

Wynyard Quarter Transport Management Association		<i>Meeting No.1</i>
Board Meeting		
Date and time:	Wednesday 26th July 2017 10am	
Attendees:	<ul style="list-style-type: none"> • Peter Busfield (PB), NZ Marine • Anita Potgieter (AP), Fonterra • Tim Fitzsimmons (TF), Goodman • Lester McGrath (LM), Auckland Theatre Company • Dave Luxton (DL), Precinct Properties • Sian Waldron (SW), Viaduct Harbour Holdings • Murray Helm (MH), Bulk Storage • Dean McIntosh (DM), Sanford • Taryn Pearce (TP), Sanford (guest) • Louise Baker (LB), Opus • Fiona Knox (FK), Panuku • Sue Philbin (SP), Auckland Transport • Brigid Rogers (BR), Independent Contractor for WQ TMA set up 	
Apologies:	<ul style="list-style-type: none"> • Fred Botica (FB), Stolthaven Terminals • Alisdair Gribben (AG), Marvel Grill 	
Notes taken by:	Brigid Rogers	
Meeting Held at:	Fonterra HQ, Fanshawe Street	

Item	Discussion and Action	By who
1	<p>Introduction and apologies</p> <p>As host AP chaired the meeting and apologies were noted as above. Introductions were made and guest (TP) was welcomed to the meeting.</p> <p>AP thanked SP and BR for their work in bringing the TMA to fruition and welcomed the formally elected Board Directors to the TMA's first meeting.</p>	
2	<p>Notes from last meeting and matters arising</p> <p>SP was asked to try and find out more details regarding the CityHop spaces that had been allocated in Gaunt Street.</p> <p>SW thought that she may have something on file and would pass onto to BR if she did.</p> <p>It was confirmed that Panuku and Auckland Transport were to be non-voting members of the Board.</p> <p>Panuku's membership fee had been agreed by email and was set at \$2,000pa.</p> <p>BR reported that Heart of the City (HOTC) had been in touch since the meeting and were keen to look at ways to work together.</p> <p>The notes of the last meeting were accepted – proposed by AP seconded by TF</p>	<p>SP</p> <p>SW</p>
3	<p>Notes from Annual General Meeting</p> <p>The Board needs to appoint an auditor and a business had been approached. BR was waiting for a response.</p> <p>There was discussion around the cost of auditing accounts and it was suggested that the Rules be amended to reflect the accounts be reviewed by a suitably qualified person, rather than a formal audit. Section 18.1. DM pointed out that there had been a name change to the NZ Accounting body – BR to check.</p> <p>The notes of the AGM were agreed as an accurate record. Proposed TF seconded DM</p>	<p>BR</p> <p>BR</p>

<p>4</p>	<p>Obligations of Board members</p> <p>PB sought clarification that the WQ TMA financial year started 1 July and ran until 30 June. That was confirmed as correct.</p> <p>There was further conversation around auditing process as well as insurance requirements. TF offered to provide advice on insurance requirements as the work of the TMA becomes clearer.</p> <p>LM pointed out that in section 36 changes can be made to the Rules. Special Resolutions are covered in section 32.</p> <p>All Board Directors were asked to review the Rules and pass any comments back to BR so that amendments could be made at a future special meeting. For example, allowing decisions made by email needs to be added to the Rules.</p>	<p>TF</p> <p>ALL</p>
<p>5</p>	<p>Election of officers</p> <p>BR reported that she had received email confirmation from AP that she would like to be considered for chair or vice chair. PB and TF had subsequently expressed their interest in the same positions.</p> <p>AP, TF and PB were then asked to leave the meeting. A discussion and vote took place and the following were duly elected: AP Chair TF Vice Chair DM offered to be Treasurer and this proposed by MH and seconded by LM – this was unanimously accepted. All candidates were thanked for offering their time and expertise.</p> <p>BR confirmed that the seats on the Board belonged to the company and not the individuals. However, should an officer leave, that position would become vacant and an election would take place.</p>	
<p>6</p>	<p>Funding Agreement - AT</p> <p>SP confirmed that \$60,000 had been allocated for a Coordinator in the first year to help the TMA get fully established. A funding agreement would be drawn up between AT and WQ TMA. SP to prepare a draft funding agreement for the role of the coordinator before the next Board meeting in August. BR was asked to leave the meeting while the Board discussed the role of the Coordinator.</p> <p>The Board agreed to separate the two roles of secretary and coordinator. TF proposed that the membership fees be used to pay for the secretary role (if necessary) which would be in addition to the coordinator role. BR asked to provide a proposal to the chair on duties of coordinator and hourly rate by 4th August. It was agreed that AP as chair would make the decision regarding the appointment of the coordinator and secretary for the next 10 months. This was proposed by PB and seconded by LB.</p>	<p>BR</p>

