

**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

|  |  |  |
| --- | --- | --- |
| **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 Clark  Matters arising - none  Open 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 - ongoing  Discussed and comments below: Kaye to work with Mike on attending the zone meetings  Mike – encourage councils in local zone to attend the forums when in their area  Murray – chair is now at a less senior level so maybe forum members feels this indicates the importance the NZ Transport Agency assigns to the RCA  Lisa – as forum moves around the country (Christchurch, Auckland, Wellington) ensure the Regional Directors are invited to attend  Dave – offer local mayor a spot on the agenda when in his area  93 – new website being developed. Wayne/Debbie liaising with Brent Burson.  96 – MOU with key partner organisations  Discussed and comments below:  Lisa to liaise with Kaye re SOLGM, IPENZ  Lisa – lack of support from RCA members could indicate a lack of credibility of the RCA forum  Murray – duplication of services is one of the reasons to have MOU with organisations  98 – closed  99 – closed  100 – closed  101 – merge with conversation on 96  104 – discussed. Jim to provide a report by next executive meeting on what is provided by IPWEA. | Action 105 Murray 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, informative  Jim – share the forum feedback comments with members  Kaye – 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, financial  Murray to prepare a short report on last year’s working group activities – which of our members are sitting on which groups  Elect the executive: LGNZ to nominate the Co-Chair Murray 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 executive  Agenda – discussion on themes/speakers  Study Tour on 7 August – AT/NZ Transport Agency sub-committee |  |

|  |  |  |
| --- | --- | --- |
| 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. |  |

Meet closed at 3.30 pm.