The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 72 of The Braille Authority of New Zealand Aotearoa Trust, held on Wednesday 25 September 2024 commencing at 12:30pm.

# 1. Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting. She particularly welcomed Joy Martin-Holm who has joined BANZAT as a trustee from Blind Low Vision NZ, succeeding David Smith.

Maria began the roll call.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Paul Brown | Founding Organisations | 2027 |
| Leyna Coleman | Blind Citizens NZ | 2024 |
| Amanda Gough | BLENNZ | 2025 |
| Chantelle Griffiths | Founding Organisations | 2026 |
| Fiona Hansen (Zoom) | BLENNZ | 2026 |
| Joy Martin-Holm | Blind Low Vision NZ | 2025 |
| Dr Nicola McDowell | Founding Organisations | 2026 |
| Nigel Ngahiwi | Kāpo Māori Aotearoa | 2025 |
| Maria Stevens, Chairperson | Founding Organisations | 2026 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2027 |
| Vacancy | Parents of Vision Impaired | 2024 |
| In Attendance |  |  |
| Mary Schnackenberg, Secretary/Treasurer (Zoom) |  |  |
| Observers |  |  |
| There were no observers. |  |  |
| Apologies |  |  |
| There were no apologies. |  |  |

# 2. Minutes

## 2.1. Unconfirmed Minutes Meeting 71 on 3 July 2024

It was resolved:

That the Minutes of Meeting 71 of The Braille Authority of New Zealand Aotearoa Trust held on Wednesday 3 July 2024 be confirmed.

Moved: P. Brown. Seconded: N. McDowell. (Res. 72-1).

## 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 13 September 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. 72-2).

# 4. Finance, Income and Expenditure

## 4.1. 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.

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
| 03Jul24 | **Opening balance ASB Bank account** | **$41,271.96** |
| 07Jul24 | To Chantelle Griffiths, BANZAT delegate ICEB General Assembly Grand Millennium accommodation Costs 5 nights | $1,377.00 |
| 07Jul24 | To A I Comms, administration 1 April 2024 to 30 June 2024 and reimbursements | $3,684.47 |
| 07Jul24 | To Ngāti Whātua Ōrākei Trust, ICEB General Assembly welcome 25 May 2024 | $1,725.00 |
| 11Jul24 | To Audio Described Aotearoa, Paul Brown meeting fees 3 July 2024 | $287.50 |
| 13Jul24 | To Chantelle Griffiths, partial reimbursement BANZAT delegate to Round Table May 2024 | $2,393.88 |
| 28Aug24 | From Blind Low Vision NZ, 2024-2025 grant | +$17,250.00 |
| 25Sep24 | From Accessible Information and Communications Ltd, Payment BANZAT invoice 602 annual accreditation renewal of the individual producer | +$57.50 |
| 25Sep24 | Closing balance | $49,111.61 |

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
|  | Made up of Special Funds and known unspent commitments |  |
| 25Sep24 | The St Anne's Trust for the North Shore Sight Impaired Fund, prizes Braille reading competitions for children, balance as at 30Jun24 $469.68 + GST | $540.13 |
| 25Sep24 | ICEB Travel Fund, balance at 30 June 2024 | $0.00 |
| 25Sep24 | New Zealand Lottery Grant Board Braille Producer Training Course balance at 30 June 2024 $6,452.49 + GST | $7,420.36 |
| 25Sep24 | Outstanding meeting fees | $1,000.00 |
| 25Sep24 | Nicola McDowell air fares 25 September meeting | $589.60 |
| 25Sep24 | A I Comms administration 1 July to 13 September, 27.15 hours $1,357.50 + GST | $1,561.13 |
| 25Sep24 | Nigel Ngahiwi reimbursement mileage Kihikihi to BLENNZ and return, 282.60 kilometres @ $1.04 per kilometre, 25 September meeting | $293.90 |
| 25Sep24 | Taxis 25 September meeting | 250.00 |
| 25Sep24 | 12 lunches 25 September meeting | $144.00 |
| 25Sep24 | Remaining cash on hand to run the Trust until 30 June 2025 $32,445.64 + GST | $37,312.49 |

### Commentary: Mary Schnackenberg

The initial offer of a grant of $5,000.00 from BLVNZ was a challenging surprise. Following discussions, the grant was increased to $15,000.00 + GST. The invoice was raised and payment was received with thanks on 28 August.

