
# MEETING NOTES OF THE RCAF EXECUTIVE

##### at

**NZ Transport Agency, national office**

**2 August 2013, 1.00-4.30pm**

**Present** Ernst Zöllner NZ Transport Agency

 Peter Bailey Convenor – Research and Guidelines – PCC

 Jim Paterson Convenor - Finance

 John Schermbrucker Auckland Transport

 Kate McNaught LGNZ

 Peter Bailey PCC

 Debbie Bryant RCA Convenor

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| **ITEM** | **DISCUSSION** | **ACTION** |
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| 1. Welcome and apologies
 | Ernst Zöllner welcomed the executive to the meeting and co-opted Jim Paterson into the chairApologies: Kaye Clark, Dave Jane, Murray Hasler |  |
| 1. Minutes, Matters arising, Open actions from previous meeting
 | 1. Minutes from previous meeting 8 March 2013 were acceptedMoved: Ernst ZöllnerSeconded: John Schermbrucker
2. Matters arising - none
3. Open actions from previous meeting69 – ongoing 80 – completed89 – EZ letter of support to Murray Hasler’s CE - completed90 – still to be addressed91 – ongoing92 – process started93 - ongoing94 – Peter has report from Wayne – to be covered in general business95 – Kate Macnaught to be LGNZ rep on executive with another person96 – MOU with key partner organisations – Ingenium (IPWEA), SOLGM, IPENZ
 | Previous executive minutes on new websiteAction: Murray Hasler’s invitation to join the executive committee to be formalised at the AGM on 6 September forum after the rules formally adopted93 – Kaye/Jim/Debbie – e-newsletters re forums96 – Ernst to obtain the MOU |
| 1. Review of 19 April 2013 forum
 | 1. Meeting notes – no discussion required
2. Review of attendance – committee reviewed attendance sheet of the previous 10 forums, two Councils had attended all the forums and 16 Councils had not attended any.
3. Survey results sheet – committee reviewed results sheets and noted the positive feedback from the small numbers who provided it.
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| 1. Future forums
 | 1. Discussion held on theme for 6 September forum.Main topic – Collaboration
2. Future forum theme – Auckland funding, lessons learnt from AT, Resilience
3. 2014 forums – possible dates 9, 16 May; 8, 15 Aug; 28 Nov (or week either side)
 | Actions – draft agenda to drawn up and circulated to exec members with actionsAction – Debbie to contact WIA venue |

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| 1. Financial Report
 | 1. Jim presented the financial report in the new format to be presented at the forum meetings. Executive members gave positive feedback on the new accounts format.
2. The RCA Forum Executive recommends to the RCA Forum AGM that the Audited Financial Accounts and Auditors Report for 2012/13 be received – agreed

Financial report acceptedMoved: Jim PatersonSeconded Peter Bailey |  |
| 1. Peter Bailey – Research and Guidelines report
 | Peter presented the Research and Guidelines Steering Group report and website WOF report from Wayne NewmanTo be noted:* Important to communicate research to members
* Peter needs someone to take over lead role on Research and Guidelines steering group – recommend Murray Hasler with John Schermbrucker in support
* Peter to remain as formal executive representative on NZUAG with Peter Dodge his representative on the NZUAG board
* Peter will stay on RCA executive for another six months
* Recommendation – do not fund RIMS group project requests but fund business case development to date
* Peter to present summarised version of above report to 6 September forum

Peter moved to receive the reportSeconded: John Schermbrucker |  |
| 1. General Business
 | Discussion on RCA forum lists and RCA website WOF report from Wayne NewmanRequests for representatives on research groups to go to Wayne NewmanNote: Angela maintains subscription council contactsMayoral forum roadshows – Kate McNaught to provide zone meeting schedule. Sector groups first target then zone meetings.Kate McNaught – addressed infrastructure strategy – 3 year planning cycle. 7-10 year plans are 3 year plans updated. | Action – Peter to speak to Wayne Newman re lists and explanation of website scoreAction – Debbie to liaise with Wayne on RCA forum listsAction – Kate to provide schedule to Debbie |

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Meeting closed at 3.25 pm