

MEETING NOTES OF THE RCAF EXECUTIVE

at

Chews Lane Room 4.07

1.30 – 4.00pm 10 March 2009

Present: Ernst Zollner Co Chair RCA Forum – NZ Transport Agency
Dave Jane Department of Conservation
Peter Bailey Convenor – Research and Guidelines – PCC
Geoff Swainson Local Government New Zealand
Kaye Clark Convenor, Performance Monitoring – NZ Transport Agency
Jim Paterson Convenor Finance - WBOPDC
Douceline Van Arts Convenor - RCA Forum – NZ Transport Agency

Rachel Williams Minute Taker

ITEM	DISCUSSION	ACTION
1. Welcome and apologies	<ul style="list-style-type: none">• Ernst welcomed the members• Apology from Lawrence Yule	
2. Future function of RCA Forum	<ul style="list-style-type: none">• Open, lengthy discussion on the future of the RCA, its original function, and more focused agenda over the last 18 months of strategic information from agencies, research and operational items. Also discussed - the RCA in relation to the changes in the transport sector, agencies and the various groups similar to, or possibly overlapping the current role of the RCA. Questions arose as to; is the RCA currently meeting the needs of it's members, is it effective in carrying out that role, what value is it providing and are there overlaps with other groups• Ernst advised that he would remain Co –chair during the review of the RCA period ie	

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	<p>the next Exec and Forum meetings and that Colin Crampton may take over after that. (Colin being the NZTA GM Highways and Network Operations (HNO). Douceline will also eventually hand over the convening role to an HNO administrator date TBC</p> <p>Action</p> <ul style="list-style-type: none"> • NZTA to prepare a report for the next RCA Exec meeting to evaluate the effectiveness and value of the RCA to its members and LGNZ in the current environment, and on strategic options for the future for the RCA forum in the context of the NZTA engagement strategy • NZTA to report back to LGNZ on local government access to Austroads research currently funded by NZTA • Peter Bailey to advise the Forum of the intended review 	<p>Ernst/Douceline</p> <p>Douceline</p> <p>Peter</p>
3. Executive Meeting notes – Matters Arising	No matters arising	
4. Finance report – Jim Paterson, Convenor	<p>Statement of Financial Position report presented. Financial report presented.</p> <p>Motion That the accumulating website depreciation be transferred to a reserve account for future website upgrading (currently sitting at \$14,000 indicative) and that the depreciation provision to continue for the remaining life of the asset. Moved: Jim Paterson Seconded: Peter Bailey</p>	
5. Research and Guidelines Report – Peter Bailey, Convenor	<p>Working group reports presented.</p> <p>Motion To charge the unbudgeted cost for the loss on seminars of \$14,515 to the stormwater group Moved: Peter Bailey Seconded: Jim Paterson</p>	

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6. Performance Monitoring Report – Kaye Clark, Convenor	Report received.	
7. Administration Report – Douceline Van Arts, Convenor	<ul style="list-style-type: none"> • Advised the AGM would be held at the April Forum – all administration for that is in place • Website updated and SLA work still happening in respect of general improvements to the site • Incorporated Society website administration updated • Charities Commission still processing the RCA application – they are at least 3 months in arrears with applications. The application needs to be approved before the Ingenium auditors inspect RCA financials. <p>Action Douceline to keep pressure on Charities Commission re application</p>	Douceline
8. Agenda items for RCA 17 April 09	To be updated as discussed. Draft to be sent to Exec	Douceline
9. General Business	<p>Geoff advised that he would discuss with Lawrence as to his future position as co-chair as Lawrence’s commitments as President LGNZ were substantial.</p> <p>Action – Geoff will advise Exec of outcome</p> <p>Ernst thanked members for their attendance and input and closed the meeting at 3.50pm</p>	Geoff
Next Meeting	1.30 July 7, 2009 at NZTA	