The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 71 of The Braille Authority of New Zealand Aotearoa Trust, held on Wednesday 3 July 2024 over Zoom commencing at 12:30pm.

# 1. Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting over Zoom. She thanked everyone for being so understanding and flexible when she had to postpone last Tuesday's planned face-to-face and Zoom meeting for family reasons.

She welcomed Joy Martin-Holm as an observer. The Chief Executive of BLVNZ is recommending that the RNZFB Board appoints Joy to succeed David Smith as one of the two BLVNZ appointees to BANZAT. When the RNZFB Board confirms her nomination, she will serve out David's term until the AGM in 2025.

Maria also thanked David for his service on BANZAT since 2019. He has moved to the Braille team at BLENNZ.

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 |
| Chantelle Griffiths | Founding Organisations | 2026 |
| Fiona Hansen | BLENNZ | 2026 |
| Nigel Ngahiwi | Kāpo Māori Aotearoa | 2025 |
| David Smith | Blind Low Vision NZ | 2025 |
| Maria Stevens, Chairperson | Founding Organisations | 2026 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |
| Vacancy | Parents of Vision Impaired | 2024 |
| In Attendance |  |  |
| Mary Schnackenberg, Secretary/Treasurer |  |  |
| Observers |  |  |
| Joy Martin-Holm |  |  |
| Apologies |  |  |
| Dr Nicola McDowell | Founding Organisations | 2026 |

# 2. Minutes

## 2.1. Unconfirmed Minutes Meeting 70 on 12 March 2024

It was resolved:

That the Minutes of Meeting 70 of The Braille Authority of New Zealand Aotearoa Trust held on Tuesday 12 March 2024 be confirmed.

Moved: P. Brown. Seconded: D. Smith. (Res. 71-1).

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

No matters were raised.

# 3. Correspondence

The Secretary reported that no items of correspondence had been received or sent since the circulation of the Agenda on 1 July 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. 71-2).

# 4. Proposal for BANZAT to adopt ABA Format Guidelines

The Trust's letter was sent to Nigel Waring on 12 March 2024. In his reply, received on 13 march, he wrote, “Thank you for your response to my proposal, I appreciate the feedback.”

Following discussion:

It was agreed:

That BANZAT maintain a watching brief and, if BLVNZ Braille Code or format changed, BANZAT would take appropriate action; and

That this item be removed from the Agenda. (Res. 71-3).

# 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 |
| 12Mar24 | **Opening balance ASB Bank account** | **$68,799.43** |
| 02Apr24 | To TaxiCharge, 12 March meeting | $110.64 |
| 02Apr24 | To Michele's Looking Glass, final payment 50% 59 Braille glass coasters ICEB gifts | $1,032.50 |

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
| 02Apr24 | To Audio Described Aotearoa, Paul Brown meeting fees 23 November 2022 | $287.50 |
| 02Apr24 | To Audio Described Aotearoa, Paul Brown meeting fees 12 March 2024 | $287.50 |
| 02Apr24 | To BLENNZ, 8 lunches 12 March 2024 | $96.00 |
| 02Apr24 | To Justine Edwards, travel 12 march 2024 | $190.00 |
| 02Apr24 | To Audio described Aotearoa, Paul Brown preparation and submission of Braille Producer Training Course report to Lottery Board | $414.00 |
| 02Apr24 | To Maria Stevens, 6 March taxi from Ngāti Whātua Ōrākei re ICEB, drop off Mary then to her home | $36.40 |
| 12Apr24 | To Dawn Coleman, reimbursement petrol Braille Producer Training | $100.00 |
| 12Apr24 | To BLENNZ, 2023 Braille Challenge prizes | $251.63 |
| 26Apr24 | To TaxiCharge, Maria Stevens David Smith The Grand Millennium 12 April ICEB | $52.47 |
| 08May24 | From Inland Revenue, 105-516-398 D1905183120# refund GST to 31/03/2024 | +$828.92 |
| 08May24 | From Jonathan W. Mosen, refund of cancellation of one night's accommodation at The Grand Millennium for ICEB | +$270.00 |
| 18May24 | To Grand Millennium, final pro forma invoice ICEB | $14,346.00 |
| 14Jun24 | To Grand Millennium, final invoice ICEB | $10,067.67 |
| 14Jun24 | To David Smith, travel costs ICEB | $56.80 |
| 14Jun24 | To Lee Fung, travel costs ICEB | $14.00 |
| 14Jun24 | To Maria Stevens, use of Grant Hutchings van, mileage ICEB | $551.00 |
| 14Jun24 | To Maria Stevens, her costs for ICEB, including Grand Millennium delegate's accommodation, flag poles, banner, gift bags | $1,517.08 |
| 14Jun24 | To TaxiCharge, 3 invoices dated 30 April, 15 May, 31 May 2024 ICEB | $777.14 |
| 14Jun24 | To Aida Chung, parking costs ICEB | $22.00 |
| 14Jun24 | To BLENNZ, ICEB name tags, plastic holders, gifts of chocolates | $436.70 |
| 18Jun24 | From International Council on English Braille to The Braille Authority of New Zealand Aotearoa Trust, payment of BANZAT invoice 551 | +$14,784.67 |
| 27Jun24 | To Jonathan W. Mosen, returning his 8 May refund of one night's accommodation because the Grand Millennium waived the cancellation fee when the room was occupied by a late registration of an ICEB observer | -$270.00 |
| 27Jun24 | To A I Comms, administration 1 April 2023 to 30 June 2023, payment invoice 20230630 INV6321 | $1,529.50 |
| 27Jun24 | To A I Comms, administration 1 July 2023 to 30 September 2023, payment invoice 20230930 INV6623 | $1,431.65 |

