The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

### “BANZAT Building Better Braille”

# Confirmed Minutes of Meeting 76 of The Braille Authority of New Zealand Aotearoa Trust, held over Zoom on Wednesday 2 April 2025 commencing at 12:31pm.

# 1. Welcome, attendees, apologies

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

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

# 2. Minutes

## 2.1. Unconfirmed Minutes Meeting 75 on 26 February 2025

It was resolved:

That the Minutes of Meeting 75 of The Braille Authority of New Zealand Aotearoa Trust held on Wednesday 26 February 2025 be confirmed.

Moved: L. Coleman. Seconded: A. Gough. (Res. 76-1).

## 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 28 March 2025.

It was agreed:

That inwards correspondence be received and outwards correspondence be endorsed. (Res. 76-2).

# 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 and international travel which are exempt GST. Octavate Consulting is also not registered for GST.

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
| 26Feb25 | **Opening balance ASB Bank account** | **$48,075.11** |
| 20Mar25 | To International Council on English Braille, 2025 membership fees, discounted to 460.00 USD because of error in original Swift Code which caused a reduced refund to BANZAT | $812.58 |
| 22Mar25 | To BLENNZ, lunches 25Sep24 | $144.00 |
| 22Mar25 | To Paula Waby, Dunedin-Auckland-return air fares Producer Training weekend | $578.81 |
| 24Mar25 | To Bank of Nova Scotia charge to receive ICEB membership fees from BANZAT | $8.88 |
| 31Mar25 | To Chantelle Griffiths, meeting fees 12 March 2024 $250.00, 3 July 2024 $250.00, 25 September 2024 $350.00, 27 November 2024 $250.00, 26 February 2025 $250.00 = $1,350.00 made up of $445.50 to IRD and $904.50 to Chantelle | $904.50 |
| 31Mar25 | To Nigel Ngahiwi, meeting fees 12 March 2024 $250.00, 3 July 2024 $250.00, 25 September 2024 $350.00, 27 November 2024 $250.00, 26 February 2025 $0.00 total $1,100.00 made up of $363.00 to IRD and $737.00 to Nigel | $737.00 |
| 31Mar25 | To Inland Revenue, tax on meeting fees Chantelle Griffiths | $445.50 |
| 31Mar25 | To Inland Revenue, tax on meeting fees Nigel Ngahiwi | $363.00 |
| 02Apr25 | Closing balance | $44,080.84 |

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
|  | Receipts and Payments to 19 April 2025 |  |
| 04Apr25 | From Paula Waby, refund of her air fares because she was unable to attend the Braille Producer Training Course 29-30 March | +$578.81 |
| 05Apr25 | To Octavate Consulting, Delivery of BANZAT Braille Transcription Course Online Modules from April 2024 to February 2025 | $5,000.00 |
| 05Apr25 | To Octavate Consulting, delivery of BANZAT Braille Transcription Course Online Modules and leadership of the weekend training 29-30 March 2025 as authorised in Resolution 75-3 | $1,470.00 |
| 05Apr25 | To Audio Described Aotearoa, Paul Brown meeting fees 26 February | $287.50 |
| 05Apr25 | To Maria Stevens, Braille Producer Training Course morning and afternoon tea | $104.89 |
| 12Apr25 | To TaxiCharge, taxis Braille Producer Training Course weekend 28-30 March | $640.96 |
| 12Apr25 | To Brianna Houston, accommodation Saturday night 29 March | $110.00 |
| 12Apr25 | To Dawn Coleman, transport costs Braille Producer Training course | $100.00 |
| 12Apr25 | To Audio Described Aotearoa, Paul Brown meeting fees 2 April | $287.50 |
| 12Apr25 | To Chantelle Griffiths, meeting fees 2 April 2025, gross earnings $250.00, tax $82.50 | $167.50 |
| 12Apr25 | To Inland Revenue, tax on meeting fees Chantelle Griffiths, 2 April | $82.50 |
| 12Apr25 | To Nigel Ngahiwi, 2 April meeting fees, gross earnings $250.00, tax $82.50 | $167.50 |
| 12Apr25 | To Inland Revenue, tax on meeting fees Nigel Ngahiwi 2 April | -$82.50 |
| 12Apr25 | To A I Comms, administration 63.00 hours 1 July 2024 to 31 March 2025 and reimbursements (N. McDowell flights 25 September 2024; renewal website domains; Maria Stevens Round Table registration; Braille Producer Training Course dinner 29 March; | $5,633.93 |
| 19Apr25 | To Sarah's Kitchen Limited, Braille Producer Training Course lunches 29-30 March | $747.50 |
| 19Apr25 | Closing balance | $29,777.37 |