<p>7</p>	<p>Website update and Launch</p> <p>BR encouraged all Board Directors to email through any images that they were happy to share so that the website could be refreshed from time to time. Any items of news please send to BR who can then update the website.</p> <p>DM suggested adding the website address onto the bottom of TMA emails – this was agreed.</p> <p>The Launch planned for mid-August has now been postponed until November 2017.</p> <p>AP asked the Board to consider what the aim of the Launch was. BR suggested that a soft launch could take place (based on media releases and advertising) and once key projects were underway they could be used to showcase the work of the TMA at a launch event. BR stressed that there was only one chance for a positive launch.</p> <p>SP felt that the time for a launch was now and that the TMA had already achieved a lot with advocacy on parking, speed limits and cycle paths, and the research reports. LB agreed that there was a need for a formal launch event, but felt that the target audience needed to be clarified.</p> <p>SP suggested a compromise whereby the TMA launched and promoted the new carpooling app. PB expressed concern that a carpool focus could deter some businesses. He asked about becoming a notifiable organisation. SP said that from her investigations with AT and AC it was difficult to show a formal process around notifiable organisations.</p> <p>PB felt that the TMA should focus on the future opportunities for WQ – electric buses, ferries into the area, it is widely known that WQ is a challenging area. LM suggested that the opportunity for the TMA was around the America’s cup in 4 years. There will be a huge focus on the area and the TMA need to be fully engaged with the conversations and help shape the solutions.</p> <p>MH felt that the launch needed a business focus with a list of projects the TMA might work on. SP pointed out that the list of projects and the focus for the TMA was identified in the draft business plan. TF suggested that the TMA identify projects then seek the views of the membership to steer direction. LM suggested that a communication strategy be put in place and the TMA exploit all opportunities to get the message out. LM felt strongly that a launch was not the place to generate funds. SW asked about the use of social media and suggested that members share links to the TMA’s new website. AP asked that we draft a message to accompany any link shared to ensure one consistent message to all.</p> <p>BR to work on a communications plan.</p> <p>Agreed that a first press release would go out in September with a launch in November if appropriate. Final decision to be made at next Board meeting.</p>	<p>ALL</p> <p>BR</p> <p>ALL</p> <p>BR</p>
<p>8</p>	<p>Business Plan</p> <p>At the Interim Board meeting in April LB had suggested that in order to help secure funding, the TMA Business Plan needed some work to align it to other regional and national strategy documents. The Board agreed this was a good approach. Opus have now completed this work and a copy is attached.</p> <p>All Board Directors to review the report and let BR know if there are any relevant documents not covered in the report.</p> <p>All Board Directors to review the Business Plan before the next meeting as it is still in draft format and needs to be formally adopted.</p> <p>The Board thanked LB for the report.</p>	<p>ALL</p> <p>ALL</p>
<p>9</p>	<p>Items of interest</p> <p>AT are having a Car free month in September. AP asked that SP send the information through to BR so that it could be loaded onto the website.</p> <p>DL mentioned contact from Yoo Go car share company. TF urged caution committing to one provider when there may be better deals in the near future. AP suggested that in the future the Board may wish to see a presentation from them.</p>	

10	<p>Dates and venues for future Board meetings</p> <p>It was agreed to try for the 4th Wednesday of each month starting at 10am. Meeting dates are therefore proposed as follows:</p> <p>Wednesday 23rd August 2017 Wednesday 27th September 2017 Wednesday 25th October 2017 Wednesday 22nd November 2017</p> <p>Wednesday 24th Jan 2018 Wednesday 28th February 2018 Wednesday 28th March 2018 Wednesday 18th April 2018 (moved to avoid Anzac day) Wednesday 23rd May 2018 Wednesday 27th June 2018 Wednesday 25th July 2018</p> <p>If Board members are able to host meetings please let BR know convenient dates and venues.</p>	ALL
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