The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 66 of The Braille Authority of New Zealand Aotearoa Trust, held on Tuesday 20 June 2023, in the Technology Room, BLENNZ, 2 McVilly Road, Manurewa, and over Zoom, commencing at 12:30pm.

# 1. Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She thanked BLENNZ for the lovely lunch. She welcomed Fiona Hansen as an observer from BLENNZ. She 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 | 2025 |
| Dr Nicola McDowell (Zoom) | Founding Organisations | 2023 |
| Mary Schnackenberg, Secretary/Treasurer | Founding Organisations | 2023 |
| David Smith | Blind Low Vision NZ | 2025 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |
| Karen Stobbs (Zoom) | BLENNZ | 2023 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |
| Observers |  |  |
| Fiona Hansen (Zoom) | BLENNZ |  |
| Apologies |  |  |
| Dr Wendy Richards | Founding Organisations | 2023 |

# 2. Minutes

## 2.1. Unconfirmed Minutes Meeting 65 on 5 April 2023.

An amendment was proposed and accepted to paragraphs 5 and 6 of the Minutes to strengthen and widen concepts of collaboration and partnership. In 8.3 it was further agreed to change the word “sponsorship” to “support”.

It was resolved:

That the Minutes of Meeting 65 of The Braille Authority of New Zealand Aotearoa Trust held on Wednesday 5 April 2023 as amended be confirmed.

Moved: M. Schnackenberg. Seconded: M. Stevens. (Res. 66-1).

## 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 12 June 2023. 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. 66-2).

# 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** |  |
| 05/04/2023 | **Opening balance ASB Bank account** | **$67,452.95** |
| 12/04/2023 | To You Travel Mairangi Bay, Maria Stevens flights Auckland-Sydney-return Round Table | $1,072.00 |
| 13/04/2023 | To BLENNZ, lunches 5 April | $108.00 |
| 18/04/2023 | To Round Table on Information Access for People with Print Disabilities, Maria Stevens registration Conference May 2023, AUD 795.00 | $893.06 |
| 19/04/2023 | To TaxiCharge, 5 April meeting | $160.69 |
| 20/04/2023 | To National Bank of Australia, bank fee to process Stevens Round Table registration $19.86 |  |
| 05/05/2023 To Inland Revenue, GST from 1 October 2022 to 31 March 2023 | $4,146.36 |  |
| 06/06/2023 To A I Comms, administration from 1 October 2022 to 31 March 2023 | $1,586.80 |  |
| 07Jun23 | From Blind Low Vision NZ, grant 2022-2023 | +$25,300.00 |
| 20/06/2023 | **Closing balance ASB Bank account** | **$84,766.18** |
|  | Made up of |  |
| 20/06/2023 | 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 |
| 20/06/2023 | ICEB Travel Fund, balance at 30 June 2022 $9,000.00 + GST | $10,350.00 |
| 20/06/2023 | National Lotteries Committee Training Course for Braille Producers $30,000.00 + GST | $34,500.00 |
| 20/06/2023 | General Funds $32,541.23 + GST | $37,422.42 |

### Commentary: Mary Schnackenberg

We have received the annual grant from BLVNZ for the 2022-2023 year of $22,000.00 + GST. At our meeting we will confirm or amend our earlier decision to seek from BLVNZ a grant of $23,100.00 + GST for the 2023-2024 year.

Known commitments to 30 June 2023 are:

|  |  |
| --- | --- |
| To Justine Edwards, mileage Hamilton-Auckland-return 5 April and 20 June | $332.00 |
| To Paul Brown, meeting fees 5 April and 20 June | $575.00 |
| To TaxiCharge, Paul Brown meeting with Maria Stevens on 16 May about the producer training | $27.34 |
| To TaxiCharge, taxis for 20 June meeting | $200.00 |
| To A I Comms, administration 1 April to 30 June, 27.15 hours $1,357.50 + GST | $1,561.13 |

By 30 June BANZAT needs to pay Maria's reimbursement claim and raise an invoice to BLENNZ for 50% of her Round Table costs. My estimate is $1,400 after we have recovered the BLENNZ share of costs.

As part of the 30 June end of year transfers we will add $3,000 to the ICEB Travel Fund. We will recover $1,480.00 excluding GST from the St Anne's Trust being costs of the 2022 Braille Challenge.

We should have in the General Fund about $27,684.04 + GST giving $31,836.65.

It was resolved:

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

Moved: M. Schnackenberg. Seconded: L. Coleman. (Res. 66-3).

