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

In Attendance: Susan Wells (until 1pm) and Bev Jarvis

The meeting commenced at 9.20am

1. Welcome

Philippa Friary welcomed attendees to the meeting and acknowledged her appreciation in being able to have this time together.

2. Approval of Minutes from previous meeting

The minutes of the meeting held on 5 December 2016 were accepted as a true record of the meeting.

3. Matters arising out of previous minutes

The EC went through the action points from the previous meetings and agreed which ones are completed and which actions points will be covered in the meeting today.

Karen Brewer joined the meeting at this point.
4. **Strategic Plan Review**

The EC agreed to defer the Strategic Plan Review to the next Executive Council meeting being held on 19 June 2017.

5. **IALP Conference 2022**

NZSTA President has had two meetings with NZ Audiological Society’s ED and President since the last EC meeting. The President advised the IALP Board of NZSTA’s preference to use a New Zealand Professional Conference Organiser (PCO) is used for this event. The response received was that Keynote would be the PCO. The President will investigate who pays the PCO fees and have a discussion with the planning committee before responding to the IALP Board. September is the preferred month for the conference with SkyCity as the venue. 800 – 1,000 attendees can be expected.

6. **Finance Reports**

The Finance Reports to 31 December 2016 and 31 January 2017 were noted.

The EC approved:
- writing off two Dell laptops and one Acer laptop
- writing off the old website in February 2017 as this is when the new website went live.
- the quote from Hart & Co - North Shore Limited to audit the NZSTA accounts for the period ended 31 December 2016.

The EC decided not to approve the request to close the Eureka conferencing account at this time.

7. **2017 Meeting Dates**

The following meeting dates for 2017 were confirmed:
- 19 June, 18 September and 4 December.

**Action:** Secretariat to contact Anna Miles to book meeting venues.

8. **Portfolio Review**

**Professional Standards**

Anna Miles report on Professional Standards was noted.

Anna acknowledged the amazing work Sally Kedge is doing as an Expert Advisor to NZSTA.

Discussion was held regarding the vacancy for a PAC and an EC Maori representative. Several members were suggested and are to be approached.
A new MRA agreement is in progress. Anna will forward the draft agreement to the EC when it is received.

**Action:** Anna Miles (PAC) and Philippa Friary (EC) to approach the NZSTA members suggested for the Maori representative positions.

Following the review of the Programme Accreditation fee structure in 2016, a new Programme Accreditation Fee Structure has been prepared to ensure transparency and to help ensure the NZSTA remain cost neutral. The Programme Accreditation Committee have reviewed the new structure. The NZSTA Executive endorsed it.

Anna Miles is taking over the role of Editor of Speech Language & Hearing Journal in May. Her focus will be to continue working on how to improve the Speech Language & Hearing Journal and for NZSTA members to take ownership. The EC congratulated Anna for being offered the role of Editor.

**Action:** Anna Miles to forward draft MRA agreement to EC once received.

**Communications Report**

Annette Rotherham spoke to her Communications report.

The website has gone live. The Secretariat asked that if the EC notice any old documents or broken links on the new website, to please advise the Secretariat.

The names of membership categories for the website have been confirmed. The Secretariat is to advise MRD. In the next newsletter members will be advised that they are required to complete the declaration questions and pay their membership fee by 31 March if they wish to continue to receive Communication Matters and get access to the member section of the website.

To help with email communication within in EC and the Secretariat, please give an indication in the email subject line of what response, if any, is required. For example: Action Required, FYI, or for a specific ONZL member insert their name in the subject line.

The EC approved increasing the payment to Rouan Lucas van Ryn to $500 per edition of Communication Matters. The meeting agreed that should an EC member not have any content for an edition of Communication Matters, they do not have to submit a report. Members will be advised of this decision.

**Action:** Secretariat to advise MRD of the correct names for membership categories.
**Action:** Secretariat to advise members that they have to pay their membership fee and complete their declaration by 31 March 2017 in order to access the membership benefits.

**Professional Development**

Claire Winward’s report on Professional Development was noted.

Claire advised the EC that she will no longer be working at the Ministry of Education. The EC offered Claire support and acknowledged her knowledge is important to the EC and advised that they would like Claire to remain on the Executive Council.

**Resource Library**

NZSTA have been advised they are not to loan out tests from the Resource Library. The loaning of tests has been frozen based on advice received by the President from the Publisher. Claire is to prepare an article to go in the next newsletter advising NZSTA members of this decision. Linda Hand and Anne Coney, original library owners, are to be consulted on the future of the library. Bridget McCarthy, Private Practice Representative is to be contacted regarding suggestion on who may want to take over the tests resources.

The Secretariat to advise the EC how often library resources get loaned out.

**Child protection training**

Suzanne Purdy, UOA, is to be contacted to obtain clarification on what Child Matters training the University is providing.

