

Wynyard Quarter Transport Management Association		<i>Meeting No.2</i>
Board Meeting		
Date and time:	Wednesday 23 August 2017 10am	
Attendees:	<ul style="list-style-type: none"> • Anita Potgieter (AP), Fonterra - Chair • Peter Busfield (PB), NZ Marine • Alisdair Gribben (AG), Marvel Grill • Lester McGrath (LM), Auckland Theatre Company • Dave Luxton (DL), Precinct Properties • Dean McIntosh (DM), Sanford • Brigid Rogers (BR), Independent Contractor for WQ TMA set up 	
Apologies:	<ul style="list-style-type: none"> • Tim Fitzsimmons (TF), Goodman • Sian Waldron (SW), Viaduct Harbour Holdings • Fiona Knox (FK), Panuku • Sue Philbin (SP), Auckland Transport 	
Notes taken by:	Brigid Rogers	
Meeting Held at:	ASB Waterfront Theatre	

Item	Discussion and Action	By who
1	<p>Presentations from Auckland Transport</p> <p>Abi Mace and Karen Thomson from Auckland Transport (AT) were welcomed to the meeting. Both presentations are attached. Abi presented the Car Free day which is taking place on 22 September. The idea being that businesses in WQ use their car parking spaces in other ways on that day. Suggestions include a staff morning tea or Party space. AT can help by providing posters, flyers and other promotional material. Karen introduced the Board to the new Carpool app and encouraged WQ to set up their own URL. Businesses would then have their own carpool site, several WQ employers have already signed up. Commuters within the area could then look for carpooling opportunities with fellow workers or with someone working in another business in WQ. There is a website and mobile app. AP thanked Abi and Karen for attending.</p>	
2 & 3	<p>Apologies, Notes from last meeting and matters arising</p> <p>Apologies were notes as above.</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>The notes of the last meeting were accepted – proposed by PB seconded by DL. AP then signed the notes.</p>	SP
4	<p>Update on funding agreement with AT</p> <p>AP reported that a draft agreement had been sent through last week. AP and TF had reviewed it and were comfortable with the content. AP confirmed that the original funding of \$60,000 had been reduced to \$48,700 but will now cover the period from September 2017 to 30th June 2018.</p> <p>AP ran through the draft agreement and the Board members present were confident that the targets proposed by AT could be achieved.</p>	

	<p>PB offered to share any useful information with the members of NZ Marine and could also add items on their website.</p> <p>AP suggested that a regular e.newsletter directing people to the TMA website could help with communications. DL suggested drawing up a schedule of targets to ensure they could be achieved in the time frame allocated. LM recommended dropping action points into the proposed schedule of targets.</p> <p>The funding agreement was accepted by the Board, it was proposed by PB seconded by DL. The Board agreed that AP should meet with AT and could make any minor changes on their behalf.</p>	<p>BR</p> <p>AP</p>
<p>5</p>	<p>Update on Coordinator and Secretary positions</p> <p>AP confirmed that she had received proposals from BR in respect of the above. AP confirmed that BR would be paid on an hourly basis for both roles. No agreements could be made with BR until funding from AT was in place.</p> <p>LM asked what other outgoings the TMA was expecting. BR confirmed that there were hosting costs for the website, insurance (covered in the next item), venue hire fees, and possibly accounting fees. There may be project costs but these were not yet known.</p>	
<p>6</p>	<p>Financial matters</p> <p>BR confirmed the following needed to be undertaken:</p> <ul style="list-style-type: none"> • Obtain an IRD number for WQ TMA and ask IRD about tax exemptions <p>AP and DM to provide their IRD details on the application form</p> <ul style="list-style-type: none"> • Add not for profit into WQ TMA Rules <p>BR to draft suggested changes subject to Board and special meeting approval.</p> <ul style="list-style-type: none"> • Decide on an accounting package and who will do the accounts <p>DM recommended using MYOB and offered to set up the system and run the accounts for the first 6 months. DM to advise AP of any associated costs.</p> <p>Board agreed to use MYOB – proposed by AG seconded by LM</p> <ul style="list-style-type: none"> • Appoint auditor (subject to change of Rules) <p>The Board agreed that based on the low level of accounting activity the Rules to be amended to reflect a review rather than audit. This would be subject to AT approval.</p> <ul style="list-style-type: none"> • Decide on which bank to join and who will be authorized on the bank account <p>Board agreed to bank with ASB and signatories confirmed as AP, TF, DM and DL this was proposed by AG and seconded by PB. BR to let them all know when the account was set up.</p> <ul style="list-style-type: none"> • Decide who will do end of year tax returns <p>This will be determined nearer the time.</p> <ul style="list-style-type: none"> • Insurance <p>TF had received advice from AON. This suggested that WQ TMA was a low risk organisation however they recommended \$1 public liability insurance which would cost around \$1000 pa. TF to review and advise when policy should start, probably after coordinator had been appointed. A copy of the documentation from AON would be circulated to all Board members.</p> <p>AP encouraged all Board members to talk with their employers regarding their risk as being part of WQ TMA. DM suggested that Director and Officer insurance would be covered by each Board members employer and not the TMA. If anyone has any contacts within insurance environment please let BR know.</p>	<p>AP & DM</p> <p>BR</p> <p>DM</p> <p>BR</p> <p>BR</p> <p>BR</p> <p>BR</p> <p>ALL</p>