## 4.2. Draft budget 2023-2024

In our application for the 2022-2023 grant we signalled a budget for the 2023-2024 year of $23,100. This is a 5% increase on the current year's grant of $22,000.00 which is less than inflation.

The draft budget is below followed by notes to the budget.

|  |  |
| --- | --- |
| Description | Budget |
| Figures exclude GST and are rounded to nearest dollar |  |
| General Fund Income and Expenditure Budget 2023-2024 |  |
| Income |  |
| Requested Annual Grant (1) | $23,100 |
| Accreditation annual renewal (2) | $50 |
| Trans-Tasman Certificate of Proficiency in UEB (3) | $1,680 |
| Total income | $24,830 |
| 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 |
| Cost of ICEB 8th General Assembly May 2024 (13) | $12,000 |
| Transfer from ICEB Fund of cost of ICEB 8th General Assembly May 2024 (13) | -$12,000 |
| 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 2024 (14) | $4,376 |
| Marketing accreditation (15) | $1,000 |
| Braille competition for learners (16) |  |
| The 2023 Braille Challenge | $1,480 |
| The 2023 Braille Challenge Refund from Special Fund (16) | -$689 |
| The 2023 Braille Challenge refund from BLENNZ (16) | -$791 |
| Total expenses | $24,780 |
| Surplus Income less Expenditure at 30 June 2024 | $50 |
| Special Funds |  |
| ICEB Travel Fund |  |
| Opening balance 30 June 2023 | $12,000 |
| Transfer from Special Fund ICEB 8th General Assembly | -$12,000 |
| Transfer to ICEB Travel Fund at 30 June 2024 from General Funds (13) | $3,000 |
| Closing balance 30 June 2024 | $3,000 |
| The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children, The Braille Challenge |  |
| Opening balance 30 June 2023 | $689 |
| Transfer to General Funds cost of prizes (14) | $689 |
| Closing balance 30 June 2024 | $0 |
| Total Special Funds |  |
| Opening balance 30 June 2023 | $12,689 |
| Closing balance 30 June 2024 | $3,000 |

### Notes to the 2023-2024 Budget

(1) The Requested Annual Grant of $23,100 includes $3,000 which is to be transferred into the BANZAT special fund for ICEB Travel at 30 June 2024.

(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. The budget allows for a lower exchange rate, $900.

(13) BANZAT's hosting costs for ICEB 8th General Assembly in May 2024 will be funded from the ICEB Special Fund. A provision of $12,000 has been made.

(14) Travel BANZAT delegate to Australia ABA and Round Table, May 2024, to maintain professional development and contact with the Australian Braille Authority, $4,376. This is an increase from the previous year as the Round Table is most likely to meet in Perth, Western Australia.

(15) Marketing accreditation, $1,000.

(16) Braille competition for learners expenses of $1,480.00, to be funded by transfer from Special Fund, $689, and the balance from BLENNZ.

### Discussion of 2023-2024 budget request.

As the budget was considered, we also discussed the request from Mr Mulka, the Chief Executive of BLVNZ, asking BANZAT to convene a meeting of the five founding organisations to discuss his proposal that each founding organisation contributes one-fifth of the 2023-2024 annual grant request from BANZAT.

Karen gave an undertaking that once the Special Fund for Braille Competitions had been spent, BLENNZ would provide ongoing funding of The Braille Challenge. We agreed to amend expenditure for The Braille Challenge to the same amount as was spent in the 2022-2023 year, $1,480.00. Income should be amended to show funding of $689 from the Special Fund with $791 being provided by BLENNZ.

The maximum likely cost for the ICEB 8th General Assembly of $12,000.00 should be added to the budget. This would be paid for from the ICEB Special Fund.

We agreed to write to the five founding organisations, forwarding Mr Mulka's email, and asking them to attend a meeting with the five founding organisations to discuss BANZAT's budget and Annual Grant for the 2023-2024 year.

A suggestion was we should distinguish between potential funders and “five founding organisations”. Since its inception BANZAT has been almost exclusively funded by BLVNZ. Is there a rights-based source of funding, especially as the Disability Convention is regarded empathetically by Government. BANZAT is here to set and monitor standards. We should consider an approach to the Office for Disability Issues who manages the funding of the New Zealand Sign Language. Braille is not a language but it is a Code. However from a rights-based perspective Government should consider funding of the standards setting of the Code. If this were to happen it could not be expected for the coming year, but may be possible in the year beginning 1 July 2024.

Another view was that it is difficult to question BLVNZ activities relating to Braille when we are funded by them. On the other hand, BLVNZ funds several consumer organisations who advocate strongly to BLVNZ about a range of issues. Also BLVNZ is the Settlor of the BANZAT Trust and has some obligations to the Trust written into the Deed.

