



EXECUTIVE MEETING

Date: Tuesday, 10 March at 7:30

Meeting to be held via Zoom:

<https://aut.zoom.us/j/92243381902?pwd=qO4RkNPYkIc4QuvIxE1ulb8eCFib8.1>

MINUTES

1. Welcome and apologies.

Present: Gloria, Gabriela, Maria, Annelies, Cheryl, Kerri, Elba and Victoria

Apologies: Constanza

2. Additions to Agenda

3. Approval of previous minutes (November 2025)

Gabriela approves the minutes, Victoria seconds.

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?

Victoria will send the certificates, and this will be done digitally and teachers to fill out manually. Prizes can also be sent by email (vouchers from different stores: Whitcoulls)

4. Events for the year and confirmation of dates to be uploaded into our website:
 - Term 1: Jornada de Profesores de ELE en NZ
 - Term 2: Debate Competition at Kristin School on Wednesday 3 June
 - Term 3: Speech Competition

- Term 4: Video Competition

It would be beneficial to update the information about the last events of the year (Cheryl) so Elba can upload the information on the website.

5. Spanish Language Week 2026 – Date TBC

Someone from Christchurch contacted me at the end of last year asking about it as the Spanish club there organizes lots of activities to celebrate the week.

Hola Gloria,

My name is Mercedes Walkham, I am originally from Guatemala and have been living in New Zealand for 11 years.

We have a Latin American Association and last year we celebrated Spanish Language Week based on your dates. I am planning next year's activities and was wondering if you already have a week for Spanish Language 😊.

Looking forward to hearing from you soon.

Muchas gracias,
Mercedes

Craig Nicholson, de CAPE, me escribió esto:

Hola Gloria:

No hay nadie responsable en cuanto a la confirmación de las fechas para la Semana de la Lengua Española. El LatAm CAPE estableció la semana, y consultamos con varios grupos para entender bien la variedad de aquellas semanas. Por ejemplo, con Silvereye Communications sobre la Semana de la Lengua China (Mandarin), y con el Ministerio de Pueblos del Pacífico sobre sus fechas (Tongan Language Week, Samoan, Cook Islands, Rotuman, etc).

Entonces, STANZA está libre para tomar el liderazgo en la organización de la Semana de la Lengua Española. Un consejo importante es que asumiendo que Uds no tengan mucho presupuesto, lo que funcionó bien para el LatAm CAPE era nuestro rol gatillando el interés y participación de los hispanohablantes, las comunidades latinoamericanas e ibéricas, las/los profes de castellano y estudiantes, y de la sociedad mayor, inclusive las empresas grandes y chicas (por ej: restoranes y cafes, agencias gubernamentales, etc). Tuvimos que trabajar cuidadosamente dado que nuestro equipo era chico para armar una buena estrategia de comunicaciones para alcanzar al público en todo el país.

Have just been contacted by Mariela Porrini from Latin Events Welly wanting to know the date ASAP as they are starting to organize events in Wellington to celebrate this week. She had the impression that the date was sometime in May, like in 2024. However, I sent her the flier from last year (11-17 August 2025) and told her that I will confirm the date with her as soon as it is established.

También comentó que las embajadas, especialmente la de España tienen presupuesto para apoyar eventos culturales y quizás podríamos organizar algún evento en Auckland durante esta semana, por ejemplo: story telling para niños en algunas bibliotecas de la ciudad, un espectáculo con algunos bailes típicos, una película donada por alguna embajada (en el pasado tuvimos a la embajada de Uruguay en Australia que lo hacía), etc.

Al parecer, las embajadas están organizando un gran evento el sábado 22 de agosto en la capital y podría ser la inauguración de la Semana.

These organisations would like to know when Spanish Language Week will take place. The Executive discussed whether STANZA should take responsibility for organising the event. Maria suggested that Paola might be able to take the lead on this initiative. CAPE previously had funding and resources available for this, but the Executive acknowledged that teachers may have limited capacity to take on the organisation of such an event.

Action: Gloria will talk with Paola tomorrow.

