

# CONFIRMED MINUTES

## BOARD MEETING



At the **General Meeting** on **14 Nov 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	NorthWest Country Incorporated
<b>Date:</b>	Tuesday, 12 September 2023
<b>Time:</b>	6:30 pm to 9:08 pm (NZST)
<b>Location:</b>	Waimauku Village Pharmacy, 8 Waimauku Station Road
<b>Board Members:</b>	Mark Dennis, James Scott, Nicky Horsbrough, Robbie Hannon, Tim VanderKraaij, Teresa Nobilo-Healey
<b>Attendees:</b>	Danielle Hancock, Marilyn Dwyer
<b>Apologies:</b>	Jo Austin, Treena Gowthorpe, Andy Cummings, Hayley Plowman

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Extraordinary Meeting 9 Aug 2023**, the minutes were confirmed as presented.



##### 11 July Minutes

Approved

**Decision Date:** 12 Sept 2023  
**Mover:** Robbie Hannon  
**Seconder:** Nicky Horsbrough  
**Outcome:** Approved



##### 9 August Minutes

Approved

**Decision Date:** 12 Sept 2023  
**Mover:** Nicky Horsbrough  
**Seconder:** Teresa Nobilo-Healey  
**Outcome:** Approved

#### 1.2 Apologies



##### Apologies

Request that April Ashton submits a formal resignation.

**Decision Date:** 12 Sept 2023  
**Mover:** Nicky Horsbrough

**Seconded:** Robbie Hannon  
**Outcome:** Approved

### 1.3 Interests Register



#### Interests Register

Need to add a Conflict of Interest standing agenda item. All members need to complete the interests form and send it to James and Danielle

**Decision Date:** 12 Sept 2023  
**Outcome:** Approved



#### Submit Interest Declaration to Danielle and James

Submit Interest Declaration to Danielle and James

**Due Date:** 18 Sept 2023  
**Owner:** Andy Cummings



#### Submit Interest Declaration to Danielle and James

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**Due Date:** 18 Sept 2023  
**Owner:** James Scott



#### Submit Interest Declaration to Danielle and James

Submit Interest Declaration to Danielle and James

**Due Date:** 18 Sept 2023  
**Owner:** Jo Austin



#### Submit Interest Declaration to Danielle and James

Submit Interest Declaration to Danielle and James

**Due Date:** 18 Sept 2023  
**Owner:** Nicky Horsbrough



#### Submit Interest Declaration to Danielle and James

Submit Interest Declaration to Danielle and James

**Due Date:** 18 Sept 2023  
**Owner:** Robbie Hannon



#### Submit Interest Declaration to Danielle and James

Submit Interest Declaration to Danielle and James

**Due Date:** 18 Sept 2023  
**Owner:** Teresa Nobilo-Healey



#### Submit Interest Declaration to Danielle and James

Submit Interest Declaration to Danielle and James

**Due Date:** 18 Sept 2023  
**Owner:** Tim VanderKraaij

## 1.4 Committee Charter 2023



### Charter 2023

James and Danielle receive delegated authority to approve members of the public attending meetings and place items on each agenda. If they are unsure they can reach out to the remainder of the board members for a decision.

Each member to print out the charter and sign it and send it back.

