



END OF YEAR EXECUTIVE MEETING

Date: Tuesday, 11 November at 7:30 pm

Meeting to be held via Zoom:

https://aut.zoom.us/join/94405217583?signature=8TOFQ_sYqebxrpB6KV46lYeQcsJDlK5cQWO3XjLbVOo

AGENDA

1. Welcome and apologies.

Victoria, María y Cheryl.

Present: Gloria, Kerri, Gabriela, Annalies y Elba

2. Additions to Agenda

- New constitution needed by next year (Annelies)

3. Approval of previous minutes (August 2025)

Gloria approves the minutes, Annalies seconds.

4. STANZA Prices / Certificates

Action: Talk to Cheryl to discuss the tasks involved in the competition, e.g., announcements, marking and moderation, prize giving (buy, certificates, mail out). In announcements clarity on the prizes, e.g., what type of voucher are they, money, other?

This is a very important issue that needs to be addressed ASAP considering the following:

- *What prices do we give throughout the year*
- *Who is in charge of purchasing it*
- *Who is in charge of sending it*

- What certificates? Elba designed some possible ones - Certificate model is presented – agreed to go ahead

5. STANZA Website: updates and maintenance. Elba.

Hay que pagar lo del invoice para un servicio que contrato Virginia pero que nunca activo y que como no se cancelo, hay que pagar nuevamente

HostPapa

HostPapa, Inc.
903/50 Clarence St
Sydney
NSW 2000
Australia

Invoice Date: Aug/19/2025
Invoice Due Date: Sep/03/2025
Invoice Number: INV-575549-7152367

Invoice

Bill To: Stanza
Attn: Elba Ramirez
1 PO Box 911053, Victoria Street, West Auckland 1142
Road
Auckland, 911053
New Zealand

Notes: Please note that we do not accept checks/cheques as a form of payment.

Prior Balance	\$	0.00
Payments / Refunds	\$	0.00
Service Items	\$	108.00
Taxes	\$	0.00
Invoice Total	\$	108.00
Account Balance: as of Aug/19/2025	\$	108.00

Service Items

ID#	Service Items	Date Range	Unit Price	Quantity	Total Due
220116 9	NZ-Advanced Email (NZ-MB1) base price (\$ 0.00 / Year) Mailbox: 0 and more (\$ 36.00 / Year)	Sep/03/2025 - Sep/03/2026	\$ 36.00	3	\$ 108.00

Emails for STANZA – invoice for this above.

ACTION We would like to go ahead with three membership, president and treasurer

Could we get a STANZA debit card? – **ACTION**: Annalies will inquiry with BNZ – If it is available, she will check with Gloria for a final okay and approve it.

ACTION: Will update the data with the new credit card details and activate the email accounts.

Request to make the @stanza emails redirected to accounts –

ACTION: Elba will check once she can see them and contact the providers if needed to make this happen.

6. Digital Exams: Practice NCEA Exams, Levels 1, 2 and 3 on Education Perfect Platform - María Lamberto, thank you. ¡Gracias María!

7. STANZA Website:

- Small changes: *include 'About Us' and 'Contat Us' in the same tab?*

Approved

8. Events for the year: Term 3 (Speech Competition) List of winners advertised in our website and prices sent to the schools.

A huge thank you to Cheryl for doing such a great job and congratulations to First Tessa Jenkins Rangitoto College, Second Roma Fabian Te Kura, and Third Greta Wind Selwyn College AND Jocelyn Ho María's Learning Centre. ¡Gracias, Cheryl!

9. Video Competition: Term 4

Applications being send to Cheryl. Thank you again. ¡Gracias, Cheryl!

ACTION: Gloria will reach out to Cheryl after this meeting to see how we can help.

10. Thank you from the Latin America and Spain Film Festival in Auckland for your ongoing support and generous contribution for the raffle (a bag of Latin American food).

