

Memorandum

To: IPENZ Transportation Group National Committee
From: Bruce Conaghan
Date: 15 March 2010
Subject: **Minutes of Annual General Meeting 2010**

Venue: Christchurch Town Hall, Christchurch
Time: 5.00pm, 15 March 2010

Agenda item	Discussion / decisions / actions	Who?
Present	<p>Bruce Conaghan (Chair), Terry Brown, Matt Ensor, Roger Dunn, (of the National Committee)</p> <p>Andrew Macbeth, Shane Turner, Axel Wilke, Martin Peake, Rob Woods, John McLaren, Chris Kissling, Les Dowdle, Alister Harlow, Mark Lilley, Stephen James, Fergus Tate, Daniel Dryland, Alphin Peters, Graeme Read, Soon Teck Kong, Ian Appleton, Yvonne Warnaar, Ken Lee Jones, Richard Landon-Lane, Steve Abley, Courtney Groundwater, Paul Durdin, Mark Apeldoorn, Larry Cameron, Bob Taylor (representing AITPM), Glen Koorey, Mike Tottman, Diana Munster, Bill Greenwood, Baladevan Thambiah, Stuart McDougall, Jeanette Ward, Daniel Newcombe, Kit McLean, Mairi Joyce, Kai Chan, Chris Vallyon, Kevan Fleckney, Colin Goble, Andrew James, Rob Partridge, Josephine Draper, Chris Harris, Graeme Belliss, Alan Nicholson, Robyn Denton, Bridget Burdett, Tim Hughes, David Andreassen, David Wanty, Bob Gibson, Sam Shumane, Bill Barclay, Simon Robson, Stuart Woods, Dave Gamble, Steve Reddish, Graham Dickson, Andrew Metherell, Gary Clark, Bill Rice.</p> <p>Special welcome to Bob Taylor (AITPM Treasurer).</p>	
1. Apologies	<p>David Hutchinson, Michelle Harvey, Andrew Edgar, Peter Doupe, Angie Crafer, Peter Kortegast, Craig Nicholson, Brian Ward, Bevan Clement, David Willmott, James Park, Peter McCombs, John Foster, Malcolm Douglass.</p> <p>Moved "<i>That the above apologies be accepted</i>". B Conaghan / G Koorey - CARRIED</p>	
2. Obituaries	<p>Selwyn Green, John Toomath, and Steve Markham.</p> <p>A minutes silence was observed.</p>	
3. Minutes of Previous Meeting	<p>Moved "<i>That the minutes of the previous meeting on 13 November 2008 (New Plymouth) be taken as a true and correct record</i>". B Greenwood / S Abley – CARRIED</p>	

<p>4. Chairman's Report</p>	<p>Bruce Conaghan presented the Chairman's report for 2008/09 highlighting :</p> <ul style="list-style-type: none"> • the current membership at the end of the financial year stands at 1036 is up from 998 in 2007/08 (latest figure at time of Conference is 1070); • submissions by the National Committee on 'Manual for Traffic Control Devices Part 3 : Advertising Signs', 'Manual for Traffic Control Devices Part 2 : Direction, Service and General Guidance Signs', "Land Transport Rule : Vehicle Dimensions and Mass Amendment [(No 2) 2009] (Rule 41001/5)" Land Transport Omnibus Amendment 2009 (Rule 10005); and joint submissions with IPENZ on Government Policy on Land Transport Funding 2009/2010 – 2018/2019 and Safer Journeys – Road Safety Strategy 2020 Discussion Document; • positive to see a good number of applicants for the "3M Traffic Safety Innovation Award"; • special thanks to IPENZ for their support throughout the year and especially Susie McCutcheon (IPENZ Director Operations) and her team; • IPENZ Transportation Group in good health. <p>Moved "<i>That the Chairman's Report for 2008/09 be received</i>".</p> <p style="text-align: right;">B Conaghan / D Andreassen – CARRIED</p> <p>Bruce Conaghan thanked Branch Committees and Tech Sub-groups for their support to the profession over the last year and thanked delegates, sponsors, and exhibitors for their support to the Transportation Conference.</p> <p>Bruce Conaghan thanked Mark Apeldoorn who was representing IPENZ on the DZ4404 Land Development and Subdivision Committee as well as Bill Greenwood of NZTA for his support in arranging workshops.</p>	
<p>5. Treasurer's Report</p>	<p>Bruce Conaghan presented the Treasurer's Report which showed a net deficit of \$1,585 compared with an expected surplus of \$18,000. The deficit has principally come about due to the lack of sales of side thrust gauges and income from interest.</p> <p>Note : There is an error in 4.1.1 Para 1 of the report where the total expenditure for the 2008/2009 year should read "\$40,052" rather than "\$640,052".</p> <p>The Group reserves as at 30 September 2009 are approximately \$145,000.</p> <p>The draft budget for 2009/10 has an anticipated income of \$38,000 and expenditure of \$38,000 i.e. income = expenditure.</p> <p>Moved "<i>That the Treasurer's Report for 2008/09 and draft budget for 2009/10 be received</i>".</p> <p style="text-align: right;">B Conaghan / I Appleton - CARRIED</p>	
<p>6. Branch Reports</p>	<p>All Branch Reports included with the 2010 AGM Agenda.</p> <p>Moved "<i>That the Branch Reports for 2008/09 be received</i>".</p> <p style="text-align: right;">A Nicholson / Y Warnaar - CARRIED</p>	

