

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

- Held:** At the Manukau Room, Auckland Transport, Henderson, Auckland, NZ; 2:45 pm, Wednesday 12^h September 2012
- Present:** Ian Clark (Board member – Chair for meeting), Stuart Woods (Executive Officer), Phil Brown (Board Member), Dave Wanty (TG Board member, MWH), Cameron Inder (BBO), Roger Dunn (University of Auckland), Prasad Tala (MWH), Malcolm Douglass (DCS Ltd), Bryce Hall (TPC), John Gottler (Aurecon), Craig Mitchell (Aurecon), Joe Philips (BECA), Chris Freke (Opus), Nathan Harper (Opus), Nick Etherton (TDG), John Parlane, Martin Huang (Tauranga City Council), Iain China (Tauranga City Council).
- Apologies:** Tony Brennand, Peter Doupe, John Hart, Alan Nicholson, Glen Koorey, Antoni Facey, Steve Abley

Minutes

1. APOLOGIES AND WELCOME

Ian Clark welcomed attendees to the 2012 AGM, noting that he had been asked to chair the meeting as Tony Brennand (Chair of TDB Board) was not able to attend the meeting due to work commitments.

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

John Gottler/Bryce Hall
CARRIED

2. MINUTES OF NINTH AGM (29th August 2011) AT WELLINGTON

The Minutes of the Ninth AGM held at Westpac Trust Stadium Function Centre, Wellington, on Monday 29th August 2011, which had previously been circulated were taken as read. It was noted that all references to the "Transport Group" should be read as "Transportation Group".

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

Dave Wanty/Ian Clark
CARRIED

3. AUDITED ACCOUNTS AND FINANCIAL STATEMENT 2010-2011

The audited accounts for the 2011/12 financial year were attached to the meeting agenda, previously circulated.

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

Moved 3a: *That the AGM authorise Board Chair and Executive Officer to sign the 2012 Financial Statements*

Moved 3b: *That the audited accounts and the financial statement for 2011-2012 be received and adopted.*

These two resolutions were considered together
Malcolm Douglass/Wes Edwards
CARRIED

4. CHAIRMANS REPORT FOR 2011-2012

The Executive Officer presented the Chair's report in absence, which had been previously distributed with the pre-circulated agenda. The Chair also noted that the Board continued to

operate primarily by way of tele-conferences of which there had been 4 in the past year.

There has been a slight decrease in membership, down to 45 NZ and 10 Australian, with a small number of new members approximately balancing resignations. Growing the membership continues to be an important activity for growth of TDB, and has received particular attention during Board meetings this year. This has featured in the draft Strategic Plan. A particular focus on attracting new Australian members is favoured in the short term. Chris Freke and Ian Clark are however continuing to work to secure memberships of Auckland Council and Auckland Transport.

The updated website was presented earlier in the day, with much comment and support. Use of the website generally continues to be steady with most users being from New Zealand and Australia and regular numbers from the US and UK. A key consideration for the coming year will be how to get the TDB database converted to web-access, and the updated site is set up to incorporate this initiative when ready. The updated website now offers the option of paid adverts and a similar opportunity will be explored for the newsletters.

The difficulty of securing new survey data to incorporate into the database was again noted, particularly with the Christchurch earthquakes preventing some planned University-sourced surveys. This issue is absolutely fundamental to the on-going life of TDB. A small number of options for new data are being pursued by the Executive Officer presently for some data, but many consultancies (and their clients) consider survey information to be their IP even when in the public domain, in contrast to the basic purpose of TDB and its membership. This was a significant workshop discussion item earlier in the day, with a number of actions noted.

One of the key initiatives in the past year has been the production of the draft Strategic Plan, presented earlier in the day to workshop attendees. The Board will continue to work on finalising this, including seeking wider membership inputs, over the remainder of this year. One of its key intentions is to set the direction and approach of TDB as it moves into its second 10 years.

Nevertheless, TDB's financial position continues to be steady and low key, suitable for its current operating approach. If as a result of the actions agreed in the Strategic Plan a significantly different approach is taken, then that will require reassessment of the financial basis of TDB as a key aspect of any changes.