Since the circulation of the Agenda on 13 September, income had been received from the one accredited individual producer.

BLVNZ has asked BANZAT to submit its budget by the end of February for the 2025-2026 year. The Goals in the draft Strategic Plan 2024-2027 include pieces of work for the Trust that need to be actioned with financial implications.

Peter Hine agreed to undertake the BANZAT Review. I report on his review below.

There are nine Braille coasters remaining for sale following the General Assembly. The Braille reads: Two centuries of Braille NZ. We bought these at $35 per coaster. At its 16 February meeting the Trust saw my recommendation to sell any leftover gifts at $40 per gift + GST, $46.00.

At the 2023 AGM BANZAT agreed to add two new signatories to the ASB Bank Account, being Paul Brown and Leeanne Wojtowicz. Leeanne is now an ASB Bank customer and we have almost completed the Fastnet Business Form to add her as a signatory and obtain a token for her. We will sort out the process to add Paul much more quickly as he is already an ASB Bank customer.

I truly appreciate ongoing support from Amanda and former trustee Wendy Richards who continue to scrutinise the invoices to be paid with care.

It was resolved:

That the Treasurer's report be received, that payments be approved and nine remaining glass coaster gifts be sold at $40 each + GST, $46.00.

Moved: A. Gough. Seconded: L. Wojtowicz. (Res. 72-3).

## 4.2. Performance Report to 30 June 2024

Peter Hine has reviewed the Performance Report. In his letter of 3 September 2024 he wrote:

“Dear Trustees: I have undertaken a review of the Financial Statements of The Braille Authority of New Zealand Aotearoa Trust for the year ended 30 June 2024. I have found them to be materially correct in content and have not identified any issues within the financial statements. Please note this review does not constitute an audit.

Yours sincerely

Peter Hine CA (ret) 18331”.

Peter recommended a change to a sentence at the bottom of page 9 which should have had the abbreviation BLVNZ instead of BANZAT. He also recommended additions to Note 6 Related parties which I have incorporated. Note 6 now records trustee meeting fees, and that Chantelle Griffiths and Paul Brown received payments with respect to the Braille Producer Training Course.

The updated report was provided in the documents distributed with the Agenda. The report date at the end now reads 25 September 2024, the date of this meeting. The Treasurer asked trustees to adopt the report.

It was resolved:

That trustees adopt the Performance Report for the Year Ended 30 June 2024 as circulated in the Agenda and authorise the Treasurer to upload the report to the Charities Services website.

Moved: P. Brown. Seconded: L. Coleman. (Res. 72-4).

## 4.3. 2024-2025 Revised Budget

Treasurer Mary Writes:

BANZAT approved the 2024-2025 budget at its meeting on 3 July 2024. Subsequently, we received a grant from BLVNZ of $15,000.00 + GST for the 2024-2025 financial year, significantly less than the $22,000.00 we received in the 2023-2024 year. In the light of the reduced grant, the reserves BANZAT is holding from the previous year and the goals in the Strategic Plan 2024-2027, I ask trustees to consider this revised budget.

Reserves on hand at 30 June 2024 of $19,864 have been added to the Income section. The revised budget includes Goal 9 updating the New Zealand Rulebook and Goal 10 Format Guidelines with my guess at what it might cost. There is provision for additional expenditure on a possible final face to face meeting of Braille Producer Training participants to be held prior to 31 March 2025. A change has been made to allow for the possibility there may be another trustee who could seek meeting fees. The budget shows Reserves at 30 June 2025 of $8,402.

