The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 67 of The Braille Authority of New Zealand Aotearoa Trust, held on Tuesday 19 September 2023, in the Technology Room, BLENNZ, 2 McVilly Road, Manurewa, and over Zoom commencing at 12:39pm.

# 1. Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She went through the several changes of Trustees.

She especially welcomed Nigel Ngahiwi as the appointee of Kāpō Māori Aotearoa to his first meeting who will join the Trust at the conclusion of the AGM. She welcomed David Smith who has been reappointed to BANZAT by BLVNZ. She noted that Wendy Richards and Karen Stobbs would be stepping down at the end of the AGM. She also welcomed Fiona Hansen who will replace Karen Stobbs at the conclusion of the AGM. She welcomed back Chantelle Griffiths who will succeed Wendy Richards at the conclusion of the AGM. Mary Schnackenberg has stood down as a trustee to be replaced by Maria Stevens.

Maria began the roll call.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Paul Brown | Founding Organisations | 2024 |
| Leyna Coleman | Blind Citizens NZ | 2024 |
| Amanda Gough | BLENNZ | 2025 |
| Dr Nicola McDowell via Zoom from 12:46pm | Founding Organisations | 2026 |
| Nigel Ngahiwi | Kāpo Māori Aotearoa | 2025 |
| Dr Wendy Richards via Zoom | Founding Organisations | 2023 |
| David Smith | Blind Low Vision NZ | 2025 |
| Maria Stevens, Chairperson | Founding Organisations | 2026 |
| Karen Stobbs | BLENNZ | 2023 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |
| In Attendance |  |  |
| Mary Schnackenberg, Secretary/Treasurer |  |  |
| Observers |  |  |
| Chantelle Griffiths |  |  |
| Fiona Hansen | BLENNZ |  |
| Apologies |  |  |
| Justine Edwards | Parents of Vision Impaired | 2024 |

# 2. Proposal for BANZAT to adopt ABA Format Guidelines

We discussed the proposal for BANZAT to adopt the Australian Braille Authority Format Guidelines received from Nigel Waring, BLVNZ Head of Technology and Accessibility. Maria circulated to Trustees and Nigel Waring a table comparing the BANZAT and ABA Guidelines. If BANZAT were to adopt the ABA guidelines, all individual and organisation accredited producers would have to implement the change.

We had invited Nigel to attend the meeting at 12:30pm to discuss his proposal and answer questions. He did not attend. Later we found out that Nigel had confused his calendar for which he apologised.

Trustees reviewed Nigel's proposal and drew up the following questions.

What are the merits of changing?

What will the impact be for NZ Braille users?

Is this prompted by lack of production capacity in NZ?

Who are the people in NZ who are asking for this?

If this won't affect the Braille code, what will be used for macrons?

As the BANZAT Deed makes clear we are responsible for Polynesian languages, how will 'Tonga' be Brailled?

Will each volume have AFS (NZ) preliminary pages containing production information?

NZ copyright law and Marrakesh allow the sharing of Braille between users. We believe this is not permitted in the Australian Environment. How will this work in the NZ environment?

Some Australian titles are being Brailled without print page numbers. Would NZ continue to have print page numbers?

Is there room for developing a shared formatting code between both countries?

As BANZAT had consulted with users about a comparatively small change to the capital B for Braille, we would have to consult with everyone about this much larger proposal.

We would need to think about both children and adults who are early learners.

One Trustee expressed the view that if we were going to use any offshore standards, they should be internationally recognised standards.

Mary explained the history of how the New Zealand and Australian Braille format standards had grown differently. Australia, the UK and South Africa all had specialist secondary schools for the blind where most teachers knew Braille. New Zealand never set up its own secondary school for the blind. Although there were schools for the blind in the United States, mainstreaming had grown considerably there in the 1950s and 1960s. In 1964 when students moved from the school for the blind in Parnell to Homai College, the secondary school students went to Manurewa High School. The decision was taken to opt for the American textbook format which had been developed for the mainstream classroom. For the same reason, Nemeth Braille was adopted for mathematics and science. By contrast, Australia largely followed the British format standards.