7. Technical Sub-group Reports	<p>No report received from the Signals New Zealand User Group (SNUG).</p> <p><u>Modelling Users Group Report (MUGS)</u> Moved “<i>That the Modelling Users Group Report for 2008/09 be received</i>”.</p> <p style="text-align: right;">B Conaghan / D Wanty – CARRIED</p> <p><u>Urban Design Special Interest Group</u> Moved “<i>That the Urban Design Special Interest Group Report for 2008/09 be received</i>”.</p> <p style="text-align: right;">B Conaghan / A Macbeth - CARRIED</p> <p>It was noted that this Group has been superseded by the Urban Design Forum and will be disestablished.</p> <p><u>Trips Database Bureau (TDB)</u> Moved “<i>That the Trips Database Bureau (TDB) Report for 2008/09 be received</i>”.</p> <p style="text-align: right;">D Gamble / M Apeldoorn - CARRIED</p>	
8. Matters Arising	<p>Shane Turner asked what happens to Conference profits.</p> <ul style="list-style-type: none"> • Any surplus goes to Group reserves but is available for subsequent conferences <p>Axel Wilke asked if there is an expectation that the conferences will make a surplus.</p> <ul style="list-style-type: none"> • Group operating budget does not include conference opening budget as separate line item as the conference budget has its own codes • Any loss arising from the conference is covered by reserves as was the case following the conference in New Plymouth <p>Graeme Read asked if there was a policy on the level of reserves.</p> <ul style="list-style-type: none"> • There is no policy on the level of reserves however this is something that will be reviewed as part of the Strategic Plan process <p>Fergus Tate asked about the performance requirements for honorarium.</p> <ul style="list-style-type: none"> • Requirement is to provide 4 editions of Roundabout per year • Disappointment expressed about the lack of input to the Roundabout from members given that the Roundabout is for members 	
9. Membership Fees	<p>Bruce Conaghan highlighted that there is no indication by the National Committee to recommend any increase membership fees for the 2009/2010 year.</p> <p>Moved “<i>That the membership fees for 2009/2010 remain at the same level as the 2008/2009 membership fees.</i>”</p> <p style="text-align: right;">A Macbeth / R Dunn - CARRIED</p>	
10. IPENZ Transportation Group Rules	<p>The National Committee will be doing further work on the IPENZ Transportation Group Rules as part of the overall process of developing the Group Strategic Plan and the outcome of the National Committee structure.</p>	