It was resolved:

That the draft Budget for 2023-2024 be adopted as amended; and

That BANZAT writes to the five founding organisations to call a meeting to discuss Mr Mulka's proposal to share the funding of the 2023-2024 Annual Grant.

Moved: M. Schnackenberg. Seconded: J. Edwards. (Res. 66-4).

# 5. Accessible Format Service contract with Ministry of Education

BANZAT wrote to the RNZFB Board about the loss of the contract and our perception of the treatment of BLENNZ students. We have not had a reply as yet from the RNZFB Board. BLENNZ reported very positively on the situation in their trustees' report to BANZAT for this meeting.

# 6. Trustee appointments

We have received written confirmation that Amanda Gough has been reappointed by BLENNZ and her term concludes in September 2025.

We wrote to Blind Low Vision NZ. Mr Mulka has replied that he has recommended to the RNZFB Board the reappointment of David Smith. The Minutes of the RNZFB Board meeting on 31 May 2023 read: Item 7 – Trustee to BANZAT – recommendation to renew the reappointment of David Smith to the Braille Authority of New Zealand Aotearoa Trust.

IT WAS AGREED THAT the Board reappoint David Smith as Trustee to BANZAT to the Braille Authority of New Zealand Aotearoa Trust.

Moved by Mr Billings. Seconded by Mr Patete. Motion Carried.

We wrote to Kāpō Māori Aotearoa re their appointee. We have not had a reply. Maria can remain in place until we have received advice from KMA. We agreed to write again to KMA.

Trustees whose terms end at the September 2023 AGM are:

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Dr Nicola McDowell | Founding Organisations | 2023 |
| Dr Wendy Richards | Founding Organisations | 2023 |
| Mary Schnackenberg, Secretary/Treasurer | Founding Organisations | 2023 |
| Karen Stobbs | BLENNZ | 2023 |

Each trustee is eligible for reappointment.

An advertisement for the positions appointed by the Founding Organisations went to the BANZAT Group and the New Zealand Braillists discussion group.

Wendy Richards has written to say she will not be standing to renew her term on BANZAT this year. However she has offered her support for particular projects.

# 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.

Amanda handed around a draft of a reminder poster Capital B for Braille which is a very encouraging request. Trustees were very supportive of Amanda circulating the poster.

## 7.2. Collaboration

a. Revise MOUs with founding organisations.

A revised draft MoU was discussed. It was agreed to sort out the funding for the 2023-2024 year, then work through an updated MOU. It was further agreed there should be one document for all the founding organisations with a signature schedule for each organisation. Thinking about the funding of the trust, it was suggested the MOU might ask the founding organisations to work together to find funding for the financial maintenance and sustainability of the Trust.

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

Assembly subcommittee: Maria, Mary, Paul, Wendy with others to be shoulder tapped.

The Round Table have confirmed their 2024 dates are Saturday 18 May to Tuesday 21 May. We have booked The Grand Millennium from Saturday 25 May to Friday 31 May.

Concern was raised about the challenges of running a hybrid conference of face to face plus Zoom. While Blind Citizens NZ has done this for their conferences since 2018, they have a excellent sound and video management company that sets everything up ready to go.

Serious disappointment was expressed that the announcement of BANZAT hosting the General Assembly was not signalled in advance of the notification from ICEB. Maria and Mary both apologised for this error.

Paul would like to step down from the ICEB subcommittee so he can prioritise the producer training programme. Nicola said she was happy to help with the ICEB GA.

## 7.3. Financial: Establish a sustainable financial model

a) Identify specific projects for alternative funding (e.g. training course for Braille producers).

Maria, Paul and Leeanne met on 16 May. Leeanne shared a great preparation document. The course can run in early February 2024. There may be two or three face-to-face days with further training over Zoom or Teams. Paul has a colleague who looks after the Generator Fund which offers small business support to those who have Community Services cards. The intention is to meet with the Generator Fund chief executive. Once trainees have mastered Braille production they can move on to the small business side of the work.

An application process will be sorted out. Ideally we should call for applications in October with decisions made by December. In the meantime we should think of people who might want to come on the course.

The plan is to select six blind people for the producer training course.

b. Employ someone to undertake fundraising

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

Although our fundraising efforts have proven very time-consuming, we agreed to retain the budget for a fundraiser in the 2023-2024 year.

