The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Unconfirmed Minutes of Meeting 70 of The Braille Authority of New Zealand Aotearoa Trust, held on Tuesday 12 March 2024, in the Technology Room, BLENNZ, 2 McVilly Road, Manurewa, and over Zoom commencing at 12:35pm.

# 1. Welcome, attendees, apologies

Chair Maria Stevens 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 (Zoom) | BLENNZ | 2025 |
| Chantelle Griffiths (Zoom) | Founding Organisations | 2026 |
| Fiona Hansen | BLENNZ | 2026 |
| Dr Nicola McDowell (Zoom) | Founding Organisations | 2026 |
| Nigel Ngahiwi (Zoom) | Kāpo Māori Aotearoa | 2025 |
| David Smith | Blind Low Vision NZ | 2025 |
| Maria Stevens, Chairperson | Founding Organisations | 2026 |
| Leeanne Wojtowicz (from 1:36pm) | Blind Low Vision NZ | 2024 |
| In Attendance |  |  |
| Mary Schnackenberg, Secretary/Treasurer |  |  |
| Observers and Apologies |  |  |
| None. |  |  |

# 2. Minutes

## 2.1. Unconfirmed Minutes Meeting 69 on 21 November 2023.

It was resolved:

That the Minutes of Meeting 69 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 21 November 2023 be confirmed.

Moved: m. Stevens. Seconded: J. Edwards. (Res. 70-1).

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

No matters were raised.

# 3. Correspondence

The Secretary went through the items of correspondence received or sent since the circulation of the Agenda on 3 March 2024. 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. 70-2).

# 4. Proposal for BANZAT to adopt ABA Format Guidelines

The draft of the letter to Nigel Waring, Head of Technology and Accessibility, Blind Low Vision NZ, was circulated for discussion. No amendments were suggested.

It was resolved:

That the letter as drafted be sent to Nigel Waring.

Moved: P. Brown. Seconded: L. Coleman. (Res. 70-3).

# 5. Finance, Income and Expenditure

## 5.1. ASB Bank Transactions and Treasurer's Commentary

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, and the payments to Michele's Looking Glass and Octavate Consulting who are not registered for GST.

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
| 21Nov23 | **Opening balance ASB Bank account** | **$100,325.83** |
| 06Dec23 | To Maria Stevens, Taxis 6 November visit by Maria and Mary to Grand Millennium to sign ICEB contract | $81.90 |
| 06Dec23 | To Nicola McDowell, Uber trips for 20 November visit to Grand Millennium and 21 November BANZAT meeting | $108.79 |
| 06Dec23 | To TaxiCharge, November meeting | $181.90 |
| 23Jan24 | To International Council on English Braille, 2024 membership fees USD 500.00 | $841.68 |
| 24Jan24 | To Bank of Nova Scotia, ICEB's bank fees | $8.38 |
| 26Jan24 | To Charities Services, annual return | $51.11 |
| 26Jan24 | To Audio Described Aotearoa, Paul Brown meeting fees 21Nov23 | $287.50 |
| 26Jan24 | To Chantelle Griffiths, meeting fees 21 Nov 2023 (2.5 hours) | $167.00 |
| 26Jan24 | To Nigel Ngahiwi, meeting fees 19 Sep 2023 (3.5 hours) and 21 Nov 2023 (2.5 hours) | $400.00 |
| 26Jan24 | To IRD, tax on schedular payments Chantelle Griffiths Nigel Ngahiwi | $283.00 |
| 26Jan24 | To Paula Waby, Dunedin-Auckland return air fares Producer Training Course | $591.60 |

