



Minutes of the RCAF Executive Meeting
Wednesday, 14 October 2015
NZ Transport Agency, Room 2.32, 12.00pm – 3.30 pm

Present:

Kaye Clark, NZ Transport Agency (Co-Chair)
Martin Taylor, Whakatane District Council
Jamie Cox, Wairoa District Council
Thomas Simonson, Local Government, NZ
Stefan Wolf, contracted Snr Communications Advisor,
Jim Paterson, Western Bay of Plenty District Council
David Nelson, Auckland Transport
Dave Jane, Department of Conservation
Warren Furner, Ruapehu District Council
Steve Griffin, Buller District Council
Murray Hasler, Gore District Council
Kevin Reid, NZ Transport Agency (standing in for Tommy Parker)

Annie Hamilton, NZ Transport Agency (admin convenor) & Casey Boardman, NZ Transport Agency (outgoing admin convenor)

| Item | Discussion | Action |
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| 1. Welcome and apologies | Apologies from Mayor Ross Paterson and Tommy Parker. Kaye Clark welcomed new members Jamie Cox and Martin Taylor. Kaye also introduced and welcomed Annie Hamilton as the incoming administration convenor, and acknowledged Casey Taylor Boardman resignation as admin convenor. Round table introduction. | |

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| <p>2. Minutes, matters arising, open actions from previous meeting</p> | <p>Minutes from the previous meeting 17 June 2015 were accepted Moved: David Nelson Seconded: Tom Simonson</p> <p>Matters arising: Murray advised that Rims had not followed up with a business case which was a condition of RCA funding. Hence 36K in budget is still on hold.</p> | |
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| Open Actions | | |
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| 83 | Increase number of completed forum surveys. Allow time at Forum. Chair to promote, follow up email. Annie and Stefan to explore use of survey monkey. | |
| 91 | Closed - sent prior to August forum co-signed by Geoff Dangerfield and Malcolm Alexander. Result 30% increase in attendance. Lower Hutt re-joining. | |
| 103 | Closed. New Action Created. Refer Action 122 - “Road show to promote attendance. Target Visits to low/no attendance councils” | Closed. Refer action 122 |
| 107 | Ongoing. Kaye presented to Trafinz Conference in July. Arranging to meet Rims, IPWEA, IPENZ, Using Exec members | Tom / Kaye |
| 108 | Open. | Add to teaser (Stefan keep Martin in the loop) |
| 109 | Closed | |
| 110 | Closed. Make business as usual. New Action Created. Murray to provide reports each meeting (BAU) Refer new action 115 | |

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| 111 | Closed. Actioned, no significant response. Also on RCA website. Murray Hasler has promoted at forums, thinks can only continue present the message, with higher attendance it may result in more being involved. New Action Created. Refer new action 115 | |
| 112 | Closed. New Action Created. Refer new action 115 | |
| 113 | Open | Kaye to Action |
| 114 | Closed. | |
| 115 | Subcommittee formed to raise visibility and impact of research and guidelines work strategy to be developed. (Thomas to put together terms of reference). | Murray / Stefan/ Tom / Jamie |

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| 3. Review of attendance at 7 August 2015 forum | 57 delegates, great feedback from the Geoff's letter with LGNZ. Follow up with thank you to CEOS to letter, encourage to attend again. | 116. Stefan Wolf - similar letter to be sent by NZTA/LGNZ thanking Mayors and CEO's for support of last forum and therefore encouraging attendance at November Forum. |
| 4. Forum agenda 27 November 2015 | a. Agenda Subcommittee – David Nelson A Subcommittee was formed and held phone conference to shape the Forum Agenda (Dave [Chair] Tom, Jamie). Exec agreed this was a good method. Discussed proposed agenda. Actions created. Agreed to remove 'Finance Reporting' and to include this info on website instead. | 117. Dave Nelson to finalise Agenda. Exec members to send in correct titles and presenters. Agenda to be finalised by 21 October, titles etc by |

