PiNZ Council Face to Face Meeting Minutes

Day 1 Saturday 26/08/2017 9am Eco Matters Auckland

Attendees: Nandor Tanczos (Chairman) Alandra Bryant (Secretary) minute taker, Sean Murphy (Treasurer) Guenther Andrasko, Robina Mc Curdy, James Andrews, Lillee Star, Louise Shaw, Kharen Hope**.**
No Apologies

Item	Decision	Action	Status
Minutes: Minutes Day 1 F2F 24/06/2017	Remove Belbin Roles and record overall discussion and outcomes	Alandra to edit Kharen's updated minutes for approval	Pending approval
Officer's reports Chair report:	Nothing to add to Chair Report 16/08/17		
Treasurer Report: > Financial report and Book keeping accounts	Contact Clare Wimmer today to obtain report to complete Budget	Sean to obtain from Clare Wimmer today and Report to Council tomorrow	Full report Pending
Secretary Report: > Membership	Notification of new application for PINZ membership is not coming to the PINZ Admin email address Trish Allen's 12 new PDC Graduates given Membership	Nandor to contact Richard Greaves again to request that membership emails go to the PINZ Admin email address 1/9/17.	Pending Membership emails moved to PINZ Admin Email from previous Membership sect Karma

Bioregional Report-Robina
Summary:
90% of Permaculture activity in New Zealand is hidden. Ways to bring these activities to light :
- Bronwyn Ferry (Diploma Student) is making a map of New Zealand active Permaculture properties and regions.
- Robina to define the role of the Bioregional coordinator to make it less daunting- may rename Volunteer Coordinator.
- Create a bioregional education subcommittee
- Robina would like a Map on the website for PINZ members that brings up Bioregional contacts and a clear listing for how those contacts prefer to interact with their volunteers i.e by appointment only or open for walk ins on specific dates.
- Proposed Permaculture Internship Project (Doris?) created levels and can provide a Budget done with Inna. Youth do not have to wait to finish school to do internship as can be arranged after school hours. Choose a bioregion to pilot i.e Bay of Plenty

Hui Update- Lou's Summary:
Hui Team- Joe Pearsall, Brian Innes, Niva Kay, Yotam Kay
Date- 11-13 May 2018
Venue- Waihi Beach Christian Camp 48 Seaforth Rd, Waihi Beach 3611, New Zealand –has range of Accommodation available
Proposed theme- Designing for Climate Change
Support- 40 on emailing list to create local team to organise Hui
Hui team have created a spread sheet to brainstorm all roles, tours, workshops and stalls
- Idea for attendees to bring pictures to showcase their livelihoods displayed in the Hall
Comments and suggestions from Council
- Event required on facebook and current PINZ website create poster
- Indigenous wisdom theme to prepare and support the Oceanic Convergence
Possible topics/theme change to address changing lifestyle and avoid negativity around the phrase climate change-, Suggested name: <u>Designing for a changing world</u>
Themes   1- Drawing on Indigenous wisdom and practises (past)
             2- Creating a Permaculture life (present)
             3- Responding to our changing climate (future
- Ticketing options/price range for early birds, mid-range and door sales, family pass, 1 day
- Local workshops in advance draw non Permaculturalists, include introductory to Permaculture sessions to make the Hui accessible for all also a known band for the evening to encourage outsiders
- Volunteers should pay in advance then be reimbursed to ensure their roles are completed
- Permaculture Hui's are inexpensive, high value to attendees and when compared with similar events
- In future we can create a Hui festival with workshop focus and music as a regular event to gain awareness and attendance as an annual event with a permanent site, team and date during the summer people work towards
- Organise support team now for 2020 Hui- Robina suggests Dunedin at Easter

Item	Decision	Action	Status
> Hui Focus	There should be a focus on indigenous content (maori worldview/permaculture)	Lou to add a specific role for Maori liaison to spread sheet by 1/9/17	Pending
	Hui name/theme change to address changing lifestyle and avoid negativity around the phrase climate change	Lou to take Council suggestion to Hui Team at next meet	Pending Hui team decision
> Marketing	Short timeframe for marketing, it is important to base the marketing on successful examples	Lou to get Hui team to create a poster (Date, venue, start time, theme) put on facebook and current website 11/9/17	Pending on Poster creation
	Arrange guest speakers and to add to poster	Lou to have local team brainstorm and organise for 11/9/17	Pending on Poster creation
	Branch into other marketing avenues i.e. posters printed and distributed around Waihi, ad in Forest and Bird and Organic Gardening magazines	Lou to have local team organise	

