

Wynyard Quarter Transport Management Association		<i>Meeting No.3</i>
Board Meeting		
Date and time:	Wednesday 27 September 2017 10am	
Attendees:	<ul style="list-style-type: none"> • Anita Potgieter (AP), Fonterra - Chair • Lester McGrath (LM), Auckland Theatre Company • Pippa Coom (PC), Waitemata Local Board Chair • Sian Waldron (SW), Viaduct Harbour Holdings • Sue Philbin (SP), Auckland Transport • Adam Davis (AD), Sanford • Dean McIntosh (DM), Treasurer • Murray Helm (MH), Bulk Storage Terminals • Dave Luxton (DL), Precinct Properties • Brigid Rogers (BR), Independent Contractor for WQ TMA set up 	
Apologies:	<ul style="list-style-type: none"> • Peter Busfield (PB), NZ Marine • Tim Fitzsimmons (TF), Goodman • Alisdair Gribben (AG), Marvel Grill • Fiona Knox (FK), Panuku • Louise Baker, (LB) Opus • Fred Botica (FB), Stolthaven Terminals 	
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</p> <p>AP welcomed PC and AD to the meeting and introductions were made. DM explained that AD would be taking over as Sanford representative on the Board. DM would attend Board meetings in his role as treasurer.</p> <p>Apologies were noted as above.</p> <p>There were no matters arising. Notes of the last meeting were agreed - proposed by DL, seconded by SW.</p> <p>AP thanked the Board and BR for the work done on updating the Rules.</p>	
2	<p>Funding agreement with AT</p> <p>WQ TMA needs to be set up as a vendor and that paperwork currently sits with WQ TMA to be completed. (NB: completed forms returned to Auckland Transport at the end of the meeting). Unclear how long it will take for any funds from AT to be deposited into TMA account.</p> <p>AP thanked SP for all her help with this process.</p>	
3	<p>Update on Coordinator and secretary positions</p> <p>AP confirmed that BR will undertake both roles but that they will be invoiced separately. WQ TMA membership fees will pay for secretarial function and coordinator role funded via AT. AP waiting for contracts to be signed by BR. (NB: completed forms returned to AP at the end of the meeting).</p>	
4	<p>Financial matters</p> <p>DM reported that MYOB was set up and ready to go. Income from membership fees was estimated at \$17,000. Invoices ready to be sent out when TMA has its GST number.</p>	

	<p>WQ TMA will have to be registered for GST and therefore charging GST on membership fees. BR to amend website and inform members.</p> <p>DM confirmed that all signatories, DL, AP, TF and DM would have access to MYOB. DM now finalising paperwork for online banking with ASB. Default amount for maximum transaction is \$250K Board agreed to leave it at that as two signatures have to authorise any expenditure.</p> <p>BR had been asked about accepting payment by credit card. DM recommended because of the cost this not be set up at this stage.</p> <p>BR reported that the bank account was now set up and WQ TMA had an IRD number. The GST number was being progressed but ACC needed to determine a Business Industry Classification code for WQ TMA. This was still pending. DM offered assistance with this process.</p> <p>Auditing services were still needed and TF was going to talk to KPMG. AP thanked DM and BR for getting the financial systems set up.</p>	<p>BR</p> <p>TF</p>
<p>5</p>	<p>Prioritization of Business Plan</p> <p>BR reported back from the subcommittee – notes of which had been previously circulated. Recommended priorities were: Carpooling, parking, fleet car sharing/rationalisation and advocacy around PT.</p> <p>AP talks with Goodman around E bikes and EV pool cars. DL said they were trialling their own E bike scheme in city and may extend to tenants in WQ.</p> <p>AP asked that all Board members let BR know of ongoing conversations or approaches from businesses in the sustainability field so the TMA can try and bring activities together.</p> <p>SP reported that Auckland Transport has a memorandum of understanding with City HOP car share company for the provision of AT owned parking spaces on street and in AT parking buildings. City HOP pay for a permit to enable them to use these spaces. There are 100 allocated car share spaces across Auckland with City HOP currently using 30. There are 70 un allocated spaces that are available for car share companies to apply for a permit to use. Scott Ebbett from Auckland Transport would be willing to address the WQ TMA with regard to the allocation of car share spaces and whether there would be opportunities for raising revenue from parking.</p> <p>PC commended the work done by Datacom in moving staff towards active modes (walking and cycling). PC saw Datacom as a good example of what can be achieved. They had personalised travel plans and used their won initiatives to support their staff relocating to WQ. SP confirmed that Datacom used a template provided by Auckland Transport and were guided through the travel plan process by the staff in SP’s team.</p> <p>DM reported that AT had also hosted a travel planning expo at Sanford and staff felt it was very valuable.</p> <p>LM mooted an idea for an “Expo”. Bringing together service providers and businesses in WQ. He felt the Expo could be a huge member benefit. There could be speakers from within WQ bringing their insights and sharing with TMA members.</p> <p>BR asked if it was not the job of the TMA to pull together the service providers and then select a preferred option for WQ. This would then save the WQ businesses the time of having to evaluate all the different companies in the market.</p> <p>DL asked what the current issues were faced by the members and offered to draft some questions for a short survey and share with BR. SP suggested that all members review the</p>	<p>ALL</p> <p>DL</p>

	<p>Moving Forward document (copy can be found on WQ TMA website) as the issues were previously identified.</p> <p>AP felt that the concept of an Expo type event was worth exploring but the TMA was not quite ready at this time. Agreed that an Expo type event be considered perhaps taking place in April / May 2018. SW and AP agreed to be on the subcommittee to manage the event.</p>	
6	<p>Launch of WQ TMA AP noted that this was on the Communications plan and was scheduled to take place in November. The soft launch of the TMA was already taking place with regular email bulletins going out and being well received.</p>	
7	<p>Items of interest</p> <p>Vacant seat on Board – All members to give some thought to who might be a good option to take the final non-voting seat on the Board.</p> <p>Networking events - BR suggested the TMA look to host networking events in and around WQ. AP suggested that these events be quarterly.</p> <p>Membership – all members to encourage others to join. Current list of members is available on the website - https://www.wqtma.co.nz/joinus</p> <p>Pippa Coom – keen to add value to TMA Board and provide regular updates to the Board. PC suggested keeping an eye on the agenda for CCAB as they often have interesting items. Also may be worth considering another application for funding from CCAB. PC commented that the 10 year plan was coming up early 2018 and that would be a good opportunity for TMA to have input.</p> <p>DL asked about who we can lobby to know about light rail in WQ. SP to investigate. TMA felt that it needs to be more in the loop of what is going on and being proposed in WQ.</p> <p>BR noted that the Heart of the City AGM is on October 26th 2017. AP and TF had not yet met with HOTC. BR to try and set up a meeting for TF to meet HOTC.</p> <p>Meeting closed 1137am</p>	<p>SP</p> <p>BR</p>