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| | <p>Also add 'twitter training' / social media update slot at Forum.</p> <p>b. 2016 Forum and Exec dates – Annie</p> <p>Discussed and will be confirmed within two weeks based on venue availability.</p> <p>Discussed benefit of "<u>Roading Calendar</u>" including all key dates within the industry. Annie to action with web developer and then Tom and Murray to be involved linking to other organisations.</p> <p>c. Future Forum Ideas Bank</p> <p>Discussed 'ideas bank'. Exec to have existing ideas bank and then forward new ideas to Annie to keep ideas bank updated.</p> | <p>23rd</p> <p>118. Annie and Kaye to set dates and send to Exec. Once confirmed, Kaye to send dates to NZTA & LGNZ, Annie to send to Civil Contractors. Exec to send on to IPWEA, IPENZ, DOCNZ.</p> <p>119. Annie/Wayne - add dates to Website, create "roading calendar".</p> <p>120. Annie to start new ideas bank for 2016.</p> |
| <p>5. Communications plan for RCA</p> | <p>a. Communications Plan Update</p> <p>Stefan Wolf summarised what has been implemented in the communications plan so far. Included – flyer, promo email, Letter from NZTA and LGNZ with goal of 10% increase (actual was 30% increase in attendance). Lots of room for growth – goal one representative per council.</p> <p>Now on second stage of communications plan implementation – we have resources to use to promote forum (presentation), the LinkedIn page has 77 followers.</p> <ul style="list-style-type: none"> • RCA presentation to Trafanz conference – Kaye. <i>This is resource now which can be used by anyone in the exec to talk about the Forum. (Copy was attached to agenda for Information)</i> | <p>121. Schedule at zone meetings - RCA presentation (Tom Kaye Ross and/or local person)</p> |

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| | <ul style="list-style-type: none"> • Video of attendees at previous Forums available on the website. We'll continue to build resource in this area for promotional use. • Tom and Stefan talked about Twitter to link up with LinkedIn, good additional channel to reach people. E.g. tweet great research ... which links to LinkedIn forum. • RCA Mailing List – Let's build up list. Annie will send out to Exec members to add, update or delete so the list is effective. <p>b. Tom/Kaye/Ross Council Visits, sector meetings. Discussed – refer actions.</p> <p>c. Lapel pins Idea presented by Kaye. Accepted. 200 Lapel Pins to be produced.</p> | <p>122. Kaye - Target Councils that aren't coming, pick off bottom 5 (exclude Kawarau). Send list to exec and see if agree, target with visits (Exec can visit local council or make phone call). Also target top three also and say thanks. <i>(Annie check all councils are on the list.)</i></p> <p>123. who??- Technical Advisory Groups (RAGS). Create list to target and divi up list.</p> <p>124. Stefan / Annie to set up twitter and then Annie to manage.</p> <p>125. Annie to send Mailing list to Exec – Exec members to add, update or delete so the list is effective.</p> <p>126. Lapel Pins – Annie to mock up lapel pins with company and circulate to Exec for feedback.</p> |
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| <p>6. Financial Report</p> | <p>Jim tabled financial reports.</p> <p>Discussed 'Communications expenditure'. This part of the budget has been almost spent but exec agreed in the value provided by the Communications Plan so discussed using excess funds in 'executive resources' part of budget to fund Communications Advisor for a further \$10,000. Discussed and accepted.</p> <p>Council Subscriptions – discussed issue again about councils querying subscriptions cost.</p> | <p>127. Jim/Stefan/Wayne - Explanation to go out with next subscriptions invoice to explain cost. Also put info on website.</p> |
| <p>7. Research and Guidelines</p> | <p>Discussed the need for a subcommittee - to raise visibility and impact of research and guidelines work strategy to be developed – tasked with shaping up how the RCA functions in terms of research and how it interfaces with other research groups – developing the RCA landscape.</p> <p>Discussed items on Convenors Report – Working Group activities.</p> <p>Discussed research updates. Add Research to website – get information out.</p> | <p><i>Refer 115. Murray to set up subcommittee – include Stefan and Tom, and Jamie - (Thomas to put together terms of reference).</i></p> <p>128. Whole Exec ... Create list of RCA exec members who are also on other research groups.</p> <p>129. Kevin to find out who is in control of NZTA level crossing research and feed back to Murray.</p> <p>130. Murray – Mobility Scooters research to be rebranded as “Shared footpath”</p> <p>131. Murray to check if</p> |

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| | | <p>final paper for Glyphosate Resistance research can be added to website.</p> <p>132. Murray - Stock effluent – survey regional councils or members as to what their regionals councils ??– through RAG.</p> |
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| <p>8. General Business</p> | <p>Bridge conference – offered 1-2 complimentary tickets from Barry Wright NZTA. Martin pleased to attend.</p> <p>Safer journeys Action plan – need to supply names so a workshop panel can be engaged to help develop next Safer Journeys Action Plan.</p> | <p>133. Whole exec – 3 or 4 names to Annie please</p> |
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Meeting closed at 3.30