|  |  |  |
| --- | --- | --- |
| Date | Description | Amount |
|  | Made up of |  |
| 19Apr25 | 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; see note in Commentary below | $540.13 |
| 19Apr25 | ICEB Travel Fund, balance after transfer at 30 June 2025 $8,000 | $8,000.00 |
| 19Apr25 | New Zealand Lottery Grant Board Braille Producer Training Course 30 June 2024 $6,452.49 to be spent prior to 30 June 2025 | $0.00 |
| 19Apr25 | Cash on hand to run the Trust until 30 June 2025 including GST | $21,237.24 |

### Commentary: Mary Schnackenberg

On 18 February BANZAT paid ICEB membership fees for 2025 of USD 500.00 which was NZD $905.04 including the Bank of Nova Scotia fee. Because of the Swift code error in the ICEB Treasurer's invoice BANZAT was refunded $843.07, a loss of $61.97. I asked ICEB for a reduced invoice of USD 460.00 which was approved by the ICEB Executive Committee on 17 March. On 20 March BANZAT paid the invoice of USD 460.00 and on 24 March the invoice of the Bank of Nova Scotia. The total was $821.46 recovering $83.58. The Trust has gained $21.61.

The Braille Producer Training weekend costs are all known and invoices have been paid. Sadly Paula Waby was not able to attend the March training weekend but she very promptly refunded her air fares to the Trust as shown above. The costs from 1 July to date are all listed above and total $8,173.35 including GST. At 30 June 2024 BANZAT held $6,452.49 excluding GST in the Producer Training Project special fund. BANZAT has contributed $1,720.86 including GST to the costs of the Braille Producer Training Course.

Turning to The St Anne's Trust for the North Shore Sight Impaired Fund, which is for prizes for Braille reading competitions for children, the balance as at 30 June 2024 was $469.68 + GST totalling $540.13. At the 26 February meeting trustees agreed to transfer this fund to BLENNZ. However, BLENNZ trustees explained that BLENNZ prefers BANZAT retains this money and that the cost of prizes be seen as aid in kind from BLENNZ to BANZAT. BLENNZ trustees agreed to work with ākonga and their Resource Teachers Vision to find new ways to spend the St Anne's Trust money that fall within the principles of the gift. The line in Resolution 75-3 needs to be rescinded which reads: “That BANZAT donates to BLENNZ $540.13 being the balance in The St Anne's Trust for the North Shore Sight Impaired Fund, to be spent on prizes for Braille reading competitions for children, Now known as The Braille Challenge, subject to discussions with the Principal of BLENNZ”.

BLVNZ asked BANZAT to submit its 2025-2026 budget and grant request by the end of February. The budget request was submitted to Chief Executive Andrea Midgen on time and Andrea asked some questions for clarification.

There are seven Braille coasters remaining for sale following the ICEB General Assembly. These are bought from Maria.

I attended a Charities Services webinar about changes to reporting by Tier Three Charities which BANZAT is. Peter Hine will not be available to undertake a review of the trust's accounts as he has retired as an accountant. I asked Stephen Keeling, the Chief Financial Officer of BLVNZ, if he can find the Trust another reviewer. He recommended Yvonne Turner, a chartered accountant who has previously worked in BLVNZ's accounts department and also assisted with the development of the current BLVNZ 3-year Strategic Plan. She has agreed to take on the review. She charges $120.00 per hour and this year's review may take up to ten hours. It will be Yvonne's her first review of the Trust's accounts and she will be guiding me through the process of complying with the new accounting standards for Tier 3. This is the first review where BANZAT will be paying the reviewer and it is not in the 2025-2026 budget. However if we run into difficulties the Trust can agree to approach BLVNZ re a possible additional grant.

