The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 64 of The Braille Authority of New Zealand Aotearoa Trust, held on Wednesday 23 November 2022, over Zoom, commencing at 12:40pm.

NOTE: Numbering of items in these Minutes reflects the order in which items were discussed. Several items were deferred. Therefore, the numbering in these Minutes does not follow the numbering in the Agenda.

# 1. Welcome, attendees, apologies

As Maria Stevens was an apology for the meeting, Wendy Richards took the Chair.

Wendy welcomed trustees to the meeting. She explained the main purpose of the meeting was to finalise the Performance Report so it could be provided with the accounts to the Reviewer. She noted a request from Chantelle Griffiths, a former trustee, to observe at this meeting. We had explained to Chantelle that this meeting was unusual with one primary focus of business and we declined her request to observe. We would advise Chantelle when our next routine meeting would be taking place in 2023. Chantelle accepted this, and she extended best wishes to BANZAT and its work.

Wendy then moved to the roll call.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Paul Brown | Founding Organisations | 2024 |
| Justine Edwards (until 2:50pm) | Parents of Vision Impaired | 2024 |
| Amanda Gough | BLENNZ | 2025 |
| Dr Nicola McDowell (from 1:03pm until 2:54pm) | Founding Organisations | 2023 |
| Dr Wendy Richards | Founding Organisations | 2023 |
| Mary Schnackenberg, Secretary/Treasurer | Founding Organisations | 2023 |
| Karen Stobbs | BLENNZ | 2023 |
| Observers |  |  |
| There were no observers. |  |  |
| Apologies |  |  |
| Leyna Coleman | Blind Citizens NZ | 2024 |
| David Smith | Blind Low Vision NZ | 2022 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |

# 2. Minutes

## 2.1. Unconfirmed Minutes Meeting 61 on 13 September

An Amendment was agreed to 5.2 Annual Grant to read: “We are considering an invitation to ICEB to hold the Eighth General Assembly in New Zealand in 2024.”

An amendment was agreed to Item 15 Accessible Format Service contract with Ministry of Education to read: “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.”

It was resolved:

That the Minutes of Meeting 61 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 13 September 2022 as amended be confirmed.

Moved: W. Richards. Seconded: A. Gough. (Res. 64-1).

## 2.2. Unconfirmed Minutes Meeting 62 AGM

It was resolved:

That the Unconfirmed minutes of Meeting 62 AGM held on 13 September 2022 be uploaded to the website.

Moved: P. Brown. Seconded: J. Edwards. (Res. 64-2).

## 2.3. Unconfirmed Minutes Meeting 63 on 31 October

This was the special meeting to approve the letter to the Aotearoa Gaming Trust for The Braille Challenge.

It was resolved:

That the Minutes of Meeting 63 of The Braille Authority of New Zealand Aotearoa Trust held on Monday 31 October 2022 be confirmed.

Moved: K. Stobbs. Seconded: P. Brown. (Res. 64-3).

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

No matters were raised.

# 3. Correspondence

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. 64-4).

# 4. Finance

## 4.1. 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** |  |
| 13/09/2022 | **Opening balance ASB Bank account** | **$41,844.26** |
| 30/09/2022 | To BLENNZ, first payment for prizes for the 54 learners taking part in the 2022 Braille Challenge | $621.00 |
| 30/09/2022 | To BLENNZ, lunches for trustees, 14 June and 13 September | $168.00 |
| 30/09/2022 | To TaxiCharge, 13 September meetings | $236.75 |
| 30/09/2022 | To Justine Edwards, reimbursement 200 Km Hamilton-Homai-return car travel meeting 13 September | $166.00 |
| 30/09/2022 | To Audio Described Aotearoa, Paul Brown, fees for two meetings held on 13 September, 3.50 hours @ $100.00 per hour | $402.50 |
| 31/10/2022 | To M A Zaza, fundraiser contract | 1,200.00 |
| 31/10/2022 | To Inland Revenue GST since 1 April 2022 | $1,369.16 |
| 23/11/2022 | **Closing balance ASB Bank account** | **$37,680.85** |
|  | Made up of |  |
| 23/11/2022 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes Braille reading competitions for children, balance as at 30 June 2022 $2,168.49 + GST | $2,493.76 |
| 23/11/2022 | ICEB Travel Fund, balance at 30 June 2022 $9,000.00 + GST | 10,350.00 |
| 23/11/2022 | General Funds (excluding GST $21,597.47) | $24,837.09 |

### Commentary – Mary Schnackenberg

We have in our general fund $21,597.47 + GST. For the 2022-2023 year we are asking BLVNZ for a grant of $20,000 + GST. As there may be a delay in obtaining the grant, I advise you I am confident we are holding enough funds to get us through projected expenses to 30 June 2023.

