

Date/Time: 6:30pm May Tuesday 16th

Venue: Hallertau Brewery

Present: James Scott, Andy Cummings, April Ashton, Hayley Plowman, Nicky Horsbrough, Robbie Hannon, Teresa Nobilo-Healy.

1) Apologies:

Recommendations

The committee accepts the apologies from Mark Dennis, Treena Gowthorpe and Joe Austin.

Moved: April

Seconded: Robbie

2) Previous Minutes

Recommendations

The committee accepts the minutes of the previous meeting. Nicky apologies from last meeting needs to be recorded.

Moved: Hayley

Seconded: Teresa

3) Declarations of Interest

As per the 2023 Executive Committee Board Charter members are required to notify the Chair of any conflicts of interest that arise through the year.

The Executive Committee, both individually and collectively, are expected to act ethically and in a manner consistent with the values of the society. Each Executive Committee member will minimise the possibility of any conflict of interest with the society by restricting involvement in other businesses that would be likely to lead to a conflict of interest. Where conflicts of interest do arise, directors will excuse themselves from the relevant discussions and will not exercise their right to vote in respect of such matters. All conflict of interest shall be recorded in a register maintained by the officer.

If anyone is unsure about what constitutes a conflict you are encouraged to contact the Chair or manager to discuss your situation.

Executive committee members to declare any potential conflicts of interest in any agenda items.

Recommendations

No declarations of interest.

4) Correspondence

- Claire Siddens from Auckland Council does not accept the legal opinion about the Constitution not being inconsistent with the new BID Policy and requested a word version of our constitution and she will track change areas that need updating. We may require an SGM prior to 30 June 2023.

Recommendations

The committee approves forwarding the email from Claire Siddens to Grant Hewison for a second legal opinion;

Moved: Robbie

Seconded: Hayley

- We have received a Training Grant application from Teresa Nobilo-Healey for Women in Leadership Course.

Recommendations

The committee approves the training grant allocation to Zubu from Teresa Nobilo-Healey;

Moved: April

Seconded: Nicky

- A Flood Relief Grant application was received from Hemi's Outdoor Jewellery, Piha. This application was declined as the applicant was not eligible for the grant.

5) Accounts for payment: Invoices & Statements as per Dropbox.

Approve April accounts per payment as per invoices in Dropbox and batch payment details in Appendix 1.

Recommendations

The committee approves the payments for April and March as attached. All invoices/statements provided to the committee via Dropbox.

Moved: Theresa

Seconded: Hayley

6) BID Manager Update

Danielle Hancock is successfully on board and has had a series of handover meetings with Phelan. Access has been achieved to all platforms except Kiwibank. An appointment has been made with the bank now that we have a signed contract to get set up as Administrators and signatory.

Danielle has met with a number of business owners already and will continue to do so with updates provided to board members via email.

An appointment is sought with the Accountant for introductions and to ensure GST payments are made on time to avoid penalties.

A new auditor is being sought and any potential candidates will be brought back to the committee for approval.

7) New memberships

A membership application was received from Country Living Realty Limited (T/A Mike Pero Kumeu). This business is already a member so the application was cancelled. The BID Manager visited the business owner to discuss their feedback.

Need to look at the database and make sure it is up to date. Look at ways that we can contact members and ensure their information is up to date. Consider other ways to get messages out to members.

8) Heritage Trail Update

The signs are complete and have been collected. We have approached Megan Paterson to start obtaining landowner permissions for the sign locations. Megan may be able to obtain permissions easier with her background and connections.

Recommendations

The committee approves tasking Megan Paterson to obtain landowner approvals to instal the signs.

Moved: April

Seconded: Nicky

Members Plowman and Cummings left the meeting at 7:45pm.

9) Kiwibank Change of Authority



9) Kiwibank Change of Authority

With the change in BID Manager the committee must authorize the removal of Phelan Pirrie as an authority on the account, and authorize Danielle Hancock (Manager) and Marilyn Dwyer (Administrator) as administrators to the account. A copy of the resolution signed by all committee members must be presented to Kiwibank to enable changes.

Recommendations

The committee approves the removal of Phelan Pirrie as an authority of the Kiwibank account, and approves Danielle Hancock and Marilyn Dwyer becoming authorities of the Kiwibank account.

Moved: April

Seconded: Hayley

CARRIED

Signed Chair:

Signed Member:

Signed Member:

Atkinson

Signed Member:

N.J. Horsburgh

Signed Member:

Robbie Hanson

Signed Member:

M. Plowman Hayley Plowman

Signed Member:

James Scott - Chair

10) General Business**Kumeu/ Huapai flooding update**

Kumeu Huapai Emergency Management Group of community groups. Sub-group has formed to work on management plan. Have developed a draft for the wider network. Looking to host another wider network meeting in July. A Facebook page has been created for the group. Emergency plan has been shared with Waimauku. Board can gather data on each area that has an emergency plan and get that information out to members.