6. Jornada de Profesores de ELE 2026 – AUT (Friday, 13 February)

Feedback: Only a third of the participants completed it. Gabriela suggests that teachers can do the feedback at the end of the Jornada. It would be a good idea to generate an invoice the moment they sign up to the event. Elba is acknowledged by Gloria for all the work she does on the website.

Maria asked whether it might be possible to hold the event later in the term, as it can be difficult for some teachers to attend so early in the school year.

We could potentially think of other venues if it is later in the term as the availability in AUT might be more challenging.

Action: To set up the date for the next one, perhaps in weeks 5/6 of Term 1 for next year and list of possible venues to contact in Term 3-4.

7. Can we consider offering another Jornada perhaps in Wellington this year?

Some teachers informed Gloria that they were unable to attend the event due to financial constraints, as their schools were unable to cover the costs. The Executive discussed the possibility of organising a Jornada in Wellington to improve accessibility for teachers in other regions.

Action: To discuss it in the next meeting to see viability for the end of the year as Annalies could help.

8. NZALT26 Conference in Otautahi Christchurch (4-6 July)

- Election's year for the Executive Committee

We should inform all members with time enough for the elections of the Executive Committee. It was reminder that the Presidency could not last longer than two rounds (4 years in total). We are not sure who is organising the Spanish section at the Conference this year as nobody has been informed.

Actions: 1) to include information on upcoming Executive Committee elections in the newsletter and invite expressions of interest, 2) to ask Constanza for more information regarding the Spanish section at the conference.

9. STANZA email, possibly a gmail to share an account.

Elba will explain the benefits.

STANZA may benefit from creating a shared Gmail account, as maintaining the current website and domain accounts can be costly. A shared Gmail account would also ensure continued access when there is a change in Executive roles or responsibilities.

Action: Elba to set up a gmail account for STANZA.

10. Accounting services needed:

- Declaration of Society (Non-profitable)
- IRD Number needed.
- Professional Indemnity / Liability insurance may be needed for all Executive members
- On-going annual compliance needed

Quote received (28 February):

Further to our call, I've scoped the discussed services in a bit more detail and note the following ranges for STANZA:

- *Preparation of annual income tax calculations and tax return - between \$650 to \$950 plus GST (generally \$1k to \$2k) but this is in recognition of your level or activity and the amazing mahi you do.*

- *IRD number application - \$250 plus GST (also discounted for a similar reason to the above).*
- *Insurance to protect the executive committee (so you don't need to become incorporated and incur the large set up and compliance costs of this) - this all depends on the level of cover, but I believe under \$1,000 per year including GST is achievable. I had a look at some quotes online but could connect you with a couple of insurance brokers? These aren't related to us in any way but come highly recommended by a couple of my colleagues.*
- *Xero set-up - \$350 plus GST (also discounted for a similar reason to the above). There's a bit involved in the Xero set-up hence the fee which I can explain if you decide to proceed this this. However, we'll get this all sorted.*
- *Xero training - we can do an initial one-on-one training with STANZA and PKF Kendons is also running three free training sessions starting towards the end of March. So, no charge 😊.*

Action: To go ahead with the IRD number and the accounting services needed. Annelies to find out the ongoing yearly charges for Xero.

11. Copyright – charges made

From: ResolveNZ <ResolveNZ@picrights.com>
Sent: Thursday, March 05, 2026 08:31 AM
To: Gloria Vazquez <gloria.vazquez@aut.ac.nz>
Subject: {Spam?} Re: Image License Inquiry for Reuters News & Media Inc - Reference Number: 4335-5043-7872

You don't often get email from resolvenz@picrights.com. [Learn why this is important](#)

Without Prejudice.

Kia ora,

We have received notice of your not-for-profit status and see that you have removed our client's image from your website. Thank you. In order to fully resolve the matter, payment of the settlement amount for the prior use of the image is required. PicRights is sensitive to an entity's non-profit status. However, please understand that non-profit entities are not exempt from copyright law and must obtain a license from the copyright owner for any reproduction of its works. Numerous non-profit entities (big and small) pay our client for valid licenses to use our client's images on their websites. Based on your non-profit status, we have been authorised to reduce the settlement amount from \$380.00 to \$280.00 for the next 10 days.