It was agreed:

That a meeting be held with Nigel Waring as soon as possible;

That we ask our questions and seek follow up information;

That BANZAT makes its decision about whether the case for change has been made to cause us to write up the details, cost the impact, and take the consultation around New Zealand Braille readers, teachers and producers to seek their views. (Res. 67-1).

# 3. Minutes

## 3.1. Unconfirmed Minutes Meeting 66 on 20 June 2023.

It was resolved:

That the Minutes of Meeting 66 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 20 June 2023 be confirmed.

Moved: A. Gough. Seconded: L. Coleman. (Res. 67-2).

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

Following on from Item 7.1, Amanda reported that the “Big B for Braille” poster was circulated widely.

# 4. Correspondence

The Secretary went through the items of correspondence received or sent since the circulation of the Agenda on 11 September 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. 67-3).

# 5. Finance

## 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** |  |
| 20/06/2023 | **Opening balance ASB Bank account** | **$84,766.18** |
| 30/06/2023 | To Audio Described Aotearoa, meeting fees Paul Brown 5 April 2023 | $287.50 |
| 30/6/2023 | To Audio Described Aotearoa, meeting fees Paul Brown 20 June 2023 | $287.50 |
| 30/06/2023 | To BLENNZ, 9 lunches 20 June | $108.00 |
| 30/06/2023 | To TaxiCharge, Paul Brown Producer Training Subcommittee 16 May meeting | $27.34 |
| 06/07/2023 | From BLENNZ, payment 50% cost of Maria Stevens Round Table attendance | +$1,699.97 |
| 08/07/2023 | To TaxiCharge, 20 June meeting | $103.99 |
| 08/07/2023 | To Justine Edwards, mileage 5 April and 20 June meetings | $380.00 |
| 08/07/2023 | To Maria Stevens, reimbursement accommodation, meals, etc. Sydney May 2023 Round Table | $1,415.02 |
| 19/09/2023 | **Closing balance ASB Bank account** | **$83,856.80** |
|  | Made up of |  |
| 19/09/2023 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes Braille reading competitions for children, balance as at 30 June 2023 $688.49 + GST | $791.76 |
| 19/09/2023 | ICEB Travel Fund, balance at 30 June 2023 $12,000.00 + GST | $13,800.00 |
| 19/09/2023 | National Lotteries Committee Training Course for Braille Producers $30,000.00 + GST | $34,500.00 |
| 19/09/2023 | General Funds $30,230.47 + GST | $34,765.04 |

### Commentary: Mary Schnackenberg

We warmly thank BLENNZ for paying 50% of Maria Stevens' costs to attend the Round Table meeting in May. I truly appreciated help from Bridget Lamphee, Senior Manager Administration at BLENNZ, to validate receipts for the benefit of Maria and reviewers/auditors of BLENNZ and BANZAT.

I have not yet submitted my administration invoices for work since 1 April. However these will come in under budget.

We have not yet received our Annual Grant for the 2023-2024 year. My recommendation is that we write to Greg Hurn, BLVNZ Acting Chief Executive, to seek this grant.

It was resolved:

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

That, before the end of October, the Treasurer write to Acting Chief Executive, Greg Hurn, to seek BANZAT's grant for the 2023-2024 financial year.

Moved: P. Brown. Seconded: L. Wojtowicz. (Res. 67-4).

Following discussion:

It was resolved:

That, by the end of October, the Secretary approaches Whaikaha and seeks funding for BANZAT.

Moved: A. Gough. Seconded: P. Brown. (Res. 67-5).

Following discussion about BANZAT bank signatories:

It was resolved:

That at the AGM Trustees appoint Mary Schnackenberg, Amanda Gough, Wendy Richards (until new signatories are appointed), Paul Brown and Leeanne Wojtowicz as the BANZAT bank signatories.

