



**Minutes of the RCAF Executive Meeting
Wednesday, 07 September 2016
NZ Transport Agency, 11.30am – 4.00pm**

Present: Thomas Simonson, Local Government, NZ (Acting Co-Chair)
 Jim Harland (1/2 hour by VC) Co-Chair
 Martin Taylor, Whakatane District Council
 Jamie Cox, Wairoa District Council
 Murray Hasler, Gore District Council (by phone)
 Dave Bates (on behalf of Kevin Reid)
 Annie Hamilton, NZ Transport Agency (admin convenor)

Item	Discussion	Action
<p>b. Welcome and apologies</p>	<p>Apologies from: Mayor Ross Paterson, Kaye Clark, NZ Transport Agency (Co-Chair), Jim Paterson, Western Bay of Plenty District Council, David Nelson, Auckland Transport, Dave Jane, Department of Conservation, Warren Furner, Ruapehu District Council, Steve Griffin, Buller District Council, Kevin Reid, NZ Transport Agency</p>	
<p>c. Membership Changes</p>	<p>Kaye Clark has resigned as co-chair, effective 12 August 2016 and has a new role within the National Road Safety Team. <i>Gift presented at the August Forum.</i> Jim Harland has been appointed by NZ Transport Agency as the Co-Chair effective from 12 August 2016.</p>	<p>Action: Annie to submit receipt to Jim Paterson for reimbursement to NZTA for</p>

	Arlene Williams (NZTA Wellington) replaces Annie Hamilton as the Admin Convenor and commences September/October 2016.	the gist purchased and present to Kaye. Value \$100. Exec members to email personal messages and thanks to Kaye.
d. Minutes, matters arising, open actions from previous meeting	<p>Minutes from the previous meeting were accepted with the condition it is noted the "Forum Fees were increased at the June meeting from \$60 to \$80 and the late fee increased to \$100. This increase is effective from the August Forum."</p> <p>Moved: Tom Simonson Seconded: Murray Hasler</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> a. Young engineers being invited to attend Forum. This has worked well and should continue. (We put a call out to members following each exec meeting for the following forum(s)) b. Finance has been removed from the Forum Agenda and will only be presented on the website and at the AGM as required. c. Communications Plan – Agenda item d. Subscriptions increased from 80% - 100% actioned. 	

Open Actions	Action and responsible person	Status
83	Survey forms at each Forum, follow up emails	Closed

		Make the survey electronic – new action created 146
116	Similar letter (as prior to last forum) to be sent by NZTA/LGNZ thanking Mayors and CEO's for support of last forum and therefore encouraging attendance at November Forum. Tom and Larissa	Ongoing – make letter even clearer as 10-12 Mayors EA's responded by sending the Mayor's apologies!
120	Ideas Bank. Arlene	Ongoing
128	Create list of RCA exec members who are also on other research groups. Arlene	Change text to “ Create a list of RCA Exec Members who are on other sector groups”
134	Annie to send email to all of RCA Forum mailing list – Calling for Young engineers (<30)	Add to teaser requesting information and submission of papers.
135	Martin to phone the councils who haven't attended or have low attendance. Complete as soon as May Agenda done.	Not done but Close
139	Take Research Hub proposal to REG (Capability Enabling Group).	Closed
140	Reshape current research hub charter into proposal – present as above (?) Include management plan.	Closed
141	Chat to Bob Alkema about funding the research hub. Above done – next Tom to chat to Tim Herbert.	Open
142	Investigate LinkedIn and scope it for info hub ... i.e. 1) sharing info 2) finding experts 3) sharing calendar	Closed - Not actioned. Investigate calendar on website instead.
143	Tell RIMS they have missed out current round for funding – we may be able to review one of the projects (\$12k) half way through financial year. Also ask RIMS if they want us to hold for next year's budget. (Done. Yes please review half-way through financial year.) Murray	Keep Open and review in December 2016.
145	Appoint new comms contractor	Closed - Larissa Banks appointed as Contractor September – December 2016.

