The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 74 of The Braille Authority of New Zealand Aotearoa Trust, held over Zoom on Wednesday 27 November 2024 commencing at 12:30pm.

# 1. Welcome, attendees, apologies

Chair Maria Stevens welcomed everyone to the meeting and began the roll call.

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Trustees |  |  |
| Leyna Coleman | Blind Citizens NZ | 2024 |
| Amanda Gough | BLENNZ | 2025 |
| Chantelle Griffiths) | Founding Organisations | 2026 |
| Fiona Hansen | 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 |  |  |
| Apologies |  |  |
| Paul Brown | Founding Organisations | 2027 |
| Observers |  |  |
| There were no observers. |  |  |

# 2. Minutes and Vice Chair role

## 2.1. Unconfirmed Minutes Meeting 72 on 25 September 2024

It was resolved:

That the Minutes of Meeting 72 of The Braille Authority of New Zealand Aotearoa Trust held on Wednesday 25 September 2024 be confirmed.

Moved: M. Stevens. Seconded: F. Hansen. (Res. 74-1).

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

No matters were raised.

## 2.3. Unconfirmed Minutes Meeting 73, AGM, on 25 September 2024

It was resolved:

That the Minutes of Meeting 73, the AGM, of The Braille Authority of New Zealand Aotearoa Trust held on Wednesday 25 September 2024 be approved for upload to the website.

Moved: A. Gough. Seconded: F. Hansen. (Res. 74-2).

## 2.4. Vice Chair

Although this was not recorded in the 25 September Minutes, we recalled that Maria had requested the Trust establish the position of Vice Chair to support Maria and be available to chair a meeting should she be absent.

Following discussion:

It was agreed:

That trustees send expressions of interest to serve as Vice Chair to Maria by 6 December, and that Maria call for a vote to be completed by Monday 16 December. (Res. 74-3).

# 3. Correspondence

Chair Maria read a lovely letter of thanks provided in Braille by one of the ākonga who took part in the 2024 Braille Challenge. Maria undertook to send a reply on behalf of BANZAT in Braille to the ākonga.

The Secretary went through the items of correspondence received or sent since the circulation of the Agenda on 18 November 2024.

It was agreed:

That inwards correspondence be received and outwards correspondence be endorsed. (Res. 74-4).

# 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 |
| 25Sep24 | **Opening balance ASB Bank account** | **$49,111.61** |
| 27Sep24 | From Paul Brown, purchase 1 2024 ICEB Conference glass coaster | +$46.00 |
| 30Oct24 | To TaxiCharge, 25 September meeting | $103.32 |
| 30Oct24 | To Audio Described Aotearoa, Paul Brown meeting fees 25 September 2024 | $402.50 |
| 30Oct24 | To Nicola McDowell, Uber trip from Auckland Airport to BLENNZ 25 September | $28.30 |
| 30Oct24 | From Inland Revenue, GST to 30 September 2024 | +$758.89 |
| 31Oct24 | To Nigel Ngahiwi, reimbursement travel by car from Kihikihi to BLENNZ and return, 273.00 Km @ $1.04 per kilometre | $283.92 |
| 27Nov24 | Closing balance | $49,098.46 |
|  | Made up of |  |
| 27Nov24 | 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 |
| 27Nov24 | ICEB Travel Fund, balance after transfer at 30 June 2025 $4,000 + GST | $4,600.00 |
| 27Nov24 | New Zealand Lottery Grant Board Braille Producer Training Course 30 June 2024 $6,452.49 + GST | $7,420.36 |
| 27Nov24 | Outstanding meeting fees | $1,000.00 |
| 27Nov2424 | Nicola McDowell air fares 25 September meeting, reimbursement to A I Comms | $589.60 |
| 27Nov24 | A I Comms administration 1 July to 30 September, 29.65 hours @ $50.00 per hour $1,482.50 + GST | $1,704.88 |
| 27Nov24 | Lunches 25 September meeting, awaiting invoice from BLENNZ | $144.00 |
| 27Nov24 | Cash on hand to run the Trust until 30 June 2025 $32,445.64 + GST | $33,099.49 |

### Commentary: Mary Schnackenberg

I am pleased to report Leeanne Wojtowicz is now an ASB Bank signatory on the BANZAT account and has authorised several invoices.