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
| 27Jun24 | To A I Comms, administration 1 October 2023 to 31 March 2024, payment invoice 20240331 INV6705 | $2,647.88 |
| 30Jun24 | To Octavate Consulting, second of 3 invoices for Braille Producer Training Course | $7,000.00 |
| 02Jul24 | From Accessible Information and Communications Ltd, payment BANZAT Invoice 581, two years' accreditation fees | +$115.00 |
| 03Jul24 | **Closing balance ASB Bank account excluding GST $35,788.66, including GST** | **$41,271.96** |
|  | Made up of |  |
| 03Jul24 | 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, less 2023-2024 expenses $218.81 =$469.68 + GST | $540.13 |
| 03Jul24 | ICEB Travel Fund, balance at 30 June 2023 $12,000.00 plus 2023-2024 grant $3,000.00, less payments of $17,250.00 including GST towards ICEB General Assembly | $0.00 |
| 03Jul24 | New Zealand Lottery Grant Board Braille Producer Training Course for Braille Producers 30 June 2023 $30,000.00, less expenses $23,547.51 =$6,452.49 + GST | $7,420.36 |
| 03Jul24 | Cash to run the Trust $29,084.15 + GST | $33,446.77 |

### Known Liabilities and Estimated Amounts

Figures below include GST

|  |  |
| --- | --- |
| Invoice from A I Comms for administration from 1 April 2024 to 30 June 2024 and reimbursements from ICEB General Assembly | $3,684.47 |
| Invoice expected from Ngāti Whātua Ōrākei for opening welcome on 25 May 2024 | $1,725.00 |
| Reimbursement claim from BANZAT delegate Chantelle Griffiths of ICEB accommodation and meal costs approximately | $1,550.00 |
| Reimbursement claim from BANZAT delegate Chantelle Griffiths to Round Table in Perth May 2024, air fares and accommodation approximately | $2,000.00 |
| Costs for June meeting | $1,000.00 |
| Total estimate | $9,959.47 |

### Commentary: Mary Schnackenberg

In reply to a request from Nigel Waring that BANZAT gives better recognition to BLVNZ for its funding of BANZAT's work, the footer on each page of the BANZAT website now says: “The Braille Authority of New Zealand Aotearoa Trust appreciates the generous support of Blind Low Vision NZ as the trust's primary funder.”

The Braille Producer Training Course report was submitted on time in March. It is now being updated with financial information we did not realise was required. Paul has received an extension of time for the delivery of the report until 22 July. There is $6,452.49 + GST remaining in the grant which includes $5,000 payment due to the course instructor Chantelle Griffiths on 9 December 2024. There is about enough money to bring everyone together in Auckland at the end of the course.

Including outstanding liabilities, so far the ICEB Eighth General Assembly has cost BANZAT $31,434.28 + GST. BANZAT set aside $15,000.00 in the special fund for General Assembly costs. We agreed with ICEB that they would fund the in person delegates and public address system in the Aucklander Room which totalled $12,869.28 + GST. BANZAT has spent from the General Funds $16,434.28.