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
| 19Feb24 | To Vision Associates, 6 Duxbury Braille Translator licenses for trainees attending Producer Training Course | $8,128.20 |
| 19Feb24 | To Michele's Looking Glass, 50% deposit 59 Braille glass coasters ICEB Eighth General Assembly gifts | $1,032.50 |
| 23Feb24 | To Wiri Licensing Trust, Friday evening dinner Braille Producer Training Course | $712.00 |
| 25Feb24 | To Grand Millennium Hotel, second deposit 50% of the daily charge for the Aucklander Room hire, food and beverages ICEB 8th General Assembly | $10,350.00 |
| 09Mar24 | To Octavate Consulting Chantelle Griffiths materials and teaching time for Producer Training Course 1st invoice | -$6,000.00 |
| 09Mar24 | To Maria Stevens, reimbursement for morning and afternoon tea during Producer Training course | $161.36 |
| 09Mar24 | To Sarah's Kitchen, 25 lunches Producer Training Course | $862.50 |
| 09Mar24 | To Paula Waby, taxi receipts Dunedin home to airport and return, Producer Training Course | $139.80 |
| 09Mar24 | To TaxiCharge, Paul Brown Producer Training Course | $114.68 |
| 09Mar24 | To William Wu, reimbursement Saturday evening pizza William Wu and Brianna Houston, Producer Training Course | $22.50 |
| 09Mar24 | To BLENNZ for 21 November 2023 BANZAT lunches | $132.00 |
| 09Mar24 | To Audio Described Aotearoa, reimburse credit card for Ramada Manukau rooms 2 nights Brianna Houston and William Wu | $868.00 |
| 12Mar24 | **Closing balance ASB Bank account** | **$68,799.43** |
|  | Made up of |  |
| 12Mar24 | 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 |
| 12Mar24 | ICEB Travel Fund, balance at 30 June 2023 $12,000.00 + GST | $13,800.00 |
| 12Mar24 | New Zealand Lottery Grant Board Braille Producer Training Course for Braille Producers $30,000.00 + GST | $34,500.00 |
| 12Mar24 | General Funds $17,137.10 + GST | $19,707.67 |

### Commentary: Mary Schnackenberg

The Braille Producer Training Course was run over the weekend of 23-25 February. There are one, perhaps two, small outstanding reimbursement claims. The total spent to date is $16,087.51 excluding GST. BANZAT has a contract with Octavate Consulting for a further $12,000.00 to write materials and teach the course. This leaves an unspent balance in the Producer Training Fund of $1,912.49 excluding GST.

Following discussion:

It was resolved:

That trainee producer Dawn Coleman be paid $100.00 towards the costs of her driver for her trips from West Auckland to Homai on the two days of the course.

Moved: M. Stevens. Seconded: P. Brown. (Res. 70-4).

To date, $13,774.24 excluding GST has been spent on the ICEB Eighth General Assembly.

BANZAT has a liability to A I Comms of $2,961.15 for administration from 1 April to 30 September 2023. A I Comms has not yet raised its invoice for work since 1 October 2023. This will have to be raised by 31 March to comply with Inland Revenue's GST requirements.

We agreed to add two new signatories to the ASB Bank Account, being Paul Brown and Leeanne Wojtowicz. Everyone has been so busy we have not yet got to this.

It was resolved:

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

Moved: J. Edwards. Seconded: A. Gough. (Res. 70-5).

## 5.2. Performance Report 30 June 2023 and 2024-2025 Budget

The Performance Report for the year ending 30 June 2023 was completed, reviewed with his approval by Peter Hine and submitted on time to Charities Services. The Charities Services annual online lodgement fee is listed in the expenses above.

The Treasurer recommends that BANZAT seeks a meeting with the BLVNZ Chief Executive, Andrea Midgen. We need to introduce BANZAT to her, talk about the ICEB Eighth General Assembly and raise BANZAT's request for the 2024-2025 financial year.

It was resolved:

That BANZAT seeks a meeting with BLVNZ Chief Executive Andrea Midgen to explain the work of BANZAT, talk about the ICEB General Assembly and begin a conversation about the 2024-2025 grant to BANZAT from BLVNZ; and

That trustees Maria, David, Leeanne, and Treasurer Mary attend.

