



Secretary
REAAA New Zealand Chapter Inc
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 Thorndon, Wellington
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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

Balance Sheet

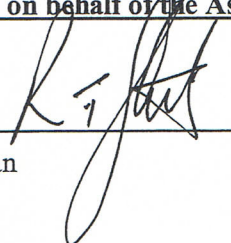
as at 31 December 2009

	2009	2008
Assets		
ANZ Cheque Account	40,832	18,942
ANZ Term Deposits	38,932	50,932
Accrued Interest	1,401	-
Prepayment - 2009 Low Volume Roads	-	1,000
Accounts Receivable	12,520	7,425
Total Assets	93,685	\$ 78,299
 Less Liabilities		
Accounts Payable	7,870	9,820
GST Payable	6,556	3,248
Provision for Taxation	585	1,001
Total Liabilities	15,012	\$ 14,069
 Net Assets/(Liabilities)	\$ 78,673	\$ 64,230
 Represented by :		
Accumulated funds brought forward	64,230	71,160
Surplus/(deficit) for year from Operations	14,443	(6,930)
TOTAL ACCUMULATED FUNDS	\$ 78,673	\$ 64,230

For and on behalf of the Association

Chairman

Date



24 June 2010



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

Income and Expenditure account

For the year ending 31 December 2009

	2009	2008
Income		
Subscriptions	17,282	16,700
Breakfast Forums	1,418	1,111
Low Volume Roads	17,245	-
Road Show Income	43,630	47,873
Interest Received	3,186	4,337
Total Income	\$ 82,760	\$ 70,022
Less Expenditure		
Audit Fees	2,270	1,220
Bank & Interest Charges	48	93
Breakfast Forums	3,064	2,398
Foreign Currency Charges	821	-
General	-	456
Interest & Penalties	246	-
Postage & Courier	120	120
Printing & Stationery	275	977
REAAA Parent Subscriptions	5,922	5,600
Roadshow Expenses	29,687	39,462
Secretarial Services	22,532	23,138
Sponsorship	-	1,865
Telephone	272	
Travel & Entertainment	283	
Website	2,122	622
Total Expenditure	67,662	75,951
Surplus/(Deficit) before taxation	15,099	(5,929)
Less Taxation	656	1,001
Surplus/(Deficit) after Tax	\$ 14,443	(\$6,930)

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REAAA proposed budget - 2010 (GST Exclusive)

Income	Note	
Subscriptions		
Ordinary members	70 @ 55	3,850
Institutional	9 @ \$1050	9,450
Corporate	11 @ 525	5,775
New Members		2,000
Roadshow surplus		15,125
Breakfast Forums		1,500
Interest received from term deposits		2,500
Total Income		40,200
Expenditure		
REAAA fees	1	9,537
Secretarial services	2	23,000
Regional meeting cost incl. AGM	3	500
Breakfast forums		2,500
Sponsorship - conferences		0
Operational costs (audit, postage, printing)		
audit fees		1,800
postage & stationery, general		1,000
Tax Allowance		500
Web site development		2,500
Web page maintenance		800
Total Expenditure		42,137
Excess/ (deficit) income-expenditure	5	-1,937

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. Regional meetings/breakfasts - catering and travel/accommodation when required
4. To be funded from prior years surplus held in fixed term deposit

Annual Report AGM – 1 July 2010

The 2009 Roadshow

The seminars were a real success, with over 150 attending. The Young Presenter competition was a notable success which I hope will now be a fixed slot in the roadshow programme for years to come. 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 2009 event.

Website, Newsletters and Information

Over the past year there has been limited activity and the committee is currently looking at a revamp of the website to ensure it is easily maintained and relevant to the member's needs. 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 could be improved.

Breakfast Forums

During the last year we have hosted three breakfast seminars in Christchurch, Dunedin and Auckland. 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.

The REAAA is unique in that our membership is drawn from Contractors, Road Controlling Authorities and Consultants and the feedback on the breakfast forums as an informative and time effective networking opportunity has been extremely positive. Including a short presentation and forum opportunity around the AGM follows this successful format.

We will continue this initiative throughout the next year 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

Thanks are due to all of last year's committee and especially to those standing down, Anthony Brennand, Bill Caradus, Peter Mortimer Chris Olsen and Chris Parkman.

A welcome to Dave Bates, Glenn Campbell, Chris Gregory, Shaun Magee and Tim Talbot who now join the Committee and to all other current committee members, who are namely; Brendan Bisley, Allan Tuck, Ewan Hunter, Rob Napier and Chris Scott.

Finally I would like to thank Lisa Pallister our hard working and exceptionally well organised Secretary. With the demands on committee member's time we rely on Lisa being our collective PA and "squeaky wheel".

REAAA Parent Organisation

I have now taken on the role of Hon Treasurer for the parent body and attended my first council meeting in this capacity in September 2009 along with attending the REAAA Conference in Korea. Initiatives undertaken by the parent body in 2009 include developing a relationship with PIARC with a MOU to share information.

At the General Council Meeting in April in Kuala Lumpur the Council endorsed a proposal to form technical committees in a number of areas to facilitate and stimulate the exchange of technical information and expertise

between member organisations. The New Zealand Chapter has been invited to chair the committee for Structures and Bridges and Rudolph Koetze has kindly agreed to take up that role.

The Low Volume Roads Workshop

This bi-annual event is actively supported by REAAA and was held in Napier in July and was highly successful. It generated a significant surplus which benefited the Chapter in 2009. The feedback from the workshop was extremely positive and the organising committee are to be congratulated. REAAA is delighted to sponsor the conference again in 2011 and the workshop committee have already started planning for the 2011 event to be held in Queenstown.

Plans and Challenges for the next Year

2010 Roadshow

The dates for the 2010 Roadshow have been set and planning is well underway. We are targeting to at least maintain attendance at last years levels through your active support for what is an extremely cost effective industry event.

As a general observation I think it is important that industry organisations maintain an attendance at a good range of relevant industry events and where necessary reduce expenditure by limiting the numbers of attendees. Most conferences and seminars fulfil specific industry needs and maintaining continuity and currency of knowledge is arguably more important now than when funding less constrained.

Annual Subscriptions

When approving the audited accounts and budget for 2010 the Committee discussed annual subscriptions and noted that these were last reviewed in 2006 and that increases had been deferred last year in recognition of economic conditions. It is the intention of the Committee to seek the approval of members to increase subscriptions by approximately 10% for the year commencing 1 January 2011. A postal ballot will be conducted for that purpose later this year.

Richard Steel
Chairperson REAAA NZ Chapter

Election of Members to Vacancies on the Committee

The following people have been elected/re-elected to the Committee for its next term beginning after the 2010 Annual General Meeting on 1 July 2010. Resignations from the committee have been received from Anthony Brennand, Bill Caradus, Peter Mortimer Chris Olsen and Chris Parkman.

Chairperson	Richard Steel, Beca
Secretary	Lisa Pallister (non-member)
Treasurer	Brendan Bisley, AECOM

Committee members

North Island

Dave Bates
Ewan Hunter
Allan Tuck

South Island

Chris Gregory, GHD
Glenn Campbell, MWH
Rob Napier, AECOM
Shaun Magee, Downer EDI Works
Chris Scott, Citycare
Tim Talbot, Fulton Hogan