At our last meeting I suggested we move the AGM to November so we can complete the end of year review and share our Performance Report with observers as well as trustees. In checking with ASB Bank, I have been able to change the frequency of bank statements from six weeks to monthly. Our statement is to be produced on the 20th of each month. It should arrive in our letterbox by the end of the month. The July statement will contain the close off transactions for the previous year. This will arrive in time for us to complete the Performance Report during August. This will allow us to keep our AGM in September.

I have changed the reporting about the ICEB Travel Fund to show that BANZAT is committed in this current budget to the transfer of $4,000.00 into the Fund at 30 June 2025. This is to put aside funds to travel to the Mid-Term Executive Committee meeting to be held in Boston in June 2026.

The balance in the Producer Training Fund is available to be spent with some additional budget provision for one more face to face meeting.

In BANZAT's Strategic Plan 2024-2027 there are two expenditure goals in this current year's budget. Goal 9 is Update the New Zealand UEB Manual to incorporate changes since the 2017 edition, 20 Hours @ $70.00 per hour =$1,400. Also Goal 10 is Update the New Zealand booklet Essentials of Braille Formatting with any changes since the 2014 edition, 20 Hours @ $70.00 per hour =$1,400. I recommend BANZAT sends out a Request for Proposal to be circulated to our New Zealand transcribers to hold the pen on these two tasks in collaboration with trustees.

BLVNZ has asked BANZAT to submit its budget for the 2025-2026 year by the end of February. BANZAT will need to show progress on the goals in the strategic plan.

There are eight Braille coasters remaining for sale following the ICEB General Assembly. The Braille reads: Two centuries of Braille NZ. BANZAT is selling these at $46 per coaster including GST. That will bring in $320 excluding GST.

The Charities Act has been updated and there are new requirements for Tier Three Charities to meet. BANZAT is a Tier Three charity. I will look into this prior to 30 June 2025.

It was resolved:

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

Moved: M. Stevens. Seconded: L. Wojtowicz. (Res. 74-5).

# 5. Notes of the 7 October meeting with Andrea Midgen

On Monday 7 October, BLVNZ CEO Andrea Midgen met with BANZAT Chair Maria Stevens. Andrea was supported by the two BLVNZ trustee appointees to BANZAT, Leeanne Wojtowicz and Joy Martin-Holm. Maria's notes of the meeting and issues discussed were provided to trustees and also in the BANZAT meeting Agenda. The following items were discussed.

The need for an up to date Braille user member list: Andrea undertook to talk with the staff member responsible for registrations to find out if “Braille User” could be added to members' profiles in Salesforce, the program used by BLVNZ. Trustees who are Braille users were asked to get in touch with the Contact Centre to find out what their preferred format is set to.

BANZAT approaching Whaikaha for funding: Andrea would like to be able to move forward co-operatively and she offered a letter of support for Whaikaha when we are applying for funding. She also suggested getting support letters from the other BANZAT founding organisations.

Andrea asked we add to the agenda for the next BANZAT meeting the question what does BANZAT need/want from BLVNZ?

Articles for the Blind: who funds the service and what are the rules? NZ post is not involved with the funding which comes from the Ministry of Social Development. Labels are still able to be used for Braille material and Perkins Braillers sent within New Zealand. Accessible Formats Service prints the labels and counts the number being used.

The BLVNZ Accessible Formats Service is busy with NZQA examinations papers and BLVNZ election information. Andrea asked why AFS produces NZQA exams? It is perceived to be a conflict of interest for BLENNZ to produce these exams.

It was agreed that Joy and Leeanne would report on BLVNZ Braille-related activities at each BANZAT meeting. They would provide their report in draft for Andrea prior to each meeting for her to add further information.

The availability of the Braille pocket calendars and how to request them from the Accessible Formats Service was discussed. It was agreed these needed to be marketed to all Braille users.

There was discussion around e-Braille use and the cost of electronic Braille Displays both in NZ and internationally.

Andrea asked for more detail about what BANZAT does:

Works as an advisory trust;

Code Maintenance;

Marking Trans-Tasman Certificate of Proficiency in UEB examinations;

Work closely with ABA, Round Table and ICEB;

Standards monitoring; and

Braille competitions.

Trustees in attendance felt the meeting went very well.

A BLENNZ trustee asked when BLVNZ asks if a BLENNZ child is a Braille reader? The Secretary said this has been a challenge for years. It was raised with Karen Stobbs in one of the BANZAT meetings. BANZAT may wish to raise this issue again.

Since the meeting, BLVNZ has advised that the promotion of Braille will be one of the projects for the new General Manager Community and Inclusion, Dan Shepherd.

