



Wynyard Quarter Transport Management Association

ANNUAL GENERAL MEETING

Wednesday 20th November 2019 at 1230pm

Held at ASB Waterfront Theatre, 138 Halsey Street, Wynyard Quarter

1. Attendees were confirmed as follows:

Company	Name
151 Property	Ben Twigden
151 Property	Ryan Carter
Auckland Theatre Company	Natasha Gordon
Auckland Transport	Kevin Leith
Fonterra	Anita Potgieter
Goodman	Tim Fitzsimmons
Mott MacDonald	Lucy Millier
NZ Marine	Peter Busfield
Precinct Properties	Lauren Tilson
Sanford	Adam Davis
WQ TMA Coordinator	Brigid Rogers
WSP	Shifani Sood

Apologies received from:

Heart of the City	Tania Loveridge
Panuku	Fiona Knox
Stolthaven Terminals	Fred Botica
Tramco	Daniel Scott
Waitemata Local Board	Pippa Coom
WSP	Louise Baker

2. Welcome and house keeping

Natasha Gordon (NG) welcomed everyone to the ASB Waterfront Theatre and explained the process should there be an emergency. NG then handed over to Anita Potgieter (AP), as the current Chair of WQ TMA to present the AGM documentation.

3. Notes of the last AGM

AP reported that this was held on 30th November 2018. A copy of the notes of the last AGM had been circulated and are available on the TMA website. The notes were agreed as correct – proposed by Natasha Gordon and seconded by Lucy Millier.

4. Review of 2018 to 2019

AP informed the attendees that hard copies of the Annual Review were available at the AGM and are also on the TMA website. AP thanked WSP for their help with the graphic design of this document. Highlights from last year included:

- Animated public transport map - AP thanked WSP for all their help with this
- Royal visit travel advice
- Electric bike tours for WQ employees

- Promotional videos to promote sustainable journeys – AP thanked NG for her help making this project happen
- Submissions included Te Wero Crossing, Climate Action Framework, and City Centre Masterplan
- Travel planning with major employers

5. Review of financial accounts year ending 30 June 2018

AP reported that a review had been undertaken by Matley Chartered Accountants, Hamilton. Matley are an independent Chartered Accountants who have no connection with the TMA in any capacity.

David Waine, MD of Matley Chartered Accountants stated:

“Based on my review, nothing has come to my attention that causes me to believe that the accompanying financial statements do not give a true and fair view.”

The review was been circulated to those who had indicated they would be attending the AGM and is on the TMA website. AP asked the members present to agree and approve the financial review for the previous year. The review of the accounts was accepted and approved – proposed by Peter Busfield and seconded by Adam Davis. AP asked the members present to approve the appointment of Matley Chartered Accountants to review the accounts next year. This was agreed proposed by Adam Davis, seconded by Tim Fitzsimmons.

6. Priority project, action plan and budget for 2019 to 2020

AP ran through the priority projects and highlights of the proposed Action Plan.

America's Cup

- Continue to work with WEA and ATEED to ensure strong dialogue and understanding of the issues faced by businesses in the area
- Ensure the views of businesses are represented and heard
- Provide regular updates and communications to TMA members

Promote sustainable journeys

- Seek to encourage more sustainable journeys in and around Wynyard Quarter
- Promote electric car share schemes
- Look at electric bike loan schemes for employees in the area
- Lobby to ensure good public transport connections
- Promote transport related safety through trials and activations

Optimise car parking

- Seek to open up private car parking spaces for use out of hours
- Utilize new technologies to enhance customer experiences

Stay connected

- Continue to advocate on behalf of TMA members
- Regularly update TMA online presence
- Submit on relevant issues on behalf of TMA members

Monitor and review

- Produce a standardized staff travel survey
- Review monitoring data being collected in Wynyard Quarter
- Monitor changes in travel behaviour and celebrate successes

AP presented the draft budget (shown below) and explained that the Board may review the budget over the coming months, as priorities may change. AP thanked Auckland Transport for their ongoing support.

Income	
Membership fees	25,000
Core funding - Auckland Transport	30,000
Project funding	15,000
Total income	70,000
Programme costs	
Member expos & activations	4,000
Event coordination	2,000
Marketing & PR	2,500
Advocacy	2,500
Professional fees & research	2,000
Comms	
Website	3,000
Facebook, EDM and other	1,000
Administration	
Contractor	50,000
Board & secretarial services	1,000
Contingency	2,000
Total expenses	70,000

Members had no questions, so AP asked that the members present accept the proposed Action Plan and Budget for 2019 to 2020. This was agreed – proposed by Lucy Millier and seconded by Natasha Gordon.

7. Appointment of WQ TMA Board

AP confirmed that the founding signatories would remain on the Board. These are: Auckland Theatre Company, Fonterra, Goodman Property Services, NZ Marine, Sanford and WSP Opus.

Appointment of new Board members:

Following a formal election process the following businesses will be joining the Board: 151 Property, Mott MacDonald, Precinct Properties and Viaduct Harbour Holdings Ltd.

AP reported that one seat was still available and that a nomination had been received from Infratil. As they are not yet members of the TMA, this nomination could not be accepted at this time. AP congratulated all new Board members, and asked if anyone knew of any perspective Board members that they contact Brigid Rogers. AP reminded all Board members that the next Board meeting was scheduled for Wednesday 27th November at 10am.

8. Acknowledgements

AP thanked everyone for attending and in particular the members of the Board for their hard work over the last year. AP thanked Auckland Transport for their funding.

Special thanks went to Pippa Coom (the Local Board rep) and Fiona Knox (Panuku), both non-voting members of the Board for their advocacy efforts on behalf of the TMA. BR reported that a new rep for the Local Board had been identified and was keen to be involved. AP thanked Brigid Rogers for her hard work. AP closed the AGM at 1255pm.