April is pregnant and will be stepping down in August,

11) Meeting closed: 8:10pm

Appendix 1

Payable Invoice Summary

North West Country Incorporated

For the period 1 April 2023 to 30 April 2023

Invoice Date	Contact	Reference	Planned Date	Balance
24 Apr 2023	Metal Image	103290	20 May 2023	3,112.25
26 Apr 2023	Loop Media NZ Ltd	LOOP17922	20 May 2023	2,174.12
30 Apr 2023	Celebrations Group	INV-2694	20 May 2023	1,755.50
30 Apr 2023	Grant Hewison	INV-1746	20 May 2023	862.50
09 May 2023	UHY Haines Norton	INV-32060	20 May 2023	263.55
10 May 2023	UHY Haines Norton	INV-32074	20 May 2023	75.90
Total				8,243.82

Appendix 2

Overall Budget
North West Country Incorporated
May 2022 to May 2023

Account	Total	Budget 2022/2023
Income		
Associate Membership Fees [Income] (201)	\$2,656.49	\$ 4,000.00
BID Targeted Rate [Income] (202)	\$135,000.00	\$ 180,000.00
Depreciation Recovered (479)	\$0.00	
Grants [Income] (203)	\$1,000.00	
North West Festival [Income] (204)	\$0.00	\$ 50,000.00
Total Income	\$138,656.49	\$ 234,000.00
Less Operating Expenses		
Accountancy Fees [Operating Expenses] (287)	\$3,126.72	\$ 2,748.00
Audit Fees [Operating Expenses] (295)	\$2,208.85	\$ 1,860.00
Bad Debts (300)	\$0.00	
Bank Charges [Operating Expenses] (302)		\$ 50.00
CRM System ZOHO [Operating Expenses] (462-2)	\$1,022.26	\$ 980.00
Depreciation (477)	\$0.00	
Email & Web Hosting [Operating Expenses] (464)	\$463.92	\$ 450.00
Insurance [Operating Expenses] (340)	\$0.00	\$ 550.00
IRD Penalties (485)	\$0.00	
Legal Expenses [Operating Expenses] (376)	\$862.50	
Management Fees [Operating Expenses] (400)	\$86,290.72	\$ 76,200.00
Meeting & AGM Expenses [Operating Expenses] (399)		\$ 200.00
Office Expenses & Printing [Operating Expenses] (425)	\$853.30	\$ 800.00
Phone & Internet Costs [Overheads] (232)	\$690.00	
Software Subscriptions [Operating Expenses] (462)	\$1,526.64	
Subcontractors (460)	\$0.00	
Tax Expense (480)	\$0.00	
XERO Accounting Software [Operating Expenses] (462-1)	\$852.35	\$ 330.00
ZOOM [Operating Expenses] (462-3)	\$499.25	\$ 235.00
Total Operating Expenses	\$98,396.51	\$ 84,403.00
Less Overheads		
Business Promotion Program [Promoting Our District] (289)	\$9,815.14	\$ 20,000.00
Contract Fee (311)	\$0.00	
Event Support Fund [Promoting Our District] (465)		\$ 4,500.00
Grants Paid - Flood Support (337)	\$4,739.14	\$ 5,000.00
Heritage Trail Project [Promoting Our District] (336)	\$3,112.25	\$ 10,000.00
Matariki Festival [Promoting Our District] (345)	\$34,214.09	
New Project Funding (325)	\$0.00	
New Xmas Tree & Annual Storage [Promoting Our District] (466)	\$16,216.69	\$ 10,000.00
North West Business Awards [Helping Grow Business] (323)	\$35,011.75	\$ 35,000.00
North West Festival [Promoting Our District] (346)	\$76,613.62	\$ 50,000.00
Quarterly Business Newsletter [Helping Grow Business] (331)	\$0.00	
Replace Kumeu & Helensville Entry Signs [Promoting Our District] (446)	\$0.00	
Sales Data Reports Verisk [Helping Grow Business] (200)		Moved to flood relief
Social Media Marketing [Promoting Our District] (431)	\$3,122.71	\$ 8,000.00
Training Grants Program [Helping Grow Business] (474-1)	\$500.00	\$ 4,500.00
Update Member Database [Helping Grow Business] (322)	\$0.00	
Website Development [Promoting Our District] (476)	\$2,679.50	\$ 2,800.00
Total Overheads	\$186,024.89	\$ 149,800.00
Total Expenses	\$284,421.40	\$ 234,203.00
Net Profit	-\$145,764.91	-\$203.00