Moved: K. Stobbs. Seconded: L. Coleman. (Res. 67-6).

# 6. Accessible Format Service contract with Ministry of Education

We have received a reply from the RNZFB Board about this issue which was circulated to the BANZAT group. Of particular note is the comment: “Both BLVNZ and BLENNZ are founding members of BANZAT. The RNZFB Board received an update regarding BLVNZ accessible format services which was discussed in open meeting on 1 July. At that time the Chief Executive confirmed BLVNZ's on-going commitments to standards and guidelines set by the Braille Authority of New Zealand Aotearoa Trust and the Round Table on Information Access for People with Print Disabilities. We support the efforts of such entities to work to ensure all members uphold agreed standards and guidelines.”

# 7. Trustee appointments

The RNZFB Board Secretary has confirmed the appointment of David Smith as a trustee.

BLENNZ has appointed Fiona Hansen to succeed Karen Stobbs.

Kāpō Māori Aotearoa has appointed Nigel Ngahiwi to succeed Maria Stevens.

The five founding organisations reappointed Dr Nicola McDowell and Mary Schnackenberg, and appointed Chantelle Griffiths as trustees.

Mary Schnackenberg resigned as a trustee and the five founding organisations appointed Maria Stevens in her place. The resolution from their meeting held on 30 August is formally recorded below in these Minutes.

It was resolved:

That, at the meeting of the BANZAT Trustees appointed by the five founding organisations (attended by 6 of the 7 appointees), held on 30 August 2023, the resignation of Mary Schnackenberg as a BANZAT trustee was accepted. It was then agreed, with consideration also being given to unsuccessful applicants from the recent appointment round, to appoint Maria Stevens into the position created by Mary's resignation.

This appointment was made based on the breadth of knowledge, skills and experience that Maria holds with regard to the Braille code, Braille production and Braille usage.

We also acknowledge the wealth of knowledge and experience, both current and historical, that Mary brings to BANZAT, and wish to retain her involvement in the organisation. To that effect, we request that Mary remains in her administrative roles as secretary and treasurer until the BANZAT AGM on September 19, 2023, at which time she will be welcome to put her name forward again for either one or both of these positions.

Moved: A. Gough. Seconded: L. Wojtowicz. (Res. 67-7).

Leyna thanked Mary and welcomed Maria back.

Amanda Thanked Wendy for her huge contribution since BANZAT was founded in 2010. Karen has also supported BANZAT during her three years on the Trust, helping us to sort out the costs of running the Trans-Tasman Certificate in UEB.

# 8. BANZAT Strategic Plan 2021-2024

## 8.1. 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.

It was agreed:

That Amanda Gough convene the Communications Working Group; and

Nigel Ngahiwi and Leyna Coleman join the Communications Working Group. (Res. 67-8).

## 8.2. Collaboration

a. Revise MOU's with founding organisations.

At our 20 June meeting we agreed to pause this work until after the 2023-2024 grant had been sorted.

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

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

The Round Table has confirmed their 2024 meeting will be held in Perth from 18 to 21 May.

ICEB has finalised its dates to be Saturday 25 May to Thursday 30 May.

Maria, Leeanne and Mary reported on their visit to the Grand Millennium Hotel on Monday 18 September. This included a discussion about the draft contract with the Hotel. Nicola apologised for not being well enough to travel to Auckland for the visit and for today's meeting, which she is participating in via Zoom.

We opted for a larger room on the ground floor close to the front door named The Aucklander. The room needs a minimum of 40 attendees but will hold 60 comfortably with room for an equipment display. It has a “bar” suitable for serving lunch, morning and afternoon tea. We also checked a bedroom which was well appointed. Leeanne is available for advice on the steering group as well as Nicola. We need the ICEB registration form to go live no later than the end of October.

BANZAT is really pleased that Nicola has been appointed to the ICEB Papers Committee. The Call for papers is due out about 25 September.

