**NASDAP**

**Minutes of Meeting held on Friday, 26 February 2016**

**In the Catalina Room, Wellington Airport Conference Centre, Wellington**

The meeting commenced at 9.30 a.m.

**Present:** Campbell Howlett (President and Chair), Warren Henderson, Steve Read, Pip Woodward (to 2.55 p.m.), Penny Prestidge (to 2.55 p.m.), Stella Bond, Annette Taylor (to 2.37 p.m.), and Karen Mitchell.

**In attendance:** Angela Sheehan (Minutes).

**1. WELCOME**

The Chair welcomed everyone to the meeting.

**2. APOLOGIES**

Apologies were received from Jocelyn Hale and Kevin Dean.

**3. MINUTES OF PREVIOUS MEETING**

 The minutes of the Skype meeting held on 20 November 2015 had been circulated.

 **Motion:**

 That the minutes of the Skype meeting held on 20 November 2015 be confirmed as a true and correct record of the meeting.

*Chair / Taylor - Carried*

**4. MATTERS ARISING FROM THE MINUTES**

**4.1 Using Skype for Meetings**

 The Executive felt that using Skype for meetings went well generally. It was suggested that NASDAP look into whether there was a record feature on Skype.

**4.2 Resignation of Sarah Stenson**

 The Chair circulated an email from Sarah Stenson advising that she was resigning from NASDAP. ASDAPA will be looking for a replacement representative for Sarah, hopefully at its next meeting on 18 March. Annette Taylor advised that, on behalf of the Executive, she had sent Sarah flowers, a book voucher, and a card in recognition of her 12 years on the Executive.

**5. TREASURER’S REPORT**

 Treasurer, Annette Taylor, updated the figures in the tabled report. Additional income received recently brought total funds held to $26,696.12. There were small amounts of additional expenditure. Annette will email an updated report to the Executive.

*Action: Annette Taylor*

 Annette will put the registration form on to the website.

*Action: Annette Taylor*

**6. CORRESPONDENCE**

**6.1 Inwards**

* ***Teachers Refresher Course Committee – Course Programme***: Request for input into the type of courses to be run this year. The Chair will welcome suggestions, and he will forward them on. One suggestion was health and safety in the workplace.
* ***Teachers Refresher Course Committee – Annual Report***
* ***Starpath Newsletter***
* ***Email from James Clarke of ASDAPA*** (see next item)
* ***Email from Sarah Stenson resigning from Executive***

**6.2 Outwards**

 There was no outwards correspondence.

**7. NASDAP NATIONAL CONFERENCE – AUCKLAND**

 The Chair briefed the meeting on the email the Chair had received from James Clarke of ASDAPA advising that a loss of $45,000 had been sustained in the running of the 2015 NASDAP national conference. James was attending the meeting today to explain the circumstances of the loss.

 The Chair said that Executive Member Karen Mitchell had a conflict in that she was on both the National Executive and the Auckland Executive. Karen offered to leave the meeting later when the Executive discussed how the Executive would like to handle this issue.

**8. REPORT FROM JAMES CLARKE, REPRESENTATIVE FROM ASDAPA**

 The Chair welcomed James Clarke to the meeting.

 James said he appreciated the opportunity to explain to the National Executive the reasons last year’s NASDAP National Conference had made a $45,000 loss, and to request help with the shortfall.

 James said he took personal responsibility for the conference not making money for the national and local organisations. A main reason for the loss was the number of registrants, with Auckland leaders not supporting their home conference. To secure both floors of the Sky City Convention Centre they had needed a minimum number of 500; in the end they got 400. Event Dynamics, the conference organiser, had worked with people to get a reduction of costs based on the number of people who attended but, in the end, both Sky City and AV had a bottom line they were not prepared to go beyond.

 James said that other contributing factors were:

* The programme and website were not available early enough to help people with their decision.
* The conference dinner planned for Shed 10 on the wharf had had to be cancelled because of cost. Because the price of the dinner had been included in the conference fee they had had to find a new venue at a lesser cost, and had chosen to go to Sky City, resulting in a loss of deposit at Shed 10.

 James tabled the conference balance sheet and list of expenses. He said that $45,000 was owed to Event Dynamics, and Event Dynamics were looking for $10,000 to be repaid in the next 6 months, at no interest.

 He said that ASDAPA had $30,000 in the bank and had agreed to put that money towards the shortfall. Secondly, in the coming year ASDAPA proposed to run four seminars from which they should make a profit of about $10,000, which can also be put to the shortfall. Therefore, as of today ASDAP was $15,000 short. James proposed that that $15,000 shortfall be funded by:

* The $5,000 of the seeding money, which ASDAPA had not taken up originally, be put to the shortfall;
* A $10,000 loan from the National Executive, to be repaid in 12 months.