# 6. Strategic Plan 2024-2027

## 6.1. BANZAT Strategic Plan 2024-2027

The Secretary sent the adopted Strategic Plan out with the 25 September Minutes, adding suggestions for the assignments of the goals to the three years. Some goals are ongoing through each of the years.

Trustees were reminded that goals should be “SMART”: Specific, measurable, achievable, relevant, and time-bound.

Thinking about Goal 1 which dealt with Kāpō Maori Aotearoa and Treaty partnership, trustees agreed that Chantelle, Nigel, and Mary would revise the goal.

Some trustees felt it was ambitious to complete in the current year Goal 9 about updating the NZ UEB Rulebook and Goal 10 Updating Essentials of Braille Formatting. Both these goals need to be initiated by BANZAT as they are in the 2024-2025 budget. A general comment might be added saying: goals not completed will be moved to the subsequent year or into the next three year plan, or may be considered for deletion, or that a goal can be identified to begin in one year and conclude in the following year. Trustees agreed to place Goal 9 and Goal 10 in Year 1 and Year 2.

## 6.2. Goal 5. Emojis.

Goal 5. Recommend to ICEB the development of UEB code symbols for emojis. (Year 1).

In the 2024 ICEB General Assembly Minutes Session 15 UEB at 20 there was discussion about emojis and some possible approaches about how they might be represented in Braille.

Maria, as BANZAT's delegate to the Code Maintenance Committee, will advise ICEB that BANZAT is asking for emojis.

## 6.3. Goal 7 Producer Training Course

In Paul's absence, Chantelle provided an update. Anja Gibbs and Chantelle have provided documents for trainees to get on with. There is provision in the budget for another in-person meeting to discuss embossing, binding and labelling. The goal is to hold another meeting by the end of March 2025. Two trainees have joined up with Generator to start their businesses.

## 6.4. Goal 16. Independent Funding for BANZAT

Goal 16. Investigate independent sources of finance to enable BANZAT to continue its work. (Year 1).

This topic was discussed when Maria and BLVNZ trustees met with Andrea Midgen on 7 October. See Item 5 above.

## 6.5. Goal 18 Memorandum of Understanding

Nigel advised BANZAT should adopt the te reo title of Manatū Orotau.

Trustees agreed to keep the English title “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”. The Secretary was asked to resend the Statement with its new title.

Trustees asked each of the appointees from the five founding organisations to take the Statement to their organisation, seeking feedback by Monday 17 February 2025.

# 7. ICEB and BANZAT Code Maintenance Committee

## 7.1. ICEB events

The big news from ICEB is that the 3rd edition of the UEB Rulebook is now available in print and Braille. The announcement is due out by December.

ICEB's funds have almost been transferred from the previous Treasurer, Jen Goulden in Canada, to the new Treasurer, Callie Brusegaard in the United States. A new international provider, Wise, has been chosen to hold the funds. Their service will allow ICEB to change signatories and countries without having to move ICEB's money. The service permits users to work in multiple currencies. The primary currency will remain US dollars.

## 7.2. BANZAT CMC

There was no update from its Chair, Maria.

# 8. ABA and Round Table

Maria will meet with ABA on 9 December to discuss Certificate Examination and feedback from this year's candidates.

# 9. Trans-Tasman Certificate of Proficiency in UEB

Maria reported that she and Lee Fung have taken back responsibility for the New Zealand end of the Certificate exam, previously looked after at BLVNZ. In 2024 six candidates sat the Certificate and all passed.

# 10. The 2024 Braille Challenge for Learners

Amanda told us that every student who completed the Challenge has received a certificate and their cane identifier. BLENNZ will send through an invoice for about $150 of prizes. Fiona warmly thanked Amanda for all the work she has undertaken for this year's Challenge.

# 11. Promotion, digital engagement and communications

Chantelle advised BANZAT's Facebook page is proceeding normally.

# 12. Trustee appointments

The appointment by Blind Citizens NZ was advertised in the September Focus. Blind Citizens NZ's Board next meets the weekend of 30 November. Their decision should be notified in December 2024.

BANZAT needs to approach PVINZ to discuss their trustee appointment as their position is still vacant. Maria will approach Rebecca Graham.

Trustees whose terms conclude in 2025 are Amanda Gough, Joy Martin-Holm, and Nigel Ngahiwi.