In concluding, the Chair noted the completion of our current research programme and a range of other achievements. He also noted that there are a range of challenges that we need to tackle soon to ensure that TDB makes a positive contribution to the transport profession, and that we need to add value to our products and members.

A number of corrections to the report text were noted and accepted:

- Section 4: DAG Services and TRICS licences – Ian Carlisle's email address should read as ian.carlisle@tdg.co.nz
- Section 5 heading: should be 2011/12, not 2010/11
- References to RTA should be replaced with RMS
- References to Transport Group should be replaced with Transportation Group

Moved 4:- *That the Chair's Report for 2011/12 be received.*

John Gottler/Phil Brown
CARRIED

5. ANNUAL PLAN AND PROGRAMME

The Annual Plan was presented for consideration and discussion.

The meeting noted the \$17,000 allocation for "Misc. Surveys and Grants to Support Surveys" which was higher than the allocation from the previous year of which nothing had been spent. Notwithstanding, the meeting expressed a view that most survey data should be sourced from

existing material held by consultants and Councils as even \$17,000 will not go very far in TDB commissioning stand-alone surveys. However it was also recognised that increasingly consultants are not contributing material that they have despite it often being the public arena. A campaign related to this attitude is required.

Funds have been allocated towards the potential collaboration with TRICS on a joint research project which has been discussed over the past year. In discussing that initiative, further support was given to producing a "One World" paper to demonstrate the similarities and differences between NZ and Australian trip and parking patterns/demands. Some recent work has been conducted and reported on similarities between NZ and Australian data within our current database.

The issues surrounding revenue including membership growth and members resigning, and exploring other sponsorship opportunities generated concerned discussion.

Moved 5a:- That the Annual Plan and Programme for 2012/13 be received and adopted.

Moved 5b:- That the Board re-approach forcefully Road Controlling Authorities who are not members regarding membership.

Moved 5c:- That the Board explore and pursue as appropriate new revenue and sponsorship opportunities.

John Gottler/Roger Dunn
CARRIED

6. ELECTION OF BOARD MEMBERS

Due to Society Rules that require Board Members to stand down after a three year term, two NZ board members and two Australian board members stood down: Phillip Brown, Mike Blyleven, Peter Doupe and Paul Morris. Phillip and Peter indicated that they were available to stand for re-election. That meant that TDB had further vacancies for 2 Australian and 1 New Zealand elected Board members. The meeting noted its appreciation of the efforts and leadership of all those stepping down from the Board at this meeting.

Prior to the meeting, nomination forms were received for Phillip Brown and Peter Doupe. At the meeting a nomination was received for Wes Edwards. No other nominations were received. As the nominations met the maximum for New Zealand Board members and were below the maximum for Australian Board members, no election was required and all nominees were welcomed to the Board.

Moved 6: That the nominations of Phillip Brown and Wes Edwards as NZ board members and Peter Doupe as Australian board member be confirmed.

Chris Freke/Bryce Hall
CARRIED by acclamation

7. TDB STRATEGIC PLAN

The draft Strategic Plan was presented to the meeting. It had been subject of a session at the workshop earlier in the day. The plan's development process was discussed both related to its history as well as future development and adoption. This document is intended to provide key guidance on TDB's future direction and focus.

Moved 7a: That feedback from attendees at the workshop and AGM be invited and received over the coming 2 weeks for consideration in the next stages of plan development.

Moved 7b: That all comments and feedback provided from TDB members be received, reported, considered and as appropriate incorporated in the finalisation of the TDB Strategic Plan.

Moved 7c: That the TDB Board finalise and adopt the Strategic Plan by Christmas 2012, in light of the above recommendations.

Bryce Hall/ John Gottler
CARRIED

8. GENERAL BUSINESS

No general business was raised.

The meeting concluded with the cutting of a 10th Anniversary celebratory cake by Malcolm Douglass.

The Chairman declared the 2011 Annual General Meeting closed at 3.30pm.

Signed as a correct record by: _____
Chairman

On (date) _____