# 8. ICEB and BANZAT Code Maintenance Committee

## 8.1. ICEB events

The ICEB Executive Committee continues to meet monthly. Each subcommittee is working on a range of projects to improve the UEB Code and translation software.

## 8.2. BANZAT CMC

Maria reported she continues to work on the membership of the Committee.

# 9. ABA and Round Table

Maria circulated her report about her attendance at the Round Table, the cost of which was funded jointly by BLENNZ and BANZAT. Maria participated in the workshop on indigenous Braille codes and presented information about the development of the Braille Code for te reo Māori.

# 10. Trans-Tasman Certificate of Proficiency in UEB

Maria reported that Tristan Clare is the new Chair of the Australian Braille Authority. It's ABA's turn to set the exam. The Manager of Accessible Formats Service, Peter Hine, is happy for Braille staff to be involved in the exam this year.

# 11. The 2023 Braille Challenge for Learners

Amanda updated trustees about The Braille Challenge. Again this year there will be online sessions for the participating students. Amanda said there would be up to eight breakout groups, each with an adult mentor and an RTV. The plan was to have two sessions in weeks 3 and 6 of The Challenge lasting 20 minutes each. The adult mentor could read from Braille a short favourite piece and share their own Braille journey. Leyna, Paul, and Maria volunteered.

# 12. Promotion, digital engagement and communications

Paul reported that Facebook has 140 likes.

# 13. Strategic Framework for the Provision of Braille Services

This initiative is led by Blind Citizens NZ. Their Chief Executive met with us early last year. We have not had an update since then.

# 14. BLVNZ Adult Braille Library

Leyna has been asked to visit the South Auckland Library next week. David Davenport is the librarian.

# 15. Accreditation of producers and professional development

We need to update Policy 7 as agreed in September 2022 and place it on the website as a Word document and also in HTML. In addition Wendy has written an excellent quick guide to accreditation which will be published.

Mary advises this has not yet been progressed.

# 16. Reports from trustees

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

• Blind Citizens NZ: Leyna Coleman advised she has not seen any development re the Braille users special interest group.

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

• Kāpō Māori Aotearoa: Maria Stevens.

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

• Music Braille: Apology from Dr Wendy Richards who is overseas.

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

It was agreed:

That the above written and verbal reports be received. (Res. 66-5).

# 17. New business

Amanda asked if there are any Braille symbols assigned to emoticons. Currently there are transcriber defined symbols created on the fly.

# 18. Schedule of meetings and closure

The dates for our meetings in September and November have been confirmed. They are:

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

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

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

The meeting closed at 2:52pm.

NOTE: These Minutes were confirmed at Meeting 67 on Tuesday 19 September 2023.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 66, 20 June 2023

Administration:

To BANZAT trustees with Unconfirmed Minutes for 5 April 2023;

From Nicola McDowell with Outlook calendar invitations for this year's BANZAT meetings.

Income and expenditure:

Emails with John Mulka seeking a Zoom meeting to discuss our 2022-2023 grant, which was arranged for 19 May;

From John Mulka asking BANZAT to convene a meeting of the five founding organisations to discuss his proposal that each founding organisation contributes one-fifth of the 2023-2024 budget requested by BANZAT;

See Item 4 above.

Trustee appointments and correspondence:

From and to John Mulka in which he gave his intention to recommend to the RNZFB Board at its 31 May meeting that David Smith be appointed to BANZAT;

From and to Wendy Richards in which she said she would not be standing again for BANZAT but would lend a hand whenever needed;

See Item 6 above.

Strategic Plan

From Aotearoa Gaming Trust declining our application for funding towards The Braille Challenge;

See Item 7 above.

ABA and Round Table:

From Tristan Clare to Maria Stevens confirming Maria's involvement in the ABA workshop about Braille codes for First Nation Australians;

From Maria Stevens with her presentation to ABA about Māori Braille;

From Maria Stevens with her Round Table report;

See Item 9 above.

From Phillippa McKenzie with BLENNZ Youth Library: deselected resources available for rehousing.

From Rebekah Graham with Updates from PVI.

From Rebekah Graham with March 2023 eVision now available.

# Attachment B: Dates

This refers to Item 18 above.

# BANZAT Dates for the Diary

Thursday, 2 November, closing date for 2024 Round Table Conference abstracts.

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.

Saturday 18 to Tuesday 21 May 2024, Round Table on Information Access for People with Print Disabilities, Novotel Perth Langley, 221 Adelaide Terrace, Perth, Western Australia.

Saturday 25 to Thursday 30 May 2024, International Council on English Braille 8th General Assembly, The Grand Millennium Hotel, Auckland.

## 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.