BANZAT's contract with our fundraiser commits us to a further $600.00 by the end of 2022. We paid to BLENNZ the first payment for prizes for the 54 learners taking part in the 2022 Braille Challenge, being $10 per learner + GST. The balance we owe is $20 per learner totalling $1,080 + GST. At 30 June 2023 we will transfer this prize money out of the St Anne's Trust fund. This will leave a balance in that fund in June next year of $548.49 excluding GST.

I filed the GST return with Inland Revenue on 29 October 2022, one day following the due date. I arranged the payment on 31 October which was also due on 28 October. Inland Revenue has waived a late payment fee of $13.99 and cautioned me not to do this again.

For the information of trustees, the Charities Amendment Bill to modernise the Charities Act is in Parliament now. Submissions close on 9 December 2022. While the Bill may be amended as a result of the Select Committee hearings, Clause 12A is of note. It reads: “Chief Executives to consult on significant guidelines or recommendations. The Chief Executive must consult persons or organisations that the Chief Executive considers to be representative of the interests of charitable entities before issuing significant guidelines or recommendations on best practice to be observed by charities and persons concerned with the management or administration of charities.” I do not recommend BANZAT makes a submission. Of course individuals are free to submit.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: J. Edwards. (Res. 64-5).

## 4.2. Performance Report Year Ending 30 June 2022

Trustees worked through the Performance Report, in particular the Non-Financial Information. Several amendments were made. It was agreed that for the next year, trustees would work to better align the report with the goals of the three-year Strategic Plan.

Our attention was drawn to the Charities Services Tier 3 template at

<https://charities.govt.nz/reporting-standards/tier-3/tier-3-annual-reporting-guide-template-standard-and-guidance-notes/>

It was resolved:

That the Performance Report for the year ending 30 June 2022 as updated be sent to the Reviewer.

Moved: A. Gough. Seconded: P. Brown. (Res. 64-6).

## 4.3. Annual grant 2022-2023

Following discussion, it was agreed to write to the BLVNZ Chief Executive prior to Christmas to seek the 2022-2023 grant and signal our wish to invite ICEB to New Zealand for the Eighth General Assembly in 2024.

# 5. 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.

A trustee thanked BLENNZ for continuing his access to the youth library so he could read Braille books to his daughter. He said he had not been advised by BLVNZ about the changes to his access to the youth library.

BANZAT wrote to Rose Wilkinson at Blind Citizens NZ asking if they have taken any action regarding the possible changes in staffing levels in the Accessible Formats Service of BLVNZ. Rose advised that Blind Citizens NZ has written to the RNZFB Board expressing their concerns about this issue.

During discussion, a question was raised about the transition of BLENNZ Braille users to BLVNZ as adult Braille readers and therefore potential borrowers from the BLVNZ Braille library. Karen offered to link representatives from BANZAT with Elaine Gilmour to discuss this.

# 6. 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. A letter has been sent to the Principal of BLENNZ. We agreed to send the other two letters.

Karen advised BLENNZ would be reappointing Amanda for a further three-year term. Karen is looking to bring in a new trustee to replace herself next year.

# 7. BANZAT Strategic Plan 2021-2024

## 7.1. 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.

Investigate need for lower level Braille qualifications.

In partnership with Kāpō Māori Aotearoa NZ, explore the need for Grade 2 (contracted) Braille code for Te Reo Māori.

The subcommittee has not met.

## 7.2. Collaboration

a. Revise MOU's with founding organisations. Update from appointees.

Justine advised that she has shared the MoU with the PVI Board and they are happy with it.

During discussion, we agreed an action should be to write a brief Induction Manual for new trustees with bullet points about BANZAT, what it does, what is expected from trustees and links to key documents.

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

The General Assembly subcommittee is Maria, Mary, Paul, Wendy with others to be shoulder tapped.

This has not been progressed. During discussion the comment was made that if we cannot obtain a commitment from BLVNZ, others might want to step up. We were reminded that 2024 is 200 years since the invention of Braille in 1824. 1829 is the year the Braille Code was published.