Proposal to make PINZ stronger- Alandra- see attached

Break for Lunch 12:45pm – 2:15pm

Website design by Tara- viewed by council

Item	Decision	Action	Status
PEG (Permaculture Educators Group) **fees and Refunds**	PEG to decide how they will manage course fees and any refunds as required	Kharen to discuss with PEG at the next PEG attended	Pending Kharens report to Council

PINZ website functions chart revised- see attached

Oceanic Convergence Proposal- Finn Mackesy APW (Auckland Permaculture Group) – See copy and attached
As presented & discussed-
Pre event- Start conversations **Event**- Action planning **Post event**- Action on the ground
Vision- Create a space for all levels of conversation for 500-2000 people with a strong international and indigenous presence.
Cost $33,500 for 500 people up to $400,000-$600,000
Request of $9000 seed money from PINZ to invest in revenue generating and sponsorship. It is necessary to be clear about the conditions of sponsorship as this is a sustainability/deep green event but accessible to light & bright green. No capacity for APW to fund.
Proposed Venue- Papatuanuku Kokiri Marae- 141R Robertson Rd, Mangere East, Auckland 2024, New Zealand.
An urban Marae behind the Maori organics movement, 10mins drive from Auckland Airport.
Currently have a capacity of 100 but are building a new facility (pending) to accommodate up to 650 so could pitch for 500 to attend. Also has large green space. Sleeping capacity unknown but can use- Marae style and camping onsite, Billeting, and Air BnB to reach out and create social capital and also a nearby Marae. Intention for reciprocity to support the Marae as the venue- They are very interested after initial conversation but do not yet know what to expect.
Team- Finn has time and passion to act as the Co-ordinator and intends to hire specialists including a Strategic Planner and Book keeper.
Governance Structure – PINZ to be project partner to oversee and support but not micro-manage.

Item	Decision	Action	Status
Income and Promotion	Council to generate income and promotion of event	Council to discuss and organise once ready	Pending correct pitch
Food	PINZ council want to have control of food for the event to ensure integrity	Council to choose and organise suitable caterers for the event	Pending
Name of Event	PINZ council to discuss	Decide name of event	Pending decision
Seed Money	Council to decide if seed money is available to cover $50p/h at 60hrs+ to create infrastructure and funds foe event	Council to discuss and communicate decision with Finn ASAP to allow the time between application and receiving funding	Pending Council decision
Feed Back	Finn requires Council feedback about his proposal to begin	Council to discuss and Nandor to feedback outcome to Finn	Pending Council discussion

Day 2 Sunday 27/08/2017 8:30am Eco Matters Auckland

Attendees: Nandor Tanczos (Chairman) Alandra Bryant (Secretary) minute taker, Sean Murphy (Treasurer) Guenther Andrasko, Robina Mc Curdy, James Andrews, Lillee Star, Louise Shaw, Kharen Hope**.**
No Apologies

Item	Decision	Action	Status
Budget Report- Sean	Discussed bank balance, created Expenses vs Budget (see attached)	Sean to include PINZ book keeper Clare Whimmer.	Pending
PINZ Funding	A fundraising policy is required for PINZ funding and sponsorship	Funding team- Nandor, Robina, Guenther, Lillee and Kharen to discuss and create.	Pending creation
	Enable, source and invite PINZ Benefactors- Bequests, Living wills, Wills	Kharen to pull together background documents and create draft info pack to present to council at face to face 18/11/17	Pending
	Create new membership by advertising on PINZ facebook page	Nandor to add Chair report, including Oceanic convergence and encouraging people to join or donate to PINZ on facebook	Pending action
	Fundraising opportunity through this year's annual Embry Farm Feast 26 Sept- 8th Oct. Auckland Bin Alliance Bin station- provide 20 volunteers and receive $1000/ $60 per day per volunteer	Guenther to organise Zero waste volunteers via facebook by 10/9/17 nd oversee their attendance to event	Pending volunteers
	Cold call old PINZ members asking them to re join also via the Newsletter and website	Nandor to create script for cold callers to begin by 10/9/17	Pending
	Communications team to create one distinct purpose to assist cold call script	Alandra to create and pass to Nandor 5/9/17	
	Apply for Eco matters $500 grant for environmental groups	Guenther to request grant and ask if it can be used to cover Ecomatters venue hire for PINZ Face to face 18/11/17	

Communications Plan- Comms team- James, Robina, Lillee and Alandra worked on comms plan and purpose.