**Decision Date:** 12 Sept 2023

**Outcome:** Approved



### Sign Charter and send it to Danielle and James

Sign Charter and send it to Danielle and James

**Due Date:** 18 Sept 2023

**Owner:** Andy Cummings



### Sign Charter and send it to Danielle and James

Sign Charter and send it to Danielle and James

**Due Date:** 18 Sept 2023

**Owner:** James Scott



### Sign Charter and send it to Danielle and James

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**Due Date:** 18 Sept 2023

**Owner:** Jo Austin



### Sign Charter and send it to Danielle and James

Sign Charter and send it to Danielle and James

**Due Date:** 18 Sept 2023

**Owner:** Nicky Horsbrough



### Sign Charter and send it to Danielle and James

Sign Charter and send it to Danielle and James

**Due Date:** 18 Sept 2023

**Owner:** Robbie Hannon



### Sign Charter and send it to Danielle and James

Sign Charter and send it to Danielle and James

**Due Date:** 18 Sept 2023

**Owner:** Teresa Nobilo-Healey



### Sign Charter and send it to Danielle and James

Sign Charter and send it to Danielle and James

**Due Date:** 18 Sept 2023

**Owner:** Tim VanderKraaij

## 2. Major Decisions and Discussions

### 2.1 Results of Business Survey



#### Survey Results

Danielle to include the feedback into the proposed plan for next year and include in AGM agenda.

Danielle can put info out in the newsletter that talks about the survey results and what we are doing about it.

Make sure we repeat the survey again next year and see what it says.

**Decision Date:** 12 Sept 2023

**Outcome:** Approved

### 2.2 Proposed 3 Year Strategic Plan



#### 3 Year Strategic Plan

Approved to be included in the AGM agenda

**Decision Date:** 12 Sept 2023

**Mover:** Robbie Hannon

**Seconded:** Teresa Nobilo-Healey

**Outcome:** Approved



#### Update plan with purpose

Add purpose into the plan to make it clear it is a living document.

**Due Date:** 13 Sept 2023

**Owner:** Danielle Hancock

### 2.3 New Executive Committee Member Application Kaukapakapa



#### Michael Yin nomination

Passed

**Decision Date:** 12 Sept 2023

**Mover:** Nicky Horsbrough

**Seconded:** Tim VanderKraaij

**Outcome:** Approved

### 2.4 Heritage Trail Update



#### Heritage Trail

Need to update tapuwae spelling on website and maps. Acknowledge to people that it is a dialect version.

Need to send a thank you to Phelan Pirrie.

**Decision Date:** 12 Sept 2023

**Outcome:** Approved

## 2.5 Big Little Local Event Helensville



### Big Little Local Event

Conflict of Interest declared for Nicky Horsbrough.

Approved \$3000.97 grant for the promotion of the event.

**Decision Date:** 12 Sept 2023  
**Mover:** Teresa Nobilo-Healey  
**Seconder:** Tim VanderKraaij  
**Outcome:** Approved

## 2.6 Proposed Office and Business Hub



### Business Hub

Prepare more information for the AGM on what the BID would use the meeting space for and what our minimum needs are.

Present at the AGM for discussion with the members.

**Decision Date:** 12 Sept 2023  
**Mover:** Robbie Hannon  
**Seconder:** Nicky Horsbrough  
**Outcome:** Approved

## 2.7 Request for Funds for Helensville Entryway Sculpture



### Sculpture

Respectfully declined

**Decision Date:** 12 Sept 2023  
**Outcome:** Not Approved

## 2.8 2023 AGM Preparation



### Agenda for AGM

Amend the constitution to one member per area minimum but max to current numbers.

**Decision Date:** 12 Sept 2023  
**Mover:** Nicky Horsbrough  
**Seconder:** Teresa Nobilo-Healey  
**Outcome:** Approved

## 3. Board Annual Work Plan

### 3.1 Work Programme Update



#### Signage

Consider options for replacing the Kumeu sign.

Do not replace the Helensville sign. Look for alternatives to the signs and consider replicating the Riverhead signs.

Need new signs for Christmas trees.

**Decision Date:** 12 Sept 2023  
**Mover:** Teresa Nobilo-Healey  
**Seconder:** Tim VanderKraaij  
**Outcome:** Approved

