# rcaf-logo

# MEETING NOTES OF THE RCAF EXECUTIVE

##### at

**NZ Transport Agency, national office**

**11 October 2013, 1.00-4.30pm**

**Present** Kaye Clark NZ Transport Agency

 Ernst Zöllner NZ Transport Agency

 Peter Bailey Convenor – Research and Guidelines – PCC

 Murray Hasler Gore District Council

 Jim Paterson Convenor - Finance

 John Schermbrucker Auckland Transport

 Kate McNaught LGNZ

 Debbie Bryant RCA Convenor

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| **ITEM** | **DISCUSSION** | **ACTION** |
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| 1. Welcome and apologies
 | Kaye welcomed Murray to the RCA Executive. There was an apology from Dave Jane |  |
| 1. Minutes, Matters arising, Open actions from previous meeting
 | 1. Minutes from previous meeting 2 August 2013 were acceptedMoved: Peter BaileySeconded: John Schermbrucker
2. Matters arising – none
3. Open actions from previous meeting:4 – park till website finished32 – closed69 – ongoing – to be actioned when website refreshed79 - RIMS business plan to Executive85 – closed – refer to action 93 under marketing and promotion88 – closed – list held by Murray90 – Kate suggested a paid secondment. Kaye recommended giving opportunity to young local authority person and look at active campaign. Peter suggested someone who would integrate with the roading people91 – ongoing92 – website refresh ongoing93 – marketing and promotion linked to website refresh94 – closed96 – re MOU – Ernst to rethink
 | 79 – Peter Bailey to track down90 – Kaye - will be added to 29 November forum agenda |
| 1. Review of 6 September 2013 forum
 | 1. Under Election of the Executive Committee for 2013/14 – remove wording ‘The Chair also confirmed the following appointments’ – replace with ‘additional executive members represented as follows’
2. Review of attendance Attendance down, but there are regular attendeesSponsorship for registration and travel still available. Ernst commented that the forum is not sustainable at these numbers. It is hard to attract top speakers if numbers stay low.Following a theme appears to attract members.It was noted that training, attending conferences and travel budgets have tightened within councilsSuggestion made to move forum venue around the country – Christchurch, Auckland and Wellington. For each district visited target the forum to themes affecting the area. It is proposed for the May forum to be Christchurch, August Auckland and November Wellington19 November zone meeting for whole of South Island –promote forumPromote forum through the road benchmarking groups – Canterbury and southernAgenda to be finalised as soon as possible and onto websiteJohn suggested widen the invitation to other contractors besides Opus etc, but Murray suggested they are mo in the presenter rolesKaye – invite the regional councilsErnst – executive should set a target to increase membership next year – 60+ for Wellington, 80 for Christchurch. If by the end of next year if still at 40 the executive will need to go to members and reconsider RCA forumKaye and Kate to commence attending zone meetings. Kaye will approach the communications contractor in Hamilton to put together a presentation for zone meetingsThe forums are an opportunity for NZ Transport Agency staff to attend and network and listen to what local authorities are doing
 | Debbie to correct 6 September 2013 forum AGM minutesSponsorship - Executive members to look for opportunitiesKate to request 15 min slot to promote forumMurray – benchmarking groupsAgenda – Kaye/DebbieExecutive members to contact regional council members to invite them once agenda is finalisedKaye - presentation |
| 1. Review of rules and objectives
 | 1. Structure executive to look strategically at target and goalsknowledge base promoted into universities, polytechnics and engineering schools who are training people. There was a discussion around the promotion of the Body of Knowledge and to Invite students/graduates to forums Research – capture trends insourcing/outsourcing – MurrayWhat are the differences between RCA’s – research project?RCA forum and executive to tell their story about what they doHow to move forward – ask Research and Guidelines Wayne Cresmere to come up with the scope to how to identify differences between local authoritiesPreliminary report to next executive meeting – March 2014Volunteers on working groups need to know what is expected of them
 | Murray to contact Wayne |
| 1. Suggestions for future topics
 | Kaye has compiled an ongoing ideas list for future forums.29 November 2013 forum – agenda finalised and forum ‘teaser’ to be published and available to forum members by 25 OctoberMay 2014 forum – proposal for a combined sponsorship for a speaker – Mathew Lugg, Mouchel – must present at next forum and promote the RCA forum. Executive agreed to sponsorship up to $2000Moved: Jim PatersonSeconded: Murray Hasler | Kaye/Debbie |
| 1. Financial report
 | Jim presented the financial report. Action on email from IPWEA re fees – he recommends option a – six months of the fees are credited back to the RCA forum bank account and re-invoiced at 31 March 2014Moved: John SchermbruckerSeconded: Kate Macnaught |  |
| 1. Research and Guidelines report
 | Murray presented the report.Thank you letters to be sent to volunteers on working groups – to be co-signed by Kaye/RossRIMS – Peter recommends RCA agrees to fund the 3 projects listed in the Research and Guidelines report Executive agreed to fund the RIMS group projects Moved: Ernst ZollnerSeconded: John SchermbruckerKaye-  - meet with CE of IPWEA Ross Vincent and Tommy Parker (REG) - talk with Bill Greenwood – clarification NZTA not providing funding | Kaye/RossKaye to contact Ross Vincent, Tommy Parker, Bill Greenwood |
| 1. Meeting dates for 2014
 | 2014 Forum and executive meeting datesExecutive: 21 March, 20 June, 17 OctoberForums: 9 May, 8 August, 28 November |  |
| 1. General business
 | RCA website refresh – in processZone meeting road shows – post local elections | Kaye/DebbieKaye/Kate |

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Meeting closed at 4.30 pm