Morning Tea Break 11am 11:25am

Website (see MVP-Minimal Viable Product attached)
General website decisions-
- Front page- About, Community- Courses and Events, Resources- Archive of Minutes and reports, large JOIN button, Shop/donate button
- PINZ minutes will be available on website publicly
- Site member can view Newsletter and PINZ hold contact email address for records
- Conditions of membership (Membership rules) document to sign to become a member. One warning given if breached before membership withdrawn
- Automatic payments option available
- Under 18y/o can access under parents membership or pay a $10 membership fee
- Include a key word and advanced word search for entire website including forums
- Search by event
-Modular PDC's advertised by start date and also under "other courses" list
- Have a Research Archive for recording Diploma works and other approved Permaculture research
- PPDN (Professional Permaculture Designers Network) and Ethical Partners only can advertise as professional services backed by PINZ with standard form then pay more option for bigger advert
- New PDC graduates can advertise volunteering and basic Design offer on classifieds
- Blog posts must include a graphic option to add own photo or choose from photo gallery list (Trish has)
- Include Bioregional and National Forums (start with National forum)
- Include Permaculture video's on website- Robina to propose criteria.

Making Meetings Better Tutorial- James requested Council watch at next voice meet 20/9/17.
Face to face meeting is valuable time so we should choose 3 main topics/questions to focus on and discuss. All council members should have their reports ready, and have read and commented on Minutes prior to meeting

IPC (International Permaculture Convergence) India 2017
- PINZ to sponsor 2 Pacific rim attendees via Give a Little to raise $5500. All donations go to fundraiser. If donations do not cover expenses all funds go to PINZ to support Oceanic convergence.
- Sponsored attendees to provide PINZ with written review of convergence along with pictures for PINZ website. Also Blog entries straight after attendance then progress 3months and 6months after attending along with a video to show and record funding outcomes.

Item	Decision	Action	Status
Oceanic Convergence	Stagger seed money to APW if possible based on needs	Nandor to discuss with Finn	Pending
	Council to create OC governance level oversight	Nandor to confirm with Finn by 3/9/17	Pending
	Schedule Council voice meeting to discuss and confirm	Alandra to set up doodle to organise suitable meet date in the next 10 days	Pending

Meeting Closed 1:30pm 29/8/17

Attachments-

Proposal to make PINZ stronger
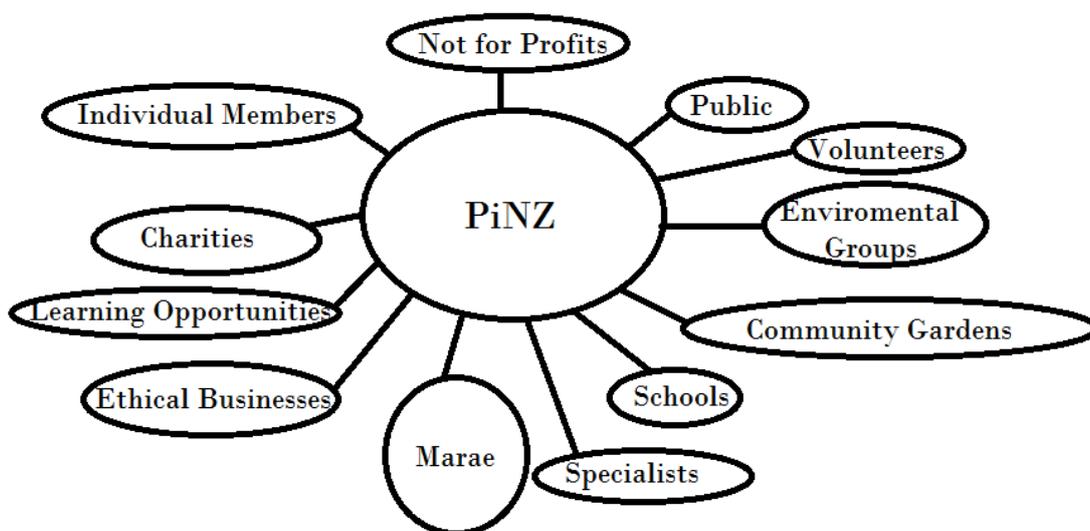
Alandra Bryant 24/08/17

This proposal encompasses PINZ perspective, the new website structure and functions, Comms plan, funding and why, membership and fees for discussion by PINZ Council.

