

**Meeting of the Road Controlling Authorities Forum Executive**

**2 August 2013**

**1.00pm – 4.30pm**

**(lunch will be served at 12.30 pm)**

**NZTA National Office Chewslane, 50 Victoria St, Rm 5.07**

**Members**

Ross Paterson – Co Chair

Mayor – WBOPDC

Kaye Clark – Co Chair, Convenor, Performance

NZTA

Monitoring

Jim Paterson – Convenor Finance

WBOPDC

Ernst Zöllner

NZTA

Peter Bailey – Convenor, Research and Guidelines

PCC

Dave Jane

Department of Conservation

John Schermbucker

Auckland Transport

Liz Anderson

LGNZ

Murray Hasler

Gore District Council

**In Attendance**

Debbie Bryant

NZTA – RCA Convenor

**AGENDA**

1. Welcome, introduction and apologies
2. Executive Meeting 8 March 2013
  - a. Minutes
  - b. Matters arising
  - c. Open actions from previous meetings
3. Review of 19 April 2013 Forum
  - a. Notes from forum
  - b. Review of attendance
  - c. Survey results sheet
4. Future Forums
  - a. Agenda items for 6 September 2013 RCA Forum
  - b. Theme, topics and venue
  - c. Possible themes and agenda items for:
    - 29 November 2013
  - d. 2014 forum meeting dates
5. Jim Paterson – Finance Report
  - a. Year to Date
  - b. The RCA Forum Executive recommends to the RCA Forum AGM that the Audited Financial Accounts and Auditors Report for 2012/13 be received
6. Peter Bailey – Research and Guidelines Report
  - a. Working Group Reports
  - b. RIMS Project Updates

7. General Business

- a. Website update
- b. Register of experts: a discussion on our performance here and ability to deliver. Is IPWEA out performing us here with centres of excellence for asset and RIMS work. Are we taking too long to find people to participate in workshops how can we get better at this
- c. Mayoral forum roadshow - discuss an actual plan for this. Time it to coincide with webpage refresh. We need to get marketing material ready. I suggest we use a comms resource (in or out-house) to get this together. Confirm who fronts - co-chairs partnered with executive members.
- d. Forum rules acceptance - this item needs to be added to AGM in September. Under Alteration of Rules clause 6.1 any changes to the rules of the Society need to be presented to the General Meeting.