Moved: P. Brown. Seconded: L. Coleman. (Res. 70-6).

# 6. Accessible Format Service contract with Ministry of Education

Maria reported that BLENNZ now holds the contract. Final handover matters are being worked through.

Trustees agreed to drop this item from the Agenda.

# 7. BANZAT Strategic Plan 2021-2024

## 7.1. Communications

Working group: Amanda Gough (Convenor), Paul, Leeanne, Nigel and Leyna.

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 reported the group has not met yet.

Trustees may wish to read “Developing Braille Codes for Languages Other Than English: Best Practices” Prepared by Jen Goulden on behalf of the International Council On English Braille. This is on the ICEB website and was circulated in the email with this Agenda.

## 7.2. Collaboration

a. Revise MOU's with founding organisations.

At our 20 June 2023 meeting we agreed to pause this work until after the 2023-2024 grant had been sorted. This has now been updated and was opened for discussion.

The Secretary was asked to correct lower case Braille. Also clarify historic names of various Braille certificate qualifications. Add to each Schedule page the opportunity for each Founding Organisation to include specific comments appropriate for their organisation.

b. Completed: Attend 2022 mid-term meeting of ICEB Executive Committee.

c. Completed: Attend 2022 and 2023 ABA and Round Table conference.

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

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

See Item 8.3below.

## 7.3. Financial:

Establish a sustainable financial model

Working Group: Maria, Paul, Leeanne, David and Fiona

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

Paul updated trustees on the Producer Training Course held 23-25 February. There were good materials, and good instruction. Another half day would have helped, particularly to get more hands-on experience of embossers and binders. There's a wide age range among the trainees with good enthusiasm. Chantelle is setting up a network with more sessions and master classes planned.

Trustees agreed that the Secretary should write to David Davenport thanking him for use of fale Kotuku. David was there all weekend and was very helpful. The Secretary was asked to write to the Wiri Licensing Trust to thank them for giving us access to the Woodside Functions Room at no charge. David Smith, Leeanne Wojtowicz, Anja Gibbs, Chantelle Griffiths, and Davinia Sivapragas all gave their time and support over the weekend so the Secretary was asked to write to them with thanks from BANZAT.

The report on the course is due to the New Zealand Lottery Grant Board by 14 March. The Secretary recommends Paul write this report. It needs to be uploaded to the Lotteries website. The Secretary asks that Trustees consider a payment to Paul to complete this work. He may need sighted help with the website. The Secretary recommends six hours at $60.00 per hour totalling $360.00 + GST, to be drawn from the Producer Training Course grant.

Paul thanked trustees for thinking about this and then left the room. Following discussion:

It was resolved:

That BANZAT pays Paul Brown to write and upload the report about the Producer Training Course to the New Zealand Lottery Grant Board by 14 March, and for his considerable work in organising the actual course, 6 hours @ $60.00 per hour =$360.00 + GST.

Moved: L. Coleman. Seconded: D. Smith. (Res. 70-7).

Paul returned to the room and thanked trustees for their decision. He said he would raise an invoice for the Treasurer.

b. Employ someone to undertake fundraising

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

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

## 7.4. Strategic Plan 2024-2027

The Secretary recommends that, at the June meeting, trustees should consider writing the next three-year Strategic Plan to take BANZAT from 1 July 2024 to 30 June 2027.

Trustees agreed this item should be added to the June Agenda.

# 8. ICEB and BANZAT Code Maintenance Committee

## 8.1. ICEB events

The Executive Committee continues with several projects. The paper about “Developing Braille Codes for Languages Other Than English: Best Practices” has already been mentioned. Another document recently uploaded to the ICEB website is “Braille Types and Files” which gives an overview of Braille and explains some of the most important terminology around the various different codes of Braille that may be encountered. This document is a collaboration between James Bowden, Clive Lansink, Judy Dixon and the Executive Committee. It was circulated in the email with this Agenda.

