



Secretary
REAAA New Zealand Chapter Inc
PO Box 12 647
Thorndon, Wellington
www.reaaa.co.nz

NOTICE OF MEETING

The Annual General Meeting
of the REAAA New Zealand Chapter Inc

Will be held on Tuesday 29th March 2011
commencing at 12.00pm

Venue: West Plaza, 110-115 Wakefield Street, Wellington
Members and non- members welcome

A G E N D A

1. Apologies
2. Confirmation of Minutes of Annual General Meeting held on 1 July 2011 (attached)
3. Matters Arising
4. Adoption of Audited 2010 Accounts (attached)
5. REAAA NZ Chapter 2011 Budget (attached)
6. Chairperson's Report (attached)
7. Adoption of remits (attached)
8. Election of members to vacancies on the committee
9. General Business



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MINUTES OF ANNUAL GENERAL MEETING

Venue: Rimu 3, Novotel Ellerslie, 72-112 Greenlane East, Ellerslie, Auckland
Date: Thursday 1 July 2010
Time: 7.35am

Item	Discussion
	<p><u>In Attendance</u></p> <p>Committee: Richard Steel (Chairman), Brendan Bisley (Acting Chair/Treasurer), Ewan Hunter, Allan Tuck, and Lisa Pallister (Secretary)</p> <p>Members: Keith Caldwell (Beca), Jennifer Hart, Sean Dowdall (GHD), Kent McNaughten (GHD), Ben Paea (GHD), Sam Colquhoun (GHD), Thuan Lam, (GHD), Ian Stenberg, Muir Coup (Opus), Simon Pollard (Downer EDI Works) and Henare Clarke (Downer EDI Works)</p>
1	<p><u>Apologies</u></p> <p>Shaun Magee, Tim Talbot, Glenn Campbell, Dave Bates, Chris Grainger and Chris Scott</p> <p>Resolved: That the apologies be accepted.</p> <p style="text-align: right;">Carried</p>
2	<p><u>Confirmation of Minutes of last meeting</u></p> <p>Meeting held on 30 April 2009</p> <p>That the minutes of the previous meeting circulated with the agenda were confirmed as being a true and accurate record.</p> <p style="text-align: right;">Allan Tuck/Ewan Hunter Carried</p>
3	<p><u>Matters Arising from the Action Sheet</u></p> <p>From meeting held on 30 April 2009:</p> <ul style="list-style-type: none"> • There were no matters arising from the previous minutes.

4	<p><u>Adoption of Audited 2008 Accounts</u></p> <ul style="list-style-type: none"> • The Treasurer, Brendan Bisley, presented and tabled the audited 2009 accounts and his Treasurers report. • The Treasurer noted profit came from a very successful Low Volume Roads workshop which is held 2 yearly. • The difference in 2008 roadshow expenses and 2009 came from speakers covering their own travel arrangements. • The Treasurer noted that the breakfast forums do run at a loss, however the committee see these forums as a great way to give back to the chapter's members. • The Treasurer noted the external auditor used for the 2009 accounts was D M Lander, Johnsonville and the members agreed for D M Lander to audit the 2010 accounts. <p>Resolved: That the audited accounts be adopted.</p> <p style="text-align: right;">Rob Napier/Ewan Hunter Carried</p>
5	<p><u>REAAA NZ Chapter 2009 Budget</u></p> <ul style="list-style-type: none"> • The Treasurer tabled the 2010 budget for acceptance. • The Treasurer noted the budget was projected at a slight loss of under \$2000. However the budget is conservative and the committee hopes to have increased numbers at the roadshow than what is budgeted for. <p>Resolved: That the 2010 budget presented is adopted.</p> <p style="text-align: right;">Ewan Hunter/Rob Napier Carried</p>
6	<p><u>Chairperson's Report</u></p> <ul style="list-style-type: none"> • The Chairman, Richard Steel tabled his annual Chairperson's report. <p>Resolved: That the 2009 Chairman's report be accepted.</p> <p style="text-align: right;">Brendan Bisley/Muir Coup Carried</p>
7	<p><u>Election of members to the Committee</u></p> <ul style="list-style-type: none"> • The elected members were noted and accepted from the agenda. • There were no elections from the floor. <p>Resolved: The committee is elected as noted.</p> <p style="text-align: right;">Carried</p>
9	<p><u>General Business</u></p> <ul style="list-style-type: none"> • There was no general business. <p style="text-align: right;">The meeting closed at 7.50am.</p>

**The New Zealand Chapter of the Road Engineering
Association of Asia and Australasia Incorporated
Income and Expenditure account**

For the year ending 31 December 2010

	2010	2009
Income		
Subscriptions	19,020	17,282
Breakfast Forums	560	1,418
Low Volume Roads	-	17,245
Road Show Income	41,192	43,630
Interest Received	2,526	3,186
Total Income	63,298	\$ 82,760
Less Expenditure		
Audit Fees	2,330	2,270
Bad Debts	853	-
Bank & Interest Charges	28	48
Breakfast Forums	2,429	3,064
Foreign Currency Charges	170	821
Interest & Penalties	325	246
Postage & Courier	209	120
Printing & Stationery	676	275
REAAA Parent Subscriptions	6,792	5,922
Roadshow Expenses	27,778	29,687
Secretarial Services	21,286	22,532
Telephone	280	272
Travel & Entertainment	168	283
Website	1,606	2,122
Total Expenditure	64,929	67,662
Surplus/(Deficit) before taxation	(1,631)	15,099
Less Taxation	458	656
Surplus/(Deficit) after Tax	(2,089)	\$ 14,443

