

<b>Wynyard Quarter Transport Management Association</b>		<i>Meeting No.15</i>
<b>Board Meeting</b>		
<b>Date and time:</b>	<b>Thursday 25<sup>th</sup> October 2018 9am</b>	
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>• Anita Potgieter (AP), Fonterra – Chair</li> <li>• Fiona Knox (FK), Panuku</li> <li>• Adam Davis (AD), Sanford</li> <li>• Miguel Menezes (MM), Auckland Transport</li> <li>• Peter Bowden (PBP), Precinct Properties</li> <li>• Fred Botica (FB), Stolthaven Terminals</li> <li>• Bernard Trevor (BT), ASB</li> <li>• Brigid Rogers (BR), WQ TMA Coordinator</li> </ul>	
<b>Apologies:</b>	<ul style="list-style-type: none"> <li>• Lester McGrath (LM), Auckland Theatre Company – Chair</li> <li>• Louise Baker (LB), WSP Opus</li> <li>• Peter Busfield (PB), NZ Marine</li> <li>• Murray Helm (MH), Bulk Storage Terminals</li> <li>• Pippa Coom (PC), Waitemata Local Board Chair</li> </ul>	
<b>Notes taken by:</b>	Brigid Rogers	
<b>Meeting Held at:</b>	Fonterra	

<b>Item</b>	<b>Discussion and Action</b>	<b>By who</b>
<b>1</b>	<p><b>Apologies and notes from last meeting / matters arising</b> Apologies as noted above.</p> <p><b>Matters arising</b> TMA accounts - ASB offered to see if they could get the TMA accounts reviewed. A new signatory is needed as Dave Luxton has now left the TMA Board Notes from September meeting were approved – PBP proposed seconded by AD.</p>	<b>BT</b>
<b>2</b>	<p><b>Presentation: Annex 18 Results and methodology</b> Michael Jongeneel from Flow gave a presentation to the Board a copy of which is attached with these notes. MM noted that information was already being collected on a more frequent basis in the CBD. For example the number of people getting on and off buses, walking and cycling counts etc. The Annex 18 does an annual survey of travel modes to buildings but MM suggested that businesses might consider undertaking more frequent “health checks” and that data be shared with Auckland Transport. MM talked about a star rating for businesses who made changes in mode share. AP asked for a standard template that could be used for staff surveys. AP noted that any additional staff surveys undertaken by businesses in WQ would not replace the current Flow Annex 18 survey. TF suggested that AT use WQ as a test bed for the proposed star rating scheme and any other initiatives. AP suggested that it was perhaps more important to look at why people weren’t changing travel behaviour and the barriers to change. AD added that the Star Rating system might work for some businesses but at Sanford where</p>	