With funding from ICEB, the pace has been picked up to complete the 3rd edition of the UEB Rulebook in time for the General Assembly. The goal is to have Word, PDF and BRF files available.

## 8.2. BANZAT CMC

Maria advised that New Zealand's Code Maintenance Committee has not met prior to this meeting as planned.

## 8.3. ICEB Eighth General Assembly

The Grand Millennium Hotel is the venue for the Reception on Saturday evening and the Dinner on Wednesday evening.

Maria and Mary reported on discussions held on 6 March with Ngāti Whātua Ōrākei to lead the welcome. Ngāti Whātua Ōrākei will lead a mihi whakatau with waiata. They will also provide a five minute close on Thursday morning. Maria will talk with Nigel after this meeting.

Maria and Leeanne advised trustees that BLVNZ will help with volunteer support during the General Assembly. They will take care of the roster of volunteers. Chantelle also has volunteers she can call on.

Paula Tesoriero, the Chief Executive of Whaikaha – Ministry of Disabled People, has been invited to open the ICEB General Assembly on Saturday during the welcome reception. However she is not available to do this. Following discussion, trustees agreed to ask Andrea Midgen to open the General Assembly as the RNZFB is the Settlor of the BANZAT Trust.

We have booked our visit to the New Zealand Maritime Museum on Tuesday afternoon, 28 May, from 3:30pm to 5:00pm. As it's a private guided tour, the price is usually $15 for Aucklanders or $39 for international visitors (this includes entry). We are yet to finalise arrangements with Audio Described Aotearoa and the Museum. Following discussion, it was agreed the Secretary would link Leeanne with Nicola Owen and the Events Manager at the Museum.

Trustees have accepted the proposal from Michele's Looking Glass to make the glass coaster gifts with the Braille citation “Two Centuries of Braille NZ”. We warmly thank Paul and his team for facilitating these gifts. We now formally resolve to authorise the expenditure agreed earlier in February by email.

It was resolved:

Trustees confirm their email vote to contract Michele's Looking Glass to produce 59 glass coasters with the Braille citation “Two Centuries of Braille NZ” at a total cost of $2,065.00.

Moved: P. Brown. Seconded: M. Stevens. (Res. 70-8).

Trustees held an Extraordinary Meeting on Friday 16 February 2024 to agree the process of selecting four delegates to attend the ICEB Eighth General Assembly. As Maria Stevens is on the slate (list) of Executive Committee members for the 2024-2028 term, it was agreed she would be one of the delegates. There were four expressions of interest to fill the other three delegate positions. Trustees agreed to vote by email and Maria agreed to be the returning officer. We now formally record the email vote.

It was resolved:

That BANZAT appoints Paul Brown, Chantelle Griffiths, Dr Nicola McDowell, and Maria Stevens as BANZAT's delegates to the 2024 Eighth General Assembly of ICEB, paying their attendance costs.

Moved: J. Edwards. Seconded: A. Gough. (Res. 70-9).

We have received 60 registrations and 20 rooms have been booked for ICEB at the Grand Millennium. We have written five invitations to help attendees obtain visas from the New Zealand Government. Three are for Samoan attendees. Two are for individuals who are presenting their paper about Music Braille from the Sao Mai Center for the Blind in Vietnam. President Judy Dixon has also prepared an invitation for Christo de Klerk of South Africa.

ICEB reports are due with the ICEB Secretary by 26 March. The Organising Committee (that's BANZAT) shall distribute all the reports, papers etc at least 30 days prior to the start of the General Assembly. When we get the materials from the ICEB Secretary, we need to zip the files for emailing as soon as possible. The ICEB Dropbox which we have access to is already set up with a folder for the USB memory sticks and subfolders for reports, papers and so on.

We agreed to hold a Zoom meeting of trustees in late April or very early May to bring everyone up to speed about the General Assembly.

