

# MEETING NOTES OF THE RCAF EXECUTIVE

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**NZTA Offices, Hamilton**

**8 March 2013, 11 am – 3.15 pm**

**Present:** Kaye Clark (chair) Co Chair RCA Forum – NZ Transport Agency

Ernst Zöllner NZ Transport Agency

Peter Bailey Convenor – Research and Guidelines – PCC

Dave Jane DOC

Jim Paterson Convenor - Finance

John Schermbrucker Auckland Transport

Debbie Bryant RCA Convenor

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| **ITEM** | **DISCUSSION** | **ACTION** |
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| 1. Welcome and apologies | Kaye welcomed the Executive to the meeting and thanked them for their papers. The exec members introduced themselves to our new executive member, John Schermbrucker  Apologies from Liz Anderson, LGNZ |  |
| 1. Minutes, Matters arising, Open actions from previous meeting | 1. Minutes were accepted with the change of dates for exec meeting (18 Oct to 11 Oct) and forum (13 September to 6 September) Moved Peter Bailey Seconded Dave Jane 2. Matters arising – none 3. Open actions from previous meeting 69 – ongoing 80 – EZ has verbally acknowledged Geoff Swain’s contribution to RCA Exec 81 – Kaye has caught up with Liz Anderson LGNZ - closed  83 – ongoing 88 – will address under general business – reword  Action 32 Rules for adoption – Agreed open up forum meeting with a very short special meeting to sign rules off. These will be sent out 2 weeks before 19 April forum to all RCA members. There is one question around charitable society but this has been discussed with Angela Booth from Ingenium who advises there will be no problem but will advise the charitable trust that there are new rules in place. A clause will be added in about associate members.  Rules were discussed – page 3 2.2.1 – reword any local authority or council controlled organisation responsible for managing roads 2.2.5 – move to under 2.2.1 Peter Bailey – background page 1 – the NZTA, Dept of Conservation and LGNZ are members of the RCA forum 3.7 instead of majority replace with ‘at least 20 people from member organisations entitled to vote 4.2.5 – minimum of 4, no more than 7  Objectives change – to infom New Zealanders in relation to roading matters 1.4 and 1.7 – remove error etc      Associate memberships – add a clause to allow flexibility to include associate membership – eg forestry, local iwi. Criteria for Associate members is that they have some responsibility for roading infrastructure. They would then have access to resources and information. RCA to be proactive and approach forestry and local iwi – discussion at next executive meeting.   Another 3 members could be invited onto the executive committee Replacement for Peter Bailey required  Part-time position for an Executive Officer employed by RCA | Action 80: Kaye will draft formal letter with Ernst  Action 95: Kaye will write to Liz Anderson, ,to clarify the long term participation on the Executive of LGNZ (we believe Liz is a consultant to LGNZ).  Action 89: Rules to be redrafted and distribution Kaye/Debbie  Peter Bailey to approach Murray Hasler to consider a nomination for RCA executive Ernst Zollner to get a letter of support from CE NZTA and LGNZ if required   Action 90: Kaye to put a proposal forward |
| 1. Review of  29 November 2012 forum | * 1. Meeting notes – no discussion required   2. Review of attendance Feedback forms - add an item to the beginning and end of forum encouraging forum attendees to fill these in Start a spreadsheet to track feedback stats 60% of RCA forum members do not attend the forums.  Suggestion put forward to target load attendees. There is a need to get the Mayors and CEOs on board re the value of being a member of the RCA and attend forums. A joint NZTA/LGNZ letter to encourage the low attendees and also to the high attendees to show appreciation for their participation | Debbie – colour code the attendees spreadsheet 0-1 red; 7-9 green Action 91: Ernst Zollner to compose letters of encouragement/appreciation |
| 1. Future forums | 1. Agenda items for 19 April 2013 forum Theme: What is an integrated network? Integrating ourselves HPMV Safe speeds/speed management Throughput – Christchurch case study M&O and REG | Kaye to draft agenda and assign Exec members to confirm speakers |
| 1. Financial Report | The financial reports were taken as read 13/14 budget – communications and website $20,000; Executive resource $50,000 | Jim to circulate revised budget |
| 1. Peter Bailey – Research and Guidelines report | Executive agreed to $2,500 sponsorship for RIMS workshop video  Moved Dave Jane  Seconded Jim Paterson | Peter to advise |
| 1. General Business | Memo of 1 March 2013 to RCA Executive Committee from Liz Anderson, LGNZ re NZ Utilities Access Group (NZUAG) discussed  Recommendation 1 – RCA Executive committee agrees to support the NZUAG Interim Committee’s direction of RCA becoming a full or associate member. The executive approves Peter Bailey as our rep on the NZUAG group, with authorisation to deputise  Moved Kaye Clark  Seconded Ernst Zollner  Recommendation 2 – to be actioned at next forum  Website revamp – meet up with website people to get some ideas on refreshing the website to link up with new marketing strategy.  Wayne Newman – to be asked to an audit on website content and recommend what needs to taken off. Peter Bailey to approach Wayne  Past Executive Committee minutes to be put on website  Marketing and promotion:  E-newsletter for teaser for forum – ¾ times a year  Roading Excellence Awards – recommend declining sponsorship  Moved Peter Bailey  Seconded John Schermbrucker  Kaye met with Ross Vincent, Ingenium who have amalgamated with Australian Public Works and Engineers (PWE) Australia. It was discussed how Ingenium/RCA are complimentary and we have a strong relationship. We should look at ways of working together.  Next executive meeting we will review our place in the consortium of membership bodies in the roading industry and consider how we can leverage off them.  Service Agreement with Ingenium – accepted  Moved Peter Bailey  Seconded Jim Paterson | Action 92: Kaye/Debbie  Action 94: Peter Bailey  Debbie  Action 93: Communications plan to be written – Kaye/Jim  Kaye  Action 95: MOU with key partner organisations Ingenium, SOLGM, IPENZ - Ernst |
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Meeting closed at 3.15 pm