A form has been submitted to ASB Bank to make Amanda Gough a BANZAT bank account signatory at the Broadway Branch where BANZAT's account is held. We are waiting for Leeanne to return to good health and complete her form. Paul is now a signatory on ASB Bank Fastnet Business. I sincerely thank Amanda and Paul for authorising 21 invoices in the past four weeks.

I recommend trustees resolve to treat the 2 April meeting as a normal/full meeting of the Trust so meeting fees can be paid to attendees as appropriate.

Noted above is that cash on hand to run the Trust until 30 June 2025 including GST is $21,237.24. The upcoming expenses include attendance by the Trust's delegate at the Round Table and 25 June meeting fees. This should leave the Trust with a balance close to the amount of Reserves Brought Forward in next year's budget.

### Discussion

During discussion, Paul thanked Mary for adding up the costs of the Braille Producer Training weekend so soon after its conclusion. He advised he had been given the receipt for motel accommodation on Saturday night for Brianna Houston of $110.00. The Coleman family had provided transport on Friday and Sunday for Dawn and Leyna and trustees agreed to pay Dawn $100.00 as was done after the February 2024 weekend.

Several suggestions were offered about a Braille project for children that would honour the spirit of the St Anne's Trust gift.

Trustees agreed to make the meeting fees recommendation a separate resolution so the affected trustees could abstain.

It was resolved:

That the Treasurer's written and verbal report be received;

That payments be approved;

That the line in Resolution 75-3 be rescinded which reads: That BANZAT donates to BLENNZ $540.13 being the balance in The St Anne's Trust for the North Shore Sight Impaired Fund, to be spent on prizes for Braille reading competitions for children, Now known as The Braille Challenge, subject to discussions with the Principal of BLENNZ; and

That Fiona, Amanda, and Maria liaise to organise the Braille Project for children in the next financial year.

Moved: M. Stevens. Seconded: P. Brown. (Res. 76-3).

It was resolved:

That this meeting 76 held on 2 April 2025 be recognised as a full meeting of the Trust and meeting fees be paid to attendees as appropriate.

Moved: M. Stevens. Seconded: L. Coleman. (Res. 76-4).

P. Brown, C. Griffiths and N. Ngahiwi abstained.

## 4.2. Budget 2025-2026

The 2025-2026 budget was submitted to BLVNZ on 28 February, was copied to Trustees and is in the Minutes of the 26 February meeting.

The total budget is $41,044, funded by estimated reserves at 30 June 2025 of $16,894, income from three accredited producers of $150 and a grant sought from BLVNZ of $24,000 + GST.

# 5. Strategic Plan 2024-2027

## 5.1. Goal 1 Finalised and Plan Agreed

Goal 1. Partner with Kāpō Māori Aotearoa to ensure Māori-first leadership of Te Reo Braille usage, implementation and initiatives in Aotearoa New Zealand. (Ongoing).

Trustee Nigel agreed this wording on 27 February. Maria called for a vote on the Strategic Plan which was passed. The email vote is now recorded in these Minutes.

It was resolved:

That the BANZAT 2024-2027 Strategic Plan as amended be adopted.

Moved: M. Stevens. Seconded: N. McDowell. (Res. 76-5).

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

Maria, as the Trust's appointee to the Code Maintenance Committee, is writing to the CMC to ask if this request can be made a Charge (task) for the CMC.

## 5.3. Goal 7. Increase the number of accredited Braille producers by at least 2 each year, counting BLENNZ and BLVNZ Braille producers who pass the Trans-Tasman Certificate of Proficiency in UEB as well as individuals who have passed the Certificate and then the Accreditation process in the Trust's Policy 7. (Ongoing).

In addition to information in the Treasurer's report above, Paul advised that five of the six course participants attended the final in-person weekend Producer Training Course. Chantelle Griffiths led the course with support from sighted transcribers David Smith and Anja Gibbs.

Clive Lansink and Mary Schnackenberg from A I Comms led a workshop about the issues they manage in their end-to-end production from obtaining the work, ethical considerations, practicalities of documents to be produced, requirements of the New Zealand Copyright Act and more. Paul had circulated a file of the likely menu for Saturday night's dinner from the Cambodian restaurant which A I Comms embossed without print covers as they had not had time to proof it in full.