# 9. ABA and Round Table

Maria has chosen not to attend the Round Table this year as the ICEB General Assembly begins at the end of the Round Table week. Another trustee, Chantelle Griffiths, is attending the Round Table and presenting a paper. The Secretary recommends that BANZAT should consider asking Chantelle to be its delegate to the Round Table. Mary Schnackenberg and Clive Lansink will also be attending, representing Accessible Information and Communications Ltd.

It was resolved:

That BANZAT appoints Chantelle Griffiths to be the delegate of BANZAT at the 2024 Round Table Conference.

Moved: M. Stevens. Seconded: P. Brown. (Res. 70-10).

# 10. Trans-Tasman Certificate of Proficiency in UEB

Maria reported on the teleconference with the Australian Braille Authority representatives held on 22 February. Discussions went well and the Certificate will be run this year in both Australia and New Zealand.

Leeanne asked trustees to consider a query from her. She wrote in the Agenda: “I would like to discuss whether BANZAT would have a recommendation for BLVNZ staff for training to become teachers of Braille for our clients. Now we are keeping the Trans-Tasman Braille Certification would we recommend that over the UEB online, remembering they will not be transcribers.”

Nicola reminded us that this is a similar question to that faced by Massey. BLENNZ teachers don't need to be transcribers, but they do need to teach UEB and the maths code.

Creators of resources at BLENNZ do need to sit the Trans-Tasman Certificate. Classroom students need to have the correct Braille code under their fingers, but not necessarily the correct format.

UEBOnline does not cover te reo Māori.

A trustee who has worked at BLVNZ as a Braille instructor feels instructors should sit the Trans-Tasman Certificate. Adult students have many queries about the Braille code and the Braille format and instructors should know how to answer their questions. Adults should have correct Braille at the outset and instructors should be able to produce additional resources specific to individual student needs.

Leeanne checked that the view is that the Braille code can be learned through UEBOnline. Teaching the format needs instructors who hold the Trans-Tasman Certificate.

# 11. The 2024 Braille Challenge for Learners

The Treasurer reported that BANZAT has not received an invoice from BLENNZ for the 2023 prizes. Amanda undertook to look into this.

Amanda and Fiona reported that the BLENNZ teachers have asked for a pause for this year in the extra work involved in running The Braille Challenge. The value of linking students with adult Braille users through online conversations has been a key learning from the 2022 and 2023 challenges. Amanda and Fiona will run another online session for students with available adults this year.

# 12. Promotion, digital engagement and communications

Paul advised the numbers around Facebook are continuing as before. The figures will be updated in time for the Performance Report.

# 13. Strategic Framework for the Provision of Braille Services

This initiative is led by Blind Citizens NZ. Their Chief Executive met with us in early 2022. We have not had an update since then.

# 14. Accreditation of producers and professional development

The Secretary still has not updated Policy 7 as agreed in September 2022. It is unlikely this will happen until after the ICEB General Assembly.

# 15. Trustee appointments

The terms of the following trustees conclude at the end of the 2024 Annual General Meeting:

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Paul Brown | Founding Organisations | 2024 |
| Leyna Coleman | Blind Citizens NZ | 2024 |
| Justine Edwards | Parents of Vision Impaired | 2024 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |

Justine has written to BANZAT with her resignation. Maria and Mary have both replied, thanking her warmly. Justine advised that she is promoting her role on BANZAT with the parents of Braille learners.

As David Smith now works for BLENNZ, Blind Low Vision NZ will need to replace him as their appointee. In the meantime, he can remain as a trustee.

# 16. Reports from trustees

• Blind and Low Vision Education Network NZ (BLENNZ): Amanda Gough, Fiona Hansen. BLENNZ is hosting in April a two-day technology expo for their staff. The Ministry of Education will be attending to explain the process for applying for access technology for students. The Lego Braille Foundation is considering bringing out Braille Bricks with contractions. Several of the BLENNZ resource producers are studying the Trans-Tasman Certificate of Proficiency in UEB. Principal Karen Stobbs has announced her retirement and will remain in her post until her successor is appointed.