7	<p>Review of Rules</p> <p>BR thanked SW for her comments which had been sent though prior to the meeting. AP confirmed that the Rules had been in draft until such time as the Board was elected and they would then review and adopt them. However a set of Rules had been lodged when the company was incorporated. BR to find out the process for updating Rules with Companies Office.</p> <p>BR will send round to all Board members the sections in which changes are proposed. All Board to review and give any feedback to BR by 15th September 2017.</p>	BR BR ALL
8	<p>Prioritization of the Business Plan</p> <p>PB said he had some zoning information that we would send through to LB for inclusion in the alignment report.</p> <p>AP asked that any of the Board who would like to be involved in a subcommittee working on the prioritization of the Business Plan contact BR as soon as possible.</p>	ALL
9	<p>Update on Communications Plan</p> <p>BR had been working with LM, FK and SP on the plan. A draft of which will now be circulated to the Board. Any comments please feedback to BR.</p>	BR
10	<p>Items of interest and AOB</p> <p>AP advised the Board that she had attended an event organised by HOTC at which the Prime Minister was present. Bill English had asked AP about the work of the TMA.</p> <p>The Board agreed that Pippa Coom be invited onto the Board as a non-voting member until the next AGM. Proposed AP seconded LM.</p> <p>Membership – BR asked that anyone who had contacts in WQ could encourage the organisation to become members. LM was in contact with ASB, DL would talk with Warren & Mahoney, TF would try KPMG. AP reported that Air NZ were still considering the options.</p> <p>BR reported that HOTC were undertaking a review of servicing and loading in the CBD and that would include WQ. BR would add to TMA website and make businesses aware of the review.</p> <p>AOB</p> <p>FK suggested that she make a presentation to the October Board meeting updating TMA on activities. This was agreed.</p> <p>DM reported that Adam Davis will be attending on behalf of Sanford. Adam is the new facilities manager for Auckland and will attend with DM at the next Board.</p>	BR DL, LM, TF BR

Dates and venues of future meeting are below. Anyone who can host a Board meeting please let BR know.

DATE	VENUE
Wednesday 27 th September 2017	Fonterra
Wednesday 25 th October 2017	Precinct Properties
Wednesday 22 nd November 2017	Auckland Transport
Wednesday 24 th Jan 2018	Fonterra
Wednesday 28 th February 2018	Sanford - tbc
Wednesday 28 th March 2018	
Wednesday 18 th April 2018	NZ Marine - tbc
Wednesday 23 rd May 2018	
Wednesday 27 th June 2018	Fonterra
Wednesday 25 th July 2018	NZ Marine - tbc