Our goal as the PINZ Council is to support Permaculture in New Zealand and make it stronger. We have a fantastic opportunity to do this with the new website.

Problem: The current PINZ website and systems are broken. It has been almost impossible to make this machine work for anyone involved meaning although there are 4107 interested Permies and Permaculture supporters as seen on the PINZ Facebook group only 107 are current paid members of PINZ.

Solution: If we are only think Permaculture members, this is very narrow but as we know Permaculture is very broad. I propose it is time to change the PINZ structure from inward looking to outward, offering connection and a solid service to the wider community by supporting those who share our ethical vision. I believe we can do this by changing our focus from the small tight knit group of Permaculture out to The Permaculture Ethics- Earth care, People care and Fair share. This can include community groups, schools, teaching institutions, food co-ops, community gardens, Marae, charities and ethical businesses. Linking all our ethical partners together through Permaculture will support our Permaculture Ethics and broaden our exposure and reach to the general public.

Ethical Partners

For example: This model could enable Robina's localised emergency support idea by linking all local Community Gardens across the country as a venue or go to place during times of crisis where people can be together and find trained volunteers to share resources, knowledge, aid and support. Also a possible free/cheap venue to run workshops creating more of a hub as seen at CERES in Melbourne attracting attention to Permaculture and the Garden itself in terms exposure of plots for rent and linking with volunteers.

We can create a website that empowers it's users to learn and contribute to Permaculture Ethics by becoming part of their own specific bioregional community on multiple levels. A website that once set up, enables it's users to generate content and attraction on their own both to the general public and more in depth for members via different Membership Levels- see chart.

New PINZ website access and functions example

Access Level	Cost	Permissions	Cannot
One- Public	Free	- Bioregions map linking to all Permaculture events, training opportunities and PPDN services details contact info registration and payment link ie PayPal make course request - PINZ Purpose What is Permaculture? who are we? become a member - Membership registration - Ecommerce Merchandise sales- Buy cool Permaculture stuff and support/Donate - Public feed Newsletters –publicly available with a print button? Merchandise advertising reminders of events and courses coming up	- have a profile - comment - access in depth forum - access classifieds - have discounts
Two-1st year Member	$10 PDC Grads $30 Individual	- Create and manage own PINZ member profile - Register with own bio region and opt in to be on contact list - Bioregional home page, read and contribute to Bio regional forums - Ask a Permie Nationwide forum - Read national in depth blog - Access classifieds to buy - (10%?) discount for PINZ Merchandise - PINZ Hui discount – register/ pay online	- Advertise on classifieds - Add to or comment on National in depth blog
Three- Member	$40p/a Affiliated Individual with 1 year PINZ Membership And PDC	- Contribute to National in depth blog - Advertise in classifieds- Buy sell wanted and Time trade opportunities - Opt in Bioregional Contacts Map - Answer ask a Permie - Add on permission to become an approved Regional moderator with elevated privileges to monitor own regions forum and receive course requests from public to pass on to Affiliated Teachers of that bio region	- Advertise publicly
Four- Ethical Partner	$60p/a + Discounts for Charities and NFP Then scale on Tax status/ annual	- Advertise events and courses publicly and to PINZ members on our Website both National and Bioregional - Advertise Permaculture related resources on the classifieds - Contribute to National and Bioregional Forums - Apply for funding for approved community projects -	
Five- Affiliated teachers and PPDN	$120 p/a?	- Permaculture Affiliated Teachers have access to register their students PINZ Membership with auto welcome and bulk pay to give them 2nd level access once payment approved (manually, possibly auto approved) - PPDN have own forum and ability to advertise their services Publicly via Bioregion and nationally.	
Six- Council Members Access	$40p/a	- Email Blasts to any specified group of contacts though website email functionality (can the member choose what address the replies go to?) - Access Reports - See what all Council Members have done (actions list) - PINZ Merchandise sales and shipping - Newsletter template and publishing - Assign Bio regional Moderators - Add on Core team of moderators can edit all website content and Membership management with coaching	
Seven- DEV Access/ Site admin	Nil	A core trained experienced team ie Pete/ Fusion Erwan and the Chairman hold website keys- Website functionality, configurations, price sets, role management, permissions.	