Here now is the revised Budget for 2024-2025 for you to consider. For the Minutes, the order of items in the budget have been changed and new headings have been added to align with the Strategic Plan for 2024-2027.

|  |  |
| --- | --- |
| Description | Budget |
| Figures exclude GST and are rounded to nearest dollar |  |
| Income and Expenditure Budget 2024-2025 Revised |  |
| Income |  |
| Reserves brought forward from FY24 (1) | $19,864 |
| Grant received from BLVNZ (1) | $15,000 |
| Accreditation annual renewal (2) | $50 |
| Trans-Tasman Certificate of Proficiency in UEB (3) | $2,940 |
| Sale of glass coaster Braille gifts 9 @ $40 per gift (4) | $360 |
| Total Reserves and Income less Certificate | $35,274 |
| Expenditure |  |
| Strategic Objective 4.1: Ensure the UEB Code is updated to meet the needs of users and reflect current trends in print, remaining relevant to the bi-cultural environment in Aotearoa New Zealand, Goals 1-6 |  |
| Goal 2 Registration, travel and accommodation BANZAT delegate to Australia, ABA and Round Table Melbourne May 2025 (5) | $4,000 |
| Goal 3 Annual Membership fee ICEB (6) | $900 |
| Goal 6 Cost of ICEB Mid-Term Executive Committee Meeting June 2026 for transfer to Special Fund (7) | $4,000 |
| Strategic Objective 4.2: Support and monitor the production of Braille in Aotearoa New Zealand |  |
| Goals 7 & 8 Trans-Tasman Certificate of Proficiency in UEB (3) | $2,940 |
| Goal 7 Braille Producer Training Project final payment to contract writer and one further weekend training course, with partial funding from Special Fund (8) | $8,500 |
| Goal 7 Refund from special fund of Braille Producer Training Project (8) | -$6,452 |
| Goal 7 Marketing accreditation (9) | $1,000 |
| Goal 9 Update the New Zealand UEB Manual to incorporate changes since the 2017 edition, 20 Hours @ $70.00 per hour (10) | $1,400 |
| Goal 10 Update the New Zealand booklet Essentials of Braille Formatting with any changes since the 2014 edition, 20 Hours @ $70.00 per hour (10 | $1,400 |
| Strategic Objective 4.3: Ensure ongoing collaboration with, and outreach to, local communities and stakeholders, Goals 13-15 |  |
| Goal 15 Prizes The 2024 Braille Challenge (11) | $469 |
| 2024 Braille Challenge Refund from Special Fund (11) | -$469 |
| Strategic Objective 4.4: Ensure Governance procedures are up to date and steps have been taken towards long-term Sustainability, Goals 16-18 |  |
| Meeting attendance fees (12) | $12,100 |
| Less Donated Services meeting attendance fees (13) | -$7,700 |

|  |  |
| --- | --- |
| Preparation of fundraising applications (14) | $1,800 |
| Administration (15) | $4,000 |
| Website domain name registration (16) | $80 |
| Charities Services annual return fee (17) | $44 |
| Travel by trustees (18) | $1,500 |
| Catering (19) | $300 |
| Total expenses less Certificate | $26,872 |
| Surplus Income less Expenditure at 30 June 2025 | $8,402 |
| Special Funds |  |
| ICEB Travel Fund |  |
| Opening balance 30 June 2024 | $0 |
| Transfer from General Funds to ICEB Travel Fund at 30 June 2025 (13) | $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 | $469 |
| Transfer to General Funds cost of prizes (14) | $469 |
| Closing balance 30 June 2025 The St Anne's Trust for the North Shore Sight Impaired Fund | $0 |
| Braille Producer Training Project |  |
| Opening Balance 30 June 2024 | $6,452 |
| Course completed by 31 March 2025 so funds spent | $6,452 |
| Closing Balance 30 June 2025 Braille Producer Training Project | $0 |
| Total Special Funds |  |
| Opening balance 30 June 2024 | $6,921 |
| Closing balance 30 June 2025 | $4,000 |

### Notes to the 2024-2025 Revised Budget

(1) Reserves of $19,864 have been brought forward into the Income section. The BLVNZ grant was $15,000 compared with $22,000 in the previous year.

