

**Minutes of the RCAF Executive Meeting**

**Friday, 21 March 2014**

**NZ Transport Agency, Room 2.28, 12.30-3.30pm**

Present: Kaye Clark, NZ Transport Agency

 Lisa Rossiter, NZ Transport Agency

 Murray Hasler, Gore District Council

 Peter Bailey, Porirua City Council

 Dave Jane, Department of Conservation

Apologies: Dr Mike Reid, LGNZ

 Andrew Scoggins, Auckland Transport

 Jim Paterson, Western Bay of Plenty District Council

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| **Item** | **Discussion** | **Action** |
| 1. Welcome and apologies
 | Kaye welcomed two new members - Dr Mike Reid, LGNZ and Andrew Scoggins, Auckland Transport and thanked Lisa Rossiter who is acting in Ernst Zollner’s role. It was noted that Dr Reid is on the RCA Executive committee in a transitional role until a new appointment is made for LGNZ’s place on the RCA.Kaye also gave a vote of thanks to Kate Macnaught, John Schermbrucker, Ernst Zollner and Peter Bailey for their participation in the RCA Executive and forum. Letters have been sent to Kate and John. | Action 98:Debbie – letters to Peter/Ernst |

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| 1. Minutes, matters arising, open actions from previous meeting
 | a. Minutes from previous meeting 11 October 2013 were accepted Moved: Murray Hasler Seconded: Peter Baileyb. Matters arising – nonec. Open actions from previous meeting: 79 – closed 83 – all forums, ongoing 90 – on this agenda to discuss 91 – moved to Kaye 92 – ongoing – website  96 – exec to rethink 4 – renumber this to 97 – develop a comms and marketing toolkit to promote RCA |  |
| 1. Review of attendance at 29 November 2013 forum
 | a. Forum members attendance discussed. Agreed to invite forum members who are not regularly attending to present at a forum. Agreed to offer sponsorship and an invitation  to present at the next forum to Whakatane District Council to talk about Technical/procedure audit. This could be a co-presentation NZ Transport Agency/Murray Hasler/Martin Taylor.   There are low attendees from the South Island councils – Grey district, Kaikoura, Waimate,  MacKenzie, Selwyn, Queenstown lakes, Westland, Waimakariri , Timaru.b. Feedback – noted that the themes of the forum are received very well.  Need to ensure that speakers use the microphone when roaming. Agenda and content influence members’ decisions to attend the forum. It was agreed to survey all members about the forum – trying to include those who don’t attend | Action 99; Murray Hasler to invite Martin Taylor, Whakatane and offer sponsorship of forum and airfaresAction 100: To contact these councils and promote May forum as local for themAction 101: Survey monkey to all RCA members to include those who don’t attend– 5 questions to be shaped by Kaye/Debbie |

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| 1. Financial report
 | Memo from the Road Efficiency Group for RCA forum funding contribution of $50,000 to the development of a One Network Road Classification (ONRC) was discussed. The executive agreed to this but will request to have an oversight on the way the funds are spent through membership of the governance group. Peter Bailey volunteered to be the representative from the RCA Forum if appropriateMoved: Murray HaslerSeconded: Kaye ClarkExecutive discussed the 2014/15 budgetExecutive voted to charge full subscription this year.Moved: Peter BaileySeconded: Kaye ClarkForum costs were discussed. These are running at a loss and are subsidised by the RCA. Agreed to keep forum charge at the same level to encourage attendance. | Action 102: Lisa and Kaye to talk with IPWEA and LGNZ re overlap within organisations |

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| 1. Research and Guidelines report
 | Murray Hasler talked to the Research and Guidelines research report.The group recommends the Executive: 1. Agrees that funding for RIMS project should remain subject to the Executive being satisfied that the projects are responding to a real need and delivering useful solutions that have a ready application for practitioners*discussed and agreed*
2. Agrees that a presentation from the glyphosate resistance project at a Forum meeting would be of interest to members*presentation from glyphosate resistance project at the 9 May forum*
3. agrees that a RCA forum contribution of $50,000 towards the One Network Classification System should be provided subject to having a member of the Executive on the steering group*discussed above under financial report*
4. agrees to nominate Peter Bailey for that role*discussed above under financial report*
5. agrees that a report to the Forum on the research topics and how these will respond to sector challenges identified by members would be of interest to members*Murray to present at forum*
6. agrees to consider the implications for the RCA Forum of multiple conferences and seminars being directed towards the sector now*Action talk to LGNZ, IPWEA as discussed above under financial report*
7. agrees that the RCA Forum should remain a full member of the NZUAG, but not pay the premium for committee membership*agreed*
8. agrees that there is an urgent need for those developing the new website to liaise with Debbie Bryant and Wayne Newman on what is needed by users*agreed – website content Debbie/Wayne Newman*
 | Action 103: Murray to put list together of RIMS project currently being undertaken and upcoming projects and a one page list of participants on working groups as a takeaway for future forums (and use on website) |
| 1. Items/general business
 | a. Junior Executive applications – this will be promoted at the 9 May forum. Market as  taking applications until closing date of end of May 2014. Proposed 2 year term, costs for attending executive meetings/forums. b. Roadshow to promote attendance c. Strategy for sponsorship to conferences. Executive agreed no financial contribution to  conferences but use our website to promote up and coming eventsd. REG work – discussed as abovee. IPWEA – Service Level of Agreementf. Forum themes 2014 Executive discussed the idea of a Q&A panel instead of a presentation especially around  REG, FAR, network classification as these are very topical. Kaye proposes to look at the draft agenda for the August forum 10 weeks out. She has spoken to Andrew re heading the sub-committee for the Auckland forum/study day. Study tour on 8 May will be self- funding. Need 20-22 people. Will advise 20 places and  request RSVP by Friday, 4 April and decide then if we have numbers to run with it. | Action 90 : Kaye to do promotionAction 104: Kaye and Lisa to meet with Dr Mike Reid, LGNZ about our rolesAction 105: Jim Paterson to get some comparison – is this the appropriate level of fee (currently $400 per member – Exec concerned this is high) |
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Meet closed at 3.30 pm.