



## **MINUTES OF SIXTH ANNUAL GENERAL MEETING** **TRIPS DATABASE BUREAU TDB (PREVIOUSLY NZTPDB)**

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**Held:** At the Transportation Conference 2008, at the TSB Showcase,  
Devon St, New Plymouth, 8.00 a.m. Wednesday 5<sup>th</sup> November 2008.

**Present:** Ian Clark ( Acting as Chairman)  
Malcolm Douglass (Administrator)  
Nick Rabbets (TRICS), Bruce Conaghan, Roger Dunn, Larry Cameron, Don  
McKenzie, John Gottler, Bruno Petrenas, Glen Koorey, Steve Abley, Peter  
Doupe' (AITPM) and Peter Crofts (AITPM)

**Apologies:** David Gamble, John Winter, Chris Freke, Tony Brennand, Steve Spence,  
David Gennard, Bob Gibson, Donald Veal, Alan Nicholson, Andre Dantes,  
Stuart Woods

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### **1. APOLOGIES AND WELCOME**

Moved (a) *"That the above apologies be accepted"*

(b) *"That all present were members representing their member organisations".*

(c) *"The chairman extended a warm welcome to Nick Rabbets Chairman of TRICS UK.*

Clark/ Conaghan

Carried

### **2. MINUTES OF Fifth AGM 9.October 2007. at Tauranga**

The Minutes of the Fifth AGM held at The Sebel Trinity Wharf Tauranga which had been previously circulated were taken as read.

**Moved** *That the Minutes of the Fifth Annual Meeting be approved as a true and correct record.*

Dunn/ Conaghan

Carried

### **3. CHAIRMANS ANNUAL REPORT for 2007/2008**

This had been previously circulated and was summarised by the Chairman and the Administrator who drew attention to the highlights,

In particular the success of the growth in NZ membership to 52 and the start of the membership in Australia to 9. Roger Dunn noted that there still seemed to be many councils and consultants who were yet to be encouraged to join..

On the survey front no information had yet arrived from Australia but Peter Croft noted there were surveys proceeding on Big Box retail and Retirement homes. Proposals for collection of these were in hand. Nick Rabbets emphasised that all surveys had to be complete with the correct parameters and useful survey comment as well, if they were going to be useful in the Database in the future.

The new trading name **Trips Database Bureau** was proving very satisfactory and would be confirmed by the change in the rules.

The Chairman also observed that much was achieved during last year

1. The building of the TRICS/UK relationship and upgrading of the parameters and variables in our existing database to match the UK experience has become an ongoing programme and established a relevant accord.
2. Establishing a friendly joint relationship with AITPM and Australian practitioners and expanding the nature of NZTPDB to become an ANZAC joint **TDB**.
3. Completing the LTNZ funded research programmes for:
  - LTR 0090 Trip and Parking Comparison of UK/NZ Travel Patterns
  - LTR 0079 Integrated Transportation Assessment Framework
  - LTR 0115 National Travel Profiles (From MOT Surveys) Part A. Daily Description

The Board recognises that these research projects have represented a major effort and it appreciates the work undertaken by its consultants, at times under pressure and under paid, and hopes that members use and gain the full value of these published reports in the future.

The Annual Plan for 2008/2009 prepared by the Board was also attached to the Chairman's Annual Report. With the absence of new research this year there is a marked drop in activities. However the membership activities including growing the membership and the extra license fees for the new TRICS licenses reaches a higher level of \$92,000 and the additional membership is expected to cover this \$5000 annual increase.

Moved "*That the Chairman's Annual Report be received.*"

Dunn/Conaghan  
Carried

#### **4. AUDITED ACCOUNTS and FINANCIAL STATEMENT 2007/2008**

The Audited accounts were circulated at the meeting. Malcolm had also presented a summary in the Annual Report.

With :-

Research fees paid by LTNZ totalling	\$150,557
Membership Income of	\$ 73,980
And an IPENZ grant towards last years income of	\$ 5,308
Total income for the year was	\$229,845
This contrasted with last year's total of	\$108,547

This year members equity was \$29,493 compared to \$28,814 in 07/08

It was noted that the extent of funds reported in the accounts and used to pay consultants included both research and other administrative services and in the case of ATE and DCS of the totals shown a large part is in Administration the balance being for Research as follows

ATE Admin and Accounting \$47000, Research \$89,000 = \$136,000

DCS Admin, Management \$24,000 Research \$16,000 = \$ 40,000

The other consultant fees paid to Flow, MWH, and TDG were all related to research or database management.