We agreed to add two new signatories to the ASB Bank Account, being Paul Brown and Leeanne Wojtowicz. Everyone has been so busy we still have not yet completed this. However the first of two steps has been initiated by Leeanne.

I truly appreciate ongoing support from Amanda and Wendy who have scrutinised and queried as appropriate the several invoices that they have authorised.

It was resolved:

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

Moved: M. Stevens. Seconded: A. Gough. (Res. 71-4).

The Treasurer was asked about the amount of money of legitimate BANZAT expenses on her credit card. Is there another way to handle these expenses? The Treasurer explained that there might be an alternative approach, but she preferred the convenience of handling expenses through her credit card. She acknowledged the next Treasurer might take a different approach.

## 5.2. 2024-2025 Draft Budget

Treasurer Mary Writes:

On 6 May, Maria, Leeanne, David and I met with Andrea Midgen. We introduced her to BANZAT's work and supported her with her speech to open the ICEB General Assembly the evening of 25 May. Her comments were well received. She also really enjoyed her time with us that evening.

Andrea has written to BANZAT asking for a review of our current year's work and our budget and our goals for 2024-2025. She regards us as a consumer organisation as her predecessor had previously wrongly chosen to do. She asked for next year's budget request from BANZAT by 11 June. I replied explaining why we are not a consumer organisation as our trustees are appointed and not elected at the AGM. I explained BANZAT has not yet agreed the budget for the coming year. Also we needed to be clear about our actual reserves and ongoing commitments at 30 June 2024. I undertook to get the budget with our goals for the coming year to her as early in July as possible.

BANZAT received $22,000.00 for the current year. I have raised the grant request to $23,000.00 + GST. I have increased the contribution to our ICEB Travel Fund from $3,000 per annum to $4,000 per annum. International travel, accommodation and meal costs have risen significantly since COVID-19.

Here now is the draft Budget for 2024-2025 for you to consider.

|  |  |
| --- | --- |
| Description | Budget |
| Figures exclude GST and are rounded to nearest dollar |  |
| General Fund Income and Expenditure Budget 2024-2025 |  |
| Income |  |
| Requested Grant (1) | $23,000 |
| Accreditation annual renewal (2) | $50 |
| Trans-Tasman Certificate of Proficiency in UEB (3) | $1,680 |
| Total income | $24,730 |
| 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 Mid-Term Executive Committee Meeting June 2026 for transfer to Special Fund (13) | $4,000 |
| 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 Melbourne May 2025 (14) | $3,276 |
| Braille Producer Training Project to be funded from Special Fund (15) | $6,452 |
| Refund from special fund of Braille Producer Training Project (15) | -$6,452 |
| Marketing accreditation (16) | $1,000 |
| Braille competition for learners |  |
| Prizes The 2024 Braille Challenge (17) | $469 |
| The 2024 Braille Challenge Refund from Special Fund (17) | -$469 |
| Total expenses | $24,680 |
| Surplus Income less Expenditure at 30 June 2025 | $50 |

|  |  |
| --- | --- |
| Special Funds |  |
| ICEB Travel Fund |  |
| Opening balance 30 June 2024 | $12,000 |
| Transfer from General Funds to ICEB Travel Fund at 30 June 2024 (13) | $3,000 |
| Transfer from Special Fund to General Fund Towards ICEB Eighth General Assembly | -$15,000 |
| Closing Balance 30 June 2024 ICEB Travel Fund | $0 |
| Transfer from General Fund to ICEB Fund towards 2026 Executive Committee Meeting at 30 June 2025 | $4,000 |
| Closing balance 30 June 2025 ICEB Travel Fund | $4,000 |
| 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 2024 | $688 |
| Transfer to General Funds cost of prizes (14) | $219 |
| Closing balance 30 June 2025 The St Anne's Trust for the North Shore Sight Impaired Fund | $469 |
| Braille Producer Training Project |  |
| Opening Balance 30 June 2024 | $30,000 |
| Transfer from Braille Producer Training Project Expenses to 30 June 2024 to General Funds | -$23,548 |
| Course completed by December 2024 so funds spent | $6,452 |
| Closing Balance 30 June 2025 Braille Producer Training Project | $0 |
| Total Special Funds |  |
| Opening balance 30 June 2024 | $30,688 |
| Closing balance 30 June 2025 | $4,469 |

### Notes to the 2024-2025 Budget

(1) BLVNZ granted BANZAT $22,000 for the 2023-2024 financial year. The 2024-2025 requested grant of $23,000 includes $4,000 which is to be transferred into the BANZAT special fund for ICEB Travel at 30 June 2025. This is an increase of $1,000. International travel, accommodation and meal costs have risen significantly since COVID-19.