# 13. Reports from trustees

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

• Blind Citizens NZ: Leyna Coleman apologised for not providing a written report. She picked out highlights from the National Conference on 18-19 October.

• Blind Low Vision NZ: Joy Martin-Holm, Leeanne Wojtowicz.

• Kāpō Māori Aotearoa: Nigel Ngahiwi told trustees the final hearing of the Waitangi Tribunal on Wai 2575 is about to begin. Summaries of the submissions had been provided to him in Braille.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Dr Nicola McDowell told trustees that a Masters student has developed a toolkit for classroom teachers who have blind or low vision students in their classes, to help teachers build an inclusive environment. The resources include information about Braille.

• Music Braille: Chantelle Griffiths shared with trustees information about the BLENNZ Music School which has recently held its end of year concert. In 2025 it is likely the name Music School may change to Performing Arts school. Chantelle has received a Winston Churchill Fellowship which will take her to the UK and Europe from May to July 2025. She is looking at how organisations use, study, and integrate Braille into their environments. She will also attend the Tactile Reading Conference in the Netherlands.

• Parents of Vision Impaired NZ Inc.: Vacancy.

It was agreed:

That the above written and verbal reports be received. (Res. 74-6).

# 14. Schedule of meetings and closure

During discussion, some trustees advised that some work arrangements for 2025 had not been finalised at this time. The following dates were agreed subject to possible change.

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

Wednesday, 25 June, Meeting 76.

Wednesday, 17 September, Meeting 77.

Wednesday, 17 September, Meeting 78 AGM.

Wednesday, 26 November, Meeting 79.

The meeting closed at 2:54pm.

NOTE: These Minutes were confirmed at Meeting 75 on Wednesday 26 February 2025.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 74, 27 November 2024

Administration:

To trustees with Unconfirmed Minutes of Meeting 72 on 25 September and Confirmed Minutes of Meeting 71 on 3 July 2024;

To trustees with Unconfirmed Minutes of Meeting 73, the AGM, on 25 September;

To Andrea Midgen, Maria Stevens, Leeanne Wojtowicz and Joy Martin-Holm with Unconfirmed Minutes of 25 September, Performance Report to 30 June 2024, and the Strategic Plan 2024-2027 for their meeting on 7 October;

From Maria Stevens to trustees with notes of the 7 October meeting with Andrea Midgen.

Finance, Income and expenditure:

From Inland Revenue reminding BANZAT that its GST return is due on 29 October;

From Inland Revenue with notice of direct credit (the GST refund);

From Charities Services reminding BANZT its Performance Report is due on 31 December 2024;

From Charities Services with Newsletter October 2024;

From Charities Services with November webinar;

See Item 4 above.

Strategic Plan

To trustees with the Strategic Plan including year assignments;

Comments from three trustees about the year assignments for Goals 9 and 10;

See Item 6.1 above.

ABA and Round Table:

From the Round Table calling for abstracts for presentations which closed on 4 November;

See Item 8 above.

Trans-Tasman Certificate of Proficiency in Unified English Braille:

From Maria Stevens with proposed dates for the 2025 examination timetable;

See Item 9 above.

Trustee appointments and correspondence:

From Maria Stevens with the advertisement for a casual Braille proofreader at BLVNZ in the South Auckland office;

From Amanda Gough with the BLENNZ report;

From Leeanne Wojtowicz and Joy Martin-Holm with the BLVNZ report;

From Nicola McDowell with the Massey Report;

See Item 12 above.

From Parents of Vision Impaired with their Newsletter about their Conference held in Christchurch 18-20 October.

From BLVNZ with Braille books disposals list.

Email from AFS Logistics with Articles for the Blind Update.

From Maria Stevens, forwarding BLVNZ advertisement for a casual position as Braille proofreader.

From Maria Stevens with Braille Rap, forwarded from the United States.

# Attachment B: Dates

This refers to Item 14 above.

# BANZAT Dates for the Diary

Early April next BANZAT meeting 76 to complete the 26 February Agenda and receive updates.

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

Wednesday, 25 June, BANZAT Meeting 77.

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 78.

Wednesday, 17 September, BANZAT Meeting 79 AGM.

Monday, 22 September, to Sunday, 28 September, Week 1 Certificate in UEB.

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

Monday, 29 September, to Sunday, 5 October, Week 2 Certificate in UEB.

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

Wednesday, 8 October, completed Week 2 Certificate Examination papers must be received by the examiner.

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 80.

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

Sunday, 4 January 2026, World Braille Day, 217 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.

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