

**Canterbury / West Coast Branch**  
**Committee - Annual General Meeting**  
**Agenda**



Wednesday November 11 2020, 6:30 pm  
Pomeroy's Tasting Room, 284 Kilmore Street

Name		Position	Present	Apologies
Grace Ryan	GR	Chair, GHD	✓	
Amanda Klepper	AK	Vice Chair, Jacobs Remaining on Committee		
Kerstin Rupp	KR	Treasurer, Jacobs Remaining as Treasurer		
John Lieswyn	JL	Administrator, ViaStrada		
Ben Jassin	BJ	Committee Member, Abley		
Ben Zmijewski	BZ	Committee Member, Beca		
Robyn Hyde	RH	Committee Member, AECOM		
Shaun Boshier	SB	Committee Member, Stantec Leaving Committee		✓
Sahan Lalpe	SL	Committee Member, Aurecon		
Karishma Kumar	KK	Committee Member, CCC		
Stacey Lloyd	SLo	Incoming Committee Member, Stantec		

Item	Action
<b>1) Approval of Previous AGM Minutes (<a href="#">link</a>)</b>	
<b>2) Chair's Report - GR</b>	
<b>3) Treasurer's Report - KR</b>	
<b>4) Committee Roles</b> a) Committee Members - GR, AK, KR, JL, BJ, BZ, RH, SLa, KK, SLI (new) (10) b) Administrator - SLa (JL offers support) c) Treasurer - KR (remains) d) Vice Chair - JL (unopposed) e) Chair - GR (with typical expectation that Vice Chair becomes Chair next AGM)	
<b>5) Budget Update</b> Financial year is 30 September, 2020 budget approved.	
<b>6) Previous events</b> a) NPS on Urban Development public event on Monday Nov 2 at Tūranga with Te Putahi Jessica Halliday. Axel Downard-Wilke as speaker. TG was major sponsor.	For information

<p>b) Urban Design Forum: UDF AGM and Launch of Urban Design Research Hub at Jasmx, Level 1, 79 Lichfield Street 14 October 5:30pm</p>	
<p><b>7) Upcoming and potential events</b></p> <p>a) Avon River Loop Walk, AGM &amp; Social Event - Wednesday 11 Nov coordinated by JL, BJ, BZ. Objective is to discuss and explore best practice in placemaking, urban design and transport, hold AGM, and a social event to close out a tumultuous year!</p> <p>b) University of Canterbury ITE student chapter career presentations from transportation professionals, 30 minutes, 19th November 2020 at noon (online).</p> <p>c) Workshop for Greater ChCh 2050, looking at and responding to the output from the current public survey that ends on 8 November.</p> <p>d) Pizza and [Transport] Movie Night on Tue 8 Dec at Space Academy. Interactive interval, two films. \$500 for venue hire &amp; pizzas, buy-YO drinks.</p> <p>e) Education event ideas:</p> <p>i) UC Orientation week stand on 19 February 2021 (added to TG calendar), consider stall content. Ideas are a mapping exercise, touchscreen, noting no comms with UC as yet. Simon Kingham was MUGS conference speaker; Matthew Hughes UC Lecturer, or David Conradson UC lecturer. KK leading.</p> <p>ii) High Schools - ENZ Wonder Programme. KK - in the UK transport planning introduced. Or Massey urban planning department - promote the idea of continuing their education at UC in transportation engineering / planning.</p> <p>f) Parked or in development event ideas:</p> <p>i) Lived experience event for diverse-ability, including (deaf, vision impairment, leg brace, walking support, wheel chair, cane, etc)</p> <p>ii) Heritage Tram event with Railway Technical Society of Australasia. On hold.</p> <p>iii) LBTQI in STEM event to better include marginalised groups in our industry, language/assumptions, profile building. <i>On hold, GR to explore ENZ support.</i></p>	<p>JL leading</p> <p>JL volunteered</p> <p>AK, GR, BZ volunteered</p> <p>AK, BZ. GR to send out event details and flyer when ready.</p> <p>Committee to keep 19 February 2021 Look into career fairs at high schools</p> <p>KK to reach out to UC lecturers &amp; O-week organisers</p> <p>GR</p> <p>GR</p>
<p><b>8) National updates from 10th November</b></p> <p>a) New committee handbook from ENZ, saved on branch Google Drive.</p> <p>b) Any ideas, changes we could make to committee functions or roles.</p> <p>c) National TG updates from committee meeting</p>	<p>Any feedback to GR</p> <p>GR</p>
<p><b>9) Membership / outreach</b></p> <p>a) Good growth. Issue with TG website blocked by Facebook. ENZ &amp; TG aware.</p> <p>b) Member branch check on details and branch selected, list with ENZ (low priority).</p>	<p>GR pursuing</p>
<p><b>10) Other business</b></p> <p>a) Regular meetings now held on Tuesdays midday.</p> <p>b) Future in person meeting should have a 10 min demo of Google Drive and after closing by JL, 1:1 time to sort access for those who don't have it. Bring your laptops</p>	<p>JL</p>
<p><b>11) Adjournment xx:xxpm</b> <b>NEXT MEETING:</b> A day in early Dec over lunch TBC</p>	<p>GR to send</p>