

MINUTES OF FOURTEENTH ANNUAL GENERAL MEETING TRIPS DATABASE BUREAU INC. (TDB)

Held: At the Sustainability Trust, 2 Forresters Lane, Wellington, NZ, 6:30 pm,
Wednesday 7th September 2016

Present: Tony Brennand (TDB Chair), Stuart Woods (Executive Officer), Phillip Brown (Board Member - TEAM), Dave Smith (Abley), Don McKenzie (TDG), Tim Kelly (TKTPL), Ian Clark (Flow), Harriet Fraser (HFTE&TP), Andrew McLeod (MWH), Caron Greenough (Beca), Darrell Statham (Statham Consulting), Sam Ni (NZTA), Nick Rabbets (TRICS)

Apologies: Bryce Hall (Traffic Planning Consultants), Daryl Hughes (TDG), Chris Freke (Opus)

Minutes

1. APOLOGIES AND WELCOME

Tony Brennand (TDB Chair) welcomed attendees to the 2016 AGM and then called for apologies.

Moved 1: *That the above apologies be accepted.*

David Smith/Ian Clark
CARRIED

2. MINUTES OF THIRTEENTH AGM (10th September 2015) AT AUCKLAND

The Minutes of the Thirteenth AGM (Attachment 1) held at the Mercure Hotel Conference Centre, 8 Customs Street, Auckland, NZ; 5:00 pm, Thursday 10th September 2015, which had previously been circulated were taken as read.

Moved 2:- *That the minutes of the Thirteenth Annual General Meeting be approved as a true and correct record.*

Tony Brennand / Phillip Brown
CARRIED

3. AUDITED ACCOUNTS AND FINANCIAL STATEMENT 2015-2016

The Draft Audited Accounts and Financial Statement Report for the 2015/16 financial year was attached to the meeting agenda as Attachment 2, previously circulated. This report included an unqualified opinion that the financial statements give a true and fair view of the financial position of TDB, and its financial performance for the year ended is in accordance with generally accepted accounting practice.

The Audited Accounts and Financial Statement as presented were considered and accepted with no further substantive comment.

Moved 3a: *That the AGM authorise Board Chair and Executive Officer to sign the 2015-16 Financial Statements*

Phillip Brown /Darrell Statham
CARRIED

Moved 3b: *That the audited accounts and the financial statement report for 2015-2016 as presented be received and adopted.*

Phillip Brown /Darrell Statham
CARRIED

4. ANNUAL REPORT OF THE CHAIRMAN AND EXECUTIVE OFFICER FOR 2014-2015

The Chair presented his report as Attachment 3, which had been previously distributed with the pre-circulated agenda. The Executive Officer made brief comments highlighting the continued downward

trend in membership, with the need to turn our minds to retention and growth in membership again now that TDB has largely addressed concerns about providing value for money to members. Also highlighted were the successful collaboration of members to complete a significant research project under NZTA's research programme; and the increased size of our survey programme enabled through the recently increased subscription rates. The Executive Officer also recognised the improved and closer relationships that have occurred this year with TRICS and ITE.

A correction was also acknowledged regarding the statement that no new members had joined in the past year, whereas in fact Harriet Fraser Transport Planning had done so.

The Chair and Executive Officer also flagged a current internal-to-NZTA dialogue regarding increasing recognition of TDB throughout the Agency and making better use of its membership. This could be a very positive initiative if NZTA generally recognises TDB as a preferred reference and expert entity.

Moved 4:- *That the 2015/16 Report of the Chair and Executive Officer be received.*

Harriet Fraser/David Smith
CARRIED

5. 2015-16 ANNUAL PLAN AND PROGRAMME

The proposed 2016-17 Annual Plan was presented for consideration and discussion under Section 7 of Attachment 3 (Chairman's Report, which had been previously distributed). The Executive Officer noted that this Annual Plan was very similar to previous years, excepting the sections related to the NZTA Research Project, and cost allowances for the TRICS web-hosting project, which are both one-off projects.

Moved 5:- *That the Annual Plan and Programme for 2016/17 be received and adopted.*

Darrell Statham/Phillip Brown
CARRIED

6. TDB STRATEGIC PLAN 2013 PROGRESS REPORT

The Executive Officer presented the third progress report for the TDB Strategic Plan. This shows good progress on some focus areas (particularly the survey data and collection programme, and development of the project to web-enable the database, and relationships with sibling organisations), and limited progress in other areas, such as the membership promotion activities.

