

Wynyard Quarter Transport Management Association		<i>Meeting No.4</i>
Board Meeting		
Date and time:	Wednesday 25 October 2017 10am	
Attendees:	<ul style="list-style-type: none"> • Tim Fitzsimmons (TF), Goodman - Chair • Lester McGrath (LM), Auckland Theatre Company • Peter Busfield (PB), NZ Marine • Alisdair Gribben (AG), Marvel Grill • Fiona Knox (FK), Panuku • Louise Baker, (LB) Opus • Fred Botica (FB), Stolthaven Terminals • Sian Waldron (SW), Viaduct Harbour Holdings • Sue Philbin (SP), Auckland Transport • 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"> • Anita Potgieter (AP), Fonterra • Pippa Coom (PC), Waitemata Local Board Chair • Dean McIntosh (DM), Treasurer • Murray Helm (MH), Bulk Storage Terminals • Dave Luxton (DL), Precinct Properties 	
Notes taken by:	Brigid Rogers	
Meeting Held at:	ASB Waterfront Theatre	

Item	Discussion and Action	By who
1	<p>Apologies, notes of last meeting and matters arising TF chaired the meeting and welcomed BT from ASB along as an observer. Apologies were noted as above. LB suggested that a correction be made in section 5 “EV carpooling” to read “EV pool cars”. This was agreed. Notes of the last meeting were agreed - proposed by LM, seconded by AD.</p> <p>SP to follow up on light rail – TF suggested representative from Auckland Transport attend the next Board meeting to allow the Board to be briefed and query the rationale for certain decisions. FK suggested extending an invitation to Daniel Newcombe date to be confirmed subject to Daniels diary.</p> <p>Notifiable organisation - LB suggested drafting a standard letter explaining TMA role and function and then sending it to Auckland Council (Planning dept.), Auckland Transport and other CCO’s. Agreed that BR would draft a letter which would be signed off by the Chair.</p>	<p>BR</p> <p>BR</p>
2	<p>Presentation from Fiona Knox – Panuku Development Auckland A copy of Fiona’s presentation to be circulated separately.</p> <p>FK asked for assistance from WQ TMA to gather accurate occupancy (staff) numbers for the area. BR to liaise with FK.</p>	BR

	<p>Concerns were raised regarding bus layover points and bus routes. FK suggested that Daniel Newcombe would be able to advise the Board on future proposals.</p> <p>MH raised safety concerns and indicated that some of the roads in WQ were not designed for freight (including buses). FK indicated that the bus drivers' union were aware of the issues. FK indicated that AC would need to sign off on plans to host America's cup by end of 2017 in order for team locations to be finalised and ready for teams to use at end of 2019. SP offered travel demand assistance for teams when needed.</p> <p>LB asked about updating the WQ Transport Plan – FK commented that things move too rapidly in WQ to have a static plan and the concern would be as soon as the plan was printed it would be out of date. FK and LB to talk separately about reports on WQ.</p> <p>Agreed to invite Daniel Newcombe to a meeting within the next month (possibly with Anthony Cross) at a date to be determined.</p>	BR
3	<p>Update on funding agreement with Auckland Transport</p> <p>SP advised the Board that the agreement was being progressed by Auckland Transport procurement team. SP to continue to chase AT.</p>	SP
4	<p>Update on coordinator and secretary roles</p> <p>TF advised that the paperwork had been signed but that no payments can be made to the Coordinator or secretary until funding comes through from AT.</p>	
5	<p>Financial matters</p> <p>AD advised the Board that DM (treasurer) would only attend meetings when requested to do so by the Board. The invoices for membership fees had all been sent out but there was some delay around accessing internet banking. AP needs to authorise access for the other nominated account holders.</p>	AP, TF, DL, DM
6	<p>Carpool scheme update</p> <p>BR advised that agreement had been made (via email) to WQ TMA using the Smart Travel tool for carpooling. This app is free and simple to use and although the app is more designed for regular commuters it covered most of the requirements of the Board. For one off journeys another app may be considered but in the meantime the Smart Travel app would be promoted. This is in line with targets set by AT as part of the funding agreement.</p> <p>WQ TMA would have its own landing page which would look and feel like WQ. BR was keen to create a community feel around carpooling with competitions and incentives for participants. Commuters would have the option to just carpool with people in their own workplace or from the wider WQ community. With the growing number of commuters in WQ finding a carpool match would become easier the issue would then be a parking space. Alongside carpooling, parking apps (such as parkable and inugo) would be investigated to help find car park spaces for commuters.</p> <p>Board agreed to invite Parkable and Inugo to present at the next Board meeting on 30th November.</p> <p>LB declared an interest as being a non-paid advisor to Parkable. LB suggested looking at Chariot for one off journeys.</p> <p>TF suggested a carpool subcommittee be set up – TF, BT, AD agreed to be part of that group. SP offered her assistance if needed.</p>	<p>BR</p> <p>TF, BT & AD</p>