How do we attract attention to the website?

The most common emails to PINZ Admin are requests for information about PDC courses. This is the doorway to Permaculture and we should leave it open for anyone to easily find in their local Bioregion. We can provide this information free to the public on the front page of the Website through a Map of New Zealand broken into Bio regions (Permaculture IN New Zealand). When you click a bioregion it takes you to a list of courses events and services advertised by the PINZ Members of that Bioregion. When you click in each title (Name, date, location) the list will take you to the description of that event including all info, online registration form and CC payment link.

On this same front page will be PINZ Purpose, What is Permaculture? Who are the people? Become a member. Membership registration options, forms and CC payment, buy cool merchandise/support, along with a National feed with reminders for upcoming courses, events, and services to the public with links on Facebook to gain attention.
- See mock up

Member Engagement- I have received feedback from previous members of PINZ stating that they are loyal to PINZ would renew their membership if there were a reminder sent out and if the website was good. It is essential to receive and respond to regular feedback from our members (survey at auto renewal) – see Surveys attached

Funding- If we could gain and maintain 1/3rd of the Members on PINZ Facebook page, 1369 at an average of $40 per annum steady income, it would return $54760 in Membership alone. The website will also generate income via sale of Merchandise and higher membership rate for individuals and businesses to advertise direct to our members and the general public.

Why?- With the income from Membership we can begin to offer grants to our Members and Ethical Partners to encourage the development of our core Permaculture Ethics within our connected community creating progress and an organic system that supports itself.

Schedule- Providing Erwan with a complete plan of how we want the website working will mean he can put these systems in place. If we lock it down this weekend we may be able to get much of the functions list live in time for the first Newsletter 23/09/17.

What can we provide that Facebook doesn't already provide as a free service?

Facebook is a very useful connection tool but because almost everyone is on there the information becomes very diluted very quickly. The PINZ website can provide Permaculture specific relevant information regarding your personal Bioregion with the opportunity to engage on a personal level for both the public and its members through courses, events and services.

ABOUT	OUR STORIES	RESOURCES (all curated)	COMMUNITY	EDUCATION	EVENTS	MARKETPLACE	CONTACT
PERMACULTURE • Ethics • Principles • Solutions	Blog style. Needs a large "Share your story" button at the top. Privacy level set by poster	Filter by: Newsletters Articles Gallery Videos Podcasts	Landing page is a bioregional map. Click on a region to go to a landing page with filter all results by that region. Need an easy way to select 'all of NZ' Landing page has intro to bioregion – social, ecological	INTRO TO THE PDC • Residential and Modular • hyperlink to course listings	UPCOMING EVENTS • Listings by date • Filters as per design	LISTINGS OF PROFESSIONAL DESIGN SERVICES	EMAIL form
PINZ • Purpose • History • Council Members • Minutes	Join PINZ	Diploma Research (PINZ member access)	PEOPLE • profiles • viewable by PiNZ members	SINGLE TOPIC COURSES Single topic course filter, listed by imminence • Individual PDC modules listed	ANNUAL HUI • Purpose • History • Gallery • Next hui	CLASSIFIEDS	
Join PINZ		Links	PROPERTIES • PINZ members can list a property	DIPLOMAS • The process • Application template • list of mentors • PEG contact			
		Join PINZ	PROJECTS • PINZ members can list a project	TEACHERS • profiles • moderated reviews			
			GET INVOLVED • Form to offer to volunteer for PINZ	Do a PDC • course listings by imminence (events page with course filter active) • modular courses listed at starting module			
			Join PINZ	PERMACULTURE EDUCATORS GROUP • Purpose • Membership • Contact			
USER MENU • Update Profile • My bioregion • Edit				FORMAL COMPLAINT PROCESS • Outline • Who to contact			

Oceanic Permaculture Convergence
NZ Permaculture National Hui 2019

This event will be a 3-5 day convergence for leading thinkers and practitioners from the ecological and social movements across Aotearoa and Oceania to connect, learn about local and regional challenges related to sustainability, resilience and empowerment, share successes, and explore strategies and opportunities for collaborating at a range of scales to affect meaningful change in the region. This event will likely occur in April 2019 to coincide with local seasonal food abundance. A scholarship fund will be established to facilitate the participation of Oceanic and Pasifika practitioners and organisations not based in Aotearoa NZ or Australia.