• Blind Citizens NZ: Leyna Coleman. The Braille Special Interest Network has been set up with Chantelle Griffiths as the coordinator.

• Blind Low Vision NZ: David Smith, Leeanne Wojtowicz. BLVNZ has produced in Braille the Sports Fixtures list, which was not produced in 2023.

• Kāpō Māori Aotearoa: Nigel Ngahiwi. Nigel advised he is having a conversation with Maaka Tibble about the possibility of a contracted Te Reo Māori code.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Dr Nicola McDowell. There are currently a total of

• 23 students in years 1 and 2. This includes five RTV graduates who are gaining qualifications in Developmental Orientation and Mobility.

• Music Braille: Chantelle Griffiths. The first music school for 2024 has been held. The Braille Music curriculum is progressing and papers have been submitted to the Round Table and the ICEB General Assembly.

• Parents of Vision Impaired NZ Inc.: Justine Edwards reported marketing for her successor has begun through the PVI Newsletter and on their Facebook page.

It was agreed:

That the above written and verbal reports be received. (Res. 70-11).

# 17. New business

Paul advised that New Zealand Opera is now displaying their surtitles during performances on a screen above the stage and on their website. Smartphone users with Braille and speech output are able to follow the surtitles.

# 18. Schedule of meetings and closure

Following discussion, it was agreed to change the date of our September meetings to Wednesday 25 September. The Schedule of Dates is in Attachment B.

The meeting closed at 3:06pm.

NOTE: These Minutes were confirmed at Meeting 71 on wednesday, 3 July 2024.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 70, 12 March 2024

Administration:

To BANZAT group with Unconfirmed Minutes Meeting 69 held on 21 November 2023.

Finance, Income and expenditure:

From Paula Tesoriero, Chief Executive of Whaikaha Ministry of Disabled People, declining our request for funding for BANZAT as all 2023-2024 Whaikaha funds are committed;

From Peter Hine receiving his positive review of BANZAT's Performance Report;

From Charities Services with Newsletter December 2023;

From Charities Services with Newsletter February 2024;

See Item 5 above.

Strategic Plan

From Chantelle Griffiths with Contract from Octavate Consulting to write and teach the materials for the Braille Producer Training Course;

See Item 7 above.

ICEB and BANZAT Code Maintenance Committee:

From Maria Stevens with Notes of the BANZAT Code Maintenance Committee meeting held on 15 November 2023;

See Item 8 above.

ICEB Eighth General Assembly

To BANZAT group and other lists with Registrations now open for next ICEB General Assembly;

To Frances Mary D'Andrea, ICEB Secretary, with the names of four BANZAT delegates to ICEB;

Emails with BANZAT delegates explaining BANZAT is covering their ICEB delegate costs;

To BANZAT Group with ICEB Constitution and proposed amendments, seeking feedback by 15 March;

To BANZAT group forwarding the slate (list) of the 2024-2028 Executive Committee members;

To Ari Hazelman, Faatino Utumapu and Hillier Jacinta Pouesi from Samoa with invitations to attend the ICEB General Assembly;

To Le Anh Tuan and Dang Hoai Phuc of Sao Mai Center for the Blind in Vietnam with invitations to attend the ICEB General Assembly;

To and from Ngāti Whātua Ōrākei re cultural welcome to ICEB on Saturday 25 May 2024;

To and from the New Zealand Maritime Museum re visit from ICEB on Tuesday 28 May 2024;

To and from Dr Jonathan Godfrey re the title and abstract for his Midnote address to the Eighth General Assembly;

To Paula Tesoriero, Chief Executive of Whaikaha – Ministry of Disabled People, inviting her to open the Eight General Assembly of ICEB;

From Emma Bennett, Executive Manager to Chief Executive, advising Paula is not available to attend the General Assembly, saying that “Amanda Bleckmann, Deputy Chief Executive Commissioning, Design and Delivery (who is based in Auckland) would be happy to attend and open the event if appropriate”;

To and from Tom Schnackenberg with Invitation to speak at the ICEB dinner;

To and from Wendy Richards confirming her students are coming on Sunday 26 May and agreeing with the words in the programme;

See Item 8.3 above.