(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 requested 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) Cost of ICEB Mid-Term Executive Committee Meeting June 2026 for transfer to Special Fund: increased from $3,000 to $4,000 per annum. This is to be transferred to the ICEB Travel Special Fund towards the next Mid-Term Executive Committee meeting in Boston in June 2026.

(14) Travel BANZAT delegate to Australia ABA and Round Table, Melbourne May 2025. This is to maintain professional development and co-operation with the Australian Braille Authority, $4,376.

(15) Braille Producer Training Project: a grant of $30,000 was received from the Lottery Grant Board for this project. An initial face to face two day course was run in February. Zoom meetings are continuing until December 2024.

(16) Marketing accreditation, $1,000. We expect attendees at the Braille Producer Training Course will sit the Trans-Tasman Certificate and obtain accreditation from BANZAT t produce Braille.

(17) Braille competition for learners: prizes for the 2024 Braille Challenge to be funded by transfer from Special Fund, $469.

During discussion, a question was raised about whether BANZAT should seek further funds for prizes for The Braille Challenge. One of the BLENNZ trustees confirmed an earlier understanding that when the BANZAT Special Fund for prizes runs out, BLENNZ wants to provide the cost of the prizes. She offered to confirm this situation with the new Principal, Saul Taylor. BLENNZ wants to retain the relationship with BANZAT who can connect learners with adult Braille readers in a mentor relationship.

It was resolved:

That the draft Budget for 2024-2025 be adopted.

Moved: P. Brown. Seconded: L. Wojtowicz. (Res. 71-5).

# 6. BANZAT Strategic Plan 2021-2024

## 6.1. 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 that the subject of Braille for indigenous languages was raised in a paper presented to the ICEB Eighth General Assembly. It was affirmed that the development of Braille codes for indigenous languages must come from and be led by the indigenous communities themselves. In New Zealand's case, BANZAT's role would be to provide support. The Code must retain its relationship with other Pasifika languages. Amanda advised there has not been a conversation with the subcommittee. Trustees agreed with Nigel that this matter was in the hands of Kāpō Māori Aotearoa.

## 6.2. Collaboration

a. Revise MOU's with founding organisations.

The Secretary expressed a concern that the request to capitalise Braille when the Deed is being quoted could pose a legal problem and the Deed may need to be revised with the permission of the Settlor.

Amanda drew attention to Clause 16 which provides for Variation of the Deed. Trustees may not want to change the Deed. However, by a two-thirds majority trustees could quote from the Deed and capitalise Braille because the change does not infringe the spirit of the Deed or the Trust's charitable purposes.

It was resolved:

Whilst not changing the Deed itself, when quoting from the BANZAT Deed of Trust, all instances of the word Braille be capitalised in accordance with New Zealand practice.

Moved: A. Gough. Seconded: P. Brown. Carried unanimously. (Res. 71-6).

Trustees then wondered if the Deed itself might need updating with some 15 years of operation since it was founded in 2010. Although BANZAT's solicitor, Vincent Naidu, at our last governance training commented he did not feel the Deed needed to be changed, he may have further advice to give. The Secretary commented she had observed that some trustees who were appointed by their employers sometimes seemed to feel compromised by their own employment status.

It was agreed:

That the 2025-2026 budget include a sum for governance training and a review of the Trust Deed. (Res. 71-7).

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

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

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

See Item 7.3 below.

## 6.3. 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 advised that since the 12 March BANZAT meeting, several Zoom calls have taken place. The most recent course meeting included a demonstration of the software used to generate surtitles for New Zealand Opera.

b. Employ someone to undertake fundraising

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

Costs of a fundraiser are in the current and next year's budgets.

Trustees agreed that the group should meet to bring back any suggestions to the November 2024 BANZAT meeting. The previous fundraiser is still around. A trustee has to be involved in the writing of grant applications and a deal of time is involved.

## 6.4. Strategic Plan 2024-2027

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

It was agreed:

That Maria, Chantelle and Amanda, with Mary to hold the pen, draft the next three-year plan for the BANZAT September meeting. (Res. 71-8).