## 8.3. Financial: Establish a sustainable financial model

Maria, Paul, Leeanne, David and Fiona

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

Paul reported on the meetings to plan the producer training course. The plan is to hold a two-day course in late January early February at Homai, probably at the BLVNZ Accessible Formats Service building. More training, especially about Microsoft Word and correctly formatting documents to translate into Braille will take place in online sessions. Staff from the Generator Fund will help trainees to set up a business number and accounting software. They can also help to write a small business plan.

David and Leeanne will run the course. BLVNZ will be paid to write and deliver the course. There is also funding for the Duxbury licenses.

The application form is to be developed. Paul will launch the marketing for trainees at the National Conference of Blind Citizens NZ being held in Auckland over the weekend of 13 and 14 October.

b. Employ someone to undertake fundraising

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

Costs of a fundraiser are in the 2023-2024 budget.

# 9. ICEB and BANZAT Code Maintenance Committee

## 9.1. ICEB events

The Executive Committee and subcommittees are continuing work on updating the UEB Rulebook and the Guidelines for Technical Materials.

## 9.2. BANZAT CMC

The current membership is Chantelle, Fozia, Leyna, Paul, with Maria to convene. The membership will be finalised by the November meeting.

We agreed to ask the ICEB Technical Committee to put defining imogis on their list of tasks.

# 10. ABA and Round Table

The Round Table has confirmed the 2024 Conference will take place from 18-21 May at the Novotel Perth Langley. The call for abstracts for papers has gone out which closes on 2 November.

# 11. Trans-Tasman Certificate of Proficiency in UEB

The advertisement for the Certificate examination was sent to NZ Braillists Group, Blind Discuss and BANZAT Group on 13 August. No applications were received by the closing date of 1 September.

We were advised that Marion Satherley is working on a course about the Essentials of Formatting for New Zealand teachers and transcribers which will serve as a supplement to UEB Online. We agreed that New Zealand still needs the Trans-Tasman Certificate which includes formatting and correct transcription of te reo Māori and Polynesian languages. We need to talk with our partners, the Australian Braille Authority, Massey University and BLENNZ about the future of the Certificate and other possible lower level qualifications.

# 12. The 2023 Braille Challenge for Learners

Amanda was delighted to report that 12 adult Braille readers from across the country are mentoring the ākonga who are participating in this year's Challenge.

# 13. Promotion, digital engagement and communications

Paul reported Facebook has 143 page followers, and 138 page likes.

# 14. 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. Leyna advised she had no update to provide.

# 15. BLVNZ Adult Braille Library

We agreed to check if New Zealand Braille titles were being reported to the Accessible Books Consortium worldwide catalogue. If not, BANZAT might consider raising this concern with BLVNZ management.

# 16. 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 advised this has not yet been progressed.

# 17. Reports from trustees

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

• Blind Citizens NZ: Leyna Coleman reported she has asked the Chief Executive about the progress of the Braille Special Interest Network. The 2023 AGM and National Conference is being held in Auckland on 13-14 October.

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

• Kāpō Māori Aotearoa: Nigel Ngahiwi.

• 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. 67-9).

# 18. Schedule of meetings and closure

The meeting dates and venues are listed in Attachment B to these Minutes. Our next meeting is on Tuesday, 21 November, Meeting 69, in the Technology Room at BLENNZ and over Zoom.

The meeting closed at 2:37pm, allowing time for Trustees to prepare for the AGM.

NOTE: These Minutes were confirmed at Meeting 69 on Tuesday 21 November 2023.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 67, 19 September 2023

Administration:

To and from Janny Cooke with request for 13 BANZAT Lunches for Tuesday 19 September;

Australian Braille Authority Format Guidelines:

From Nigel Waring with proposal for BANZAT to adopt the Australian Braille Authority Format Guidelines;

To and from Nigel Waring seeking and receiving the link to the ABA Format Guidelines;

From Maria Stevens to Tristan Clare, Chair of the Australian Braille Authority, seeking and receiving examples of Australian textbook format;

From Maria Stevens sent to Trustees and Nigel Waring with a table comparing Australian and New Zealand Braille formats;

To Nigel Waring with invitation for him to meet with BANZAT trustees on 19 September at 12:30pm to discuss his proposal and answer any questions;

See Item 2 above.