<p>11. Life Membership Awards</p>	<p>4 members recommended for Life Memberships with respective citations to be read at the Conference dinner.</p> <p>Moved <i>"That Derek Pringle, David Gamble, Roger Dunn, and Graham Dickson be elected as Life Members of the IPENZ Transportation Group"</i>.</p> <p style="text-align: right;">S Reddish / A Nicholson – CARRIED</p>	
<p>12. Transportation Conference 2011 and 2012</p>	<p>This was discussed by members present at the AGM. There was general support that the timing (around March) is preferable.</p> <p>Roger Dunn noted that there was a number of conferences taking place towards the end of the year.</p> <p>Shane Turner noted that there was the need to shift the timing of abstracts and papers given the Christmas / New Year break. The National Committee will look at tidying this up.</p> <p>Ian Appleton noted that the poster session is great.</p> <p>Fergus Tate passed on a comment from Bill Frith that we should concentrate on industry topics on one day if possible.</p> <p>Conference Location : This was discussed at some length. There was debate over holding conferences in both smaller and larger centres or should it remain in larger centres only. Following the discussion and the lack of agreement on identifying a suitable conference location for the coming two years, it was suggested that the conferences be set up on a five year rotation by Branch location with the location determined by the respective Branch. The rotation order would be :</p> <p>2011 – Auckland region – Auckland / Northland Branch responsible</p> <p>2012 – Waikato region – Waikato / Bay of Plenty Branch responsible</p> <p>2013 – Otago / Southland region – Southern Branch responsible</p> <p>2014 – Central region – Central Branch responsible</p> <p>2015 – Canterbury region – Canterbury / West Coast Branch responsible</p> <p>Moved <i>"That the order of rotation for conference locations be as follows :</i></p> <p><i>2011 – Auckland region</i></p> <p><i>2012 – Waikato region</i></p> <p><i>2013 – Otago / Southland region</i></p> <p><i>2014 – Central region</i></p> <p><i>2015 – Canterbury region</i></p> <p><i>and that each Branch Committee have the responsibility for determining the preferred location of the conference in their respective region"</i>.</p> <p style="text-align: right;">B Conaghan / I Appleton – CARRIED</p>	<p>National Committee</p>
<p>13. General Business</p>	<p><u>Conferences</u></p> <ul style="list-style-type: none"> • Mark Apeldoorn commented that we should look to bringing conferences together (Technical Sub-groups) to get cross-pollination. 	

	<ul style="list-style-type: none"> • Bruce Conaghan recognised that there needs to be a better mechanism for reporting from each of the Technical Sub-groups which would ensure that all members are well-informed. National Committee to investigate. • Graeme Read commented that younger staff get value from attending. • Mark Apeldoorn suggested that there should be parallel streams and this was supported by Fergus Tate. • Yvonne Warnaar commented that there is a lot of work required in running parallel sessions. • Fergus Tate commented of the need to consider employers perspective with conferences. <p><u>Bob Taylor (AITPM)</u></p> <ul style="list-style-type: none"> • 2010 Conference is in Brisbane 21-23 July 2010 and members of the IPENZ Transportation Group more than welcome to attend. <p><u>Group Strategic Plan</u></p> <ul style="list-style-type: none"> • Larry Cameron asked on the status of the Group Strategic Plan. • Bruce Conaghan identified that the National Committee would be looking to have this completed by the end of 2010. <p><u>Other</u></p> <ul style="list-style-type: none"> • Bruce Conaghan passed on congratulations to Steve Abley for his successful re-election to the Board of IPENZ. • Bruce Conaghan passed on thanks to the National Committee and Branch Committees for the good work done through the year. 	National Committee
14. Election of National Committee	<p>BC asked those present whether there should be a transitional National Committee with representation from Branch members or should the National Committee transfer to the Waikato / BOP Branch? The reason for having a transitional National Committee was to complete the Group Strategic Plan, preparation of a discussion document on the future structure of the National Committee, and changes to Rules arising. It is intended to have all of this completed by the end of 2010.</p> <p>Overall, there seemed to be little opposition to having the transitional National Committee to address these matters and that the Branch Chairs should be part of this transitional National Committee. Alan Nicholson identified the need to think carefully about the calibre and experience of people on the Branch Committee with this course of action.</p> <p><i>Moved "That the existing National Committee and each of the Branch Chairs be elected to the transitional National Committee."</i></p> <p style="text-align: right;">B Conaghan / M Ensor - CARRIED</p>	
15. Closing	<p>Bruce Conaghan expressed thanks to the Canterbury / West Coast for providing a successful conference in Christchurch.</p> <p>Meeting closed 6.07 pm</p>	