

CONFIRMED MINUTES

EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting** on **14 May 2024** these minutes were **confirmed as presented**.

Name:	NorthWest Country Incorporated
Date:	Tuesday, 12 March 2024
Time:	6:30 pm to 7:53 pm (NZDT)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	James Scott, Jo Austin, Mark Dennis, Michelle Brooking, Nicky Horsbrough, Robbie Hannon, Tim VanderKraaij
Attendees:	Danielle Hancock
Apologies:	Andy Cummings, Teresa Nobilo-Healey, Michael Yin

1. Opening Meeting

1.1 Confirm Minutes

Executive Committee Meeting 13 Feb 2024, the minutes were confirmed with the following changes:
Updated actions into clearer categories.



Confirm Minutes

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

Decision Date:	12 Mar 2024
Mover:	Nicky Horsbrough
Seconder:	Michelle Brooking
Outcome:	Approved

1.2 Apologies



Apologies

North West Country Incorporated Executive Committee accept the apologies from Andy, Michael and Theresa.

Decision Date:	12 Mar 2024
Mover:	Nicky Horsbrough
Seconder:	Tim VanderKraaij
Outcome:	Approved

1.3 Public Forum



Public Forum - The Engine

Catherine and Peter Cook from The Engine were in attendance.

The Engine wishes to collaborate and partner with North West Country to grow membership and improve services to members.

Suggestions include:

- Running two business forums a year at Allely Estate
- Running regular networking events at Allely Estate
- Host a winter ball at Allely Estate for members in years where a business awards ceremony is not being run
- Set up a business advisors coaching drop in session programme from the business hub.

The North West Country Executive Committee thanks all attendees for their appearance and comments.

Decision Date: 12 Mar 2024

Outcome: Approved



Public Forum - Holly Southernwood

Holly Southernwood was in attendance.

1. Holly raised a concern about the lack of people that entered her store that knew about the Ultimate Day Out competition. Due to the high value of the prize pack, more work should have been done to ensure more people knew about the competition.
2. Holly thanked Danielle for her work at the Kumeu Show which Holly benefitted from.
3. Holly wanted to confirm that Danielle had passed to the committee at the last meeting all of the complaint emails that Holly had lodged.
4. The website membership page is poorly managed with no work being undertaken on this for years. There are some businesses on the website where business owners have been dead for years, and also many new businesses who are in the area but not on the website. Holly recommends all executive committee members visit new members to encourage them to join the society.
5. Gary Holmes (previous manager) used to have a staff member who would go round and visit each business individually to obtain their membership and the membership database at that time was much better managed.
6. Holly suggests the organisation reach out to landlords to obtain their membership.

The North West Country Executive Committee thanks Holly for their appearance and comments.

Decision Date: 12 Mar 2024

Outcome: Approved

1.4 Interests Register



Interests

No additional interests to declare.

Decision Date: 12 Mar 2024

Outcome: Approved

2. Major Decisions and Discussions

2.1 Business Hub Lease Agreement



Signing of Lease Document

North West Country Incorporated has received and negotiated a draft lease for the business hub premises at 103C Mill Road, Helensville.

North West Country Incorporated Executive Committee accept the terms of the lease for 103C Mill Road, Helensville, as negotiated and presented. The lease terms are those resolved at the North West Country Incorporated AGM 2023 as agreed with the landlord, namely:

- \$18,000 excluding GST rental per annum,
- \$4,000 excluding GST OPEX per annum,
- 2 year lease with a right of renewal for another two year period.

The North West Country Incorporated Executive Committee delegates the authority to sign the lease for 103C Mill Road, Helensville to three Executive Committee members.

Decision Date: 12 Mar 2024
Mover: James Scott
Seconded: Robbie Hannon
Outcome: Approved



Approval for Direct Debit Payment of Lease and OPEX

North West Country Incorporated Executive Committee approves monthly direct debit payments to Caleb Jackson Properties Limited for the sum of \$1,500 excluding GST for lease payments and \$333.33 excluding GST for OPEX payments for the term of the lease.

Decision Date: 12 Mar 2024
Mover: James Scott
Seconded: Robbie Hannon
Outcome: Approved

2.2 Proposed Constitution



Draft Amended North West Country Incorporated Constitution

The Incorporated Societies Act 2022 requires a few changes to be made to the North West Country Incorporated constitution, as detailed in the attached draft document. Namely:

- decide whether the Manager should be an officer of the society,
 - nominate a contact person (can have up to three) and define how they will be elected or appointed,
 - define a procedure for resolving disputes, including providing for how a complaint may be made,
 - when minutes are required to be kept at a general meeting, and
 - where surplus assets from the society will be distributed in the event of the removal of the society. Must be nominated in the constitution as a not-for-profit.
- Additional work is to be undertaken on the draft constitution prior to presentation to the executive committee.

1. Provide clarification around the liabilities and duties of an officer.

2. Provide consideration for insurance for officers.
3. Add a section to the constitution for consideration allowing the Manager to be a named officer.
4. All executive committee members are to put forward nominations for a suggested Not For Profit organisation to be named in the constitution.
5. Consider a simplified complaints and conflict resolution section that better suits the organisation.

Decision Date: 12 Mar 2024

Outcome: Not Approved



Draft Constitution Preparation Actions for Manager

1. Provide clarification around the liabilities and duties of an officer.
2. Provide consideration for insurance for officers.
3. Add a section to the constitution for consideration allowing the Manager to be a named officer.
4. Consider a simplified complaints and conflict resolution section that better suits the organisation.

