

NZMUGs Report to Transportation Group AGM 2018

16 March 2018

1. Introduction

The New Zealand Modelling User Group (NZMUGs) is a special interest sub-group of the Transportation Group, that was established in 2008. The group is dedicated to promoting the interests of traffic and transport modelling within the transport industry in New Zealand. It is the intention that the group will represent all aspects of modelling, from micro-simulation through to wide area/strategic modelling, as well as emerging areas such as pedestrian and accessibility modelling. It is intended that the group takes an even handed approach to all modelling software.

2. Overview of the year

NZMUGs has had a successful year with another well represented conference in Christchurch in September 2017. Other key activities for NZMUGs in 2017 were:

- Publishing a discussion paper on forecasting travel demand and uncertainties. There is more work to do on this subject in 2017/18;
- We sought to better understand our membership, which currently stands at 201 members, around 21% of the parent Transportation Group;
- Continuing our liaison and engagement with the Transportation Group, AITPM TMN and other groups; and
- Continuing to guide and support research projects, such as we have for the Next Generation Transport Models project.

3. NZMUGs Committee

The NZMUGs committee stands at 17 members from a range of consultants and local government clients. Key roles on the committee are:

Position	Name	Organisation	Email
Chairperson	Nathan Harper	AECOM	nathan.harper@aecom.com
Vice Chair	Bevan Wilmshurst	TDG	bevan.wilmshurst@tdg.co.nz
Treasurer	Kerstin Rupp	Jacobs	kerstin.rupp@jacobs.com
Administrator	Bob Hu	Jacobs	bob.hu@jacobs.com
Conference Coordinator	John Pell	GWRC	john.pell@gw.govt.nz

John’s role as Conference Coordinator was created and confirmed at the September 2017 AGM.

4. Technical Meetings and Conferences

The 2017 conference in Christchurch was well attended, with 62 delegates. The conference theme was 'Are Smart Models Leading to Dumb Modellers?' Around 87% of surveyed attendees were 'very satisfied' or 'extremely satisfied' with the conference.

Key features of the conference were:

- Key note speakers:
 - Tim Herbert, Ministry of Transport;
 - Dr Rahmi Akçelik, SIDRA SOLUTIONS; and
 - Peter Nunns, MRCagney / Greater Auckland Blog.
- An update on the Model Development Guidelines;
- Next steps on the travel forecasting research;
- The award for Best Speaker went to Soumya Subba (Beca); and
- The award for Best Young Speaker went to Ling Hoong (Beca).

5. Awards

Recipients of Student and Young Professionals Awards to attend the 2017 conference:

- Caleb Deverell (Jacobs);
- Niro Jayanathan (Aurecon);
- Dana Abudayyeh (University of Canterbury);
- Neha Sharma (Jacobs);
- Ashu Kedia (University of Canterbury); and
- Vanessa Wong (TDG).

6. Financials

The following financial information is for the 2016/17 financial year.

Financial Position	Amount (rounded)
After 2016 Conference	\$52,482
Interest paid since Oct 2016	\$796
Sponsorship (conference)	\$7,400
Registration Fees (conference)	\$22,100
Expenses (conference venue, dinner etc.)	\$16,022
Conference planning / marketing costs	\$4,806
After 2017 Conference (provisional)	\$62,671

NZMUGs is in a healthy financial position with provisional available funds in excess of \$60k as at 31 September 2017. The financial summary shows that a profit of around \$10,000 was made, which was larger than forecast and as a result of a cheaper conference venue in Christchurch, and the anticipated research project not completed in 2017 (this is a priority for 2018).

The conference is the major generator and consumer of NZMUGs funds, and the incoming sponsorship relates to the conference and the key note speaker/s. As part of this we awarded six free registration slots to the NZMUGS 2017 Conference, in order to assist the attendance of younger presenters. We thank our sponsors for their financial support of the conference. Their generosity makes initiatives like the Students and Young Professionals Awards, and prizes for speakers possible.

Moving into 2018 we are seeking to use some of the available funding to support the development of forecasting guidelines, and also to continue to support members through identifying and disseminating best practice through various activities as described in the next section.

7. The year ahead

The key activities for the year ahead will be:

- Engaging with members on the 'Future of NZMUGs' to understand what activities they value, and therefore where NZMUGs should direct their efforts;
- Holding a 2018 conference in Auckland;
- Continuing our liaison and engagement with the Transportation Group, AITPM TMN and other groups;
- Continuing to guide and support research projects, such as we have for the Next Generation Transport Models project;
- Updating the Model Development Guidelines;
- Investigate the need for a website;
- Continuing towards a travel forecasting guideline, possibly with NZTA; and
- Clarify what NZMUGs ongoing role is with regards to undertaking research.



