

Wynyard Quarter Transport Management Association		<i>Meeting No.5</i>
Board Meeting		
Date and time:	Thursday 30 November 2017 10am	
Attendees:	<ul style="list-style-type: none"> • Anita Potgieter (AP), Fonterra • Tim Fitzsimmons (TF), Goodman - Chair • Lester McGrath (LM), Auckland Theatre Company • Peter Busfield (PB), NZ Marine • Fred Botica (FB), Stolthaven Terminals • Dave Luxton (DL), Precinct Properties • Sian Waldron (SW), Viaduct Harbour Holdings • Adam Davis (AD), Sanford • Bernard Trevor (BT), ASB • Brigid Rogers (BR), Independent Contractor for WQ TMA set up 	
Apologies:	<ul style="list-style-type: none"> • Alisdair Gribben (AG), Marvel Grill • Pippa Coom (PC), Waitemata Local Board Chair • Fiona Knox (FK), Panuku • Louise Baker, (LB) Opus • Dean McIntosh (DM), Treasurer • Murray Helm (MH), Bulk Storage Terminals • Sue Philbin (SP), Auckland Transport 	
Notes taken by:	Brigid Rogers	
Meeting Held at:	Fonterra	

Item	Discussion and Action	By who
1	<p>Apologies, notes of last meeting and matters arising Apologies were noted as above.</p> <p>AP asked that the notes record that the Book a Park agreement with Fonterra expires in December 2017.</p> <p>Notes of the last meeting were agreed - proposed by TF seconded by DL.</p> <p>Notifiable organisation – BR reported that she had contacted Jim Quinn Chief of Strategy at Auckland Council and that his office has said they would let other departments know to keep WQ TMA informed.</p>	

<p>2</p>	<p>Presentations by Parkable and Inugo</p> <p>Copies of both presentations are attached. Comments after the presentations included: TF advised the group that lease agreements need to be varied in some cases in order to sublet spaces. TF likened the situation to “hot-desking for car parking” and noted that this area had been over looked by many businesses. So whilst they had very efficiently used office space car parking was not being so efficiently utilised.</p> <p>BR asked about finding solutions for technology challenged customers, and valet parking. FB questioned the Health & Safety aspects of allowing someone to use your car park - what would the liability be if anything went wrong?</p> <p>The Board requested that a second presentation be set up with Inugo before Christmas.</p>	<p>BR</p>
<p>3</p>	<p>Update on Public Transport in WQ</p> <p>Daniel Newcombe and Anthony Cross attended representing AT strategy and AT Public Transport. A copy of Daniels presentation is attached.</p> <p>The Board were pleased to see that the PT services will travel along Jellicoe Street to the main entertainment hub (along the back of North Wharf) and then down Halsey Street. There was some discussion about the location of bus stops and Anthony took on Board the comments that the City Link bus stop should be as close as possible to the hub (preferably not at the end of Beaumont Street). Discussion included looking at the City Link travelling anti clockwise up Halsey Street. Anthony said he would look into that but that the junction of Halsey and Jellicoe (outside ASB) could be an issue.</p>	
<p>4</p>	<p>Funding agreement with AT</p> <p>The first payment for WQ TMA had now been paid into the bank account. WQ TMA thanked AT for their support.</p>	
<p>5</p>	<p>Financial matters</p> <p>DM produced a financial statement that had been circulated to the Board. There were no questions and the Board accepted the report. Proposed LM seconded TF</p>	
<p>6</p>	<p>Insurance</p> <p>TF recommended that all Board members check with own employers regarding Directors liability.</p> <p>TF reported that in essence the TMA were engaging BR and therefore had some liability for that. The TMA are now managing money and hosting events and with this comes risk and liability. TF recommended that the TMA take out a broad policy the cost of which would be around \$1000pa. If anyone has any other options that they would like to put forward please send to BR.</p> <p>AP asked that a draft budget be produced by DM for the next Board meeting.</p>	<p>ALL</p> <p>ALL</p> <p>DM</p>
<p>7</p>	<p>Carpooling scheme update</p> <p>BR confirmed that a landing page was in the process of being finalised and would be circulated to Board. BR asked that anyone who could share pictures of people carpooling please email them to her as soon as possible.</p>	

	<p>The apps (Parkable and Inugo) that were being looked at would be a huge benefit to car-poolers and BR recommended that they be launched along with the carpool scheme to encourage participation.</p>	
8	<p>Updates</p> <p>AP informed the Board that she had meet with PC and been encouraged to present to Heart of The City Board as well as the Local Waitemata Board. A date for the presentation to the local Board had been booked in for early December. PC would in future provide an update for the Board if unable to attend.</p> <p>AP also reported back on a positive meeting with AT senior managers within the Transport Operations division. They had agreed to facilitate a further meeting with AT staff to share knowledge of the work of the TMA. AP was in the process of scheduling another meeting with AT.</p>	AP
9	<p>Items of interest</p> <p>SW had set up a Facebook page for WQ TMA and wanted to gauge the support of the Board for the initiative and asked who would administer the page? SW to circulate notes via email to all Board members. BR thanked SW for the work that she had put in so far to this social media tool.</p> <p>BR reported that a meeting of North Wharf businesses had taken place and concerns raised had now been sent to AT. SP was working with the group.</p> <p>BR has had positive meeting with ASB, Microsoft and KPMG regarding sustainable transport options with a view to reducing congestion in WQ. These conversation are ongoing.</p> <p>Datacom networking event held on 21 November was well received and showed how change to travel behaviour can happen. Several other businesses now keen to learn from Datacom experiences.</p> <p>BR was in the process of arranging presentation to other organisations including Panuku and HOTC.</p> <p>Americas Cup – PB showed the two options still on the table. Meeting on 14th December will decide the final location.</p> <p>FB asked that BR contact Panuku to find out what events are coming up in the area that businesses need to know about. FB commented that there used to be regular meetings at which details of events were shared but these seem to have stopped taking place. BR to contact Panuku events team.</p>	<p>SW</p> <p>BR</p> <p>BR</p>