

# MEETING NOTES OF THE RCAF EXECUTIVE

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**NZTA Offices, Hamilton**

**3 August 2012, 11am – 3 pm**

**Present:** Ernst Zöllner (chair) Co Chair RCA Forum – NZ Transport Agency

Kay Clarke Convenor, Performance Monitoring – NZ Transport Agency

Peter Bailey Convenor – Research and Guidelines – PCC

Jim Paterson Convenor Finance - WBOPDC

Dave Jane DOC

Debbie Bryant RCA Convenor

**Apologies:** Geoff Swainson

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| **ITEM** | **DISCUSSION** | **ACTION** |
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| 1. Welcome and apologies | Ernst welcomed the Executive to the Meeting.  Apology from Geoff Swainson was received. Geoff is resigning from LGNZ.  Discussion was held on impact on RCA forum of Geoff resigning  Dave Jane now has a different role in DOC but still feels it is valuable for DOC to be involved with RCA  . | A formal letter to be written to Geoff to acknowledge his contribution to RCA Exec  (Ernst Zöllner)  A meeting to be arranged with LGNZ to familiarise new leadership with RCA  (Ernst Zöllner  Letter to be written to DOC re valuable role to RCA (Dave to draft |
| 1. Executive Meeting notes – Matters Arising | * 1. Minutes   The minutes of the Executive Meeting held 9 March 2012 were received.  Moved: Peter Bailey  Seconded : Jim Paterson   * 1. Matters Arising.   *Action 71 –* can be closed.  *Action 73* – each forum member to get a copy of Body of Knowledge.  *Action 74 -* list of attendees – low attendance participants details distributed amongst Exec members to contact and encourage attendance  *Action 75 –* this was not actioned  *Action 76 –* Peter Bailey to send to Debbie to be incorporated with Action 75  *Action 77* – presented today  *Action 78 –* actioned  *Action 79 -* actioned     * 1. Summary of Open Actions from previous meetings   *Action 32 –* actioned  *Action 46 -* actioned  *Action 51 –* ongoing   *Action 57 –* as discussed above  *Action 59 –* send invoice to Upper Hutt  *Action 64 –* on agenda for Sept forum | Circulate reminder  (Debbie Bryant)  Feedback forms to be available at Sept/Nov forums  (Debbie Bryant) |
| 1. Review of 27 April 2012 Forum | Feedback from floor indicated the forum went well  Keep forum open with an interesting agenda and speakers. The case studies worked well  Up to a week out registrations were low but more ended up coming  Attendance drop off since 2010 mainly due to financial/work pressures on members  Less members attending from Auckland now that there is one council |  |
| 1. Planning for 14 September 2012 forum | Discussed on proposed topics. Draft agenda to be compiled  Start early and lead up emails to forum members for the September forum  Discussion on themes and topics for 30 November forum | Finalise agenda (Ernst) and arrange speakers (Ernst, Kevin, Dave, Kaye)  Ernst/Debbie |
| 1. Financial report | Finance Report Year to Date to 30 June 2012  Jim tabled the financial report  Paragraph on Hauraki District Council to be altered | Jim to present to Forum |
| 1. Research and Guidelines report | Research Activities  Peter Bailey presented and spoke to the research and guideline report  Discussion on an ongoing issue of people representing RCA on NZTA. Next initiative to get technical information to Ingenium forums.  Compose a list of positions available and circulate to members and also present at forums  NZUAG - asking for $20,000 from RCA, There is no budget for this. This issue to be raised at 14 September forum.  **Agreed** to put the funding request from NZUAG to forum members | Communication report to be put on website  Calendar of NZTA and Ingenium meetings to be produced  Peter to draft and present to Forum |
| 1. Meeting dates for 2013 | Proposed dates discussed. These to be checked against board meetings and conference dates. One option is to bring proposed 13 September 2013 forum date forward to August. Dates to be confirmed by end of August. | Kaye to send conference dates  Debbie to do next draft and circulate via email |
| 1. Executive Committee for 2012/13 | 1. Ross Paterson still to be co-chair. Kaye Clarke to become nominated Chair, and Ernst Zöllner will continue to be a member of Executive Committee. 2. Jim Paterson will commit to another year. Peter Bailey also prepared to commit but commented that succession needs to be managed. Dave Jane will participate if DOC approves. Kevin Doherty also confirmed his continuing participation. 3. Need a new member from LGNZ (refer above) | Confirm this with Ross Paterson and LGNZ (Ernst) |
| 1. General Business | 1. Ernst Zöllner to award RCA prize at Roading Excellence Awards Sponsorship dinner   d Kaye presented proposed changes to incorporated rules. These were discussed and agreed | Present to Forum for ratification (Kaye) |

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Meeting closed at 3 pm