Due Date: 14 May 2024

Owner: Danielle Hancock



Not for Profit Organisation Nominations

All executive committee members are to put forward nominations for a suggested Not For Profit organisation to be named in the constitution.

Due Date: 14 May 2024

Owner: James Scott

3. Board Annual Work Plan

3.1 Work Programme Update



Work Programme Update

The North West Country Incorporated Executive Committee accepts the work programme update for February 2024:

New Signs for Kumeu and Helensville have been designed and are with the sign company for a quote to print and install.

We had a successful day at the Helensville Show with Skydive Auckland, Kaipara Coast Plant Centre, and Eleventh Hour sharing our marquee. We sold close to \$350 worth of goods on behalf of our businesses.

Kumeu Show was held on 9th and 10th March with Skydive Auckland, Kaipara Coast Plant Centre, and Eleventh Hour and FIGG sharing our marquee. We sold over \$550 worth of goods for our members. We had a good reception from visitors and were thanked by the Kumeu A&P Society for our support. Each time a set of goodie bags was given out the public announcer thanked North West Country for our contribution. We received feedback from business members who visited over the weekend that they appreciated us being seen and all that we are doing as an organisation.

The business hub water damaged walls have been repainted and the roofer is coming in to repair roof leaks in March.

Decision Date: 12 Mar 2024

Outcome: Approved

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
18 Sept 2023	Sign Charter and send it to Danielle and James Status: Not Started	Andy Cummings
18 Sept 2023	Sign Charter and send it to Danielle and James Status: Completed on 28 Feb 2024	Teresa Nobilo-Healey
29 Feb 2024	Send Charters to new members Status: Completed on 15 Feb 2024	Danielle Hancock
31 Mar 2024	Kumu Toilet Signage Status: Completed on 25 Mar 2024	Danielle Hancock
30 Apr 2024	Christmas Trees Status: In Progress	Danielle Hancock
30 Apr 2024	Review software Status: Completed on 3 Mar 2024	Danielle Hancock
30 Apr 2024	Heritage Trail sign has been vandalised Status: In Progress	Danielle Hancock
30 Apr 2024	Rodney Local Board Long Term Plan Status: Completed on 29 Feb 2024	Danielle Hancock
31 May 2024	Investment Options Status: Completed on 25 Mar 2024	Danielle Hancock
31 May 2024	Kumeu and Helensville Sign Replacements Status: Completed on 9 Apr 2024	Danielle Hancock



Software Review

The North West Country Incorporated Executive Committee approves the transition from Google Suite, Zoom and Dropbox to Microsoft Office 365 as per the software review recommendations.

Decision Date: 12 Mar 2024

Outcome: Approved

5. Management Reports

5.1 Finance Report



Payments Approved for February

The North West Country Incorporated Executive Committee approves the payments for February as attached.

Decision Date: 12 Mar 2024

Mover: Nicky Horsbrough

Seconded: Tim VanderKraaij

Outcome: Approved



Membership Drive

Send out a list of current members in a simple spreadsheet to committee members for their areas and committee members will approach non-members to encourage them to join.

Get simple membership forms to Nicky who will help new members to join.

Focus on a membership drive.

Due Date: 30 Apr 2024

Owner: Danielle Hancock

5.2 Waimauku Village Update



Waimauku Village Update

The North West Country Incorporated Executive Committee accepts the update from Waimauku Representative, Robbie Hannon.

The village lost over 100,000 L of water during a water leak incident and has had to fix its water tanks.

New septic system upgrade is underway however Council insisted works stop for 10 days while a senior officer could attend site to discuss the plans. When Council finally got to site the officer only had questions about the previous design and had no concerns with the newly consented design and allowed works to continue.

Security bollards installation work is slow to progress due to a lack of construction companies available. James sent a link to a good contractor to Robbie.

All copper cables from the rear lighting to the village have been stolen and need replacing. The body corporate is currently looking at ways to complete that work.

Decision Date: 12 Mar 2024

Outcome: Approved

6. Other Business

6.1 General Items



General Item - Business Hub Partition Wall

Two quotes have been received to complete the internal partition wall at the business hub. One quote was for \$14,900 and the other is for \$8,900.

The North West Country Incorporated Executive Committee accepts the quote from Blackbird Projects for the installation of an internal partition wall at the business hub, located at 103C Mill Road, Helensville.

The North West Country Incorporated Executive Committee delegates to the Manager to engage and project manage Blackbird Projects for the installation of an internal partition wall at the business hub, located at 103C Mill Road, Helensville.

Decision Date: 12 Mar 2024

Mover: Nicky Horsbrough

Seconder: Tim VanderKraaij

Outcome: Approved



Business Hub sound system

Danielle to research a small sound system to be built into the hot desk side of the business hub that can play low volume music during the day.

Due Date: 14 May 2024

Owner: Danielle Hancock

7. Close Meeting

7.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
2.2	Draft Constitution Preparation Actions for Manager Due Date: 14 May 2024	Danielle Hancock
2.2	Not for Profit Organisation Nominations Due Date: 14 May 2024	James Scott
5.1	Membership Drive Due Date: 30 Apr 2024	Danielle Hancock
6.1	Business Hub sound system Due Date: 14 May 2024	Danielle Hancock



James Scott
24 May 2024