NZSTA EXECUTIVE COUNCIL MEETING

Minutes of the Executive Council Meeting held Saturday 10 September 2016 at Room 731.324, University of Auckland, Tamaki Campus, Cnr Merton & Morrin Road, Tamaki, Auckland commencing at 9.20am

Welcome: Karen Brewer opened the meeting with a karakia.

Present: Philippa Friary, Karen Brewer, Jodi White, Annette Rotherham, Claire Winward, Anna Miles

In Attendance: Rosemarie Dawson

1. 2016 Conference

Philippa Friary thanked the Executive Committee for their involvement and engagement with the Conference. The Committee reflected on and shared their highlights of the event:
- Members connecting with the EC and other members
- Awarding of Life Membership to Sally Schoon
- The confidence of younger members
- Ann Smail’s presentation
- Seeing the awareness campaign “Giving Voice” come to life
- Quality of the presentations
- Powhiri
- The way the theme of ‘Partnership’ was used by key-note speakers and presenters
- Round tables which facilitated conversation
- Students and graduates hearing stories
- Service user involvement - The Gavel Club, client’s presentations...

Matters identified for consideration for future events included:
- Holding the 2017 symposium on a marae
- September was a good time for Universities and exhibitors; combining with the Awareness Week launch was good.
- Guidelines about who was expected to pay / not pay for conference attendance
- Ensure that the conference had a NZ identity
- Parking for visitors needed to be included in budget
- Establishing a conference attendance scholarship/fund
- Consider holding a joint conference with the NZ Audiological Society prior to the IALP conference in 2022.
Action: BPSL to send Life Membership certificate and a set of coasters to Life Member Ngaire Harding.

2. Approval of Minutes from previous meeting

The minutes of the meeting held on 13 June 2016 were adopted as a true record of the meeting.

Philippa Friary / Anna Miles

3. Matters arising out of previous minutes

- NZSTA History - Rouan Lucas van Ryn may be interested in being involved in the NZSTA history project.
- SLH Journal - Articles are not searchable; Taylor and Francis have responded to requests for information about additional journals. Members wanted to be able to download articles; hard-copy journals were no longer wanted.
- Philippa Friary advised that she had written to the family of Grace Gane and received a reply after the meeting stating that they wish to be contacted for future events and that they were away overseas.

Actions remaining:

- Jodi White to contact Rouan Lucas van Ryn regarding the history project and including a small article in Communication Matters.
- Anna Miles to contact Taylor & Francis in respect of the publishing of articles and access to other journals available.
- BPSL to provide to Anna Miles copies of emails sent to Taylor & Francis and ascertain the expiry date of the contract.
- The risk of moving from Taylor & Francis to be assessed by Anna Miles.
- Philippa Friary to review the survey sent to overseas members.
- Defer review of the constitution to a future meeting.
- Jodi White to locate Yo’s Grace Gane presentation.
- Philippa Friary to ascertain the meaning of the symbols used with the Strategic Plan.

Action: BPSL to arrange for a further 200 ‘thank you’ cards to be printed.

4. IALP Congress 2022

Philippa Friary announced that New Zealand, NZSTA and NZAS, had won the rights to host the 2022 IALP Conference. Three other countries had also bid. She thanked Anna Miles and Annette Rotherham for their efforts in presenting the successful bid at the 2016 IALP Ireland conference.

Action: Philippa Friary to:

1. Advise Auckland Tourism, Events and Economic Development (ATEED) and Tourism NZ of the success and ascertain what other support was available;
2. Obtain contract from IALP;
3. Develop and sign a memorandum of understanding with NZ Audiological Society as the key partner in the bid.
**Action:** EC to develop a strategic plan for the conference and establish a IALP conference committee.

5. **Portfolio Review**

5.1 **Professional Standards**

Anna Miles advised that another submission on captioning has been made.

Arrangements for Massey University accreditation were outlined - Stacey Baldac, from Speech Pathology Australia, was undertaking training of all PAC members. This was on the premise that in future the accreditation process could be undertaken by New Zealand personnel and it would not be necessary to bring another overseas person in to perform this training role.

There have been difficulties building the team for Massey University. Site visitors include - Rachel Patrick (PAC) and Isla Emery-Whittington (Maori Academic) as well as Stacey Baldac. Two PAC members will be present to build internal experience in accreditation. Anna Miles expressed that this was the last accreditation process using the ‘old’ framework and that it was important for NZSTA to ensure that there was equity between the three Universities.

In considering succession planning for PAC membership, Anna Miles sought advice from the EC on appropriate people to be considered; she noted that Helen McLauchlin had expressed interest in being the independent Chair. The PAC committee comprised a representative from health, education and private practice, each University, a Maori rep, Anna Miles as the EC representative and the Chair.