Moved "*That the audited accounts and the financial statement for 2007/2008 be received and adopted.*"

McKenzie/Conaghan  
Carried

## 5. PROPOSED AMENDMENTS TO THE RULES

As set out in the Agenda due notice had been given on the following changes which were recommended by the Board and described by the chairman as being necessary to recognise the Bureau's amended name and its international involvement to provide for Australian membership.

**Recommendation:-** That the following Rule Changes be adopted :-

Rule 1 The name be changed to become 'Trips Database Bureau (Incorporated) trading as Trips Database Bureau or **TDB**'.

Rule 2. **Definitions**, delete reference to CPEng. and replace by 'Associated Engineering organisations which are granted reciprocal membership, shall include the Institution of Professional Engineers of New Zealand -Transportation Group (IPENZ-TG) and the Australian Institute of Traffic Planning and Management Incorporated (AITPM)'.

Rules Add 5.7 **Parallel Memberships** ' The Bureau will provide the same services to members in New Zealand and Australia but for organisations with offices and business in both countries the membership shall be treated as two memberships and such 'parallel memberships' shall be treated as two separate memberships for the purpose of payment of annual member fees, the use of the database and other services of the Bureau.'

Rule 6.1 **Annual Meeting** amend last two lines to read 'New Zealand Transportation Group's Annual Conference or such other conference or workshop, in New Zealand or Australia, as the Board, from time to time deems appropriate'. ( this also omits the reference to within three months after the end of the financial year)

Rule 6.7 line 2 'may appoint an Associate member to be its representative' etc.

Rule 7.1 **Membership of the Board** (2) 'not more than 6 elected members from New Zealand and not more than 6 elected members from Australia,' and at the end add ' and no less than half of the membership in each group must be full members of the IPENZ Transportation Group and the AITPM respectively'.

Rule 7.1 (3) replace by 'A nominee appointed by the NZ Transport Agency and also a nominee appointed by Austroads (representing the transport planning and technology stream) on behalf of the Australian transport authorities'.

Rule 7.1 (4) add at the end ' and also a nominee appointed by the Council of the AITPM.'

Rule 7.3 **Nominations** last line 'All such nominations must be delivered to the Administrator and/or the Chairman at least 12 hours prior to the commencement of the Annual Meeting'.

Rule 7.4 (3) replace last line by 'vacancies to be filled. Voting will normally be by show of hands, but the chairman may rule, and if requested by a vote of the members present to do so will rule, that a secret ballot be held'.

Rule 11.3 **Relationship with IPENZ and AITPM** deals with the special relationship with IPENZ and recognises the independence of the TDB as a Focus Group. Add after 'IPENZ Transportation Group' and 'IPENZ' in the four places where it occurs' and the AITPM'.

*Moved ' That the rules as presented be adopted and a consolidated re-print of the rules be forwarded to all members.'*

Dunn/Conahgan  
Carried

**6. ELECTION OF BOARD MEMBERS**

Ian referred to the service of last years Board and noted that John Winter had stood down, as required by the rotation included in the rules and was not standing for re-election this year. John had served on the Board since its inception in 2002 and his services had been greatly appreciated.

Chris Freke, who also stands down in terms of the rules, had been re-nominated and Mark Apeldoorn was nominated as a new Board member.

Moved:- *'That the nominations of Chris Freke and Mark Apeldoorn be confirmed as the members of the Board'*.

Dunn/McKenzie  
Carried by acclamation

**7. GENERAL BUSINESS**

1) Steve Abley raised the matter of the value of the University of Canterbury undertaking surveys using their final year students and how these were a useful addition to the Database.

Moved:- *'That the University of Canterbury be thanked for its on going work in undertaking surveys suited to being included in the TDB Database'*.

Clark/Croft  
Carried

2) The Administrator informed the meeting of the October decision of the Transportation Group National Committee to pay its sponsorship grant of \$1500 to the **TDB** for representing the IPENZ Group at the AITPM September Conference at Perth.

Moved:- *That the National Committee be thanked for allocating this grant of \$1500 to the Bureau For its representations on behalf of the Group at the AITPM Conference in Perth.*

Abley/McKenzie  
Carried

3) Peter Croft thanked the TDB for inviting ARRB to be a Reciprocal Member of the Bureau and noted its value to ARRB and also supported the increased association and membership of the Bureau in Australia

There being no further general business the Chairman thanked members for their attendance and wished them well in their participation in TDB activities in the year ahead.

**The Chairman declared the Annual Meeting closed 8.45 a.m**

Signed as a correct record by.....  
Chairman

On the (Date).....