

N Z TRIPS & PARKING DATABASE BUREAU



For the Exchange of Trips and Parking Information and Survey Data

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<u>Minutes of First Annual General Meeting</u>	
PRESENT:	David Gamble (Chairman-NZTPDB Board), S Turner (Beca), I Clark (Opus), T Kelly (Consultant), G Bean (3M), S Burnett (Gabites Porter), B Conaghan (Manukau CC), I Appleton (Transfund NZ), D Turner (MWH), , I Cox (Transit), J Gottler (MWH), D Petrie (Traffic Design Group), S Robson (Hastings DC), L Skilton (TDG), C Griffiths (Tauranga DC), T Morton (North Shore CC), M Douglass (NZTPDB Administrator), D McKenzie (NZTPDB Administrator), S Reddish (NZTPDB Board Member), John Toomath.
APOLOGIES:	Steve Spence, John Winter, Chris Freke, Alan Nicholson, Stuart Woods..
DATE:	16 September 2003, 5.30pm
VENUE:	Hotel Grand Chancellor Christchurch.

1. WELCOME

- Introduction from Dave Gamble (DG) who thanked all for attendance including administrators (Malcolm Douglass (MD) and Don McKenzie (DJM)) for input to setting up this first AGM.

2. ANNUAL REPORT

- MD spoke to the annual report and emphasised the “pioneering” parts of this first year. Current membership stands at 17. Transfund Research Reports 209 and 210 seem to be well used, and database CD is slowly gaining use by practitioners. Forthcoming requests for further research and data needs include places of assembly, schools, public recreation facilities (eg. aquatic centres, playing fields)
- MD emphasised the lack of incoming data from members and described the next three phases of research and investigation work which would involve
 - CBD parking,
 - household travel survey (using LTSA national survey data), and
 - central area residential uses.
- There was discussion dealing particularly with the operation of school parking and pick-up/drop-off areas, the provision of parking at schools, and measures to limit parking as an aid in reducing school travel demand. Agreed that the role of the Bureau is to collect and share such information

2.

- MD reported that due to the requirement of IPENZ policy on focus groups (as a “pure” focus group of the Transportation Group) the Bureau function of providing , cooperatively, a paid service as an independent entity, the Board had decided that the Bureau would need the status of an incorporated society, with liaison and continuing as a focus group of the Transportation Group. The Board has set in place the formulation of an Incorporated Society status including draft rules which have now been distributed with the AGM papers.
- MD reassured the meeting that the Bureau does not have a “charitable trust” status and that it is a contract engineering service to its members. It is not a community/voluntary organisation such as those to which Councils sometimes make annual grants as part of their community development programmes.
- For the record DG made minor amendments to the three figures in the final paragraph on p3 Item 4 of the Annual Report dealing with the end of year financial matters of the Bureau. Namely Total Income \$20,281, Expenditure \$14,721 and carry forward \$5,560.
- David Turner (MWH) initiated and Stephen Burnett (Gabites Porter) emphasised the need for the Board to formulate a business plan and strategies for encouragement and selling the products and services of the Bureau. John Gottler indicated in this regard that a useful model would be the TRAFINZ business plan that he could make available to the Board.
- Tim Kelly questioned whether there would be any value in continuing to seek grants and sponsorships from national sources eg. Transfund. In response M D emphasised the value of independence in the cooperative co-ordination of the profession. The membership involvement provides a greater technical focus than might otherwise be the case. The membership and subscription of Transfund, EECA, MoT, LTSA, Transit etc. is important and it could be that specific contracts as sponsored programmes could also be of great value to the Bureau further down the track.

Adoption of Annual Report. The Chairman moved the adoption of the Annual Report. Seconded by Steve Reddish.

CARRIED

3. RULES OF SOCIETY

- DG began discussion on the incorporation of Bureau. MD presented structure of membership classes, broadly encompassing:
 - Government agencies, universities,
 - Councils
 - Consultancies
 - Sole operators/Societies/Other individuals
- Simon Robson (Hastings DC) questioned about the status of the contact person and what should happen if this person leaves that organisation. The membership rules allowed the nominee person to be reviewed if this
- contact person changed and also an alternate could be confirmed by letter as a proxy for presenting remits and voting on any AGM matters.
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3.

- Ian Cox (Transit NZ) requested clarification of the wording in Section 6.7 of Draft Rules as to the member organisations, nomination of proxy and transfer of voting rights from one organisation to another. MD/DG emphasised that as with other society rules there is no intention to allow transfer of AGM or Special Meeting voting rights to another organisation.
- Steve Reddish suggested adding "or CPEng" to 7.1 (3) in terms of Board chairman and three members. This was generally agreed.
- Bruce Conaghan (Manukau CC) emphasised the need and clarification of face-to-face annual meetings.

Adoption of Rules. The Chairman moved adoption of the Rules of the Society as printed. Seconded by Steve Reddish. CARRIED

4. STATEMENT OF INCOME AND EXPENDITURE

- The Chairman presented the annual statement of accounts as tabled for the information of members at the meeting. There was some explanation. The Accounts were forwarded to the Board for approval.

5. ANNUAL PLAN AND BUDGET

- MD explained that the proposed Annual Plan 2003/2004 was prepared in accordance with the four key objectives, namely
 - To grow the NZTPDB Society membership from 20 to 40,
 - To revise and expand the database,
 - To complete present research and publish results; and
 - To maintain administrative processes for the Society.
- John Toomath recommended possible prioritisation of the annual plan and objectives. Following discussion there was general support for approximately equal weighting of these four objectives.

Adoption of Annual Plan. The Chairman moved receipt of Annual Plan, Seconded:- Ian Cox. CARRIED

6. BOARD MEMBERSHIP

- The Chairman moved the appointment of the Board members as included in the attachment. Seconded by Bruce Conaghan. There being no further nominations the chairman declared the Board elected. CARRIED

7. GENERAL BUSINESS

- Stephen Burnett suggested a fresh look at research funding via Transfund and sources other than subscriptions.
- Ian Cox enquired whether a direct approach had been made to Transit NZ for membership of the Bureau/Society and transit's National Planning Group. Ian suggested that Merv Lauder would be the point of contact. Ian Cox was prepared to assist the Bureau in these matters.

The Chairman thanked members for their attendance and participation.
Meeting closed at 6.50pm.

Signed Chairman:- _____

Date:- _____