



**Minutes of the RCAF Executive Meeting  
Wednesday, 23 March 2016  
NZ Transport Agency, 12.00pm – 3.30 pm**

Present: David Nelson, Auckland Transport (Acting Chairperson)  
 Martin Taylor, Whakatane District Council  
 Jamie Cox, Wairoa District Council  
 Thomas Simonson, Local Government, NZ  
 Dave Jane, Department of Conservation  
 Warren Furner, Ruapehu District Council  
 Steve Griffin, Buller District Council  
 Murray Hasler, Gore District Council (by phone)

Annie Hamilton, NZ Transport Agency (admin convenor)

Item	Discussion	Action
<p><b>1. Welcome and apologies</b></p>	<p><b>Apologies from:</b>            Mayor Ross Paterson, Tommy Parker, Kaye Clark, NZ Transport Agency (Co-Chair),            Jim Paterson, Western Bay of Plenty District Council, Kevin Reid, NZ Transport            Agency (standing in for Tommy Parker)</p>	
<p><b>2. Minutes, matters arising, open actions from previous meeting</b></p>	<p>Minutes from the previous meeting were accepted            Moved:            Seconded:</p>	

	Matters arising:	
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Open Actions		
83	Survey returns increased from 3 to 17. Provided good data and report tabled at meeting.	Keep Open – even more promotion at next Forum.
107	Closed	
108	‘Sponsor first time attendee’ Closed as Exec decided cost is probably not a factor. Instead decided to promote to ‘young engineers’.	New Action 134 Annie to send email calling for Young engineers to speak at Forum. A) excuse to promote and advertise forum B) to encourage younger people getting involved.
113	“Letter from RCA top Peter Dodge re NZUAG” Closed	
115	Subcommittee re research Groups - Closed - Paper to March 2016 Exec	
116	Letter from NZTA/LGNZ thanking Mayors/Chairs for support and attendance. Completed but repeat each Forum.	Ongoing
117	Closed (Completed)	
118	Closed (Completed)	
119	Closed (Completed)	

120	Forum Ideas bank – Exec to keep adding to as a running ideas list for upcoming Forums	Ongoing / open All Exec
121	Closed (Superseded)	
122	Closed (Superseded)	New Action 135 Martin to phone the councils who haven't attended or have low attendance. Complete as soon as May Agenda done.
123	Closed (Superseded)	
124	Completed but not active ..... Discuss comms proposal and management of twitter	OPEN
125	Closed (Completed)	
126	Closed – Voted and agreed not to pursue lapel pins due to cost vs benefit May have cost of design (\$100-200 approx) but have not been invoiced so we will wait and see ...	
127	Question raised as to why we would send explanation of subscription cost .... Jim to provide us with information on cost of subscriptions, number of people who pay, don't pay etc and how it works!	Open – JIM
128	Still open – forms part of website refresh?	Open – all exec
129	Closed (completed)	
130	Closed (Completed)	

131	Murray to advise	
132	Murray to advise	
133	Closed (Completed) great feedback from Safer Journeys Action Plan team regarding RCA input.	

<b>3. Review of attendance at November forum</b>	77 delegates (compared to 57 from previous). Survey report tabled and discussed.	
<b>4. Forum agenda 13 May 2016</b>	<p><b>a. Agenda Subcommittee – David Nelson</b></p> <p>A Subcommittee was formed and held phone conference to shape the Forum Agenda (Dave [Chair] Tom, Jamie). Exec agreed this was a good method.</p> <p>Discussed proposed agenda. Link to ‘Young Engineers’ – calling for abstracts and gift of wine to the presenters – make it ‘become a thing’ each Forum.</p> <p>Dave to liaise with Annie to complete final draft of Agenda.</p> <p>Agreed to remove ‘Finance Reporting’ and to include this info on website instead.</p> <p><b>b. Future Forum Ideas Bank</b></p> <p>Keep ideas flowing for ideas bank – forward to Annie for adding.</p>	<p>Action 134</p> <p>Annie to send email to all of RCA Forum mailing list – Calling for Young engineers (&gt;30) . Also purchase 2 bottles of wine for young engineer presenters.</p>
<b>5. Communications plan for RCA - tom</b>	<p><b>a. Communications Plan and Proposal for a Transport Hub</b></p> <p>Communications Plan and Proposal for a Transport Hub both tabled,</p> <p>Items discussed. Due to time constraints of the meeting, a decision was made to send feedback to Tom within two weeks. General discussion was positive.</p>	<p>Action 136</p> <p>Exec read reports and proposals and send feedback to Tom by 07 April.</p>

<p><b>6. Financial Report</b></p>	<p>Jim absent - financial reports pre-circulated and tabled.</p> <p>Council Subscriptions – discussed issue again about councils querying subscriptions cost.</p> <p>Discussed deficit and proposed options. The general feeling was Option #3 was a good choice.</p> <p>Dave Nelson moved: Before any decisions are made on the financial report, seek feedback from jim Paterson re the three options and his recommendation. Including the question, “what is driver for reducing subscriptions?”</p>	<p>127. Jim - Explanation to go out with next subscriptions invoice to explain cost. Also put info on website.</p>
<p><b>7. Research and Guidelines - Murray</b></p>	<p>In order to be flexible and agile and respond to things quickly, we require wider reference within the research groups. Research Group to present a number of topic reference group areas and bring a long a list to the Forum and ask for input.</p> <p>Current working group active:</p> <p>LVR on a number of strands</p> <p>Active modes - Maybe better retitled as “cycling issues”. May overlap walking/cycling</p> <p>Full membership on NZUAG (rather than an associate membership) – critical to have input.</p> <p>Jamie Cox commented he endorse a more agile approach to research and guidelines.</p>	

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<p>8. <b>General Business - Warren</b></p>	<p>a) Lessons learnt – ‘certificate of findings’ and newspaper article precirculated regarding a crash investigation where two brothers were killed.</p> <p>‘Cautionary Response’ to kneejerk response to Coroner’s report</p> <p>Discussed having a representative from Coroners at next Exec meeting to discuss – Warren to action</p>	<p>New Action 137</p>
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Meeting closed at 3.20