Feedback and comments on the Strategic Plan Progress Report were sought, as this was only a quick rundown. There was no feedback from the meeting.

Moved 6: *That the progress report on the TDB Strategic Plan be received.*

Tony Brennand/Dave Smith
CARRIED

7. ELECTION OF BOARD MEMBERS

Due to Society Rules that require Board Members to stand down after a three year term, the Chair, one NZ board members (Ranjan Pant) and one Australian board member (John Hart) stood down. Tony and Ranjan indicated that they were available to stand for re-election. That meant that TDB had further vacancies for 3 Australian and 0 New Zealand elected Board members. The meeting noted appreciation of the efforts of John Hart for his support and contributions as he stepped down from the Board at this meeting.

No further nominations were received prior to or at the meeting.

As the nominations received did not exceed the maximum for any roles, no election was required and both nominees were welcomed to the Board by acclamation.

The Executive Officer expressed concern about there only being three Australian Board members now. Queries had been made several times prior to the AGM through RMS and Board members about possible candidates but to no avail so far. Caron Greenough queried whether some of the international consultant or other members with offices in Australia should be canvassed for possible interest in Board membership. The AGM consequently passed an additional resolution (noted below) to deal with potential opportunities to address this concern.

Moved 7a: *That the nomination of Tony Brennand as Chair be confirmed.*

By acclamation

Moved 7b: *That the nomination of Ranjan Pant as NZ Board member be confirmed.*

By acclamation

Moved 7c: *That the Board expresses its appreciation to John Hart for his contributions and time given to TDB as Board member over many years.*

By acclamation

Moved 7d: *That Chris Freke be the TDB Deputy Chair respectively for the 2016-17 year.*

By acclamation

Moved 7e: *That AGM empowers the Board to receive and confirm nominations for Australian Board member vacant positions, particularly with regard to possible candidates from RMS, local government and international consultancies..*

Phillip Brown/Ian Clark

CARRIED

8. GENERAL BUSINESS

8a. ITE Liaison

Don McKenzie provided the following report on ITE activities to the Executive Officer to be provided to the AGM (and wider TDB community):

A brief bullet point summary from ITE activities over the past couple of months

- *ITE has developed a committee/task force looking at the future of trip generation, both from the perspective of its own publications and member services perspectives, as well as from a “state of play” perspective*
- *The task force/committee considers that the momentum of the ITE Trip Generation Manual is such that over at least the next few years a modified version of the ITE Trip Generation Manual would continue including data provided by ITE members from around North America and the ITE global membership incorporating traditional vehicle trip generation data as well as city centre and person trip data*
- *ITE will be convening ongoing discussions involving its technical and publications staff to determine what the optimal future form of trip generation publications (in its widest sense over the years to come). This process may also draw upon the views and considerations of the ITE membership, and might also benefit from discussions with TDB, TRICS etc*
- *Beyond 2017 version, it is considered that there will opportunities to build off of what has been (and will continue to be) created by ITE and going forward, and what might potentially emerge from further collaboration. Some ideas of future advances may include: enhancing an electronic data collection tool, establishing more regular updates of data (potentially continuously), opportunities for international engagement and sharing of data (where appropriate).*

Overall ITE recognises the evolutionary nature of trip generation, and will be working towards a long-term plan of what the evolving nature of trip generation might look like over the years to come.

The ITE goal is to create support and buy-in for both short term activities (building upon its established procedures) but carefully and deliberately recognising that this is simply a point along the journey. If TDB/TRICS can help with some “road signs” along that journey I am certain that an on-

going conversation would be most welcome. Perhaps I could suggest a TDB representative might be part of the task force/committee work of ITE (or I continue to get TDB up to date on a regular basis).

The report was received without comment.

8b. Feedback on preferred land uses for survey programme

Phillip Brown sought from the AGM what their preferred land use would be for upcoming TDB surveys, and each member present made suggestions, recorded as follows:

Retirement villages, Child Care Centres, Rural/Pastoral Conversions, Central City Apartments, Sports Facilities (in particular Tennis Centres, Netball Courts, Hockey Fields), Medical Centres, Churches (of all types), Self-Storage Facilities, and Mixed Use Developments

The Chairman declared the 2016 Annual General Meeting closed at 6:55pm.

Signed as a correct record by: _____.
Chairman

On (date) _____.