	<p>LM and LB agreed to look into schemes that would satisfy people looking for one off journeys and report back.</p> <p>AD confirmed that Sanford were having discussions with Inugo. TF believed that Book a Park was already operating in Fonterra as a closed community for that organisation. TF also confirmed that there could be issues around subletting of car parking spaces. Property owners might need to give consent. TF felt providing an end to end solution with carpooling and parking apps going hand in hand would be a positive project for WQ TMA.</p> <p>FK confirmed that Panuku would look into providing car pool spaces in their own public and private car parks. BR to follow up.</p>	<p>LM & LB</p> <p>BR</p>
<p>7</p>	<p>TMA Expo and Launch</p> <p>TF sought clarification of the nature of the proposed Expo. LM confirmed it was a concept to provide services to members. A consumer based Expo around transport solutions – a day when anyone in WQ could come and find out more.</p> <p>BR confirmed that AT currently offer travel expos to employers in WQ and have recently included Sanford, Datacom and Online Republic. SP explained that her team offer personalised journey planning for employees to better understand the options available to them. AD indicated that Sanford had recently held a travel expo and feedback from their staff had been very positive. BT confirmed that ASB would be supportive but that tangible new offerings needed to be presented. TF thought the Expo concept was definitely worth exploring in 2018.</p> <p>WQ TMA Launch was discussed with the Board keen to acknowledge the support that AT has given the TMA. Opportunity to showcase what the TMA has done to date (reports, website advocacy, etc.). Important that TMA is seen as being business led. LM suggested a presentation to the Board of AC, AT, Panuku, City Centre Advisory Board, Local Board, and any other groups/ CCO's.</p> <p>BR to look at dates of relevant Board meetings in early 2018 and work on a presentation.</p>	<p>BR</p>
<p>8</p>	<p>Items of interest / AOB</p> <p>8.1 Email decisions since last meeting – Board agreed via email to use Smart Travel tool</p> <p>8.2 Panuku Neighbourhood meeting – 21 November 7am start – anyone who is happy to present on behalf of WQ TMA please let BR know asap</p> <p>8.3 Future presentations – Board agreed to invite parkable and inugo to present at next Board meeting</p> <p>8.4 Networking events – BR working with Datacom on a date – informal members only event to look at new offices and transport initiatives.</p> <p>8.5 Insurance – TF to circulate details of what will be covered but there are elements of risk, such as misappropriation of funds, contractors and employment rules, damages to a third party's property. Cost of annual cover \$1000. To be discussed at next Board meeting once reviewed by Board members.</p>	<p>ALL</p> <p>BR</p> <p>BR</p> <p>ALL</p>

	<p>AOB AD suggested the idea of a shuttle bus from key hotels to bring patrons into WQ</p> <p>LM raised concern that Theatre receiving high number of complaints from patrons frustrated by transport and parking. SP to talk with LM with a view to assisting theatre patrons.</p> <p>MH thanked the WQ community for its support and understanding while the fuel crisis at the airport was being dealt with.</p> <p>Please note if you have an item you wish to raise at the Board please submit via email to BR a week before the meeting. Board agenda items are subject to approval of the Chair / Vice Chair.</p>	<p>SP/LM</p> <p>ALL</p>
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