

**MEETING NOTES OF THE RCAF EXECUTIVE
at**

TRANSIT NEW ZEALAND NATIONAL OFFICE

2.00pm Wednesday 28 March 2007

Present:

Rick van Barneveld	Co – Chair, RCAF, Transit
Dave Jane	Department of Conservation
Jim Paterson	Convenor – Finance and Reporting – WBOP DC
Roly Frost	Convenor – Research and Guidelines – Transit
Geoff Swainson	Local Government New Zealand
Douceline Van Arts	Convenor - RCA Forum
Jay Tubb/Denee Shearer	Minute Taker

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	Kaye Clark apology. Welcome to Jim Paterson replacing Gary Main.	
2. Meeting Notes/Matters Arising	All covered by the agenda of the day.	
3. Finance Report - Jim Paterson Convenor	<ul style="list-style-type: none">• Finance report received Resolution:	

	<ul style="list-style-type: none"> • That a further report suitable for presentation to AGM be prepared in early April following similar format to last year's AGM presentation but taking account of the incorporation of the RCAF, updated income and expenditure and the need to project requirements for future invoicing • That Jim will review the ability of Ingenium to continue to support our financial systems with the resignation of Jeff Alp noting that if the task proves to be impractical for WBOPDC to support then Transit may be able to help • That In order for the AGM financial statements to be prepared Jim will expedite working group convenors getting their financial documentation to Ingenium ASAP with Douceline's help. Convenors should also be asked to provide their indicative intentions and budgets for the forward year on the basis that they will be ratified with business plans at the next executive meeting. 	<p>Jim will contact Jeff Alp ASAP</p> <p>Jim and Douceline will contact Convenors ASAP</p>
<p>4. Asset Performance Monitoring - Kaye Clark - Convenor</p>	<p>Completed the Action points from March 30 Meeting Report received.</p>	
<p>5. Research and Guidelines Group (RGG) – Roly Frost -Convenor</p>	<p>R&GG verbal report received. Resolution:</p> <ul style="list-style-type: none"> • R & G work has focussed on rationalising working groups' mode of operation. • NZUAG - alignment on recent MED position paper is problematic and will be a substantial topic for next forum and before this the Chair of the R & G group needs to meet with the Convenor, Geoff Swainson and the Chair of the UAG, David Fraser to agree sensible working disciplines going forward. • RIMS/dTIMS – Geoff Swainson will follow up on replacement of Manager to ensure that the groups' activities are sustained. • Roly to find a new Executive R&G Convenor as nominee for the AGM in consultation with Geoff Swainson. • Agreed that Chair of R & G group will develop further a proposal for a R & D roadshow incorporating ARRB, LTNZ and Industry innovation for perhaps up to two days proceeding the August RCA Forum and similarly will consider a emerging proposal for safety focussed workshops in more than one location perhaps under the combined banner of the RCAF and REAAA. 	<p>Roly to action urgently</p> <p>Geoff to advise on this ASAP</p> <p>Roly to action</p> <p>Roly to follow up with Douceline</p> <p>Geoff to provide legal advice, Roly to follow up with Rudolph</p>

	<ul style="list-style-type: none"> • Buildings Act working group – Terms of Reference still to be agreed. Geoff will circulate some legal advice. • Rick noted from recent Austroads Council meeting that the current Austroads project to update all guides and extend them to cover the full suite of roading practice is now proceeding quickly and we can expect all previous Austroads documentation to be withdrawn as the new guides are adopted. This will need to be addressed by our R & G group. 	Roly to note as further action for R&GG
6. ARRB –Sealed and Unsealed Roads Manuals	<ul style="list-style-type: none"> • Noted that unsealed local road workshops are already proceeding and there is no need for a further presentation at the Forum • In relation to the sealed local road manual update, correspondence referred to R & G Chair. 	Douceline to advise George Roly to note dollar amount in R&G budget for Jim
7. Administration – Douceline Van Arts Convenor.	Completed the Action points from March 30 meeting <ul style="list-style-type: none"> • Completed all business as usual administration requirements 	
8 Website - update, Increase in funding, SLA Agreement	<ul style="list-style-type: none"> • Good progress has been made and live date planned for 16 April Resolution <ul style="list-style-type: none"> • Hosting contract to be signed according to cost approved by Exec previously • Formal thank you to Kaye and Fiona for their contribution and also Tina Ng, Transit. • Agrees to the execution of a service level agreement at a fee level of \$1000 per month for the next 6 months after which we will review our options • To update the 27 April Forum on new website 	Douceline
9. AGM –	<ul style="list-style-type: none"> • A 15 minute slot at the 27 April Forum and to be conducted according to the rules, Jim to present the annual financials • Agenda to be sent to members prior to meeting 	Douceline to action administration

10. Agenda items for RCAF	Douceline to make amendments to agenda as discussed and to confirm with Roly.	Douceline to action
11. Business Plan Review – set date/time	<ul style="list-style-type: none"> Executive noted that the right time to review objectives and confirm the business plans is in advanced of the AGM and therefore in the last quarter of a calendar year. As this hasn't happened, the executive needs to request business plan proposals from Convenors for consideration at its next meeting and in the mean time the forward projection of finances for the AGM will be somewhat speculative. 	Douceline to action
12. Australian Bicycle Council (ABC) ? Continued funding.	<ul style="list-style-type: none"> Douceline to thank the representative on the Australian Bicycle Council for their representation of the RCAF at the Council meetings but advises the representative that the RCAF is not planning to make provision for this activity in 07/08 	Douceline to action
13 General Business	<ul style="list-style-type: none"> Agreed that executive should establish a process for reviewing the strategic plan to present at the 2008 AGM. 	
Next Meeting	Confirmed date - 2.00pm 27 June.	