K. J. Hall
24 March 2011

**The New Zealand Chapter of the Road Engineering
Association of Asia and Australasia Incorporated**

Balance Sheet

as at 31 December 2010

	2010	2009
Assets		
ANZ Cheque Account	17,001	40,832
ANZ Term Deposits	42,221	38,932
Accrued Interest	1,416	1,401
Accounts Receivable	23,297	12,520
Total Assets	83,935	93,685
Less Liabilities		
Accounts Payable	2,425	7,870
GST Payable	4,198	6,556
Provision for Taxation	727	585
Total Liabilities	7,351	15,012
Net Assets/(Liabilities)	\$ 76,584	\$ 78,673
Represented by :		
Accumulated funds brought forward	78,673	64,230
Surplus/(deficit) for year from Operations	(2,089)	14,443
TOTAL ACCUMULATED FUNDS	\$ 76,584	\$ 78,673

For and on behalf of the Association



Chairman

24 March 2011

Date

REAAA proposed budget - 2011 (GST Exclusive)

Income	Note		
Subscriptions			
Ordinary members	74 @ 55		3,850
Institutional	9 @ \$1150		10,350
Corporate	11 @ 575		6,325
New Members			2,000
Roadshow surplus			15,275
Breakfast Forums			1,500
Low Volume Roads Workshop 2011 surplus			4,000
Low Volume Roads Workshop 2011 seeding fund			2,000
Interest received from term deposits			2,500
Total Income			47,800
Expenditure			
REAAA fees	1		10,000
Secretarial services	2		23,000
Training	3		995
Regional meeting cost incl. AGM	4		500
Breakfast forums			3,500
Sponsorship - conferences			0
Operational costs (audit, postage, printing)			
audit fees			2,000
postage & stationery, general			1,000
Tax Allowance			500
Web site development			1,000
Web page maintenance			800
Total Expenditure			43,295
Excess/ (deficit) income-expenditure			4,505

Notes

- 1 Based on subs to Malaysia @ 2RM = NZ\$
- 2 Sec services averaged @17hrs/week plus 30 hrs per week for 3-4 weeks for Roadshow
- 3 MYOB training in Christchurch 21/2/11
- 4 Regional meetings/breakfasts - catering and travel/accommodation when required

Chairman's Annual Report

AGM – 29 March 2011

Overview

The New Zealand Chapter had a “steady as we go” year that was impacted by the economic environment and the demands on Committee members time as they balanced the requirements of the association and their own business roles. I would like to express my appreciation to our Secretary Lisa Pallister and to all of those who have served on the Committee in 2010.

Our membership numbers at the start of 2010 were:

Institutional Members – 9

Corporate Members – 11 (equivalent to ½ an institutional member)

Ordinary Members – 74

During the year 17 members resigned (or memberships terminated) and 7 new members joined. As at 28 February our membership numbers stand at:

Institutional Members – 9

Corporate Members – 11 (equivalent to ½ an institutional member)

Ordinary Members – 64

Financially the Chapter recorded a small deficit, principally as a result of attendance at the annual Roadshow being behind that of previous years; although the Roadshow was again rated highly by all attendees. The Chapter remains in a healthy position financially.

The Chapter was invited by the Governing Council to host the 93rd meeting of the Governing Council and this would have occurred sometime between September and early November 2011. The Chapter last hosted a Council meeting in March 2006 and it proved to be an excellent opportunity to showcase New Zealand's roading capability to senior officials from road authorities throughout East and SE Asia. Unfortunately our capacity to host a meeting this year is adversely affected by the timing of the Rugby World Cup; (as is the timing of the Roadshow) and we are looking at opportunities to host the meeting that is scheduled to occur in April 2012.

The 2010 Roadshow

Due to unforeseen circumstances the NZ Chapter's annual roadshow was deferred from our usual August/September timing to November. The Roadshow was held in five locations throughout New Zealand and the seminars were a real success, with over 120 attending.

In addition to a range of other topical subjects this year's Roadshow again included a “Young Presenter Competition” with 2-3 shortlisted competitors presenting at each location.

Those attending the seminars uniformly rated the presentations as Very Good or Excellent, and commented on the very high standard of presentation material with stimulating topics and thought the seminars were well worth attending. They all indicated a desire for the seminars to continue next year. The Roadshow continues to be our flagship and I thank everyone who was involved in presenting and organising the 2010 event.

Website, Newsletters and Information

A newly designed website for the Chapter is now live. The website has new facilities and options for visitors to the site in the form of a conference paper database, access to parent body information and up to date news on the Chapter's Roadshow, forums and Low Volume Roads workshop. As always the committee invites and values feedback on the services that the Chapter provides and would welcome your feedback on how the Chapter's communication services through the website could be improved.

