

MINUTES OF SIXTEENTH ANNUAL GENERAL MEETING TRIPS DATABASE BUREAU INC. (TDB)

Held: 2018 NZ MUGS Conference Venue, Grand Millennium Hotel, 71 Mayoral Drive, Auckland, 1010, NZ, 5:00 pm, Monday 17th September 2018

Present: Tony Brennand (TDB Chair, by Conference Call), Caron Greenough (Executive Officer), Stuart Woods, Phillip Brown (Board Member – TEAM), Mark Gregory (Christchurch City Council, Cameron Inder, Tara Hills, Chris Blackmore, Michael Hall, Cameron Bradley, Geoffrey Cornelis, John Falconer, Anatole Sergejew, Ian Clark, Michael Blyleven.

Apologies: None received

Minutes

1. APOLOGIES AND WELCOME

Tony Brennand (TDB Chair) welcomed attendees to the 2018 AGM and then called for apologies.

Moved 1: *That the above apologies be accepted.*

Stuart Woods/Tony Brennand
CARRIED

2. MINUTES OF FIFTEENTH AGM (4th September 2016) AT CHRISTCHURCH

The Minutes of the Fifteenth AGM (Attachment 1) held at the Rydges Latimer Hotel, 30 Latimer Square, Christchurch; 6:30 pm, Wednesday 4th September 2015, which had previously been circulated were taken as read.

Moved 2:- *That the minutes of the Fifteenth Annual General Meeting be approved as a true and correct record.*

Stuart Woods/Phillip Brown
CARRIED

3. AUDITED ACCOUNTS AND FINANCIAL STATEMENT 2016-2017

The Draft Audited Accounts and Financial Statement Report for the 2017/18 financial year were attached to the meeting agenda as Attachment 2, previously circulated. This report included an unqualified opinion that the financial statements give a true and fair view of the financial position of TDB, and its financial performance for the year ended is in accordance with generally accepted accounting practice.

The Audited Accounts and Financial Statement as presented were considered and accepted with no further substantive comment.

Moved 3: That the audited accounts and the financial statement report for 2017/2018 as presented be received and adopted.

Tony Brennand / Mark Gregory
CARRIED

4. ANNUAL REPORT OF THE CHAIRMAN AND EXECUTIVE OFFICER FOR 2017-2018

The Chair presented his report as Attachment 3, which had been previously distributed with the pre-circulated agenda.

During 2017/2018 the following issues were addressed.

1. Two Newsletters were distributed (#41 and #42).
2. Technical notes are still welcomed although the priority will be supporting the TRICS platform for members.
3. The building of the TRICS (UK) relationship has been the priority and is being launched today. The member access licence to the new web-based database will be distributed with this year's subscriptions.
4. Little work has occurred on the website over the last year after the launch of the refreshed format and style in 2015. It is understood that the Engineering New Zealand website is being refreshed for the sub-groups – this will be investigated further for the upcoming year.
5. The Data Advisory Group (DAG – TRICS sub-license holders and service providers to TDB members) has had no changes in the past year, leaving us with 6 sub-licensees as well as the head license – this will cease this year.
6. The Board continued with the approach that the key way forward to secure new data for the database was to commission our own surveys to supplement those volunteered. Our budgeted allocations have allowed a significant undertaking with our own survey programme. The Survey Programme Sub-Group, while not as active as anticipated, is overseeing an active programme of surveys and is managing this within the budgeted allocation, which is set at about 1/3 of our overall budget spend. Analysis has been undertaken on the spread of land uses and data age within the database to inform the forward programme. The Survey Programme Sub-Group continues to work on the draft Strategic Framework to allow informed decisions to be made about how big the survey programme should be, and where to target the survey programme to achieve certain survey data KPI's that it is developing. Similarly, we regularly seek feedback on what land-uses would be most useful to survey for members to recognize and respond to the fluctuations in the land use development patterns.

The Executive Officer also acknowledged with thanks the collaboration and cooperation of the NZ MUGS Conference Organising Committee, allowing TDB to hold its AGM in association with their conference.

Moved 4:- That the 2017/18 Report of the Chair and Executive Officer be received.

Phillip Brown / Stuart Woods
CARRIED

Trips Database Bureau is a cooperative of New Zealand and Australian engineers and planners. The Bureau surveys and researches trips, parking and travel patterns to assist with transportation assessments.