Certificates of completion of the course in Braille signed by the BANZAT Chair Maria and Course Tutor Chantelle were presented. Paul asked that we record in these Minutes our thanks to BLVNZ for giving course participants access to the Accessible Formats facilities in Fale Kotuku including their embossers, binding and tactile graphics equipment as they did in February 2024 for the first weekend training. Maria's letter of thanks to David Davenport is listed in the Correspondence for this meeting.

Paul said participants had agreed to keep their email group going. Two course members have already or are in the throes of setting up businesses as sole traders. Generator is providing ongoing with business support.

Paul gave his huge thanks to BANZAT trustees for progressing the application to get funding for the course, and Chantelle for her course materials and her facilitation. Chantelle said that she and Anja were honoured to be asked to work on the course.

## 5.4. Goal 9. Update the New Zealand UEB Manual to incorporate changes since the 2017 edition. (Year 1, Year 2).

The Secretary advised that the Australian Braille Authority is considering updating the Australian Training Manual, which the New Zealand Edition is based on. The Australian Manual underpins UEB Online which is run by NextSense. UEB Online does not deal with formats which vary around the world. UEB Online is used by Braille learners from some 156 countries. Trustees agreed to defer the update of the New Zealand Edition until after the AGM of the Australian Braille Authority on 24 May when we will know what ABA is doing.

Nicola advised that BLENNZ is well placed to influence changes to the Australian Training Manual because the Massey students have mostly completed UEB Online.

## 5.5. Essentials of Braille Formatting

Goal 10. Update the New Zealand booklet Essentials of Braille Formatting with any changes since the 2014 edition. Among any other matters that may arise, consider the needs of ākonga learners of Braille and also a format that might be more suitable for short-life Braille handouts intended for experienced readers. (Year 1, Year 2).

An updated version of this Request for Proposal was provided with the Agenda. Questions and considerations included:

Is the scope of work clear enough?

Is this an update or a total rewrite?

Work must be led by an experienced transcriber/teacher.

BANZAT will collaborate with the successful applicant to develop facilitated stakeholder engagement.

Further discussion was deferred to the June meeting.

## 5.6. Policy 7 Accreditation of Braille Producers

Goal 11. Update BANZAT Policy 7: Accreditation of Braille Producers working in Aotearoa New Zealand. (Year 1).

The Secretary sent this to trustees on 22 March. Since then the Secretary has updated the Policy to correct the title to read Accreditation of Braille Producers working in Aotearoa New Zealand.

Following discussion, Paul agreed to work with Mary to update Section 1 Overview. The updated Section 1 is to be circulated to trustees as soon as reasonable and prior to the next meeting in June.

## 5.7. Goal 13. Strategic Framework for the Provision of Braille Services

Goal 13. Monitor the implementation of Blind Citizens NZ Strategic Framework for the Provision of Braille Services in Aotearoa New Zealand. (Ongoing).

This initiative is led by Blind Citizens NZ.

At the meeting held on Monday 3 February 2025, a question was asked about the service of repairs to Perkins Braille machines. Andrea came back with an update by email. She wrote: “we have a stock of them and David has a fantastic process for getting these repaired and serviced by a local engineering company. Clients can choose to get an immediate replacement for one we have available off the shelf, or they can wait for their specific Perkins to get serviced and returned to them. If its one off the shelf the delivery turn around is 1-2 weeks depending on where they are located. If they want to keep hold of their specific one, it will take longer and could be 4-6 weeks. The service is free, and members can drop their Perkins off at any office to have it shipped to us, or courier it to South Auckland”. At the 26 February meeting it was agreed to raise with the BLVNZ trustees if the one to two week delay in receiving an off the shelf Perkins can be shortened.

The 26 February Minutes report that BLVNZ itself is running a Braille Project which will be led by Dan Sheppard. Maria has been advised that BANZAT could appoint two representatives to the Braille Project group. In the Correspondence schedule, Maria wrote to Dan Sheppard at BLVNZ advising that she would be the appointee from BANZAT. Dan replied welcoming Maria and saying work will begin when Blind Citizens NZ appoints their representative.

## 5.8. Goal 16. Independent Funding for BANZAT

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

The 26 February Minutes report that Maria and Paul met with two senior Whaikaha staff on 5 February. Maria and Paul to update.

Paul and Maria agreed to progress this.

