



Wynyard Quarter Transport Management Association

ANNUAL GENERAL MEETING

Wednesday 26th November 2020 at 1pm

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

1. Attendees were confirmed as follows:

Company	Name
Auckland Theatre Company	Sharon Byrne (SB)
Auckland Transport	Kevin Leith (KL)
ASB	Anita Potgieter (AP)
Heart of the City	Tania Loveridge (TL)
Mott MacDonald	Lucy Millier (LM)
Mott MacDonald	Meredith Bates (MB)
Mott MacDonald	Sam Tasman-Jones (STJ)
NZ Marine	Peter Busfield (PB)
Park Hyatt	Brett Sweetman (BS)
Precinct Properties	Lauren Tilson (LT)
Sanford	Adam Davis (AD)
VHHL/Tramco	Daniel Scott (DS)
Waitemata Local Board	Julie Sandilands (JS)
WQ TMA Coordinator	Brigid Rogers (BR)

Apologies received from:

Big Street Bikers	Andrew Charlesworth
Goodman	Tim Fitzsimmons
151 Property	Ryan Carter
Panuku	Fiona Knox
Panuku	Tracey Ryan
Waitemata Local Board	Graeme Gunthorpe
Warren & Mahoney	Nicky Hewson
Warren & Mahoney	Tom Locke
Fonterra	Martin Leabourne
WSP	Louise Baker

2. Welcome and house keeping

Sharon Byrne (SB) welcomed everyone to the ASB Waterfront Theatre and explained the process should there be an emergency. SB 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 20th November 2019. 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 LM and seconded by PB.

4. Review of 2019 to 2020

AP informed the attendees that hard copies of the Annual Review were available at the AGM and are also on the TMA website. Highlights from last year included:

- America's Cup 2020/2021 including joint project with Panuku looking at staff travel
- Promotional video promoting bus travel
- Detail provided to support for application to NZTA Innovating Streets programme
- Submissions included Te Wero Crossing, the Northern Pathway, City Centre Master Plan refresh, and the Wynyard Quarter Precinct Transportation Strategy update.
- Travel planning with major employers
- COVID-19 comms

5. Presentation of results of AC36 staff travel survey

This was a joint project between WQ TMA and Panuku, with expertise from Mott MacDonald. LM and STJ from Mott MacDonald gave the presentation. The project aim was to understand how people are travelling to work in Wynyard Quarter in order to better support businesses during the America's Cup. The survey was carried out with 16 businesses and was executed in mid-October for two weeks. The average response rate was 39% with the top eight businesses getting a response rate over 50%. This was partly due to the great prize of a night for two at The Park Hyatt.

32% of those surveyed thought their travel would be impacted by AC36. 42% were not sure and 10% hadn't thought about it. This demonstrated that clear communications need to be in place to ensure commuters know what is happening in and around the area.

On the day of the survey, 35% of people were working from home and bus and driving a car (alone) were the most common modes of getting to work. When asked how people might be able to change their behaviours during AC36, 74% said they could work remotely, 47% said they could travel at a different time, 34% said they could use a different mode and only 28% said they might be able to use a different route.

Next steps were identified as follows:

- Feedback to businesses on their travel survey results
- Provide each business with their own results as well as the overall results for Wynyard Quarter to use as a comparison.
- Provide some suggestions and tips on what they could do to support staff travel during America's Cup
- Focussed work with three businesses will begin shortly as Phase 2, to provide tailored support and advice

AP thanked Mott MacDonald for all their work on this project.

6. Review of financial accounts year ending 30 June 2020

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 Waive, 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 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 AD and seconded by DS.

AP asked the members present to approve the appointment of Matley Chartered Accountants to review the accounts next year. This was agreed by all.

7. Priority project, action plan and budget for 2020 to 2021

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

America's Cup

- Continue to work with America's Cup Event Limited (ACE) and Auckland Transport (AT) to ensure strong dialogue and clear communications around AC36 events
- Ensure the timely distribution of communications to interested parties
- Act as a conduit for businesses with regard to travel and transport queries during AC36
- Regularly update website and distribute information to TMA members

Promote sustainable journeys

- Seek to encourage more sustainable journeys in and around Wynyard Quarter
- Promote electric car share schemes
- Produce an end of trip facilities guide for the area
- Assist in the production of a “how to get to WQ” guide for new employees
- Continue to lobby to ensure buses do not layover in key Wynyard Quarter locations

Optimize parking

- Look for opportunities to open up private car parking spaces for use out of hours
- Utilize new technologies to enhance customer experiences
- Advocate for and support dedicated public bicycle and scooter parking

Stay connected

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

Monitor and review

- Strive to produce and execute a standardized staff travel survey
- Review monitoring data being collected in Wynyard Quarter
- Monitor changes in travel behaviour
- Share and celebrate sustainable travel and transport success stories with businesses in the area

LM mentioned that the printed version of the Annual Review should be revised to optimize parking – shifting the focus from just car parking. LM also suggested the TMA look to have a LinkedIn profile.

JS asked what could commuters do to change travel during AC36. LM commented that now that businesses have current data on how their staff travel to work, they could make plans and start communicating with staff. AP suggested that more than three businesses might want travel planning support and that delving into the data would give more answers. AP commented that Panuku were aware of the high number of commuters who thought they would not be affected by AC36 and were acting on the data to ramp up comms.

KL asked how learning from different businesses might be shared. WQ was a unique area and businesses were doing some great work – how do we share that. AP noted that this was covered in the priority projects.

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 AT for their ongoing support.

Income	
Membership fees	25,000
Core funding - Auckland Transport	30,000
Project funding	50,000
Total income	105,000
Programme costs	
Staff travel survey	20,000
AC36 WQ based activations	30,000

Marketing & PR	2,500
Event Coordination	1,000
Advocacy	3,500
Professional fees & research	2,000
Comms	
Website	3,000
Facebook, EDM and other	1,000
Administration	
Contractor	38,000
Board secretarial services	3,000
Contingency	1,000
Total expenses	105,000

Members had no questions, so AP asked that the members present accept the proposed Action Plan and Budget for 2020 to 2021. This was agreed – proposed by PB and seconded by SB.

8. Appointment of WQ TMA Board

AP confirmed that the seats for the founding signatories had, after three years expired. All 11 seats were now available. Following a formal election process, and in accordance to the Rules of the TMA, the businesses listed below were duly elected:

- ASB
- Auckland Theatre Company
- Fonterra
- Mott MacDonald
- NZ Marine
- Park Hyatt Auckland
- Precinct Properties
- Sanford
- Viaduct Harbour Holdings Ltd
- Warren and Mahoney
- WSP

Auckland Transport, Panuku and Waitemata Local Board will remain as non-voting members of the TMA Board.

Acknowledgements from AP

- Thanks to Auckland Transport and Panuku for their funding and continuing support of the TMA
- A big thank you to all Board members for their hard work over the past year
- Welcome to our new Board members
- Thanks to our Treasurer, Kerry Tomlin from Auckland Theatre Company
- Thanks very much to Brigid Rogers, our Coordinator. Her tireless effort and support is invaluable
- Special thanks to Lucy Millier, our current vice Chair who will be shortly heading off on her maternity leave shortly. We wish her all the very best.

PB asked that AP be thanked for her excellent work as Chair, and that this be recorded in the notes of the meeting.

AP thanked everyone for attending and the meeting closed at 130pm.

Next Board meeting Wednesday 9th December at 10:30am at offices of Mott MacDonald.