

N Z Trips & Parking Database Bureau Inc.

Telephone: 03 332 5504
Facsimile: 03 332 5506
Email: douglass.m@clear.net
or: don.mckenzie@tdg.co.nz

NZTPD BUREAU OFFICE
Post Office Box 28105
CHRISTCHURCH 8001
N E W Z E A L A N D

MINUTES of SECOND ANNUAL GENERAL MEETING

St James Theatre Wellington 5.30 pm Tuesday 7 September 2004

1. Present: S Spence (WCC), I Appleton (Transfund), B Alkema (Transfund), B Connaghan (MCC), Cliff Griffiths (TDC), S Robson (HDC), Gamble (Board Chairman), Douglass (Board Administrator), McKenzie (Board Researcher), Alan Parsons (HDC), Graeme Read (NSCC)

Apologies: J Winter, T Brennand, I Clarke, S Reddish, C Frekel, A Nicholson

2. Minutes of Previous AGM

The Minutes of the previous AGM held at TMW 2003 on Tuesday 16 September 2004 were circulated and confirmed.

Gamble/Robson.
Passed

3. Annual Report

The chairman presented his Annual Report highlighting the need for new members and more survey results for the database.

To a question Malcolm identified up to six further members within next month.

Malcolm noted Steve Abley is travelling in the UK and representing to TRICS and TRAVL UK the desirability of reciprocal arrangements and rights for sharing data.

Dave thanked Malcolm and Don for their work and contribution during the year.

The need to ensure the ongoing flow of data from Councils (via consultants) to Bureau, was discussed and the suggestion that a condition of engagement for a consultant could include agreement to forward the relevant survey information was recommended..

Moved *That the Annual Report be received and approved.*

Connaghan/Griffiths
Passed

4. Annual Accounts 2003/04

Malcolm presented the audited accounts prepared by Hargreaves Felton, and drew attention to the following items:

- Income within year \$29,500
- Expenses for year \$28,000
- Net assets \$9,200, last year \$8,200
- Accountants note regarding the reconciliation of invoices and membership.
- Invoices and payments received
- Malcolm also noted the proposed conversion from manual to computer-based over coming year

Moved *That the financial statement for 2003/2004 be adopted
And the Auditor Hargreaves and Felton be appointed for 2004/05..*

Alkema/Spence

The NZ-TPDB is an Incorporated Society and a Focus group of the IPENZ Transportation Group. Its purpose is to collect Data on Surveyed Trips, Parking and Traffic and share it with NZ professional engineers and planners.

Carried

5. Annual Plan Budget and Performance

Malcolm summarised the Annual Plan noting items under four objectives, and identifying balance between administration and growing database/new membership.

Mike Calvert enquired about potential for Transfund research funding. Malcolm responded that while a specific research item of TPBD could win a Transfund research grant the ongoing annual costs of TPDB would not gain a Transfund subsidy..

Graeme Read suggested standardised guideline for data provision and supply (including all modes).

6. Website

Graeme Read suggested that rather than read-only make it also available for downloading (eg .xls rather than .pdf). There could also be a Non-member access – for fee, eg Real Estate Institute pedestrian data.

Malcolm identified likelihood of more frequent technical notes (eg self storage and other land uses.).

Discussion about publicity profile of Bureau, eg IPENZ Media Liaison person and ability to get to Institute of Architecture, NZPI, RMLA.in the near future.

7. Subscription Levels

Dave noted that Board would be confirming fee levels at last year. This would include a minor redefinition and of C3 category definition for clarity .

8. Election of Members to Board

Alan Nicholson & Mike Calvert have retired from the Board. The nominations received from Ian Clarke (Opus) and Tony Brennand (GWRC) matched the two vacancies as required by the Rules. Were therefore confirmed .

Moved That the election of Ian Clark and Tony Brennand be confirmed.

Griffiths/Calvert
Carried

The chairman thanked Alan Nicholson and Mike Calvert for their services to the Burea.

9. Appointees Transfund and IPENZ had confirmed the continuance of Bob Alkema and Mike Blyleven.

Moved That the Transfund and Transportation Group nominess of Messers Alkema and Blyleven be confirmed.

McKenzie/Griffiths
Carried

10. General Business

Bruce Connaghan discussed the way in which monitoring results can be captured and used to assist traffic engineers and planners with Councils and TPDB, potentially feeding into NZPI for information. A joint protocol between the organisations and TPDB might be desirable..

Meeting closed 6:48pm