ABA and Round Table:

From the Round Table with 2024 Round Table Conference - Program is Available and Introducing Early Bird Registrations;

From Maria Stevens to Tristan Clare, Chair of ABA, with the BANZAT report for their Annual Meeting;

See Item 9 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

From Maria Stevens with the New Zealand timetable of dates for the 2024 Trans-Tasman Certificate examination;

Emails between Maria Stevens and Tristan Clare arranging a catch up about the 2024 Certificate examination;

From Maria Stevens to BANZAT group with notes of the meeting with ABA held on 22 February;

From and to Leeanne Wojtowicz seeking a discussion at the 12 March BANZAT meeting about teaching the Braille code to BLVNZ staff who will be teaching Braille to BLVNZ clients;

See Item 10 above.

Trustee appointments and correspondence:

From and to Justine Edwards advising us of her resignation from BANZAT;

From and to David Smith advising he has changed his employment to BLENNZ, with our advice that he can remain on BANZAT until his successor is appointed;

See Item 15 above.

From Debbie Gillespie forwarded by Maria, Challenge, Maybe , music and lyrics about Braille.

From Blind Low Vision NZ with Your Input Matters: Join our Strategic Planning Workshop, an invitation to BANZAT as a consumer group to one of their workshops which Maria was able to attend.

From Julie Woods, marketing her book WONDERlust goes around the world!

From Parents of vision Impaired, December 2023 eVision now available!

From Parents of Vision Impaired with Merry Christmas and December update from PVI.

From Parents of Vision Impaired with Welcome to 2024.

From Parents of Vision Impaired with February updates.

From Parents of Vision Impaired with March 2024 eVision.

From Freedom Scientific with Join us for a live webinar 1/30—Braille Today, Two Centuries and Counting!

From Freedom Scientific with Thank you for attending the 200 Years of Braille webinar—Archive Available Now!

# Attachment B: Dates

This refers to Item 18 above.

# BANZAT Dates for the Diary

Wednesday, 3 July, 12:30pm, BANZAT Meeting 71 via Zoom.

Thursday, 1 August, email invitation to sit the Trans-Tasman Certificate Examination in UEB.

Thursday, 29 August, applications close to sit the Certificate in UEB.

Wednesday, 25 September, BANZAT Meeting 72.

Wednesday, 25 September, BANZAT Meeting 73 AGM.

Candidates choose to sit the Certificate examination in one of two weeks. Examination papers arrive by the Friday, prior to the candidates' chosen week. Candidates may begin the examination as soon as the paper arrives.

Wednesday, 25 September, courier examination papers for Week 1 for Certificate in UEB.

Monday, 30 September, to Sunday, 6 October, Week 1 Certificate in UEB.

Wednesday, 2 October, courier examination papers for Week 2 for Certificate in UEB.

Monday, 7 October to Sunday, 13 October, Week 2 Certificate in UEB.

Wednesday, 9 October, completed Week 1 Certificate Examination papers must be received by the Examiner.

Wednesday, 16 October, completed Week 2 Certificate Examination papers must be received by the examiner.

Monday, 4 November, email to candidates results summaries, Certificate in UEB.

Monday, 11 November, applications close for unsuccessful candidates to sit the Re-sits option for the Certificate in UEB.

Tuesday, 26 November, BANZAT Meeting 74.

Wednesday, 27 November, completed Certificate Re-sits examination papers must be received by the Examiner.

Friday, 29 November, email results to all candidates, courier errors reports to all Certificate candidates. Courier certificates to candidates who have passed.

Saturday, 4 January 2025, World Braille Day, 216 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.

19 September 2023, Meeting 68, BANZAT 13th Annual General Meeting, held at BLENNZ and via Zoom.