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
16 Jul 2023	Business Awards breakdown <b>Status:</b> Completed on 15 Jul 2023	Danielle Hancock
23 Jul 2023	BoardPro subscription activation <b>Status:</b> Completed on 14 Aug 2023	James Scott
23 Jul 2023	List of Parakai Businesses <b>Status:</b> Completed on 16 Jul 2023	Danielle Hancock
23 Jul 2023	List of Waimauku Businesses <b>Status:</b> Completed on 16 Jul 2023	Danielle Hancock
28 Jul 2023	Launch of signs <b>Status:</b> Completed on 16 Jul 2023	Danielle Hancock
28 Jul 2023	Testimonials <b>Status:</b> Completed on 12 Jul 2023	Danielle Hancock
31 Jul 2023	Meeting attendance <b>Status:</b> Completed on 22 Aug 2023	Danielle Hancock
31 Jul 2023	NWC Branding <b>Status:</b> Completed on 15 Jul 2023	Danielle Hancock
31 Jul 2023	Business Awards TV coverage <b>Status:</b> Completed on 22 Jul 2023	Danielle Hancock
31 Jul 2023	Events Working Group <b>Status:</b> Completed on 12 Jul 2023	Danielle Hancock
31 Jul 2023	Influencer Videos <b>Status:</b> Completed on 15 Jul 2023	Danielle Hancock
11 Aug 2023	Business Awards logos <b>Status:</b> Completed on 5 Aug 2023	Danielle Hancock
31 Aug 2023	Draft AGM to Gill Plume <b>Status:</b> Completed on 22 Aug 2023	Danielle Hancock
31 Aug 2023	Training Grants summary <b>Status:</b> Completed on 27 Aug 2023	Danielle Hancock
31 Aug 2023	Business Awards contract <b>Status:</b> Completed on 16 Jul 2023	Danielle Hancock
31 Aug 2023	Training Courses <b>Status:</b> Completed on 27 Aug 2023	Danielle Hancock
31 Aug 2023	Business Awards advertising <b>Status:</b> Completed on 22 Aug 2023	Danielle Hancock
31 Aug 2023	Magazines <b>Status:</b> Completed on 26 Jul 2023	Danielle Hancock
31 Aug 2023	Replacement of signs <b>Status:</b> Completed on 19 Nov 2023	Danielle Hancock
31 Aug 2023	Ultimate Day Out <b>Status:</b> Completed on 1 Nov 2023	Danielle Hancock
12 Sept 2023	Running total of events <b>Status:</b> Completed on 5 Sept 2023	Danielle Hancock
15 Sept 2023	Business Awards posters <b>Status:</b> Completed on 22 Aug 2023	Danielle Hancock

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
30 Sept 2023	Christmas tree installation <b>Status:</b> Completed on 27 Oct 2023	Danielle Hancock

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## 5. Management Reports

### 5.1 Finance Report



#### Finance

Financial report approved

**Decision Date:** 12 Sept 2023  
**Mover:** Nicky Horsbrough  
**Seconder:** Teresa Nobilo-Healey  
**Outcome:** Approved

## 6. Other Business

### 6.1 Credit Card Authorisation



#### Credit Card approval

Approval granted to obtain a credit card in order to pay subscription fees for software. BNZ will allow the society to get a credit card. The North West Country Incorporated approves James Scott, Danielle Hancock and Nicky Horsbrough as signatories to the account.

**Decision Date:** 12 Sept 2023  
**Mover:** Teresa Nobilo-Healey  
**Seconder:** Robbie Hannon  
**Outcome:** Approved

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** AGM - 3 Oct 2023, 6:30 pm

## Approved decisions made between meetings



### P.O.Box requisition

North West Country Incorporated has previously used the addresses of the Business Managers as their registered/communications address. This has historically caused questions in regards to legitimacy. To continue our clear and transparent business operation and to take away the need for the Chair and/or Manager to have their personal address used for communications for the association we propose to set-up a P.O Box in Helensville (P.O. Box 199)

We seek approval for the expenditure of \$220 for the annual subscription of the P.O. Box and authorisation for the Chair - James Scott, to be sole signatory of the relevant paperwork pertaining to the commencement of a P.O. Box service/subscription with N.Z Post.

**6 Supported:** Hayley Plowman , James Scott , Jo Austin , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 18 Aug 2023

**Outcome:** Approved

Signature: \_\_\_\_\_

Date: 20th November 2023