# 7. ICEB and BANZAT Code Maintenance Committee

## 7.1. ICEB events

The key event has been the Eighth General Assembly. President Judy told this year's General Assembly that the Mid-Term Executive Committee meeting will be held in Boston in June 2026. The Australian Braille Authority has signalled their wish to hold the Ninth General Assembly in Sydney in 2028.

The Executive Committee will meet over Zoom next on Monday 15 July (in New Zealand Tuesday 16 July).

Discussion continues about technical symbols for arrows and shapes as well as emojis.

## 7.2. BANZAT CMC

Trustees agreed the BANZAT Code Maintenance Committee would meet in September prior to BANZAT's AGM.

## 7.3. ICEB Eighth General Assembly

One trustee contracted COVID during the week and was unable even to listen to the stream.

Amanda found ICEB an amazing experience and she expressed her gratitude to BLENNZ for giving her the opportunity to attend. She picked up several ideas she can include in her teaching. She made several connections with colleagues and had a fun time.

Leyna said her experience was a huge highlight. She felt welcome as an observer. There was so much to learn and follow up. Braille signage on products in the accommodation rooms were very helpful. The corridor board signs listing room numbers were also very helpful allowing her to locate her room independently.

Paul listened to thought provoking papers and discussions. It was good to have hands on with the Monarch and other equipment. The NZ Opera Braille surtitles have gone “gangbusters” via the newspaper The Guardian around the world.

Leeanne found it an amazing experience. She met people from all different countries. It was great to help and meet so many as a result. She especially thanked Maria and Mary. She asked us to write to the Maritime Museum with a thank you letter for their guides. Also we should Thank Nicola and Anatonio who were our audio describers. However she noticed the Museum did not have enough touch experiences, in her view. She was blown away by the NZ Opera surtitles demonstration and we should thank Brad Cohen from New Zealand Opera. We should also write to Andrea Midgen for opening the General Assembly with her speech which was well received.

David said his attendance at ICEB has been the highlight of his Braille career. He put Braille labels on hotel doors and helped emboss some 16,000 pages for attendees.

Chantelle said it was a privilege to attend the General Assembly as one of BANZATs delegates. She learned so much from papers and presenters.

Another highlight was the performance of Wendy Richards' music students on Sunday just prior to lunch. They took on challenging unaccompanied choral music with enthusiastic skill. They were able to mingle with the adult musicians and others over lunch.

The Braille glass coaster gifts were well received. The Secretary was asked to confirm the selling price of the nine remaining coasters and market them on the website and through New Zealand lists.

Maria agreed so many people went above and beyond to make the General Assembly such a success.

# 8. ABA and Round Table

BANZAT appointed Chantelle Griffiths as its delegate. Chantelle thanked BANZAT for this privilege and commented on the enriching experience she had. With Wendy Richards, she presented a music Braille workshop during the Round Table.

At the Annual Meeting of the Australian Braille Authority, Chantelle said she learned about activities of several organisations across Australia. During a presentation about Braille in Western Australia, Chantelle found that the State seems very isolated from the rest of Australia. Some of the problems raised are similar in New Zealand and some Pacific countries.

The Round Table launched their Guidelines for producing Mandarin in Braille. There is positive collaboration with BANZAT re the Trans-Tasman Certificate. The ABA and BANZAT examiners have agreed to meet more often to exchange experiences with exam papers and the candidates.

Chantelle was thanked for her verbal report.

# 9. Trans-Tasman Certificate of Proficiency in UEB

Maria advised that it is BANZAT's turn to prepare the exam papers this year.

Leeanne asked about who provides support when candidates are working towards sitting the Certificate. In particular, are the exercises marked in-house or by the BANZAT examiners. Generall, exercises are marked by qualified staff from the organisation the candidates are working for. BLVNZ members have been supported by BLVNZ Braille instructors.

Amanda explained that UEB Online is self marking. However UEB Online does not cover Te Reo or New Zealand Braille format.

Massey has developed materials specifically about New Zealand Braille practice to support their students learning through UEB Online.

# 10. The 2024 Braille Challenge for Learners

This year ākonga are being invited to create a game using Lego bricks. Lego Braille bricks are part of everyday life now. The more able students are being encouraged to write instructions for their games in Braille. Students are also being encouraged to try playing a Lego Braille game following someone else's Braille instructions. Everyone will receive a small Lego person as a prize.