Breakfast Forums

The purpose of the breakfast forums has been to provide a short but stimulating presentation on a topical subject or to host a key note speaker for a significant conference elsewhere in New Zealand, and to provide the opportunity for members to network. In July last year we hosted a breakfast seminar in Auckland with Tony Fisher, Auckland Motorway Alliance being the key speaker. We will continue this initiative throughout 2011 and member's active participation through attendance and in suggesting subjects of interest and/or possible speakers will be welcomed by the Committee.

Thanks and Welcome

This year the Chapter's committee remains unchanged with Richard Steel, (Beca), Brendan Bisley (AECOM), Dave Bates (NZTA), Glenn Campbell (Whitestone Contracting), Chris Gregory (GHD), Ewan Hunter (Opus), Shaun Magee (Downer), Rob Napier (AECOM), Chris Scott (CityCare), Tim Talbot (Fulton Hogan) and Allan Tuck (Higgins).

REAAA Parent Organisation

I still hold the role of Hon Treasurer for the parent body. The REAAA Governing Council has recently adopted the following strategic objective: *To meet the needs of members in terms of their professional development through the provision of technology interchange, technology transfer and other services which result in an enhancement of the quality of good road engineering practice, improved cooperation and a reduction in the duplication of effort.* In pursuit of this objective REAAA has established eight technical sub-committees with leadership of each sub-committee assigned to an owner country. New Zealand holds the responsibility for Structure and Bridges committee. The "Owner" country will nominate a Chairperson for the Technical Committee for which they have responsibility. Members of these committees will be drawn from and nominated by the various Chapters of REAAA.

The Low Volume Roads Workshop

The REAAA NZ Chapter is delighted to sponsor the Low Volume Roads Conference again in 2011 and the workshop committee is underway with planning for the conference which is to be held in Queenstown on 17 -19 August.

Plans and Challenges for the next Year

2011 Roadshow

Planning for the 2011 roadshow is underway and with the Rugby World Cup on in September /October, this year's roadshow will most likely be held in November 2011. There is a possibility that a Nelson/Marlborough seminar may be added to the list of locations.

Annual Subscriptions

A postal ballot was sent out at the beginning of the year for an increase in the Institutional and Corporate subscriptions. There was a great response to the ballot with all voting yes to the increase.

Breakfast Forums

As well as the two forums on the Christchurch Earthquakes further forums will be planned for this year.

Richard Steel
Chairperson REAAA NZ Chapter



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REMIT TO 2011 ANNUAL GENERAL MEETING

NOMINATIONS OF COMMITTEE MEMBERS

- This amendment to the constitution is proposed to allow the Committee the discretion to decide on the method of election of committee members – postal ballot or at the AGM following receipt of nominations.

Current Constitution reads.....

Article XIII MANAGEMENT

- 2 The Chairperson, Secretary, Treasurer and no less than a minimum of eight (8) Committee members shall be elected by a postal ballot of members of the Chapter and shall take office at the conclusion of the next following Annual General Meeting except that officers elected at the Inaugural Meeting shall be elected by those financial members present at such meeting. The two vice chairpersons shall be elected initially by Committee members from within the Committee at the next Committee meeting following the Inaugural Meeting and thereafter following the Annual General Meeting.

Proposed changes to constitution under **Article XIII Management** are:

- 2 The Chairperson, Secretary, Treasurer and no less than a minimum of eight (8) Committee members shall be elected by a postal ballot **or at the Annual General meeting following receipt of nominations** of members of the Chapter and shall take office at the conclusion of the next following Annual General Meeting except that officers elected at the Inaugural Meeting shall be elected by those financial members present at such meeting. The two vice chairpersons shall be elected initially by Committee members from within the Committee at the next Committee meeting following the Inaugural Meeting and thereafter following the Annual General Meeting.



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REMIT TO 2011 ANNUAL GENERAL MEETING

AUDITORS

This amendment to the constitution is proposed to enable a New Zealand Chartered Accountant to prepare the Chapter's financial statements in accordance with the Service Engagement Standard No. 2 Compilation of Financial Information issued by the New Zealand Institute of Chartered Accountants instead of a full audit/review on an annual basis.

Current Constitution reads.....

Article XVIII AUDITORS

- 1 The accounts of the Chapter shall be reviewed or audited by the Auditor/Auditors appointed at the Annual General Meeting and the Auditor/Auditors shall prepare a report or certificate for the subsequent Annual General Meeting.

Proposed changes to constitution under Article XVIII Auditors are:

- 1 An audit or review of the annual report is not required if the following conditions are met;
 - a) The Financial Statements of the Chapter are prepared by;
 - 1) A Chartered Accountant being a member of the New Zealand Institute of Chartered Accountants, and
 - 2) the financial statements shall be prepared in accordance with the Service Engagement Standard No. 2 Compilation of Financial Information issued by New Zealand Institute of Chartered Accountants, and
 - 3) the Chartered Accountant shall produce the financial statements for the subsequent Annual General Meeting, and
 - 4) shall be appointed at each Annual General Meeting.