Kindly go to the secure PicRights Resolution website to settle the matter at: <https://resolve.picrights.com/4335-5043-7872> {Password: 435062228}. There, under the section entitled 'Have a Question', you will find additional information in support of our claim, payment options and instructions, and a Settlement and Release Agreement signed by the copyright holder, Reuters News & Media Inc.

Regards,



PicRights.com

Ahmer Hussain
Compliance Officer
PicRights Australia Pty Ltd.
www.picrights.com
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ResolveNZ@picrights.com

STANZA has received an email regarding the use of a small image that was included in material for one of the events. The message was sent by a company called PicRights requesting payment for the use of the image. The Executive agreed to contact New Zealand Consumer to verify whether this company is legitimate.

Action: Victoria to contact NZ consumer to verify this company.

12. Next Newsletter to be completed by the end of Term 1 / contributions / suggestions

Next newsletter to be done at the beginning of Term 2. Victoria will contribute a short article about her trip to Spain with her students in the term 1 holidays. The information about NCEA Exams for the year and password for NEX level 1 needs to be included.

13. STANZA Facebook page

I noticed that there is one opened in 2022, possibly by Virginia, but there is nothing there. Could we consider opening an

Instagram page linked to fb to facilitate communication among our members?

It might be a good idea to put STANZA in social media (facebook and Instagram). Elba could do and monitor it on regular basis.

Action: Victoria to contact Virginia to know if she was the one that created the FB page.

14. Updated memberships for 2026 – Report
Emails still being sent to Constanza possibly because many schools saved her contacts.

Action: include a notice in the next Newsletter reminding people to update the contact their own and their school's accounts database with STANZA's new gmail address (which would be in place by then).

15. NCEA Exams for 2026 – Coordinator needed to liaise the new exams this year

We have a team of teachers that will collaborate creating the exams this year however, a coordinator is needed to manage the process and ensure that exam writers meet the agreed deadlines.

Elba to transfer the NEX exams to the Level 1 folder. Elba also explained that the 2026 code will give access to all exams, including NEX. But Annelies points out that the NEX exams must be free to any teacher, so it is needed two codes.

A note must be done about the Level 1 NEX exams were published in 2025 but to be used in 2026.

Action: A Coordinator needs to be found

16. STANZA Website: report
Gloria acknowledged Elba for her work and for keeping up to date with all the requirements of the website so well and efficiently.
17. Collaboration with Takapuna Grammar / Quiz night 2026/

*To contact Takapuna Grammar to confirm day
Continue to support*

This year we will continue to support them. \$300 in 2025 (TBC in 2026)

18. Collaboration with the embajada y la consejería para retomar el Seminario de Estudios Universitarios Hispánicos en Nueva Zelanda (NHUSS), con el propósito de institucionalizar y apoyar al grupo de hispanistas neozelandeses.

Is STANZA keen to collaborate with this event? Currently, there are not many university teachers in the country, and the situation is worsening every year. Paola wants to bring back this event that started at the University of Otago in 2019 and had to be stopped due to Covid. The Seminar will be kept small this first year. Gloria asked if STANZA would be willing to collaborate by offering the morning tea, for example.

19. Collaboration with Paola Iasci, Concurso “**Plato Estrella**”.
Planned for Term 1 and ready to launch the information. Just need to confirm if we can continue to support it with the \$300 for the prizes.

Paola changed the event to Term 1 this year to increase student participation. This year there will be more entries. Are we still supporting this event with \$300? Maria asked what the available budget is to support additional events. Every year we have new expenses and exams cost more. A minimum balance (for example, \$5,000) should be retained in the account. We could reduce the amount we give to support the different events.

We might need to rethink the vision of STANZA. What type of events will be supported? And will always be financially supported? It is important to have a clear picture of STANZA's current financial position. Also, in the last board meeting in 2025 it was shared the budget for 2026.

Action: Gloria to contact Paola and tell her that we will need to review the budget for this year and if STANZA is able to financially support this event.

Kerri to send Annelies the number of members this year and the different types of membership to have a clearer idea of STANZA's financial situation for the year. María will develop a budget report for 2026.

20. Any other business

(Meeting finished at 9:13 pm)