Across the BLENNZ network, two centuries of Braille are being celebrated with fun activities around the history of Braille.

Maria reported that in the week prior to this BANZAT meeting there was a two-day workshop for all BLENNZ Braille producers. Each was given a Braille keyring produced by the 3D printer at the Palmerston North Public Library with support from the local visual resource centre.

# 11. Promotion, digital engagement and communications

Paul reported the Facebook page continues with a variety of posts, one of which attracted 26 likes.

# 12. 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 (who has resigned) | 2024 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |

In addition, David Smith has left BLVNZ and now works for BLENNZ. His term on BANZAT concludes in 2025.

We wrote to Rose Wilkinson at Blind Citizens NZ. She has not replied.

We wrote to Rebekah Graham at PVINZ. She replied that the matter of a successor to Justine will go on the Agenda of her Board when it meets next on 27 July.

We wrote to Andrea Midgen about her two appointees. Andrea is recommending to the RNZFB Board that Leeanne Wojtowicz be appointed for a further three-year term to conclude at the end of the AGM in 2027. She is also recommending that Joy Martin-Holm, a post production specialist in Accessible Formats Service, be appointed to complete David Smith's term until the 2025 AGM.

We have not yet advertised the position appointed by the founding organisations that Paul Brown currently holds. Trustees agreed this vacancy should be advertised promptly.

# 13. Reports from trustees

• Blind and Low Vision Education Network NZ (BLENNZ): Amanda Gough, Fiona Hansen. Saul Taylor has been appointed the BLENNZ Principal to succeed Karen Stobbs. A workshop was held at Homai in April where sellers of technology equipment marketed their products not only to BLENNZ teachers, but also to Ministry of Education staff who were present.

• Blind Citizens NZ: Leyna Coleman advised the Blind Citizens NZ Chief Executive will call a meeting in the next couple of months. Chantelle reported that the Blind Citizens NZ Braille Network is scoping what issues to work on and how with meetings via Zoom and email correspondence.

• Blind Low Vision NZ: David Smith, Leeanne Wojtowicz. The Learning and Development and ACATS teams are working on a training pathway for new teachers of Braille.

• Kāpō Māori Aotearoa: Nigel advised he had no updates re Braille at this time.

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

• Music Braille: Chantelle Griffiths reported that this year's Music school at BLENNZ is very strong. The students who were able to perform during the Eighth General Assembly of ICEB enjoyed a rich networking opportunity. The Wesseling awards launched at the Round Table and ICEB provide a framework for Braille music learners. Braille Music Our Way offers a new learning pathway for all ages and backgrounds. An immersion course at BLENNZ has introduced the new software MuseScore, a free program for music Braille.

• Parents of Vision Impaired NZ Inc.: Vacancy.

It was agreed:

That the above written and verbal reports be received. (Res. 71-9).

# 14. Braille Signage

The Secretary reported she has been receiving inquiries about how to produce Braille signs. The first step is to produce a PDF of the artwork of the simulated Braille dots showing the Braille of the actual sign to be made. The second step is for a sign maker to produce the sign. If the sign is to go on a wall it has to be at the correct height above the finished floor. The third step is for someone who reads Braille to confirm that the sign has been correctly produced. The dots have to be the correct shape and height with correct spacing within and between cells.

Following discussion, the Secretary was asked to recommend three organisations who are producing the PDF artwork as follows:

Blind and Low Vision Education Network NZ: Maria Stevens, email Maria.Stevens@Blennz.school.nz;

Blind Low Vision NZ: David Davenport, email DDavenport@blindlowvision.org.nz; and

Octavate Consulting: Chantelle Griffiths, email chantelle@octavate.nz.

# 15. New business

No items were raised.

# 16. Schedule of meetings and closure

The meeting closed at 2:32pm.

NOTE: These Minutes were confirmed at Meeting 72 on wednesday, 25 September 2024.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 71, 3 July 2024

Administration:

To trustees with Unconfirmed Minutes of Meeting 70 on 12 March 2024;

Emails confirming the shift of BANZAT trustees group and the NZ Braille Group from GoogleGroups to Groups.io;

Emails cancelling the 25 June meeting and moving it to 3 July over Zoom.