## 5.9. Goal 18. Manatu Orotau Statement of Collaboration

Goal 18. Revise Memorandum of Understanding with each of the BANZAT founding organisations, not reviewed since the Trust was set up in 2010. (Year 1).

Blind Citizens NZ, via Leyna, reported that their feedback will be provided by the June meeting.

BLENNZ trustees have met with the BLENNZ Principal, Saul Taylor. They reported that Saul found the document gave a very helpful description of BANZAT's role and work. In the schedule for BLENNZ, words would be added to explain BLENNZ's aid in kind.

Nigel said that Kāpō Māori will hold a Board meeting in about three weeks. The document should be discussed then if there is time.

Trustees agreed that Chair Maria would share the Manatu Orotau Statement of Collaboration with Rebekah Graham, Chief Executive of PVINZ.

# 6. ICEB and BANZAT Code Maintenance Committee

## 6.1. ICEB events

ICEB is being registered for incorporation in the United States so it can activate the Wise bank account.

The Executive Committee is aware of some errors (mostly print typos) in the recently published UEB Rulebook. There is a discussion about producing an Errata sheet. What would trigger a new edition of the Rulebook is also being considered.

## 6.2. BANZAT Code Maintenance Committee

Maria undertook to hold the next meeting prior to BANZAT's 25 June meeting.

# 7. ABA and Round Table

BANZAT's report has been submitted to ABA. We were warmly thanked by the ABA Chair, Tristan Clare, for getting the report in by the deadline.

Paul noted that there will be sessions during the Round Table on Braille surtitles at New Zealand Opera and the TellMe service for those who are largely offline.

At about 2:00pm Maria asked Paul to assume the Chair as her voice has failed.

# 8. Trans-Tasman Certificate of Proficiency in UEB

In our report to ABA we noted that six people passed the Certificate in 2024, one of whom is a Braille reader.

Maria will send a report on her virtual meeting with ABA on 9 December to discuss Certificate Examination and feedback.

A BLENNZ trustee advised that the BLENNZ Principal will support his transcriber staff to mark the Certificate during working hours. Trustees agreed that was very decent of the Principal.

Payment by BLVNZ to BLENNZ for BLVNZ certificate applicants should be built into the Statement of Collaboration.

# 9. The 2025 Braille Challenge for Learners

Amanda encouraged trustees to offer ideas. Again BLENNZ will be looking for touch readers of Braille from among BANZAT trustees.

# 10. Promotion, digital engagement and communications

Paul advised that the BANZAT page is updated mostly by posts from elsewhere.

# 11. SPEVI Conference Possible Feedback

Maria has drawn our attention to the SPEVI Braille Statement that is on the Australian Curriculum Website. Should we ask the BLENNZ appointees if this could be elevated to New Zealand Education pages?

BLENNZ trustees advised that the basis for a New Zealand statement should go to the BLENNZ Principal in the first instance.

Chantelle said there were several Braille and tactile related presentations at SPEVI. Parents who attended gave great feedback. There was a strong youth compliment. Education Queensland made a Braille literacy presentation. All the Keynote speakers were Braille users.

# 12. Trustee appointments

BANZAT has received the resignation of Joy Martin-Holm. She has resigned from employment at BLVNZ.

The PVINZ position on the Trust is still vacant.

Trustees whose terms expire at the end of the AGM in 2025 are:

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Amanda Gough | BLENNZ | 2025 |
| Vacancy | Blind Low Vision NZ | 2025 |
| Nigel Ngahiwi | Kāpo Māori Aotearoa  | 2025 |

The Secretary will write to each of the organisations above prior to the June meeting.

# 13. Reports from trustees

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

• Blind Citizens NZ: Leyna Coleman.

• Blind Low Vision NZ: Leeanne Wojtowicz, and vacancy. A report was not available.

• Kāpō Māori Aotearoa: Nigel Ngahiwi. The next AGM is in Auckland in September.

• Massey University Postgraduate Diploma in Specialist Teaching Blind and Low Vision: Dr Nicola McDowell advised there are 8 year 1 students with 5 more doing certificate in O&M. 7 students are completing their diplomas in year 2. 8 students will graduate in May. The Government policy of structured literacy will need to be considered in relation to Braille literacy.

