



**Minutes of the RCAF Executive Meeting  
Wednesday, 08 June 2016  
NZ Transport Agency, 12.00pm – 3.30 pm**

Present: David Nelson, Auckland Transport (Acting Chairperson)  
 Martin Taylor, Whakatane District Council  
 Jamie Cox, Wairoa District Council  
 Thomas Simonson, Local Government, NZ  
 Dave Jane, Department of Conservation  
 Warren Furner, Ruapehu District Council  
 Steve Griffin, Buller District Council  
 Murray Hasler, Gore District Council (by phone)  
 Kevin Reid, NZ Transport Agency (standing in for Tommy Parker)  
 Annie Hamilton, NZ Transport Agency (admin convenor)

Item	Discussion	Action
<b>1. Welcome and apologies</b>	<b>Apologies from:</b> Mayor Ross Paterson, Tommy Parker, Kaye Clark, NZ Transport Agency (Co-Chair), Jim Paterson, Western Bay of Plenty District Council,	
<b>2. Minutes, matters arising, open actions from previous meeting</b>	Minutes from the previous meeting were accepted Moved: Seconded:	

<b>Open Actions</b>		
<b>134</b>	Annie to send email to all of RCA Forum mailing list – Calling for Young engineers (>30)	Open
<b>135</b>	Martin to phone the councils who haven't attended to have low attendance. Complete as soon as May Agenda done.	Closed / Passed
<b>136</b>	Exec read research Hub reports and proposals and send feedback to Tom by 07 April.	Closed / Passed
<b>137</b>	A representative from Coroners at next Exec meeting to discuss – Warren to action	Closed

<b>3. Review of attendance at May forum</b>	<ul style="list-style-type: none"> <li>• 71 Attendees / 15 new, discussed report and issues with technology. Annie to get quote for improved microphones, larger TV screens etc.</li> <li>• Report tabled and discussed. Take in to account comments when setting Agenda.</li> </ul>	
<b>4. Forum agenda 13 May 2016</b>	<p><b>a. Agenda Subcommittee – David Nelson</b></p> <p>A Subcommittee was formed and held phone conference to shape the Forum Agenda (Dave [Chair] Tom, Jamie). Exec agreed this was a good method.</p> <p>Discussed proposed agenda. Link to 'Young Engineers' – calling for abstracts and gift of wine to the presenters – make it 'become a thing' each Forum.</p>	<p>Action 134</p> <p>Annie to send email to all of RCA Forum mailing list – Calling for Young engineers (&gt;30) . Also purchase 2 bottles of wine for young</p>

	<p>Dave to liaise with Annie to complete final draft of Agenda. Agreed to remove 'Finance Reporting' and to include this info on website instead.</p> <p><b>b. Future Forum Ideas Bank</b> Keep ideas flowing for ideas bank – forward to Annie for adding.</p>	<p>engineer presenters.</p>
<p><b>5. Communications plan for RCA - tom</b></p>	<p><b>a. Communications Plan and Proposal for a Transport Hub</b></p> <ol style="list-style-type: none"> <li>1. Comms Plan in final draft</li> <li>2. Comms contractor resigned – Kaye and Tom to appoint new comms person.</li> <li>3. Discussion on reshaping current research proposal re information/research hub. Martin suggested presenting Information Hub at REG. Kevin to discuss with Bob Alkema in terms of funding. Discussed including a 'calendar' and knowledge hub – perhaps this from LinkedIn</li> </ol>	<p>139. Take Research Hub proposal to REG (Capability Enabling Group)</p> <p>140. Reshape current research hub charter into proposal – present as above. Include management plan</p> <p>141. Chat to Bob Alkema about funding the research hub (Kevin)</p> <p>142. Investigate LinkedIn and scope it for info hub ... i.e. 1) sharing info 2) finding experts 3) sharing calendar (Murray / Jim / Tom)</p> <p>[145] Appoint new comms contractor – Kaye and Tom</p>
<p><b>6. Financial Report</b></p>	<p>Tabled and discussed.</p> <ol style="list-style-type: none"> <li>1. Only two subscription invoices outstanding</li> <li>2. Note: Council subscriptions were increased at the Forum from 80%-100%</li> <li>3. RIMS requested funding after budget complete. Discussed.</li> </ol>	<p>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</p>

		year's budget. (Done. Yes please review half-way through financial year.)
<b>7. Research and Guidelines - Murray</b>	<p>Working Groups – Report Tabled</p> <p>Three very active groups</p> <ul style="list-style-type: none"> <li>• Shared footpaths</li> <li>• Active modes</li> <li>• Low volume roads</li> </ul> <p>Progress being made, details in reports.</p> <p>Discussed and agreed current funding is appropriate. Budgets are on track – forecasting and funding adequate and “on track”.</p>	
<b>8. General Business - Warren</b>	nil	

Meeting closed at 3.15