

## **Living Streets Aotearoa**

### **Minutes of Meeting held Monday 18 Sept 2006**

Living Streets Aotearoa National Office, Featherston St

Scribe: Ralph

#### **1. Welcome and Apologies**

Present: Celia Wade-Brown (phone), Liz Thomas, Ralph Chapman, Hugh Barr (Wgtn), Andy Smith (phone, Ak), Wendy Everingham (phone, Chch)

Apologies: Mike Mellor, Roger Boulter, , Debs Moir, Carina Duke

#### **2. Conflicts of interest issues**

Reminder that LSA to pay registrations for Melbourne Walk21 Conference 2006 for LSA Executive Council members attending (see July minutes). Celia, Wendy and Andy are applying for registration for Walk21. Supported: (1) Moved Andy; seconded Hugh; (2) Moved Celia, seconded Hugh, respectively; both carried. Liz also going noted.

**Action:** Liz to follow up on whether Brent and Roger also going and need support.

#### **3. Matters arising from July minutes**

Minutes of Previous Meeting (July) –on website.

- Celia informed LSA Executive Council who is on the steering committee of the Walkability Tools Research: answer is Trish Allen, Celia, Bruce Conaghan, Chris Ballantyne. (This research commissioned by Tim Hughes, LTNZ)
- Implementation plan on Getting There Strategy is now on MoT website, and hard copies are available; **Action:** Liz to arrange link to go on website
- Micro-funding application information was put out on LSA email
- Thanks to people who worked on Face to Face meeting
- **additional action:** Liz to look for new telephone with better audioconferencing capability, once has upgraded her computer.

Minutes confirmed – Moved Celia, seconded Andy; carried.

#### **4. Financial report**

Profit and loss accounts for July and August: delay on income side in July of \$3500 noted, giving temporary July deficit. No long term implications. **Action:** Liz to alert Andy to important 'shifts' vis a vis the monthly cashflow spreadsheet numbers. On the balance sheet, numbers have not been updated due to delay in getting audit done. Moved accept reports: Andy; seconded Hugh, carried.

#### **5. Auditing**

Liz has sent material to new Auditor; auditing in progress. Motion to note resignation of John Masters as auditor expected; Kendon Chartered Accountants to be confirmed as new auditor: moved Celia; seconded Hugh, carried.

#### **6. Changing financial year.**

Mike's report clarifying issues noted with thanks. Liz recommends sticking with financial year as is; Andy content. Liz notes that we have to be aware of cashflow implications at certain times of year. Moved Andy that we retain current arrangements; seconded Hugh, carried.

## **7. Director's report**

**a. General** Re sharing the office, an MOU has been agreed which entails CAN sharing half the rent, the broadband, PO box, printer and consumables etc, plus any lease termination costs; arrangement is working well in practice.

**b. Walking database project.** Need to ensure it has a good practical flavour. Request that people add 2 or 3 items about implementation. **Actions: Wendy** to check whether Lyttleton map is on the database and put on if nec'y. **Liz** to check if conference notice on. Highlights among the additions could be noted in the LSA newsletter. **Debs** to talk to Brent Efford re uploading LSA newsletter and how to ensure 2-way communication.

Re the contract between HSC and LSA, does anything need adding re promotion side? **Action:** Liz to raise with Brent Skinnon, and Liz also to send to all Exec council members the proposal from Brent Efford re maintenance etc of the site, with confidential parts deleted. It was noted that the site will go live in Oct. at the Walk21 conference. The current contract runs to Dec 06. We may need to suggest to Brent Skinnon further elements that are needed and that these will require further financial support.

**c. Community toolbox promotion.** Thanks to Mike M. Need for a promotion plan noted. **Action:** Liz to contact Brent S about a promotion plan. **Mike and Celia** need to consider seeking funds for the promotion of the Newtown map, e.g. via the Road Safety Trust, and time to lead the project. We could also do with a template for implementation. **Mike** to report to LSA on how the project has gone and the next stage (implementation, marketing) once that has been done. **Liz** to check whether there are remaining funds to spend on this.

**d. Walking Conf. Action:** Exec council to register themselves and an updated flyer to be sent out (**initial action Liz**) to be sent out to networks. Also, approach possible sponsors. **Action: Liz** to send sponsorship list so far to Exec.

Moved (Hugh) that the Director's report be received with thanks to Liz: seconded Andy, carried.

## **8. National networking**

Liz making progress on targeting Hamilton (most effort currently here). Liz will also follow up the Manukau group: a meeting re active communities is coming up. The "Getting Started" kit will be developed by end September. **Action: Liz** to circulate to Exec asap her early draft, including a strategy for getting groups together. **Action: Exec council** – if you know people or can find others in the areas of Hamilton, Dunedin or Manukau, let Liz know.

Further **Action: Exec Council** – please let Liz know re about national or regional issues on which LSA ought to be making a submission.

### **9 Strategic Plan**

Issue of period of plan discussed; general sense that while the vision should be 10 years or longer, the actions needed to be short to medium term. Debs is said to have commented that the current Vision statement is too wordy; Ralph agreed, most Exec council of view that OK. Agreed not a big issue. **Action: Celia** to collate ideas about Vision and make a suggestion and if necessary take this to a vote within a couple of weeks.

### **10. Other matters**

Walk Wellington: The MOU with them indicates that Hugh and WW intend to join LSA Wgtn. Liz recommended that a mtg be called. Hugh likely to stay on as the link; the sub-committee will look at a 1-year business plan. **Action: Hugh** to encourage WW subcommittee members to join LSA, and invite Celia to a meeting.

Meeting finished at 7.30pm.