 James gave a commitment that he and Karen will stay on the ASDAPA Executive until the debt was cleared.

 Members of the National Executive discussed detail of the conference and conference planning with James.

 James left the meeting.

 **Motion:**

 That the meeting move into committee to discuss how NASDAP can help to fund the conference shortfall.

*Chair / Taylor - Carried*

 Karen Mitchell left the meeting, and the meeting discussed the proposal from ASDAPA.

 **Motion:**

 That the meeting move out of committee.

*Taylor / Read - Carried*

 **Motion:**

 That NASDAP (1) gift ASDAPA $5,000, which was the equivalent of the seeding money that the ASDAPA committee had chosen not to take up prior to the conference; (2) provide a loan of $2,500 at 6% annualised interest, repayable by 30 November 2016; and (3) urge ASDAPA to communicate with Event Dynamics to extend the 6-month period to enable ASDAPA to trade out the remainder of the debt.

*Taylor / Howlett - Carried*

 Annette Taylor will pay the $5,000 to Event Dynamics immediately. NASDAP will wait to hear back from James about his negotiations with Event Dynamics before paying the $2,500.

**Action: Annette Taylor**

 James Clarke and Karen Mitchell rejoined the meeting.

 The Chair thanked James for coming to the meeting, presenting his report, and answering questions. He said that the NASDAP Executive was keen to support ASDAPA, but was also mindful of its commitment to the full national body to fulfil its goals for 2016 such as the Study Tour. They could not afford to put that in jeopardy. The Chair relayed the content of the motion to James.

 James said he will take that offer back to the ASDAPA Executive and weigh it up against any other options it might have. He asked that the $5,000 be paid into the ASDAPA account.

 James Clarke left the meeting.

 Stella Bond suggested that associations running a national conference needed their seeding money in the year before the conference in order to meet costs associated with conference planning.

 **Motion:**

 That from 2016 the seeding money for the biennial national conference be available in the year before the conference.

*Taylor / Mitchell - Carried*

**9. REGIONAL LEARNING TOUR – UPDATE**

 Karen Mitchell said she was liaising with Elizabeth Craker from CORE Education on arrangements for the Learning Tour.

 The Chair advised to get the tour advertised to networks soon so that expressions of interest come in this term and participants are known early in term 2.

 The Chair said that there had been talk about NASDAP taking over some of the administration of the Learning Tour so as to reduce costs.

 The Executive discussed whether the participant fee should be increased. Annette said she would do some budget scenarios for discussion.

**Action: Annette Taylor**

**10. WEBSITE**

 The Chair said he will talk to Sheldon to see if the website can be made more user-friendly, and about website statistics.

**Action: Chair**

 A link to the Prime Minister’s Education Excellence Awards had been put on the website.

**11. REGIONAL REPORTS**

Regional reports were tabled and discussed. Any reports still outstanding should be emailed through.

**12. PRIME MINISTER’S EDUCATION EXCELLENCE AWARDS**

 The Chair welcomed Charlotte Hughes-Johnson to the meeting. She said that the awards recognised and celebrated outstanding achievements in early childhood education, primary and secondary schooling. She talked to the Executive about promoting the awards.

 Charlotte left the meeting.

**13. PROPERTY**

 The Chair welcomed Wayne Tacon, Director Stakeholder Engagement / Infrastructure Deliver Services EIS, to the meeting.

 Wayne said that he worked closely with the School Principals Reference Group, and they were very effective in getting good outcomes. He talked to the Executive about school property in the future.

 Wayne left the meeting.

 Annette Taylor left the meeting.

**14. COMMITTEE REPORTS**

**14.1 SPAC Report**

No meeting had been held in term 4 so there was no report.

**14.2 SQAG Report**

 Stella Bond gave a verbal report covering:

* Drivers’ licences
* Best practice workshops – teachers are called “assessors”
* The Schools Relationship Manager is a key person for liaison with the school.
* Reconsideration question

 She will email a written report.

**Action: Stella Bond**

 Pip Woodward and Penny Prestidge left the meeting.

**15. GENERAL BUSINESS**

**15.1 Chargeables**

 Karen Mitchell said she would like to explore what the ministry interpreted as a chargeable. The Executive felt that around the country there were differences in practice, which could be an equity issue.

**16. NEXT MEETING**

 The next meeting will be held on 10 June 2016 in Wellington.

The meeting concluded at 3.11 p.m.

Minutes confirmed as a true and correct record:

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(Chair) (Date)