## 7.3. 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 reported that the contract with the fundraiser ends in December 2022. Two bids have been submitted for The Braille Challenge which were both unsuccessful. One lottery bid is being submitted for the training course for Braille producers. One other bid to the Gaming Trust for The Braille Challenge wants more information and may need a whole new updated bid. Paul seeks a discussion at a future meeting of BANZAT, March or certainly in June about whether we should continue our fundraising efforts. This links to our discussion about what BANZAT does. BANZAT is now fundraising because we were told to do this by the founding organisations.

We then discussed possible dates for a February meeting to discuss BANZAT priorities. It was proposed that the meeting be for two hours from 3:00pm to 5:00pm.

# 8. Closure

The meeting closed at 3:06pm.

NOTE: These Minutes were confirmed at Meeting 65 on 5 April 2023.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 64, 23 November 2022

Administration:

Confirmed Minutes Meeting 57 AGM held on 14 September 2021;

Confirmed Minutes Meeting 60 held on 14 June 2022;

Unconfirmed Minutes Meeting 61 held on 13 September 2022;

Unconfirmed Minutes Meeting 62, the AGM, held on 13 September 2022;

Unconfirmed Minutes Special Meeting 63 held on 31 October 2022.

Income and expenditure:

From Inland Revenue with reminders that the GST return is due on 28 October 2022;

From Inland Revenue with New rules for GST invoicing and record keeping;

From the Department of Internal Affairs with Update on mahi to the modernisation of the Charities Act 2005 with submissions on the Charities Amendment Bill due by 9 December 2022;

From Charities Services with their invitation to their Annual Meeting on Friday 14 October at Eden Park and over Zoom;

From Charities Services with Newsletter October 2022;

From Charities Services with a reminder to submit our annual return by 31 December 2022;

See Item 4 above.

Accessible Formats Service

To and from Rose Wilkinson re BLVNZ Accessible Formats Service potential changes;

See Item 5 above.

Trustee appointments and correspondence:

To Karen Stobbs, copied to Amanda Gough and Maria Stevens, re Appointment of one BLENNZ trustee to BANZAT;

From Amanda Gough acknowledging the appointment letter;

See Item 6 above.

Strategic Plan

From Wendy Richards with Reflections to ponder;

To and from Geoff Burgess re BANZAT Letter of Inquiry to the Joyce Fisher Charitable Trust re The Braille Challenge, declining our application;

From Clyde Graham Charitable Trust to The Braille Authority of New Zealand Aotearoa Trust advising our Application for The Braille Challenge was unsuccessful;

Emails among Trustees to arrange a meeting to approve Letter of Resolution to apply to the Aotearoa Gaming Trust about The Braille Challenge;

To and from MA Zaza with Letter of Resolution to apply to the Aotearoa Gaming Trust for The Braille Challenge, screen shot of BANZAT's bank account details and BANZAT's Certificate of Incorporation as a Trust;

From and to Paul Brown with feedback about the draft application to the National Lotteries Committee for funding of the Braille Producer Training Programme;

To and from MA Zaza with Letter authorising Agatha to act as Profile Secretary for BANZAT for the application to the National Lotteries Committee for the Braille Producer Training Programme;

See Item 7 above.

ICEB and BANZAT Code Maintenance Committee:

From the ICEB Executive Committee with the media release about the South African Constitutional Court Judgment on the Copyright Act, ensuring the government can accede to the Marrakesh Treaty.

ABA and Round Table:

From the Round Table calling for abstracts for papers to be presented at the 2023 Conference due by 14 November.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

Emails between the one candidate (who has passed) and the Examiner, Maria Stevens.

The 2022 Braille Challenge for learners:

From Paul Brown with Blog from the Braille Challenge session held on 29 September 2022.

Capitalisation of Braille:

Emails with material to be placed on the website and sent to transcribers, the media, government and others.

From Amanda Gough with Membership invitation from SPEVI NZ.

From Wendy Richards with Music School celebrates 20 years.

# Attachment B: Dates

# BANZAT Dates for the Diary

Wednesday, 5 April 2023, BANZAT Meeting 65, BLENNZ and Zoom.

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.

Tuesday, 20 June, BANZAT meeting 66, BLENNZ and Zoom.

Tuesday, 19 September, BANZAT Meetings 67 and 68 (AGM), BLENNZ and Zoom.

Tuesday, 21 November, BANZAT Meeting 69, BLENNZ and Zoom.

Thursday, 4 January 2024, World Braille Day, 215 years since 4 January 1809, birthday of Louis Braille.

## 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.

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