It was noted that PAC meet seven times a year - twice face to face and five times by teleconference. Training needs to be completed annually. There would be no accreditation for four years and it was expected that the three site visits would be undertaken by the same team.

**Action:** Claire Winward to approach Carmen Fairlie to see if she would be available to be a Maori representative on PAC.

Resolved that the Professional Standards report be received.

Anna Miles/Philippa Friary

5.2 **Professional Development**

Claire Winward spoke to her report. She noted that the Expert Advisers Courses were online. Karen Brewer advised that her module had been completed and that she needed to gather evidence, secure 20 volunteers to take the course and provide feedback. The course would then be tweaked as required and available for roll-out.

**Action:** Claire Winward to remind those who receive Awards that they must do a presentation at the next Conference.
Claire Winward stated that she was impressed with CLAD’s development of the module and while the participant cost was set at a reasonable level, NZSTA needed to be mindful that there were cheaper webinars available.

**Action:** Claire Winward to follow up with the Ministry of Education member who had questioned whether the expert adviser scheme would represent a conflict of interest for government employees.

**Action:** Claire Winward to ascertain how NZSTA can assist Ministry of Education employees to have a voice and be engaged with the ‘Giving Voice’ campaign.

**Action:** Claire Winward to update closing dates for Awards and Grants.

**Action:** BPSL to upload information about Awards, Grants, Life Members and information about NZSTA’s history, to the website.

Claire Winward recommended that Resource Room material not borrowed for three years be disposed of and that further copies of frequently borrowed material be purchased.

**Action:** Karen Brewer to review Resource Room Resources in 2017.

Dates for the 2017 Symposium to be held in Rotorua were confirmed as 7-8 September with the AGM to be held on 7 September. Claire Winward was reviewing venues, speakers and a title.

*Resolved that the Professional Development Report be received.*

Claire Winward/Jodi White

5.3 Member Networks

Jodi White spoke to her report and questions posed at Member Network events were discussed and resolved.

All members involved in the CPD Audit received a letter advising them of their status.

**Action:** Jodi White to review Life Membership policy.

*Resolved that the Member Networks Report be received.*

Jodi White/Philippa Friary

5.4 Communications Report

Annette Rotherham spoke to her report. She was happy to continue as the NZSTA ICP representative and noted there was immense benefit in meeting face to face with the international group. This was demonstrated at the IALP Conference in Dublin.

Giving Voice campaign launched. Ongoing plans around strategy and PR.
Website development was discussed. EC have reviewed the front-end of the new website. There was some concern about recording CPD points while development was ongoing.

Annette continues to work with MRD and will get the feedback to them this week. Go live for new website is planned for early October.

The Spring issue of Communication Matters would take up the 65th anniversary theme. A paper copy of the publication would be retained rather than going electronic.

Resolved that the Communications Report be received.  

Annette Rotherham/Karen Brewer

5.5 Maori & Cultural Development Report

Karen Brewer spoke to her report. A potential kaumatua will be invited to the next EC meeting. In noting a suggestion that NZSTA should have a ‘mauri’, it was agreed that this be deferred until a kaumatua had been appointed.

There was concern that some people had been unable to secure workplace funding to attend conference. It was noted that a number of awards were already available to meet these needs.

The meeting reviewed the Accreditation Standard for Aotearoa and accepted its current content. However, it was noted that it needed to include other diversity components.

**Action:** Philippa Friary to review Section 2 components with UoA Psychology academics and finalise the Standard.

The EC needed to give final approval to the Standard before Anna Miles presents it to the Heads of Programme meeting in December 2016.

Resolved that the Maori & Cultural Development Report be received.  

Karen Brewer/Anna Miles

6.6 President’s Report

The President spoke to her report. Feed back from SPA meetings will be discussed at the next EC meeting.

Resolved that the President’s Report be received.  

Philippa Friary/Karen Brewer

7. Secretariat Report

BPSL noted that it was important that member Declarations and Disclosures were made within membership applications and on renewal.
Discussion on the CPD Policy relating to active contribution to NZSTA was deferred to the next meeting.

There used to be an option for members to be able to opt out of receiving emails, newsletters etc. The EC agreed that it was not appropriate for members to opt out of receiving electronic information from NZSTA as this comprised a member benefit.

The financial statements were noted and agreed that BPSL should take the following **actions**:  

- Unpaid 2016 invoices to value of $18,000 to be written off.  
- Term Deposit to be renewed for six months on rollover.

It was noted that kaumatua payments may be taxable.

8. Next meeting: 5 December 2016

The Meeting closed at 2.00pm.