



Minutes of the RCAF Executive Meeting
Wednesday, 17 June 2015
NZ Transport Agency, Room 3.11, 11.30am – 3.30 pm

Present: Tommy Parker, NZ Transport Agency (acting Chair)
 Thomas Simonson, Local Government, NZ
 Jim Paterson, Western Bay of Plenty District Council
 Steve Griffin, Buller District Council
 Warren Furner, Ruapehu District Council
 David Nelson, Auckland Transport
 Murray Hasler, Gore District Council
 Stefan Wolf, contracted Snr Communications Advisor, (left after Item 5)
 Debbie Bryant, NZ Transport Agency (admin convenor)

Item	Discussion	Action
1. Welcome and apologies	Apologies from Kaye Clark, Kevin Reid Tommy Parker welcomed David Nelson from Auckland Transport and acknowledged Debbie Bryant's resignation as admin convenor	
2. Minutes, matters arising, open actions from previous meeting	Minutes from the previous meeting 18 March 2015 were accepted Moved: Jim Paterson Seconded: Thomas Simonson Matters arising – none	

	Open action list:	
	83 - ongoing	
	91 - ongoing	
	103 – closed, superseded by 107	
	107 – open MOU RCA/TRAFINZ – both organisations have same goals and objectives Action still to be taken with IPENZ, SOLGM, IPWEA	
	108 open – sponsorship – ongoing, part of new communications plan to sponsor first time attendees at each forum. Jim confirmed PR budget available.	
	109 – closed, Jim advised website development – funded out of depreciation account	
	110 - closed	
	111 –open requested at forums – work in progress	
	112 - open	
3. Review of attendance at 8 May 2015 forum	<p>Survey form – low number of responses Murray suggested getting a wider view Executive discussed options</p> <ul style="list-style-type: none"> • Use survey monkey • Survey ready before forum – use questions already formulated • Use a timeslot within the forum for attendees to give survey some attention <p>Themes mentioned in the survey form from attendees very useful</p>	

Executive discussed the drive to increase attendance. Points noted:

- Quality and relevance of speakers/topics important
- Speakers to target for next and future forums
 - Ross Waugh, IPWEA (prime speaker at IPWEA conference) – asset management plans
 - Tony Lange, Transport Agency, Christchurch – asset management/activity management plan
 - Bob Alkema – NLTP – where does it end up, what influenced underspend, how has it worked, been influenced
 - Simon Bridges – still on radar for 7 August forum
 - Mike Lee, Auckland Transport – strong PT/rail advocate
 - David Warburton – AT Chair or AT Board member
 - Auckland Council?
- Academic audience who are interested in current issues but are strategic managers
- Important for Kaye to continue sending out teaser highlighting the speakers/topics at the next forum
- Jamie Cox presented a paper at the IPWEA conference that promoted the RCA and those attending the conference agreed it was an inspiring presentation
- IPWEA branch meetings – forum member could attend these meetings and take the opportunities to target attendance at RCA forum
- Any other relevant events highlight the RCA forums
- Mayors no longer attend the forums
- Research - forum members are interested in the results of the working groups so have regular slots at the forums for these presentations/updates
- Topics could be approached from a different angle from different organisations
- REG updates have a regular slot and keep topical
- All organisations have dwindling membership issues – people have to make a choice what to attend
- Attendance influenced by what else is on – other conferences/workloads
- November forum – AT research on coal tar will be completed

4. Forum agenda 7 August 2015	Executive discussed agenda ideas for 7 August forum	
5. Communications plan for RCA	<p>Thomas Simonson and Kaye Clark met with Stefan Wolf and gave him a brief on the status of the RCA Forum.</p> <p>Stefan Wolf is the lead communications advisor. He talked the executive through the plan and the steps completed. The focus is on increasing attendance at the 7 August forum.</p>	
6. Financial Report	<p>Jim Paterson presented the financial report. Year end accounts and report are being audited and will be presented for adoption at the next forum on 7 August</p> <p>Angela Booth has resigned from IPWEA – Jim is dealing with Mike Connelly till new appointment</p> <p>Stock effluent – remove amount for media in the next budget</p> <p>Jim - proposed acceptance of the financial report</p> <p>Warren Furner - seconded</p>	
7. Research and Guidelines	<p>Murray presented the research and guidelines report.</p> <p>The steering group has trialled holding meetings by VC. This has not been particularly successful so will return having meetings in one place.</p> <p>Working groups - mobility scooters/pedestrians is under Active Modes Infrastructure Group. Recommendation going forward to form a separate group.</p> <p>Recommendation from the Steering Group – Phil Consedine to take over the role from Peter Dodge as RCAF representative on the NZUAG. Phil is also the LGNZ representative on the NZUAG.</p> <p>Presentation at next forum – slides of workgroups on what they are doing and where they are at</p> <p>2015/16 research and guidelines budget - \$36,000. Murray to check the status of the business case</p>	<p>Action 113: Kaye Clark - Letter from RCA Executive thanking Peter Dodge for his representation on NZUAG on behalf of RCA</p> <p>Action 114: Murray Hasler – business case for budget allocation of \$36,000</p>

8. General Business	Tommy commented on the vibe of the meeting from the executive members and their strong drive to re-engage with forum members Warren Furner – he was involved in the Transport Agency review of procurement practices and whether the outcomes/early findings from the P&I team were available	
---------------------	--	--

Meeting closed at 2.30 pm