(2) Accreditation annual renewal, currently from one accredited individual, $50.

(3) Certificate examination costs have been included with a cost per candidate of $420. This year there are seven candidates. $2,940 has been budgeted in both income and expenditure, a cost neutral provision which has been subtracted from the totals of both Income and Expenditure.

(4) Nine remaining Glass Coaster Braille gifts with the words Two centuries of Braille NZ are for sale at $40 each (plus GST). BANZAT paid $35 each for 59 glass coasters. The artist who created the coasters is not registered for GST.

(5) Registration, travel and accommodation BANZAT delegate to Australia ABA and Round Table, Melbourne May 2025, to maintain professional development and co-operation with the Australian Braille Authority, $4,000.

(6) Annual Membership fee ICEB, USD 500. The budget allows for a low exchange rate, $900.

(7) Cost of ICEB Mid-Term Executive Committee Meeting June 2026 for transfer to Special Fund at 30 June 2025: increased from $3,000 to $4,000 per annum. International travel, accommodation and meal costs have risen significantly since COVID-19.

(8) Braille Producer Training Project: At 30 June 2024 the balance in the Special Fund was $6,452.49. There is a final payment due to the contract writer of $5,000 in December leaving $1,452. A face to face weekend was run in February costing about $3,500. One more face to face weekend is in the budget with an additional provision of $2,048.

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

(10) Goal 9 about updating the NZ UEB Manual, and Goal 10 about updating the 2014 Format Guidelines have been included in the budget at a preliminary cost of 20 hours for each goal at $70 per hour.

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

(12) Meeting attendance fees, 11 trustees, at $100 per meeting hour, 11 hours per trustee, $12,100.

(13) Less Donated Services meeting attendance fees, 7 trustees, at $100 per meeting hour, 11 hours per trustee, -$7,700.

(14) Preparation of fundraising applications, a new budget provision encouraged by the chief executives of the founding organisations, 30 hours @ $60 per hour, $1,800.

(15) Administration by Secretary/Treasurer: maintain website, meetings agendas and minutes, correspondence, accounts, prepare annual Performance Report, 80 hours @ $50 per hour, $4,000.

(16) Website domain name registration (2 addresses), $80.

(17) Charities Services annual return fee, BANZAT income is likely to continue above $10,000 per annum, $44.

(18) Travel by trustees, air fares, taxis, mileage reimbursements, overnight accommodation; with 3 meetings planned over Zoom, $1,500.

(19) Catering, food and (if necessary) room hire, $300.

### Discussion

In the light of the reduction in the BLVNZ grant, several points about major cost savings were raised and discussed.

1. All meetings to be held via Zoom. This would eliminate costs associated with transport and lunches. Trustees agreed there was a need to have the AGM face to face, especially to introduce any new trustees to the group. There needed to be provision for other face to face meetings to be called to deal with an issue if trustees agreed to this need. For example, if governance training cannot be timetabled the morning of the AGM, trustees might prefer this training were held face to face on a different day.

It was resolved:

That during the 2024-2025 year, three meetings would be held over Zoom unless trustees agreed the need for a face to face meeting.

Moved: M. Stevens. Seconded: P. Brown. (Res. 72-5).

2. No meeting fees. We may have to move meetings to the evening if there are board members whose employers are not able to pay them when they take time off to attend BANZAT meetings. During discussion it was pointed out that the Deed specifies qualifications trustees should have and trustees who are self employed or work part time should receive the fees as recompense for the skills they bring to the table. Evening meetings were not supported by other trustees.

