

**Minutes of the RCAF Executive Meeting**

**Friday, 20 June 2014**

**NZ Transport Agency, Room 2.28, 12.30-3.30pm**

Present: Kaye Clark, NZ Transport Agency

 Lisa Rossiter, NZ Transport Agency

 Murray Hasler, Gore District Council

 Dr Mike Reid, LGNZ

 Dave Jane, Department of Conservation

 Jim Paterson, WBoP

Apologies: Andrew Scoggins, Auckland Transport

 Ross Paterson, WPoP

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| **Item** | **Discussion** | **Action** |
| 1. Welcome and apologies
 | Kaye welcomed everyone to the meeting, especially Dr Mike Reid as this was his first executive meeting. There were apologies from Andrew Scoggins and Ross Paterson |  |
| 1. Minutes, matters arising, open actions from previous meeting
 | Minutes from previous meeting 21 March 2014 were accepted. Moved: Murray Hasler Seconded: Kaye ClarkMatters arising - noneOpen actions from previous meeting:90 – two executive positions as below: Young Executive position - zero response from Kaye’s output correspondence to RCA forum members. Discussion was held on whether the age group this position is aimed would be interested in this position. Kaye will send one more email to RCA forum members then look at NZ Transport Agency/Auckland Transport graduate programme for possible candidates.Decision was made to target a candidate from the South Island on to the executive as Murray Hasler is the only representative on the RCA executive from that region. 91, 97, 103 - ongoingDiscussed and comments below:Kaye to work with Mike on attending the zone meetingsMike – encourage councils in local zone to attend the forums when in their areaMurray – chair is now at a less senior level so maybe forum members feels this indicates the importance the NZ Transport Agency assigns to the RCALisa – as forum moves around the country (Christchurch, Auckland, Wellington) ensure the Regional Directors are invited to attendDave – offer local mayor a spot on the agenda when in his area93 – new website being developed. Wayne/Debbie liaising with Brent Burson. 96 – MOU with key partner organisationsDiscussed and comments below:Lisa to liaise with Kaye re SOLGM, IPENZLisa – lack of support from RCA members could indicate a lack of credibility of the RCA forumMurray – duplication of services is one of the reasons to have MOU with organisations98 – closed99 – closed100 – closed101 – merge with conversation on 96104 – discussed. Jim to provide a report by next executive meeting on what is provided by IPWEA. | Action 105Murray to invite a member of Christchurch, Invercargill or Dunedin local councils as a possible candidate for the executive committee |
| 1. Review of attendance at 9 May 2014 forum
 | a Positive feedback from the 9 May forum and the study tour was a success.Discussion and noted below:Murray – positive feedback on the 3 forums that are held each year – great networking opportunities, informativeJim – share the forum feedback comments with membersKaye – this information could be shared in a e-newsletter after each forum |  |
| 1. Forum agenda 8 August 2014
 | AGM – reports to be delivered – working groups achievements, forum report, financialMurray to prepare a short report on last year’s working group activities – which of our members are sitting on which groupsElect the executive:LGNZ to nominate the Co-ChairMurray Hasler, Dave Jane, Dr Mike Reid, Jim Paterson, Debbie Bryant – all available Nomination from the South Island to table (Murray Hasler to action)Young person for executiveAgenda – discussion on themes/speakersStudy Tour on 7 August – AT/NZ Transport Agency sub-committee |  |

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| 1. Financial report
 | Jim Paterson presented the financial report. 75% of full subscription.Budget and audit report – submit to 8 August forum for adoption  | Action: Kaye to follow up with Jim Harland re RCA forum governance seat on REG |
| 1. Research and Guidelines report
 | 1. Discussion was held on overview of subcommittees and admin assistance to Murray on Research and Guidelines
2. Stock effluent working group – discussion on whether this group is still required. This is an area of duplication as regional councils are now active in this area
3. RIMS project – business case needs to be provided for new project for the earmarked $36,000. Murray to follow up
4. Murray to survey forum members of their areas of expertise and interests
5. Murray – discussion on new working/liaison group. A subforum for TLAs who have forests in their districts bringing them together to discuss best practices and how they deal with funding and planning issues. This could include rural issues as well. Wairoa/Ruapehu can provide terms of reference from existing working groups. To be discussed at next executive meeting.
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Meet closed at 3.30 pm.