	staff are working shifts and are needing to travel at times when PT isn't available it would be difficult to sign up and then get penalised for issues that couldn't be easily solved.	
<b>3</b>	<p><b>Presentation: Downtown Infrastructure delivery programme</b></p> <p>Aaron Hutchings gave a presentation a copy of which is attached with these notes. This is an accelerated programme to enhance the Downtown area and its connections with the CBD and waterfront areas.</p> <p>AP asked that WQ TMA be kept informed when travel modes were impacted – such as disruptions to ferry travel.</p> <p>AH reported that the project had 2 development response staff who would seek to mitigate the impact of the development project. AH reported that there would be pop up info centres operating November 2018 along with new comms. Construction work due to start late 2018. BR to ensure WQ website updated with latest information.</p>	<b>BR</b>
<b>4</b>	<p><b>Update from WEA</b></p> <p>Michael Goudie sent his apologies as he is on leave. Community Liaison Group had met earlier in the day and a construction pre start meeting has been pencilled in for 6<sup>th</sup> December.</p>	
<b>4</b>	<p><b>Wynyard Point update</b></p> <p>FB explained that the very far end of the site would continue operating until June 2020. Stolthaven were to level the site but they have been asked to leave some infrastructure in place – offices and the drainage. However they will be off site ready for AC36 by end of December 2018. FB understood that Bulk Storage would be on site until August 2019.</p> <p>FB mentioned that there would be an increase in fuel tankers in and around WQ during November, December and January due to issues at Marsden Point.</p>	<b>ALL</b>
<b>5</b>	<p><b>Funding update</b></p> <p>MM confirmed that AT would support the TMA with a contribution of \$30,000 and that a PO number had been raised. The Contract agreement would be extended from last year. MM to send PO number to BR so that an invoice could be raised.</p>	<b>MM/ BR</b>
<b>6</b>	<p><b>Animated PT map and Royal visit</b></p> <p>AP thanked LB for the great work on pulling the map together. The map is now loaded onto TMA website and had been widely circulated as part of the Royal visit comms.</p> <p>AP reiterated that the Board needed to approve and sign off on all comms going out on behalf of the TMA. At the very least it should be approved by Chair and Vice. As a rule comms should go out from the TMA (rather than individual businesses).</p> <p>AD commented on the Royal flyer and thought it was a good way of getting the message out to the WQ business community.</p> <p>BR acknowledged that there were more changes coming for the Royal visit and the latest updates would be on the website and FB page. BR asked that Board members liked and shared the TMA FB page.</p>	<b>ALL</b>  <b>ALL</b>
<b>5</b>	<p><b>AGM</b></p> <p><b>Annual review</b></p> <p>WSP Opus is helping finalise this document. This will be circulated with an email regarding Board elections and membership fees.</p> <p>BR notified the Board that a notification to members needs to be made giving 21 days' notice</p>	

	<p>for a change of Rules. The change in wording has been approved by the IRD and that will reflect the non-profit status that has been suggested by the Treasurer.</p> <p><b>Date of AGM</b> Date for AGM to be determined in conjunction with availability of meeting rooms. AP to confirm with BR.</p> <p>TF asked about a possible seat for new owners Blackstone. BR confirmed that the original signatories (ASB Theatre, Bulk Storage, Fonterra, Goodman, NZ Marine, Sanford and WSP Opus) have a seat on the Board for the first three years and that those seats were non-transferable. Any Board member who had potential new members should contact BR.</p> <p><b>Review of accounts</b> BT offered to see if anyone at ASB could assist with this.</p> <p><b>Board elections</b> BR reported that LM had accepted a new role in Wellington and would be leaving ASB Waterfront Theatre in January. AG had resigned from the Board via email as business interests had him spending time in Queenstown. There would be 5 vacant seats on the Board.</p>	<p><b>ALL</b></p> <p><b>AP</b></p> <p><b>ALL</b></p> <p><b>BT</b></p>
6	<p><b>Updates</b> <b>Panuku</b> FK reported that everyone was focussed on getting ready for construction. WEA had moved some staff into WQ offices and were setting up ready to deliver the project.</p>	
7	<p><b>Items of interest / AOB</b> <b>Motorbike parking in WQ</b> Carried over from September meeting - MM confirmed that provision of additional spaces was the jurisdiction of AT and he would report back at the next meeting.</p> <p><b>Inugo update</b> AP confirmed that progress was being made on Fonterra site. At the moment it would be only available for Fonterra staff but the view was to open up to public after hours in the future.</p> <p><b>Electric bikes &amp; foldable bikes</b> AP had been approached by a local company who had foldable electric bikes for sale. Board discussed that it was perhaps appropriate to support businesses in WQ before going to companies outside the area.</p> <p><b>Bus layover update</b> BR to follow up with Paul Edmonds from AT. It was noted that buses were still stockpiling in Beaumont Street.</p> <p><b>Events</b> FB suggested that a regular item be added to the agenda to cover off any events taking place in and around WQ.</p> <p><b>Precinct</b> PBP reported that work on 10 Madden, a new 6 level commercial space, would be starting in November 2018.</p>	<p><b>MM</b></p> <p><b>BR</b></p> <p><b>BR</b></p>