The event is being led by the permaculture movement in Aotearoa but there is a desire to work collaboratively across the social and environmental sectors and across the Oceanic region to begin a conversation about how we collectively and consciously transition to a post-carbon, post-industrial, post-growth economy.

Purpose of event
To initiate region-wide discussions, strategies and action plans within the permaculture and affiliated networks and communities about transition and sustainability within Oceania.

Objectives (external/public - 'sustainability and social and environmental movement)
- To strengthen links between ecological, sustainability and social justice practitioners throughout the Oceanic region
- Deepen and ground the nature of the sustainability conversation in the Oceanic region
- Enhance collaboration and cross-pollination amongst a diverse range of practitioners and disciplines focused on resilience, sustainability and empowerment.
- To build a support network for new 'permaculture' and socio-ecological initiatives in the global region
- Showcase initiatives that model good or best practices in the field of ecological well-being, sustainability, regenerative design and social justice.
- Begin developing a resilience, transition and regeneration framework for the local, national and global region.

Objectives (internally for permaculture movement)
- To build a Pasifika Permaculture network to discuss the future of our global region
- To launch permaculture into the public consciousness at a new level
- To support the broader vision of permaculture as a well recognised and highly respected design approach with a growing number of practioners who are at the cutting edge of thinking in their respective fields
- To support a network of active and potential indigenous permaculture designers, teachers, practitioners and mentors
- To connect with and learn from our allies in the broader social ecological movement

OCEANIC PERMACULTURE CONVERGENCE_ PROJECT PROPOSAL - PROJECT SCOPE, PROGRAMME + TIME

PROGRAMME + ACTIVITIES	DELIVERABLES	8/7/2017	8/14/2017	8/21/2017	8/28/2017	9/4/2017	9/11/2017	9/18/2017	9/25/2017	10/2/2017	10/9/2017
	Date: Week Starting >	TIMELINES + HOURS									
Project coordinator activities and deliverables		All timelines are indicative of anticipated project timeframes.									
Project partners and/or Core team activities											
PHASE ONE											
PROJECT INITIATION											
Write draft project proposal/overview for PiNZ and project partners	Confirm project scope, plan and deliverables	2	4								
Create core team desciptor and job descriptions for core team roles and	Circulate core team descriptor and job		3	2							
PiNZ and project partners to provide feedback on first draft	Provide feedback		1	1							
PiNZ and project partners to provide feedback on team descriptor and job	Provide feedback			1	1						
Draft high level budget for circulation to PiNZ and project partners	Circulate draft indicative budget to PiNZ and			3	3						
PiNZ and project partners to provide feedback on team descriptor and job	Provide feedback				1	1					
Use project plan and budget to identify possible sponsors and funding sources	Develop and circulate preliminary list of		1	2	2						
Establish online project management platform/tool	Creation of online project management		3	2							
Write updated project plan based on project outline + feedback	Finalise Project Plan			2							
Re-circulate budget, core team desciptor and job descriptions based on PiNZ and	Update core team descriptor and job					2					
PiNZ and project partners to review and 'sign off' on core team descriptor and	Finalise core team descriptor and job					1					
Develop process for recruitment of core team	Establish decision making process including			2	2	1					
BUILDING CORE TEAM											
Distribute project overview, team descriptor and core team job descriptions to	Circulate project overview, team descriptor and					1					
Recruit core team to execute critical initial tasks from project plan (based on core	Confirmation of core team members					1	1	1			
Provide project scope, plan and deliverables for Phase 1 and share Phase 2	Provide key stakeholders and project partners					1					
Develop shared vision / statement of purpose	Create shared ownership of project goals and					2	2				