Nathan Harper

NZMUGS Chair

On behalf of the NZMUGS Committee

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

Held: At Rydges Latimer Hotel, 30 Latimer Square, Christchurch, NZ, 5:00 pm,
Monday 4th September 2017

Present: Tony Brennand (TDB Chair, by Conference Call), Stuart Woods (Executive Officer), Phillip Brown (Board Member - TEAM), Dave Smith (Abley), Julie Ballantyne (TDG), Oliver Brown (MWH), Hamid Mirbaha (Aecom), Barry Dowsett (NZTA), Jared White (Abley Transport Consultants), Steve Abley (Abley Transport Consultants), Mark Gregory (Christchurch City Council)

Apologies: Bryce Hall (Traffic Planning Consultants), Don McKenzie (TDG), Sam Ni (NZTA)

Minutes

1. APOLOGIES AND WELCOME

Tony Brennand (TDB Chair) welcomed attendees to the 2017 AGM and then called for apologies.

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

Tony Brennand/Phillip Brown
CARRIED

2. MINUTES OF FOURTEENTH AGM (7th September 2016) AT WELLINGTON

The Minutes of the Fourteenth AGM (Attachment 1) held at the Sustainability Trust, 2 Forrester Lane, Wellington, NZ; 6:30 pm, Wednesday 7th September 2015, which had previously been circulated were taken as read.

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

Phillip Brown / Dave Smith
CARRIED

3. AUDITED ACCOUNTS AND FINANCIAL STATEMENT 2016-2017

The Draft Audited Accounts and Financial Statement Report for the 2016/17 financial year were 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 3: *That the audited accounts and the financial statement report for 2016/2017 as presented be received and adopted.*

Tony Brennand / Steve Abley
CARRIED

4. ANNUAL REPORT OF THE CHAIRMAN AND EXECUTIVE OFFICER FOR 2016-2017

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 stabilisation of the membership numbers, and new member from UAE
- 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.

- The growth of the database this year of another 90 lines of survey data, taking our database size to about 1370 records. New surveys had been added for motels, inner city apartments, childcare facilities, bulk retail outlets, neighbourhood shopping centres, tertiary education site and five different fast food chains.
- That our last research project had been published earlier this year as RR610 “The assessment of the effects of small scale development proposals on the transportation network”.
- That our DAG arrangements will come to a close early in 2018 as the new arrangements with TRICS will enable heavily discounted membership access to the TRICS UK/Ireland database.
- The progress made on creating an on-line portal for our database.

The Executive Officer also acknowledged with thanks the collaboration and cooperation of the NZ MUGS Conference Organising Committee, allowing TDB to hold its AGM in association with their conference.

The Chair also noted that the Executive Officer will be stepping down from the role in the near future and that a process for replacement is underway. He expressed thanks for the successes and progress made by TDB during the time of the current Executive Officer.

Moved 4:- *That the 2016/17 Report of the Chair and Executive Officer be received.*

Phillip Brown / David Smith
CARRIED

5. 2017-18 ANNUAL PLAN AND PROGRAMME

The proposed 2017-18 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 TRICS license subscription and future web-hosting fees. Although the TRICS subscription will decrease by c. \$12k, the user access fees for the web-hosting that TRICS will charge TDB will be of the order of \$25k. This increase has been absorbed into the current budget by reallocation of some historically under-utilised activity areas and modest membership growth.

Moved 5:- *That the Annual Plan and Programme for 2017/18 be received and adopted.*

Tony Brennand / Julie Ballantyne
CARRIED

6. TDB STRATEGIC PLAN 2013 PROGRESS REPORT

The Executive Officer presented the fourth progress report for the TDB Strategic Plan.

This shows good progress in areas focussed on improving value for members, including the ongoing survey programme and the project to provide the database on-line for members, as well as a number of research and newsletters offerings. However, there has continued to be limited focus and progress in other areas, particularly the Goal 4: Grow and Retain membership. The Goal 5: Effective Society Operation continued to also score well.

The Executive Officer noted that with the change in Executive Officer this year, it would be timely to undertake a review and update of the Strategic Plan, as well as using it as more of a focus for Board meetings.

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, three NZ board members (Chris Freke, Antoni Facey and Daryl Hughes) and one Australian board member

(Ken Hollyoak) stood down. All four indicated that they were available to stand for re-election, and submitted nominations forms. That meant that TDB had further vacancies for 1 Australian and 0 New Zealand elected Board members.

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 all nominees were welcomed to the Board by acclamation.

The Chair stepped aside temporarily in the meeting while the meeting considered the Chair role for the coming year, with Phillip Brown temporarily chairing the meeting until the passing of recommendation 7a.

Moved 7a: *That Tony Brennand be confirmed as Chair for the 2017-18 year.*

*Phillip Brown / Oliver Brown
By acclamation*

Moved 7b: *That the nomination of Chris Freke, Antoni Facey and Daryl Hughes as NZ Board members, and Ken Hollyoak as Australian Board member be confirmed.*

By acclamation

Moved 7c: *That Chris Freke be confirmed as the TDB Deputy Chair for the 2017-18 year.*

*Tony Brennand / Phillip Brown
By acclamation*

8. GENERAL BUSINESS

No General Business Items were raised.

The Chairman declared the 2017 Annual General Meeting closed at 5:33pm.

Signed as a correct record by: _____.
Chairman

On (date) _____.