



**Minutes of the RCAF Executive Meeting**  
**Wednesday, 18 March 2015**  
**NZ Transport Agency, Room 2.32, 11.30am – 3.30 pm**

Present: Kaye Clark, NZ Transport Agency  
 Kevin Reid, NZ Transport Agency  
 Thomas Simonson, Local Government, NZ  
 Dave Jane, Department of Conservation  
 Jim Paterson, Western Bay of Plenty District Council  
 Steve Griffin, Buller District Council  
 Warren Furner, Ruapehu District Council  
 Debbie Bryant, NZ Transport Agency (admin convenor)

Apologies: Ross Paterson, Western Bay of Plenty District Council

Item	Discussion	Action
1. Welcome and apologies	An apology from Murray Hasler Kaye welcomed Kevin Reid who was deputising for Tommy Parker	
2. Minutes, matters arising, open actions from previous meeting	Minutes from the previous meeting 15 October 2014 were accepted Moved: Kaye Clark Seconded: Jim Paterson Matters arising – none	

3.	Open action list:	
	83 – on going	
	91 – to be shaped	
	96 – combine 96 and 101. Action for executive to connect with partner organisations. A series of meetings to be organised with IPWEA, IPENZ, SOLGM, TRAFINZ. This to be completed by next executive meeting 17 June 2015	Action 107 Exec members Kaye Clark and Tom Simonson
	97 – close. Action re improving our communications. Kaye will approach Jenny Chetwynd, Group Manager, Strategy, Communications and Performance to request communications support. RCA will fund any extra resourcing required. The communications person will be based in Wellington.	Action 108 Kaye Clark
	103 - close	
	106 – close. Warren reported that he had a very low key response to his promotion of the RCA forum at the zone 3 LGNZ meeting	
4. Review of attendance at 28 November 2014 forum	<p>Kaye commented that there are three issues regarding participation in the RCA forum:</p> <ul style="list-style-type: none"> <li>• 45-50 attend regularly</li> <li>• Not all councils participating</li> <li>• Demographic – the young engineers are not attending or not getting the opportunity to attend</li> </ul> <p>Initiative will be taken to sponsor first time attendee at the forum. This will be advertised on the website – who the sponsorship is targeting; why they should come and emphasise networking and connections</p>	Action 109 Debbie/Kaye
5. Forum agenda 8 May 2015	The executive committee discussed items for the next forum	

<p>6. Financial report</p>	<p>Jim presented the financial report to date</p> <p>It was noted that the payment for the development of the new website was not included in the financial report – Jim will investigate where payment of the invoice was budgeted from.</p> <p>Working group monies underspent – Murray to get updated reports on the working group activities from each of the convenors to present at the next executive meeting. Steve Griffin will assist Murray.</p> <p>In 15/16 budget \$9,000 has been requested for stock effluent advertising - Steve to clarify this with Murray</p> <p>Jim presented the proposed 2015/16 budget . He proposed presenting this budget to the 8 May forum noting that the remaining website budget depreciation funds on term deposit be returned to the main fund.</p> <p>Communications plans/assistance budget line of \$10,000 to be added to 15/16 budget</p> <p>Moved: Jim Paterson</p> <p>Seconded: Warren Furner</p>	<p>Action 110 Jim Paterson</p> <p>Action 111 Murray</p>
<p>7. Research and Guidelines report</p>	<p>Warren presented this on behalf of Murray.</p> <p>A form to be developed asking for members’ interests and if they are available to participate in research/working groups. This form to be presented as a package along with the Agenda/forum feedback form. Debbie will liaise with Murray/Wayne</p> <p>Research and Guidelines tab on website to be populated with members/leads/convenors of the working groups. Debbie to liaise with Murray/Wayne</p>	<p>Action 112 Debbie</p> <p>Action 113 Debbie</p>
<p>8. General business</p>	<p>Tom presented an explanation of eEquip and function of RTU – road transport unit</p> <p>Kevin Reid – Network Outcomes Team – presented the structure of the team</p>	

Meeting closed at 3.10pm