Australian Braille Authority Format Guidelines:

To and from Nigel Waring with BANZAT comments about his proposal that New Zealand switches to the Australian Braille Format Guidelines, BANZAT declining his proposal and Nigel thanking BANZAT for feedback;

See Item 4 above.

Finance, Income and expenditure:

From Inland Revenue with Notice of direct credit to BANZAT of $828.92, the GST refund in May;

From and to Andrea Midgen re Consumer Organisation reporting and funding;

To and from ICEB Treasurer and ICEB President agreeing that BANZAT raise an invoice for ICEB to contribute to the costs of the Eighth General Assembly, receiving $14,784.67;

From Charities Services with Newsletter April 2024;

From Charities Services with Newsletter June 2024;

See Item 5 above.

Strategic Plan

From Amanda Gough with comments about the draft Statement of Collaboration;

To and from David Davenport thanking him for his support to the Producer Training Course participants the weekend of 23-25 February and allowing the course to use Accessible Formats facilities at Homai;

To and from the Wiri Licensing Trust thanking them for giving us the Woodside Functions Room at no charge the night of the Producer Training Course dinner on 23 February;

Emails to Chantelle Griffiths, Anja Gibbs, David Smith, Leeanne Wojtowicz, and Davinia Prashanti thanking them for all their support the weekend of 23-25 February;

See Item 6 above.

ICEB Eighth General Assembly

Emails among trustees to complete the New Zealand Country Report to the General Assembly, sent to President Judy on 22 April;

Initiated by Chair Maria, emails about the draft Resolutions for the General Assembly;

Discussions among trustees about the banner and country flags for display at the front of The Aucklander Room in The Grand Millennium;

From Maria Stevens to trustees with Bylaws Vote Request updating the ICEB Bylaws in April;

From Nigel Ngahiwi with Whanau Kaupapa!, apologising the morning of 25 May that he and his wife could not attend the ICEB welcome that evening;

From and to Jodie Doolan (Australian delegate)with Ngā mihi i tō manaaki, thanking us for our hosting of the GA which she enjoyed very much;

From and to James Bowden (UK delegate) with his warm thanks for the GA;

Too many emails to list to and from the BANZAT Secretary supporting delegates, observers, guest presenters and accompanying persons answering their queries;

To David Davenport thanking BLVNZ for use of their embossers to produce Braille for ICEB attendees;

See Item 7.3 above.

Trustee appointments and correspondence:

To Rose Wilkinson, copy to Leyna Coleman and Maria Stevens, re Blind Citizens NZ Appointee to BANZAT, with the conclusion of Leyna Coleman's term at the end of the 2024 AGM;

To Rebekah Graham, copy to Justine Edwards and Maria Stevens, re PVINZ appointee to BANZAT, following the resignation of Justine Edwards;

From Rebekah Graham, with advice this will be placed before the PVINZ Board at its next meeting on 27 July;

To Andrea Midgen, copy to Maria Stevens and Leeanne Wojtowicz, re BLVNZ appointee of one trustee to BANZAT, with the conclusion of Leeanne Wojtowicz's term at the end of the 2024 AGM;

From Leeanne Wojtowicz letting Andrea know she is available to serve for another term;

From Andrea Midgen advising she will recommend to the RNZFB Board the appointment of Leeanne Wojtowicz for a further term which will conclude at the end of the BANZAT 2027 AGM;

To Andrea Midgen, copy to Maria Stevens, re BLVNZ appointment of a second trustee to BANZAT to succeed David Smith whose term concludes at the end of the 2025 BANZAT AGM;

From Andrea Midgen advising she will recommend to the RNZFB Board the appointment of Joy Martin-Holm to complete David Smith's term;

From Joy Martin-Holm looking forward to serving on BANZAT;

See Item 12 above.

Braille Signage:

From and to Brian Design inquiring about Braille signage;

From and to Allister Jeans of the Octavo Group inquiring about Braille standards for signage.

From Leeanne Wojtowicz with Link for BLVNZ Accessible Signage information;

See Item 14 above.

From Phillippa McKenzie with BLENNZ Youth Library, Deselected resources available for rehousing.

From Rebekah Graham with Updates from PVI re Whaikaha.

From Maria Stevens forwarding Fourth Annual Braille Literacy Canada virtual Symposium.

From Ben Clare with South Pacific Educators in Vision Impairment Conference Early Bird Registrations Open Now!

# Attachment B: Dates

This refers to Item 16 above.

# BANZAT Dates for the Diary

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.