Emily Jones - NZSTA Expert Advisor Paediatric feeding and swallowing, is to be interviewed by ARFID. The EC approved Emily’s request to mention she is a NZSTA member. Emily will be offered the use of a NZSTA banner to be used in the interview. Anna Miles is to contact Emily and ask her if she would also be interested in doing a video interview with Anna.

**2017 Symposium**

Dates for the 2017 Symposium were confirmed as 7 & 8 September 2017. If the Sudima Hotel in Rotorua has good access for those with disabilities, the Secretariat can confirm the venue reservation. Several people were suggested as keynote speakers (an honorarium of $300 will be paid). Anna Miles and Karen Brewer are to approach the speakers suggested. Registration for the 2017 Symposium will be done online through Eventbrite.

The Secretariat is to confirm fees for the Symposium with Claire Winward, and to contact EC about what travel and accommodation requirements they require. Travel/petrol costs for area and student representatives attending the Symposium will be looked at on a case by case basis by the EC. Claire and Anna will review the abstracts once received. A personal invitation to attend the Symposium is to be sent to the Universities by Claire Winward.
**Action:** Claire Winward is to draft the notification to NZSTA members advising them (in the next newsletter) that the test resources are currently frozen.

**Action:** Claire Winward is to contact Linda Hand, Anne Coney and Bridget McCarthy regarding future of tests in the resource library.

**Action:** Claire Winward to contact Suzanne Purdy, UOA, to obtain clarification on what Child Matters training the University is providing.

**Action:** The Secretariat is to advise the EC of how often library resources get loaned out.

**Action:** Anna Miles to contact Emily Jones and ask if Emily would be interested in doing a video interview with Anna.

**Action:** The Secretariat is to confirm the reservation with Sudima Hotel as the venue for the Symposium (as long as the Hotel has good access for those with disabilities).

**Action:** Anna Miles and Karen Brewer to approach suggested keynote speakers.

**Action:** The Secretariat is to confirm fees for the Symposium with Claire Winward, and to contact EC about their travel and accommodation requirements.

**Action:** Claire Winward is to send a personal invitation to attend the Symposium to the Universities.

**Member Networks**

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

The Secretariat is to reset Gmail passwords for student representatives and forward these to Jodi.

Fern Maxwell (area representative) is currently on maternity leave. NZSTA (Jodi White) is to send her a card.

In the next newsletter, a link is to be included for members to update their postal address.

The Secretariat is to change the message in Xero to remind members who have not yet paid their 2017 membership fee, the membership benefits they currently receive will not continue if payment is not received prior to 31 March.
Action: The Secretariat is to reset Gmail passwords for student representatives and forward these to Jodi.

Action: Jodi White to send a card to Fern Maxwell.

Action: The Secretariat is to advise members who have not paid their 2017 membership fee that they will not continue to receive membership benefits after 31 March.

Action: In the next newsletter, a link is to be included for members to update their postal address.

Maori & Cultural Development Report

Karen Brewer spoke to her Māori & Cultural Development report.

Discussion was held regarding Karen standing down at the AGM and the vacancy for a Māori & Cultural Development representative.

Karen Brewer will liaise with Waimirirangi to follow up with Matua George regarding his availability to be Kaumatua for NZSTA.

Karen Brewer to approach Matua George about attending the Symposium as NZSTA’s Kaumatua. If he is not able to attend Annette will approach a Kaumatua from Rotorua.

He Kete Whanaungatanga (M&C advisory group) is hoping to meet in the next week or two. Karen will advise the group she is stepping down from her position on the EC and will seek the groups’ advice on how they would like the group to function moving forward.

Succession planning and furthering the relationship with Matua George are areas Karen will be focussing on leading up to the AGM.

Action: Karen Brewer will liaise with Waimirirangi to follow up with Matua George regarding his availability to be Kaumatua for NZSTA.

Action: Karen Brewer to approach Matua George to see if he is available to represent NZSTA at the Symposium in Rotorua.

President’s Report

The President’s report was noted.

The President is representing NZSTA at the global summit at AUT in September 2017, on accessibility. The President will enquire about NZSTA having a stand.
The President was invited to sit on the University of Canterbury Governance Board or provide a nominee. Annette Rotherham has agreed to represent NZSTA on this board.

The President has been invited to sit on a panel at ASHA together with the IALP President and the Netherland association President to discuss global issues. The EC confirmed the payment of airfares and accommodation for the President to attend the ASHA Convention in November 2017.

NZSTA together with SPA are to write principles of best practice on communication access and inclusive communication. This will occur at the SPA conference in May 2017. NZSTA will pay either airfares or accommodation for the President to attend.

**Action:** President to enquire about NZSTA having a stand at global summit in September.

**9. Next meeting:** The EC agreed the next meeting will be held on 19 June 2017.

Karen Brewer closed the meeting with a Karakia.

The meeting closed at 3.10pm.