
# MEETING NOTES OF THE RCAF EXECUTIVE

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**NZTA Offices, Hamilton**

**8 March 2013, 11 am – 3.15 pm**

**Present:** Kaye Clark (chair) Co Chair RCA Forum – NZ Transport Agency

 Ernst Zöllner NZ Transport Agency

 Peter Bailey Convenor – Research and Guidelines – PCC

 Dave Jane DOC

 Jim Paterson Convenor - Finance

 John Schermbrucker Auckland Transport

 Debbie Bryant RCA Convenor

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| **ITEM** | **DISCUSSION** | **ACTION** |
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| 1. Welcome and apologies
 | Kaye welcomed the Executive to the meeting and thanked them for their papers. The exec members introduced themselves to our new executive member, John SchermbruckerApologies from Liz Anderson, LGNZ |  |
| 1. Minutes, Matters arising, Open actions from previous meeting
 | 1. Minutes were accepted with the change of dates for exec meeting (18 Oct to 11 Oct) and forum (13 September to 6 September)Moved Peter BaileySeconded Dave Jane
2. Matters arising – none
3. Open actions from previous meeting69 – ongoing80 – EZ has verbally acknowledged Geoff Swain’s contribution to RCA Exec81 – Kaye has caught up with Liz Anderson LGNZ - closed 83 – ongoing88 – will address under general business – rewordAction 32Rules for adoption – Agreed open up forum meeting with a very short special meeting to sign rules off. These will be sent out 2 weeks before 19 April forum to all RCA members. There is one question around charitable society but this has been discussed with Angela Booth from Ingenium who advises there will be no problem but will advise the charitable trust that there are new rules in place. A clause will be added in about associate members.Rules were discussed – page 32.2.1 – reword any local authority or council controlled organisation responsible for managing roads2.2.5 – move to under 2.2.1Peter Bailey – background page 1 – the NZTA, Dept of Conservation and LGNZ are members of the RCA forum3.7 instead of majority replace with ‘at least 20 people from member organisations entitled to vote4.2.5 – minimum of 4, no more than 7Objectiveschange – to infom New Zealanders in relation to roading matters1.4 and 1.7 – remove error etcAssociate memberships – add a clause to allow flexibility to include associate membership – eg forestry, local iwi. Criteria for Associate members is that they have some responsibility for roading infrastructure. They would then have access to resources and information. RCA to be proactive and approach forestry and local iwi – discussion at next executive meeting.

Another 3 members could be invited onto the executive committeeReplacement for Peter Bailey requiredPart-time position for an Executive Officer employed by RCA | Action 80: Kaye will draft formal letter with ErnstAction 95: Kaye will write to Liz Anderson, ,to clarify the long term participation on the Executive of LGNZ (we believe Liz is a consultant to LGNZ).Action 89: Rules to be redrafted and distributionKaye/DebbiePeter Bailey to approach Murray Hasler to consider a nomination for RCA executiveErnst Zollner to get a letter of support from CE NZTA and LGNZ if requiredAction 90: Kaye to put a proposal forward |
| 1. Review of 29 November 2012 forum
 | * 1. Meeting notes – no discussion required
	2. Review of attendanceFeedback forms - add an item to the beginning and end of forum encouraging forum attendees to fill these inStart a spreadsheet to track feedback stats60% of RCA forum members do not attend the forums. Suggestion put forward to target load attendees. There is a need to get the Mayors and CEOs on board re the value of being a member of the RCA and attend forums. A joint NZTA/LGNZ letter to encourage the low attendees and also to the high attendees to show appreciation for their participation
 | Debbie – colour code the attendees spreadsheet 0-1 red; 7-9 greenAction 91: Ernst Zollner to compose letters of encouragement/appreciation |
| 1. Future forums
 | 1. Agenda items for 19 April 2013 forumTheme: What is an integrated network? Integrating ourselvesHPMVSafe speeds/speed managementThroughput – Christchurch case studyM&O and REG
 | Kaye to draft agenda and assign Exec members to confirm speakers |
| 1. Financial Report
 | The financial reports were taken as read13/14 budget – communications and website $20,000; Executive resource $50,000 | Jim to circulate revised budget |
| 1. Peter Bailey – Research and Guidelines report
 | Executive agreed to $2,500 sponsorship for RIMS workshop videoMoved Dave JaneSeconded Jim Paterson | Peter to advise |
| 1. General Business
 | Memo of 1 March 2013 to RCA Executive Committee from Liz Anderson, LGNZ re NZ Utilities Access Group (NZUAG) discussedRecommendation 1 – RCA Executive committee agrees to support the NZUAG Interim Committee’s direction of RCA becoming a full or associate member. The executive approves Peter Bailey as our rep on the NZUAG group, with authorisation to deputiseMoved Kaye ClarkSeconded Ernst ZollnerRecommendation 2 – to be actioned at next forumWebsite revamp – meet up with website people to get some ideas on refreshing the website to link up with new marketing strategy.Wayne Newman – to be asked to an audit on website content and recommend what needs to taken off. Peter Bailey to approach WaynePast Executive Committee minutes to be put on websiteMarketing and promotion:E-newsletter for teaser for forum – ¾ times a year Roading Excellence Awards – recommend declining sponsorshipMoved Peter BaileySeconded John SchermbruckerKaye met with Ross Vincent, Ingenium who have amalgamated with Australian Public Works and Engineers (PWE) Australia. It was discussed how Ingenium/RCA are complimentary and we have a strong relationship. We should look at ways of working together.Next executive meeting we will review our place in the consortium of membership bodies in the roading industry and consider how we can leverage off them.Service Agreement with Ingenium – acceptedMoved Peter BaileySeconded Jim Paterson | Action 92: Kaye/DebbieAction 94: Peter BaileyDebbieAction 93: Communications plan to be written – Kaye/JimKaye Action 95: MOU with key partner organisations Ingenium, SOLGM, IPENZ - Ernst |
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Meeting closed at 3.15 pm