

A&TT Minutes 23 Oct 2018, 1.30 pm

Attendees: Tessa Meek, Susie Lever, Rosie Holland, Clare Davenport, Wendy Norwood, Tamar Munch

Item	Discussion	Action Points
Minutes from last meeting	Minutes from 13 Sept 2018	Passed unanimously
1. Update on JI 1&2 Assessment 2018 (including Wendy with catering and Clare with volunteers).	<p>Tessa update on JI1 & 2:: All going well. Assessors have their packs.</p> <p>Clare update on JI 1 & 2 volunteers: 6 confirmed for the Sat 4 confirmed for Sun for JI2. Waiting to hear from Suzi Carson re additional volunteers.</p> <p>JI2 assessors confirmed: Susie L, Melodie, Moni (moderator). Annemarie observing. Click to access 2019 panels/dates</p> <p>Wendy update on catering: Saturday - lunch at cafe downstairs for HB Sunday - lunch organised by Wendy for IYC. Deb from 4WY is organising delivery.</p> <p>Wendy queried re expense reimbursement/invoices.</p>	<p>Action: if we don't get 2-4 more students through Suzi/4WY, Tamar to load a notice to IYANZ Facebook in week of Oct 29. Clare to confirm if this action is required.</p> <p>Action: Susie L to send expenses claim form to the group. Tamar to load to Google Drive for future reference.</p> <p>NB: Those who have expenses should complete the form and send (with receipts) to Treasurer (Jyoteeka)</p>
2. Update on All Assessors Meeting 2019 from Rosie	Rosie has booked venue (through Fran as per discussion with Moni).	Action: Rosie to email all assessors and trainers (everyone who goes to the All Assessors meeting) Request agenda items in that email and collate.
3. Update on Introductory 2019 from Wendy	<p>Annemarie has indicated that she'd like to hear back from us post this meeting regarding whether holding Intro assessment in Christchurch is a go.</p> <p>Annemarie emailed Moni/Melodie/Susie: <i>my understanding is we have the go ahead to</i></p>	Action: Wendy to draft an email to Annemarie and circulate before sending.

	<p><i>hold the assessment in Chch irrespective of where candidates are travelling from. Am I correct in my understanding?</i></p> <p>Travel costs for assessors have been considered.</p> <p>Worth noting that choice of venue is not irrespective of where candidates are from.</p> <p>A&TT agreed that Chch assessment next year is worthwhile pursuing.</p>	
<p>4. Updates/queries regarding general assessment from Wendy</p>	<ul style="list-style-type: none"> • General assessment role – is it my responsibility to put details on the website for JI1/2, JI 3 and Senior 1 eg application dates, who to send to, addresses of relevant coordinators? • Assessment panels – all contacted and ok, except, what’s happening with Paul Barton? <i>If he goes to Pune by end of 2018 he can be put forward to assess/observe</i> • Query from Moni below – who deals with this? For your information, Pixie mentioned that Marina Jung (Melbourne) would be assessing at JI3. Pixie and Alan G would do SI1&2. I guess they need to be asked through the Aus Committee too. Pixie is the chairperson there. <i>Tessa contacted Pixie to lock in the dates for JI3/SI1. Details to be finalised in the new year.</i> • Future assessment venue possibilities in Auckland, both have indicated they’d be willing to host an assessment around their class schedules. North Shore Yoga - Joy Yoga West Auckland - Vanessa IYC Wellington - Tessa 	<p>Confirming yes</p> <p>Action: Tessa to confirm dates on the Google doc are correct</p> <p>Action: Rosie to confirm with Jyoteeka if Paul is going in Dec 2018</p> <p>Action: Wendy to approach Cornelia re JI1 panel for next year</p> <p>Action: Tessa/Susie to keep a handle on it - reassess in January 2019.</p> <p>Action: Tamar to add new doc to Google Drive listing potential venues around the country. Click to access list of venues - document is in Google Drive</p>
<p>5. Further discussion on moving into more digital processes for</p>	<p>From the coordinators:</p> <ul style="list-style-type: none"> - Assessment due dates - Assignments 	<p>Action: Tessa to forward Tamar forms for JI1</p>

assessment applications	<p>- Schedule for the day</p> <p>Candidates send printed applications and assignments to coordinator and then coordinator sends out the copies to the assessors.</p> <p>Suggest pack on Google Drive which includes schedule, marking papers and forms and the assessors print off what they need.</p>	May need to investigate requirements for JI3 and S11 - contact Moni to query.
6. SAG Group	<p>Susie confirmed it's still going however she is out of it after end of this year.</p> <p>Next meeting for SAG is November 17.</p>	
7. Additional business	Discussion around trainees who've completed some training overseas but who want to sit in NZ.	Action: Susie to add to agenda for All Assessors' meeting
	Next meeting date:	Tuesday Nov 20 @ 1.30 (NB: last one for 2018)