Action	Activity	Response
<p>e. Review of attendance at November forum</p>	<ul style="list-style-type: none"> • 71 paid Attendees – consistent 70-77 last three forums in a row. • \$1400 loss • Feedback and survey provided but not enough feedback to be certain of results. • Technology (videos) let three presentations down. • Feedback that registrations forms were sent but not processed. Annie very surprised as IPWEA have been fantastic (they process the forms). Annie to query with Trina and get back to Murray. Annie to also check the forms have a statement telling people they will get confirmation within 1-2 working days. 	<p>Annie to set forum dates and exec dates Agreed March / July / November or 1st week April / Aug / Early Dec</p> <p>Exec meetings 8 weeks prior.</p> <p>Annie to get prices of Brentwood and present to Exec. Exec to decide by email. Include a “night before” the Forum and arrange get together for forum attendees and a speaker. Include this in the ‘teaser’ going out.</p> <p>Action: Larissa – comms to invite people to present papers</p> <p>Action: Annie to test online survey with Exec to see if easy and then only do web based (survey monkey) moving forward.</p> <p>Action: Annie to check in with Wayne re a calendar system on the website.</p> <p>Action- Annie to contact IPWEA re registration form and also check form says that they should receive confirmation.</p> <p>Action- Arlene update the councils who attended.</p>
<p>f. Forum agenda November 2016</p>	<p>a. Agenda Subcommittee –</p> <p>A Subcommittee formed again and will hold phone conference to shape the Forum Agenda (Dave [Chair] Tom, Jamie, Murray). Exec agreed this has been a good method.</p> <p>Confirmed are:</p> <p>Robert Busuttil – switch to emulsion sealing (Murray)</p>	<p>Action</p> <p>Annie to arrange teleconference to be held in the next two weeks for the Agenda Sub committee.</p>

	<p>AGM</p> <p>Graham Taylor – VDAM – Contact Rebeca Bohem?</p> <p>b. Future Forum Ideas Bank</p> <p>Keep ideas flowing for ideas bank – forward to Annie for adding.</p> <p>Discussed grouping the ideas in topic areas to make the selection process easier.</p>	
<p>g. Communications plan for RCA - tom</p>	<p>a. Communications Plan – Social Media</p> <p>Presentation on social media presented by Larissa. Included Twitter, Facebook and LinkedIn.</p> <p>Discussed benefits and ‘future-proofing’ of the RCA Forum by embracing technology and social media now.</p> <p>b. Research/Information Hub</p> <p>Kevin has met with Bob Alkema re funding for the hub, not completely supportive at this stage. Tom has since met, and will now meet with Tim Herbert to discuss funding possibilities.</p>	<p>Action – All Exec asked to create a LinkedIn Profile. Larissa to remind exec by email!</p> <p>Action – Larissa and Arlene to meet to discuss roles within the social media</p> <p>Action – Arlene to update the Mayors and CEs email list after election (refer to Tom)</p> <p>Action – Annie to Update emailing list and send to all of exec. And Larissa</p>
<p>h. Financial Report</p>	<p>Tabled and discussed.</p>	
<p>i. Research and Guidelines - Murray</p>	<p>Working Groups – Report Tabled</p> <p>Three very active groups</p> <ul style="list-style-type: none"> • Shared footpaths 	

	<ul style="list-style-type: none"> • Active modes • Low volume roads <p>Progress being made, details in reports.</p> <p>Discussed recommendations in report</p> <p>Jamie Cox moved the recommendations in the Working Groups Report are actioned. Seconded: Martin Taylor Resolved.</p>	
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<p>j. General Business -</p>	<p>a. Dr Stephen Finlay, Road Efficiency Group (REG) Stephen came to present an opportunity about collaboration between the RCA Forum and REG, and an opportunity for future alignment.</p> <p>A big discussion was held and a very positive outcome. The RCAF Exec agreed to have further discussions with REG and explore a strategy over the next year or two on how the two groups can align. When the new LGNZ Co-Chair is appointed (Oct/Nov 16), workshops will be arranged to have this conversation in more depth.</p>	<p>Action: Jim Harland – arrange workshops once LGNZ Co—Chair is appointed.</p>
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Meeting closed at 4.00pm