3. BLENNZ has offered to provide us with a Minutes Secretary, to take the meeting minutes, thus reducing costs. It was further explained that BLENNZ can provide the minute taker only during working hours. There would be no other secretarial tasks such as correspondence.

4. Consider employing a secretary and a treasurer with a charge-out fee of $25-30 per hour. The current rate is $50 per hour. The person would need to have the skills to prepare the annual Performance Report with accounts to the standards for BANZAT's status as a Tier Three charity.

5. BLENNZ will partner with BANZAT to support the promotion of Braille with regards to the Braille Challenge, maintaining the connection through mentors and discussions. Trustees warmly thanked BLENNZ for this commitment.

6. Approach MSD for funding of BANZAT. The precedent is Government's funding of the NZSL Board. It was explained that the NZSL Board is funded by Whaikaha and this is not being transferred to MSD under current changes. It's important to seek external funding for BANZAT and this would give BANZAT a better known identity and profile. It would be good to not be reliant on one funder which currently is also funding BANZAT's other founding organisations with the exception of BLENNZ. However, ongoing Government funding is not guaranteed. Trustees agreed to meet with Whaikaha as soon as possible. Maria and Paul agreed to lead this outreach.

Following the discussion, it was resolved:

That the Revised Budget for 2024-2025 as circulated in the Agenda be adopted, and the order of items and headings be changed in the Minutes to align with the Strategic Plan.

Moved: P. Brown. Seconded: C. Griffiths. (Res. 72-6).

# 5. Strategic Plan 2024-2027

## 5.1. Draft Strategic Plan 2024-2027

The working group of Maria Stevens, Chantelle Griffiths, Amanda Gough and Mary Schnackenberg holding the pen have prepared the draft. Suggestions for amendments to the draft sent out on 2 September have been incorporated.

Nigel was asked if the te reo words used in Section 3 Values were appropriate? Nigel said they were fine.

It was resolved:

That the 2024-2027 Strategic Plan as circulated in the Agenda be adopted subject to trustees agreeing by email a better name for the Memorandum of Understanding.

Moved: L. Coleman. Seconded: A. Gough. (Res. 72-7).

## 5.2. Memorandum of Understanding

The Secretary changed the title Memorandum of Understanding to Statement of Collaboration and Partnership about Braille Between The Braille Authority of New Zealand Aotearoa Trust (BANZAT) and each of the Five Founding Organisations of BANZAT. Trustees may want to change this suggested title back to Memorandum of Understanding, or agree a better title. The capitalisation of Braille has been corrected.

Trustees agreed to add to the Commitments section: “Recognise that Braille is a taonga of major significance to the blind community and the need to uphold the Mana of Braille users and the code itself”.

The Roman numerals under 3.3.1 need to be indented.

A trustee asked that when the BANZAT Deed is revised, please shift away from legal numbering to Arabic numbering. Another change was recommended to 3.3.2 (c) “Has a sound knowledge of technical aspects of codes, e.g. mathematics, music, foreign language;” to read: “non-English languages”.

Another change to the Memorandum was to remove teleconferences and replace with online to read: “Trustees ... are expected to participate in email discussions and any face-to-face or online meetings that may be called from time to time by agreement of the Trustees”.

Trustees agreed to add to the Mutual Support a comment about Aid In Kind to read: “Trustees warmly appreciate the considerable Aid In Kind given by trustees and staff in particular from BLENNZ and BLVNZ. This Aid In Kind supports the work of the Trust in code maintenance, the preparation of New Zealand related documents about Braille standards and accreditation, and the promotion of Braille in all phases of life”.

Nigel was asked if he could provide Te Reo words about partnership and collaboration for the new title.

It was agreed:

That the Secretary update the Memorandum and Nigel provide Te Reo words for the revised title. (Res. 72-8).