11. Finance Report and 2026 budget – Annelies

Discuss the cost of the creation of mock exams

Current costs per exam development

Cost writer - \$500

Moderation - \$50

Language check - \$50

Speakers for listening (\$50 per person) - \$100

Cost of audio - \$380

Upload to Education Perfect - \$500

2 exams for each level for 2026

2026 Level 1 is in NZALT's website – Can STANZA also publish this on its website? Annalies will check with Annabelle.

2025 Budget \$1500 per standard

Current costs per exam development

Cost writer - \$700

Moderation - \$150

Language check - \$100

Cost of audio - \$380

Upload to Education Perfect - \$500

Predicted total for 2026 \$2880 – note that total is more than the surplus that we have from revenue this year.

Discussion on the possibility of not using Education Perfect as a platform to hold digital exams – rationale: a number of schools do not use EP and have their own platforms on which they upload their exams. To discuss further with Maria.

2 exams for each level for 2026

2026 Level 1 is in NZALT's website – Can STANZA also publish this on its website? Annalies will check with Annabelle.

¡Gracias, Annalies!

Feedback from membership officer is excellent. ¡Gracias, Kerri!

12. November Newsletter – Gloria and Gabriela have nearly completed it and will be sent this week.
To be sent Thursday 13 November.
13. NZALT NEX NCEA Level 1 Exam completed by Cheryl and moderated by Annelies. ¡Gracias, Cheryl y Annalies!
14. NCEA Exams for 2026.

In August, a recruitment process was followed and the position advertised for collaborators to help writing exams for next year. A team of teachers will start working with María Lamberto early in the year.

[See pay increases above.](#)

15. Jornada de Profesores ELE 2026: Friday 13 February at AUT
- Info needs to be sent
 - Process of enrolment and payment to be confirmed

[Cost of the Jornada for non-members will be \\$120 in 2026](#)

[Morning tea: possibly offered by AUT \(tbc\)](#)

[Lunch: paella](#)

[Possible speakers:](#)

[Patricia Torres – Onslow College - \[patricia.marti@onslow.school.nz\]\(mailto:patricia.marti@onslow.school.nz\)](#)

[Margarita Perez](#)

[Tasks:](#)

[Welcome table and reception \(role calling\): Gabriela](#)

[IT check: Elba](#)

[Catering support \(receive\): Eva \(tbc\)](#)

[Poster creation and programme: Elba](#)

Action: [Elba](#) to create poster and [Gloria](#) to send invitation to everyone by the end of the month

16. Draft curriculum, STANZA's involvement

[The STANZA Executive Committee thoroughly discussed the draft curriculum and agreed on the actions to be taken.](#)

- [Annalies will continue as STANZA's representative liaising with NZALT.](#)
- [Maria has expressed interest in joining Annalies next year.](#)
- [STANZA has sent letters to Members of Parliament and got some polite feedback recommending us to give feedback through the official channels.](#)

- An email was recently sent to all STANZA members to keep them informed about STANZA's actions, involvement with NZALT, and current position.
- A short article will be included in the upcoming Newsletter (to be published this week) reminding members how they can support these efforts.
- STANZA will continue to keep members updated on any developments.
- We will maintain our involvement with NZALT and encourage all members and teachers to provide feedback to the Ministry through the appropriate channels.

Action: At the start of next year, Gloria will email ELENZA requesting that they send a message to all subscribers explaining the difference between STANZA and ELENZA.

17. Date for the next meeting in the new year.

Tuesday 3 March 7.30pm online

18. Any other business

19. Non-profit organisations, new constitution requirements before April 2026 (Annelies)

<https://not-for-profit.org.nz/incorporated-societies-in-new-zealand-transitioning-from-the-1908-act-to-the-2022-act/>

ACTION: Annalies will ask Juliette about models / examples for this. Gloria will ask a family member who is a layer for support with this.

(Meeting finished at 8:50 pm)