

# CONFIRMED MINUTES

## GENERAL MEETING



At the **Executive Committee Meeting** on **13 Feb 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	NorthWest Country Incorporated
<b>Date:</b>	Tuesday, 14 November 2023
<b>Time:</b>	6:30 pm to 7:36 pm (NZDT)
<b>Location:</b>	Business Hub, 103c Mill Road, Helensville
<b>Board Members:</b>	Andy Cummings, James Scott, Jo Austin, Mark Dennis, Michael Yin, Teresa Nobile-Healey, Tim VanderKraaij
<b>Attendees:</b>	Danielle Hancock, Marilyn Dwyer
<b>Apologies:</b>	Nicky Horsbrough, Michelle Brooking, Robbie Hannon

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board Meeting 12 Sept 2023**, the minutes were confirmed as presented.



#### Previous Minutes

Decision - Minutes from the previous meeting are an accurate record after corrections, which reflects the discussions and decisions of that meeting.

<b>Decision Date:</b>	14 Nov 2023
<b>Mover:</b>	Teresa Nobile-Healey
<b>Seconder:</b>	Tim VanderKraaij
<b>Outcome:</b>	Approved

#### 1.2 Apologies



#### Apologies accepted

Apologies Accepted	
<b>Decision Date:</b>	14 Nov 2023

#### 1.3 Interests Register

## 1.4 Committee Charter 2023



### Charter acceptance 2023

Danielle to email out charter to everyone and they can be electronically signed.

**Decision Date:** 14 Nov 2023

## 1.5 Correspondence



### Correspondence accepted

Correspondence accepted

**Decision Date:** 14 Nov 2023

**Outcome:** Approved

## 2. Major Decisions and Discussions

### 2.1 Office and Business Hub Update



#### Business Hub update

Business hub update accepted.

**Decision Date:** 14 Nov 2023

**Outcome:** Approved

### 2.2 Waimauku Art Mural



#### Waimauku mural

Ask Mandy where the artist is located, would like to support local artist.

Can we get another quote?

We could allocate crime prevention funds to the mural if local kids are the artists. Sue Dodds at Auckland Council has some crime prevention funds that could contribute to this.

**Decision Date:** 14 Nov 2023

**Outcome:** Not Approved

## 3. Board Annual Work Plan

### 3.1 Work Programme Update



#### Work Programme Update accepted

Work programme update accepted

**Decision Date:** 14 Nov 2023

**Outcome:** Approved

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
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
13 Sept 2023	Update plan with purpose <b>Status:</b> Completed on 14 Sept 2023	Danielle Hancock
18 Sept 2023	Submit Interest Declaration to Danielle and James <b>Status:</b> Completed on 19 Nov 2023	Andy Cummings
18 Sept 2023	Submit Interest Declaration to Danielle and James <b>Status:</b> Completed on 20 Nov 2023	James Scott
18 Sept 2023	Submit Interest Declaration to Danielle and James <b>Status:</b> Completed on 19 Nov 2023	Jo Austin
18 Sept 2023	Submit Interest Declaration to Danielle and James <b>Status:</b> Completed on 27 Sept 2023	Nicky Horsbrough
18 Sept 2023	Submit Interest Declaration to Danielle and James <b>Status:</b> Completed on 19 Nov 2023	Robbie Hannon
18 Sept 2023	Submit Interest Declaration to Danielle and James <b>Status:</b> Completed on 19 Nov 2023	Teresa Nobilo-Healey
18 Sept 2023	Submit Interest Declaration to Danielle and James <b>Status:</b> Completed on 18 Sept 2023	Tim VanderKraaij
18 Sept 2023	Sign Charter and send it to Danielle and James <b>Status:</b> Not Started	Andy Cummings
18 Sept 2023	Sign Charter and send it to Danielle and James <b>Status:</b> Completed on 11 Nov 2023	James Scott
18 Sept 2023	Sign Charter and send it to Danielle and James <b>Status:</b> Completed on 20 Nov 2023	Jo Austin
18 Sept 2023	Sign Charter and send it to Danielle and James <b>Status:</b> Completed on 21 Sept 2023	Nicky Horsbrough
18 Sept 2023	Sign Charter and send it to Danielle and James <b>Status:</b> Completed on 29 Nov 2023	Robbie Hannon
18 Sept 2023	Sign Charter and send it to Danielle and James <b>Status:</b> Not Started	Teresa Nobilo-Healey
18 Sept 2023	Sign Charter and send it to Danielle and James <b>Status:</b> Completed on 18 Sept 2023	Tim VanderKraaij
30 Sept 2023	Christmas tree installation <b>Status:</b> Completed on 27 Oct 2023	Danielle Hancock

## 5. Management Reports

### 5.1 Finance Report



#### Accounts For October

Accounts for September and October are approved

**Decision Date:** 14 Nov 2023  
**Mover:** James Scott  
**Seconded:** Andy Cummings  
**Outcome:** Approved

## 6. Other Business

### 6.1 Indoor Sports Facility Huapai



#### Huapai Indoor Sports Facility

Mark Dennis invites any referrals for a public/ private partnership to fund the Huapai Indoor Sports facility.

**Decision Date:** 14 Nov 2023

**Outcome:** Approved

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

### Approved decisions made between meetings



#### Kiwibank Debit Card Application and Change to Account Authorities

North West Country Incorporated Executive Committee request the removal of Michael Phelan Pirrie and Treena Gowthorpe as signatories to the North West Country Kiwibank bank account due to their resignation from the organisation.

North West Country Incorporated Executive Committee support the establishment of a second Kiwibank Business Edge account to enable a debit card to be issued to Danielle Hancock. Card limit will be \$500 and will be used for the payment of international software subscriptions. The Business Edge account will cost \$5 per month in bank fees and require only one person to authorise, becoming a "One-To-Sign" account.

**7 Supported:** James Scott , Jo Austin , Michael Yin , Michelle Brooking , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 1 Nov 2023

**Outcome:** Approved

James Scott  
28 Feb 2024