TRIPS DATABASE BUREAU
Executive Officer Caron Greenough
tripsdatabasebureau@gmail.com
Phone +64(0) 212326854
www.tdbonline.org
PO Box 58023 Whitby 5245 New Zealand

5. 2017-18 ANNUAL PLAN AND PROGRAMME

The proposed 2018-19 Annual Plan was presented for consideration and discussion under Section 7 of Attachment 3 (Chairman's Report, which had been previously distributed). which was approved by the Board at its August 2018 meeting. It has been based primarily on the budgets of last year, with adjustments made to reflect a balancing between anticipated revenue and costs, and the changing nature of expenditure to TRICS (subscriptions for head licence to fees for per-member web-hosting of the database). The draft budget has been based on an estimated minor loss of approximate \$1,691 for end of year.

Once again, this budget has been based on the principles of:

- A balanced budget
- Modest growth in membership (NZ from 40 to 45, Australia from 10 to 13)
- The membership subscription rates approved in 2015
- Retaining a similar allocation for data and survey acquisition (about a third of expenditure), while also recognising that the TRICS Australasian Survey Programme will also be getting underway in the 2018-19 Financial Year.
- Any joint research project bids based on a shared/low cost basis
- Nett zero effect from any research projects, showing the balance of revenue balanced by matching expenditure.
- The TRICS web-hosting fees agreed to in the TDB-TRICS Web-Hosting Agreement (April 2017), based upon rates for membership classes and an assumed NZ-UK exchange rate of 0.55 UKStg: NZ\$.

With the changes provided in the TDB-TRICS Web-Hosting Agreement, to provide access to the new web-hosted Australasian section of the TRICS web-site which will hold the TDB database, TDB is to pay TRICS a fee based upon number of members and member class rates. Based upon the "planned" membership numbers budgeted for this coming year, the fee to be paid to TRICS in 2017-18 is about \$21,000. This fee may increase each year, so in future years, consideration for lifting the TDB subscriptions to cover may be required.

Moved 5:- *That the Annual Plan and Programme for 2017/18 be received and adopted.*

Tony Brennand/Phillip Brown
CARRIED

6. TDB STRATEGIC PLAN 2013 PROGRESS REPORT

The Executive Officer presented the fifth progress report for the TDB Strategic Plan.

The report could be summarised as showing positive progress and results in managing and developing the database (especially progress on the web-enabling the database), operating a good survey programme and for research actions, but indicating mixed results with regard to actions related to profile raising and promotion of TDB to both current and prospective members.

It can be seen that we have continued to make positive steps (and invested time and resources) in the acquisition of surveys, planning of surveys, the database web-access project, research projects (and the promotion of them), developing and maintaining relationships with other groups/organisations with similar interests and continued well in the core administrative requirements of operating TDB. This has reached a point at which the Board could consider whether these actions are sufficiently under control that additional or alternative priorities could be engaged in. We have not achieved well in the areas of developing and implementing a membership growth and retention plan, presence and papers to conferences, regularly up-to-dating and developing our web-site, proactive provision of technical advice to members and diversifying our range of information available to our members.

Moved 6: *That the progress report on the TDB Strategic Plan be received.*

Phillip Brown/Stuart Woods
CARRIED

7. ELECTION OF BOARD MEMBERS

Due to Society Rules that require Board Members to stand down after a three year term, three NZ board members (Phillip Brown, Peter Doupe, Andrew Milne) and one Australian board member (Peter McIntyre) stood down. Three have indicated that they were available to stand for re-election, and submitted nominations forms (Phillip Brown, Peter Doupe and Peter McIntyre). That meant that TDB has 1 New Zealand and 1 Australian vacancy.

Mark Gregory has submitted a nomination form for election to the Board as a New Zealand representative.

As the nominations received did not exceed the maximum for any roles, no election was required and all nominees were welcomed to the Board by acclamation.

Moved 7a: *That the nomination of Phillip Brown, Peter Doupe and Mark Gregory as NZ Board members, and Peter McIntyre as Australian Board member be confirmed.*

By acclamation

Stuart Woods/Ian Clark
By acclamation

8. GENERAL BUSINESS

No General Business Items were raised.

The Chairman declared the 2018 Annual General Meeting closed at 5:55pm.

Signed as a correct record by: _____
Chairman

On (date)

Raymond
29 October 2018