• Music Braille: Chantelle Griffiths reported the Braille Music Retreat went well. The next retreat will be in 2027. The Music School has expanded into the School of Performing Arts. Two sessions have been held. Interested music students are learning about music Braille software. The acapella group want to practice their arranging skills and Brailling their scores. The Aotearoa Braille Music initiative is progressing. Chantelle will be presenting about this Braille Music curriculum in the Netherlands while she is on her Winston Churchill Fellowship trip. Amanda said she recently attended a very stimulating BLENNZ Immersion Course which was an introduction to Braille music. Students were able to try out several instruments.

• Parents of Vision Impaired NZ Inc.: Vacancy.

It was agreed:

That the above written and verbal reports be received. (Res. 76-6).

# 14. Next meeting and closure

The next meeting of BANZAT is Meeting 77 on Wednesday, 25 June over Zoom. Chantelle has sent in her apology as she will be overseas on her Winston Churchill Fellowship.

The meeting closed at 2:32pm.

NOTE: These Minutes were confirmed at Meeting 77 on Wednesday 25 June 2025.

**Chairperson Maria Stevens**

**Date**

# Attachment A: Correspondence schedule Meeting 76, 2 April 2025

Administration:

To trustees with Unconfirmed Minutes of Meeting 75 on 26 February 2025 and Confirmed Minutes of Meeting 74 on 27 November 2024;

Emails among trustees to set the 2 April meeting date.

Finance, Income and expenditure:

To and from Andrea Midgen, with BANZAT's budget and grant request for 2025-2026;

From Charities Services with invitation to Webinar – Using the Tier 3 Not for Profit Standard - What has changed;

From and to Callie Brusegaard with reduced ICEB invoice to BANZAT for 2025 Membership Fees;

To and from Callie Brusegaard and Jen Goulden with BANZAT advice that payment USD 460.00 has been sent;

To and from Peter Hine re his retirement from accountancy and his unavailability to be BANZAT's Performance Report reviewer;

To Stephen Keeling, Chief Financial Officer at BLVNZ, asking if he can recommend a new reviewer for BANZAT annual performance report;

Emails and phone calls with ASB Bank re request for a fixed/Static token for Paul Brown;

See Item 4 above.

Strategic Plan

To and from Nigel Ngahiwi with his agreement to the revised wording of Goal 1;

Email vote among trustees to approve the updated Strategic Plan 2024-2027;

From Maria Stevens to David Davenport at BLVNZ with thanks for the use of fale Kotuku during the Braille Transcription Course weekend of 29-30 March (Goal 7);

Emails among trustees about Goal 9 RFP for UEB Manual NZ Edition;

To Trustees with Goal 11, updated Policy 7;

From Maria Stevens to Dan Sheppard advising him that BANZAT's representative on the BLVNZ Braille Project would be Maria Stevens (Goal 13);

From Maria Stevens forwarding Dan Sheppard's email welcoming Maria to the Braille Project on behalf of BANZAT, saying the work would begin once Blind Citizens NZ had told him of their appointee (Goal 13);

See Item 5 above.

ABA and Round Table:

Following sign off from trustees, to and from Tristan Clare with BANZAT's report to ABA for its May AGM;

See Item 7 above.

SPEVI Conference

From Maria Stevens with SPEVI Braille Statement on Australian Curriculum Website;

See Item 11 above.

Trustee appointments and correspondence:

From and to Joy Martin-Holm with her resignation from BLVNZ and as a consequence from BANZAT;

From and to David Davenport re Change in BLVNZ Representation at BANZAT;

From and to Andrea Midgen re resignation of Joy Martin-Holm, advising that it will take some time for BLVNZ to make its next appointment;

See Item 12 above.

# Attachment B: Dates

This refers to Item 14 above.

# BANZAT Dates for the Diary

Wednesday, 25 June, 12:30pm, BANZAT Meeting 77 over Zoom.

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, 12:30pm, BANZAT Meeting 78 in person.

Wednesday, 17 September, 3:00pm, BANZAT Meeting 79 AGM trustees in person, observers most likely over Zoom.

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, 12:30pm, BANZAT Meeting 80 over Zoom.

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.

Saturday 23 May to Tuesday 26 May 2026, Round Table on Information Access for People with Print Disabilities, Adelaide.

## 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.