Wynyard Quarter Transport Management Association

ANNUAL GENERAL MEETING

Wednesday 24th November 2021 at 1230pm
Held via MS Teams

1. Attendees were confirmed as follows:

Company	Name
Auckland Theatre Company	Sharon Byrne (SB)
ASB	Anita Potgieter (AP)
Fonterra	Martin Leabourne (ML)
Genesis Energy	Ben Haraki (BH)
Heart of the City	Tania Loveridge (TL)
Mott MacDonald	Meredith Bates (MB)
NZ Marine	Peter Busfield (PB)
Orams Marine	Neven Barbour (NB)
Park Hyatt	Brett Sweetman (BS)
Panuku	Tracey Ryan (TR)
Precinct Properties	Lauren Tilson (LT)
Sanford	Peter Longdill (PL)
VHHL/Tramco	Matt Thompson (MT)
Waitemata Local Board	Graeme Gunthorpe (GS)
Warren & Mahoney	Tom Locke (TL)
WSP	Sian Marek (SM)
WQ TMA Coordinator	Brigid Rogers (BR)

Apologies received from:

151 Property	Ben Twigden
151 Property	Ryan Carter
Auckland Transport	Cliff Wilton
Big Street Bikers	Andrew Charlesworth
Datacom	Kim Penten
Eke Panuku	Fiona Knox
Ovlov Marine	Lachlan Trenbath
Southern Cross	Sandra Smith
Zilch	Kirsten Corson

2. Welcome and house keeping

AP welcome everyone and asked that microphones be kept on mute. Anita Potgieter (AP), as the current Chair of WQ TMA ran through the AGM documentation.

3. Notes of the last AGM

AP confirmed that this was held on 26th November 2020. 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 LT and seconded by SB.

4. Review of 2020 to 2021

AP informed the attendees that copies of the Annual Review had been circulated ahead of the AGM and were also available on the TMA website. Highlights from last year included:

- America's Cup – worked collaboratively with all parties to ensure concerns were raised and heard and relevant communications shared
- Initiated dialogue with Auckland Transport on the upgrade of Beaumont Street
- Submissions included Auckland Council Recovery Budget, Regional Land Transport Plan, The congestion Question and MOT Transport Emissions pathway to net Zero by 2050
- Travel Survey outcomes shared with participants and travel planning undertaken with targeted employers
- AC36 Travel Survey outcomes shared with Panuku, AT and Waitemata Local Board
- Promotion of PT free Day (Dec), Walk Challenge (Nov) and Bike Challenge (Feb)
- Facilitated conversations around the new PT network and shared information through the TMA comms channels.

5. Review of financial accounts year ending 30 June 2021

AP reported that a review of the TMA accounts 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 financial review is available on the TMA website, and had been circulated before the AGM. 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 SB and seconded by PB.

AP asked the members present to approve the appointment of Matley Chartered Accountants to review the accounts next year. This was agreed - proposed by LT and seconded by BS.

6. Priority project, action plan and budget for 2021 to 2022

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

Priority projects/Action Plan for 2021 -2022

AP explained that these can be read in full on page 4 of the Annual Review. In brief they are:

Reducing transport related emissions

- Work with employers and employees to increase awareness and uptake of sustainable transport options
- Seek to reduce the kilometers travelled by commuters in private vehicles.
- Lobby Auckland Transport to ensure well connected public transport for the area
- Benchmark current travel patterns and monitor changes over time

Supporting sustainable transport options

- Through collaboration, seek to enhance the uptake of electric car share options in Wynyard Quarter
- Encourage the use of active modes
- Seek to increase secure public bike parking in the area
- Advocate for improved end of trip facilities in the area

Accessible and safe for all

- Promote transport related safety throughout the area, in line with Vision Zero
- Encourage safe and reliable access for freight and commercial vehicles
- Advocate for safe and reliable access for recreational marine vehicles
- Promote safe, connected routes for active modes

Advocate, share and communicate

- Regularly update WQ TMA's online presence
- Communicate directly with TMA members via email bulletins
- Make submissions on key strategies and reports relevant to the WQ community
- Continue to be the voice of Wynyard Quarter businesses and advocate on their behalf

Monitor and review

- Undertake Staff Travel Surveys with Wynyard Quarter businesses

- Track and monitor changes / trends compared to previous years
- Seek to identify barriers to change
- Support businesses with Workplace Travel Plan activations
- Share and celebrate transport related successes
- Advocate for increased monitoring of sustainable travel modes

AP presented the draft budget (shown below) and explained that the Board may review the budget over the coming months, as priorities may change. This draft budget had been circulated ahead of the AGM. AP thanked AT for their increased funding for work place travel planning this year. AP also thanked Eke Panuku and Heart of the City for their financial and ongoing support.

Draft budget 2012 - 2022

Income	
Membership fees	25,000
Core funding - Auckland Transport	45,000
Project funding	40,000
Total income	110,000
Programme costs	
Staff travel survey	35,000
Strategic Plan	10,000
Marketing & PR	4,500
Event Coordination	1,000
Advocacy	3,500
Professional fees & research	3,000
Comms	
Website	4,000
EDM, Facebook & other	3,500
Administration	
Contractor	38,500
Board & secretarial services	5,000
Contingency	2,000
Total expenses	110,000

Members present had no questions, so AP asked that the members accept the proposed Action Plan and Budget for 2021 to 2022. This was agreed – proposed by LT and seconded by TL.

7. Appointment of WQ TMA Board

AP confirmed that all 11 seats were open to any members of WQ TMA. 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
- Genesis Energy
- Mott MacDonald
- NZ Marine
- Park Hyatt Auckland
- Precinct Properties
- Sanford
- Viaduct Harbour Holdings Ltd
- Warren and Mahoney
- WSP

Auckland Transport, Eke Panuku and Waitemata Local Board will remain as non-voting members of the TMA Board. AP then asked BH from Genesis to introduce himself and welcomed him to the TMA Board.

Acknowledgements from AP

- Thanks to Auckland Transport and Eke 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 (we are looking for a new Treasurer anyone who might be able to help to contact BR)
- Special mention to Louise Baker and Adam Davis. They both left the Board this year after many years of great service. We wish them both the very best.
- Thanks very much to Brigid Rogers, the TMA Coordinator.

BR asked that AP be thanked for her excellent work as Chair, and support to her as the coordinator. AP thanked everyone for attending and the meeting closed at 1pm.

ENDS