Income and expenditure:

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

From Charities Services with Survey - Lease Accounting for Charities;

From Charities Services with Newsletter July 2023;

From Charities Services with Newsletter August 2023;

From Discount Domains with reminder notice of renewal of web address banzat.nz;

To Karen Stobbs, Chrissie Cowan, Rebekah Graham, Rose Wilkinson and John Mulka, forwarding Mr Mulka's request that BANZAT call a meeting of the five founding organisations to discuss the 2023-2024 grant to BANZAT;

From Karen Stobbs acknowledging the letter;

From and to John Mulka appointing Nigel Waring as his delegate;

See Item 5 above.

Accessible Formats Service

From RNZFB Board Secretary replying to our letter of 23 August 2022 alleging unacceptable treatment of blind and low vision students by BLVNZ management, forwarded to BANZAT group;

See Item 6 above.

Trustee appointments and correspondence:

Email calling for Expressions of Interest to fill three vacancies that are appointed by the five founding organisations;

From Maria Stevens to successful candidates Chantelle Griffiths, Nicola McDowell, and Mary Schnackenberg;

To and from Chrissie Cowan re Appointment of Kāpō Māori Aotearoa Trustee to BANZAT, with advice of the appointment of Nigel Ngahiwi;

To and from Nigel Ngahiwi welcoming him to BANZAT and arranging his flights to Auckland for the 19 September BANZAT meeting;

From Mary Schnackenberg with her resignation as trustee and her commitment to continue with the work of the Secretary-Treasurer until the 19 September AGM;

From Karen Stobbs with the resolution from trustees of the five founding organisations at their meeting held on 30 August;

From RNZFB Board Secretary Diana Chandler with the letter from the RNZFB Board re the reappointment of David Smith to BANZAT;

From Karen Stobbs advising Fiona Hansen, Regional Practice Lead, Tauranga has been appointed as one of the BLENNZ trustees to BANZAT, succeeding Karen Stobbs;

Emails with Nicola McDowell arranging her flights to 19 September BANZAT meeting;

See Item 7 above.

Strategic Plan

From Amanda Gough with Big B for Braille poster;

See Item 8 above.

ICEB and BANZAT Code Maintenance Committee:

From Maria Stevens with Minutes of the NZ CMC meeting held on 8 August and an update on developments in the ICEB code work;

See Item 9 above.

ABA and Round Table:

From the Round Table Administrator with confirmation of the dates and venue for the 2024 Round Table Conference, 18-21 May in Perth;

From the Round Table Administrator with the call for Abstracts which closes on 2 November;

See Item 10 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

From ABA Chair, Tristan Clare, forwarded by Maria with information about Australia's experience with the 2023 Certificate exam and applicants;

See Item 11 above.

The 2023 Braille Challenge for learners:

From Amanda Gough with a call for adult Braille reader mentors;

See item 12 above.

From RNZFB Board with Update about Acting CE of Blind Low Vision NZ, sent by RNZFB Board chair on 7 August advising the appointment of Greg Hurn as Acting Chief Executive.

From Rebekah Graham of PVINZ encouraging parents to vote in the RNZFB Board elections.

From Rebekah Graham with Notice of PVINZ Special General Meeting.

From Rebekah Graham with PVINZ 2023 Annual General Meeting and related documents.

From Rebekah Graham with PVI news and updates.

From Chantelle Griffiths with Braille Masterclass Podcast Link: Revitalise Your Braille Reading Technique.

From Maria Stevens forwarding an announcement Save the Date: Tactile Reading Conference June 2025 in Amsterdam.

From and to Eva Rose Toia at the Māori Language Commission with an inquiry about a Braille alphabet for te reo Māori.

From and to Julie Woods with the question posed to her “Is Braille a dead language?”

# 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.