## 5.3. Producer Training Course

The Lottery Grant Board has accepted the report submitted by Paul. The PDF of the Report was downloaded from the website. There is money in the Revised Budget to run a face to face meeting of course participants during this year, partly funded by the balance in the Producer Training Project Special Fund.

It was agreed:

That another face to face meeting of course participants be held by 31 March 2025. (Res. 72-9).

# 6. ICEB and BANZAT Code Maintenance Committee

## 6.1. ICEB events

We have sent 14 thank you letters to individuals and groups associated with the Eighth General Assembly of ICEB which are listed in the Correspondence. We have received very appreciative feedback.

The Finance Committee supported by the Executive Committee are figuring out how to move ICEB's funds from the previous Treasurer, Jen Goulden in Canada, to the new Treasurer, Callie Brusegaard in the United States. The Public Relations Committee has met and its members are helping enthusiastically. We can expect the next newsletter in November. The Technical Committee which has oversight of Guidelines for Technical Materials is discussing several complex issues. The Bylaws Committee has begun its work updating the Bylaws and the Constitution.

## 6.2. BANZAT CMC

Maria sent the notes from their 21 August meeting to the Trust's email list.

# 7. ABA and Round Table

Maria reported the Round Table will meet in Melbourne from Saturday 24 May to Tuesday 27 May 2025. The ABA will meet on Saturday 24 May. The theme is Access Unlocked: Innovating for Information Equity.

Paul said that he and Brad Cohen from New Zealand Opera will submit an abstract about the Braille surtitles demonstrated at ICEB earlier this year. New Zealand Opera continues to run surtitles over the internet with each of their performances.

# 8. Trans-Tasman Certificate of Proficiency in UEB

Maria reported that this year seven candidates have enrolled. One of the candidates is a Braille by touch reader.

# 9. The 2024 Braille Challenge for Learners

The theme this year is Braille for fun and recreation. Ākonga are asked to create a game with Lego bricks. They have been asked to write instructions in Braille so others can also play the games they have created. Three adult mentors met the students in an online session to talk about their own Braille journeys and read aloud to the students.

Sixteen ākonga have enrolled and six have completed the tasks. Even for the students who have not yet finished the Challenge, it is proving a great learning experience. Suitable prizes have been purchased which Amanda showed to the in person trustees.

# 10. Promotion, digital engagement and communications

Paul reported that Facebook is fairly accessible and Braille authorities share each other's posts. One of the trustees said a key is to discover the best time to post for the particular audience of the Facebook page.

# 11. Trustee appointments

As Leyna's term expires this year, we wrote to Rose Wilkinson at Blind Citizens NZ. She has not yet replied. The Blind Citizens NZ position is advertised in Focus and it did not get into the June Focus. We expect to see it in the September issue of Focus.

The Board of RNZFB has confirmed Leeanne Wojtowicz and Joy Martin-Holm as their appointees. Leeanne's term ends in 2027. Joy's term ends in 2025 as she is picking up the balance of David Smith's term.

We wrote to Rebekah Graham at PVINZ. She replied that the matter of a successor to Justine Edwards who resigned in March this year will go on the Agenda of her Board when it meets next on 27 July. We wrote again in August and learned PVINZ has not received any expressions of interest as yet. The PVINZ Annual General Meeting is in Christchurch the same weekend as Blind Citizens NZ's next Conference, also in Christchurch. Maria will see if she can promote BANZAT at PVINZ's Conference. We were told that PVINZ is strongly advocating for children with high learning support needs.

We advertised a vacancy among trustees appointed by the trustees who have been appointed by the five Founding Organisations. There were two applications. Paul Brown was reappointed and his term concludes in 2027.

# 12. Reports from trustees

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

• Blind Citizens NZ: Leyna Coleman.

• Blind Low Vision NZ: Joy Martin-Holm, Leeanne Wojtowicz. In reply to a question we were told that Braille pocket calendars are again available. This has not been marketed to adult Braille users via the various email liss.

