said that they were aware that there were Braille reading adults who accessed the library for material to read to their children, she assured BANZAT that they would continue to have access to the library at BLENNZ Homai campus. BLENNZ will work with Blind Low Vision NZ to look at access for adult users, possibly through a Memorandum of Understanding.

# 16. Accreditation of producers and professional development

Following our meeting with Rose Wilkinson on 14 June, we discussed Policy 7 Accreditation of Braille Producers Working in New Zealand and the changes we should make.

It was resolved:

That the revised Policy 7 be adopted and placed on the BANZAT website.

Moved: P. Brown. Seconded: J. Edwards. (Res. 61-6).

# 17. BANZAT 2022 Annual General Meeting

In conversations prior to this meeting, we had shifted the location of the 13 September AGM from Awhina House in Parnell to Zoom.

# 18. Reports from trustees

• 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.

• 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. 61-7).

# 19. Schedule of meetings and closure

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

The meeting closed at 2:39pm.

NOTE: These Minutes were confirmed at Meeting 64 on Wednesday 23 November 2022.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 61, 13 September 2022

Administration:

To BANZAT Group with draft Unconfirmed Minutes Meeting 60 on 14 June 2022;

To BANZAT Group with Unconfirmed Minutes Meeting 60 on 14 June resumed on 6 July 2022.

Income and expenditure:

From Charities Services with Newsletter - June 2022;

From Charities Services with Newsletter - August 2022;

From Charities Services with It's your charity's end of financial year: start preparing your financial accounts;

From Charities Services with Give your feedback on the Tier 3 and Tier 4 standards;

From Discount Domains with reminder notices for our two BANZAT web addresses;

See Item 5 above.

Strategic Plan

Emails about the budget for a possible course to teach Braille formatting and setting up a small business;

See Item 6 above.

ABA and Round Table:

From the Round Table President and Leona Holloway about a Raised Math seminar run by NextSense;

See Item 8 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

Email with the call to sit the 2022 Trans-Tasman Certificate in UEB sent on 16 August;

From and to an applicant;

See Item 9 above.

Braille competition for learners:

Emails with updates The Braille Challenge;

See item 10 above.

Capitalisation of Braille:

Emails to vote on the Braille resolution;

See Item 12 above.

Parnell Braille Library

To Acting Chief Executive BLVNZ concerning BLVNZ Adult Braille Collection;

See Item 14 above.

Accessible Formats Service

To RNZFB Board with protest about the unacceptable treatment of blind and low vision students by BLVNZ management;

From Justine Edwards with a copy of the Parents of Vision Impaired NZ statement about Braille;

See Item 15 above.

From Rebekah Graham with PVI 2022 Conference & AGM - register now!

From Rebekah Graham with Notice of 2022 AGM and PVI Board nominations.

From Rebekah Graham with July updates from PVI.

From Rebekah Graham with August eVision now available.

# 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.

Monday, 31 October, BANZAT Special Meeting 63 to approve a letter of resolution to apply to the Aotearoa Gaming Trust for funding towards the BANZAT Braille Challenge.

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.

13 September 2022, Meeting 62, BANZAT 12th Annual General Meeting, held at BLENNZ and via Zoom.