• Kāpō Māori Aotearoa: Nigel Ngahiwi.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Dr Nicola McDowell talked about her research into youngsters who have normal vision but visual perception problems in their brains. Some are seeking to learn Braille.

• Music Braille: Chantelle Griffiths advised that the end of year concert will include some pieces performed at the ICEB General Assembly earlier this year. The 2025 Braille Music Retreat is gathering enrolments.

• Parents of Vision Impaired NZ Inc.: Vacancy.

It was agreed:

That the above written and verbal reports be received. (Res. 72-10).

# 13. AGM Arrangements

Again this AGM is being held over Zoom for our observers.

When trustees discussed the Performance Report they agreed which trustees would read which parts of the non-financial section. Treasurer Mary will present the financial statements.

# 14. Articles for the Blind and Register of NZ Braille readers

Trustees agreed that the Secretary should write to Andrea Midgen to seek the current situation about Articles for the Blind.

Trustees also agreed to seek from Andrea the names and addresses of Braille readers so BANZAT could distribute a newsletter.

# 15. Schedule of meetings and closure

Trustees agreed the next meeting would be on Wednesday 27 November. The first meeting for 2025 would be held in February to finalise the budget for 2025-2026. The Treasurer proposed the September 2025 meeting should approve the Performance Report. This would allow the report to be circulated prior to the Annual General Meeting which could be held in November 2025.

The meeting closed at 2:46pm.

NOTE: These Minutes were confirmed at Meeting 74 on Wednesday 27 November 2024.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 72, 25 September 2024

Administration:

To Trustees with the Confirmed Minutes of Meeting 70 held on 12 March 2024; and the Unconfirmed Minutes of Meeting 71 held on 3 July 2024.

Finance, Income and expenditure:

To and from Chief Executive BLVNZ, Andrea Midgen, re BANZAT Grant for 2024-2025 year;

To Andrea Midgen with BANZAT invoice for $15,000 + GST which has been paid;

From and to Andrea Midgen setting up a meeting following BANZAT AGM, likely to be week of 7 October;

To and from Trustees with drafts and additional wording for Performance Report;

To and From Peter Hine with his review of the Performance Report and the accounts in it;

From Charities Services reminding us that our annual return is due by 31 December;

From Charities Services with Newsletter August 2024;

From Charities Services with invitation to their 2024 Annual Meeting on 13 November from 12:30pm to 2:30pm online;

See Item 4 above.

Strategic Plan

From Paul Brown with the PDF from the Lottery Grant Board website of the report on the Braille Producer Project confirming that the report has been accepted;

Correspondence among Trustees re drafts of the Strategic Plan 2024-2027;

See Item 5.1 above.

ICEB and BANZAT Code Maintenance Committee:

14 letters and emails of thanks re ICEB General Assembly:

To and from Andrea Midgen, Chief Executive of BLVNZ, for opening the General Assembly on 25 May;

To and from Karen Plimmer and Mark Laurent for providing a recording of a piano accompaniment for the New Zealand National Anthem which was played on 26 May;

To and from Jonathan Mosen for his Keynote address on 26 May about the history of Braille;

To and from Wendy Richards thanking her for her students' musical performance on 26 May;

To Wendy Richards and Neil Jarvis who launched Wesseling Awards Celebrating Braille Music on 27 May;

To Martine Abel-Williamson for her talk about the World Braille Council and the Accessible Books Consortium on 28 May;

To and from Dr Jonathan Godfrey for his Midnote address about accessible statistics;

To and from the New Zealand Maritime Museum re the tour on 28 May;

To Audio Described Aotearoa thanking them for their sponsorship and audio description at the tour of the Maritime Museum;

To and from Brad Cohen from New Zealand Opera for his presentation about Braille surtitles on 29 May;

To and from Greg Morgan for being the MC at the ICEB Dinner;

To and from Tom Schnackenberg for his speech at the Dinner and explaining the 3D model of an America's Cup yacht with foils;

To and from James Billing, General Manager at the Grand Millennium Auckland, for the service from his staff;

To Judy Dixon, President of ICEB, for their financial contribution and considerable organising support;

From Maria Stevens to trustees and New Zealand Braille Producers with Final proposal for consideration re use of grade 1 indicators, seeking comments by 30 September;

From Maria Stevens to Trustees with 21 August NZCMC meeting notes;

See Item 6 above.

ABA and Round Table:

From Round Table Administrator with 2025 Round Table Conference - Call for Abstracts;

See Item 7 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

From seven candidates with their applications;

See Item 8 above.

The 2024 Braille Challenge for learners:

From and to Amanda Gough seeking Braille reading mentors from among the trustees;

See item 9 above.

Trustee appointments and correspondence:

To and from Rebekah Graham following up on PVINZ appointment to succeed Justine Edwards, with advice that there have been no expressions of interest as at 7 August;

From Rebekah Graham with eVision Newsletters for July and August;

From Rebekah Graham with PVI 2024 Annual General Meeting and Board nominations;

To New Zealand Braille email groups advertising the position available on BANZAT for a trustee appointed by the five Founding Organisations for which two applications were received;

From Maria Stevens advising trustees of the appointment by the trustees from the Founding Organisations of Paul Brown as a BANZAT Trustee;

To and from Joy Martin-Holm welcoming her as BLVNZ's new appointee to BANZAT;

To and from Nicola McDowell arranging her flights to the 25 September meeting;

To and from Nigel Ngahiwi confirming his travel to the 25 September meeting;

See Item 11 above.

To 55 trustees and observers with invitation to attend the AGM over Zoom on 25 September at 3:00pm.

From Bryan Hefer forwarded to Maria Stevens requesting a PDF of Braille to be used on a Braille sign.

From Chantelle Griffiths with Braille Music Retreat 2025 Application Form.

From Maria Stevens forwarding Short Wave: The Power Of Braille Literacy (podcast).

From Maria Stevens forwarding SPEVI Braille Literacy Statement.

# Attachment B: Dates

This refers to Item 15 above.

# BANZAT Dates for the Diary

Saturday, 4 January 2025, World Braille Day, 216 years since 4 January 1809, birthday of Louis Braille.

Monday 13 to Wednesday 15 January, SPEVI Conference, Brisbane.

Wednesday, 26 February, BANZAT Meeting 75, to sign of the 2025-2026 budget request to BLVNZ.

Saturday, 24 May to Tuesday, 27 May, Round Table on Information Access for People with Print Disabilities, Melbourne.

Wednesday, 25 June, BANZAT Meeting 76.

Friday, 1 August, email call for applications to sit the Trans-Tasman Certificate of Proficiency in Unified English Braille.

Friday, 29 August, applications close to sit the Trans-Tasman Certificate of Proficiency in UEB.

[Tuesday, 16 September, send out week 1 papers for the Trans-Tasman Certificate of Proficiency in UEB.

Wednesday, 17 September, BANZAT Meeting 77.

Wednesday, 17 September, BANZAT Meeting 78 AGM.

Tuesday, 23 September, send out week 2 papers for the Trans-Tasman Certificate of Proficiency in UEB.

Friday, 31 October, advise candidates of their results in the Trans-Tasman Certificate of Proficiency in UEB.

Friday, 7 November, close of applications to resit the Trans-Tasman Certificate of Proficiency in UEB.

Wednesday, 26 November, BANZAT Meeting 79.

Friday, 28 November, resit result sent to candidates in the Trans-Tasman Certificate of Proficiency in UEB.

## 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.

25 September 2024, Meeting 73, BANZAT 14th Annual General Meeting, held at BLENNZ and via Zoom.