

CONFIRMED MINUTES

EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting** on **12 Mar 2024** these minutes were **confirmed with the following changes**:

Updated actions into clearer categories.

Name:	NorthWest Country Incorporated
Date:	Tuesday, 13 February 2024
Time:	6:30 pm to 8:31 pm (NZDT)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	James Scott, Jo Austin, Mark Dennis, Michael Yin, Michelle Brooking, Nicky Horsbrough, Robbie Hannon, Teresa Nobilo-Healey
Attendees:	Danielle Hancock
Apologies:	Andy Cummings, Tim VanderKraaij

1. Opening Meeting

1.1 Confirm Minutes

General Meeting 14 Nov 2023, the minutes were confirmed as presented.



Accepted minutes

Accepted

Decision Date:	13 Feb 2024
Mover:	Teresa Nobilo-Healey
Seconder:	Jo Austin
Outcome:	Approved

1.2 Apologies



Apologies accepted

Apologies accepted for Andy and Tim.
Robbie Hannon did not attend.

Decision Date:	13 Feb 2024
Outcome:	Approved

1.3 Public Forum



Public forum

We welcomed a member of the BID to speak and Danielle will email the member back once the board has made a decision on whether we can take any action.

Decision Date: 13 Feb 2024

Outcome: Approved

1.4 Interests Register



Accept Interests

Accepted Interests

Decision Date: 13 Feb 2024

Outcome: Approved

1.5 Correspondence



Accepted correspondence

The board thanks Danielle for the efforts she is making in regards to managing the BID.

Decision Date: 13 Feb 2024

Outcome: Approved

2. Major Decisions and Discussions

2.1 Training Grant



Training Grant Approved

Northwest Physio Plus has applied for a training grant to attend the PINC and STEEL international training academy to support cancer survivors. Training outcomes include being able to provide comprehensive physiotherapy-led cancer rehabilitation.

Approved

In the training agreement make sure the receiver agrees for their information to be used in advertising.

Decision Date: 13 Feb 2024

Outcome: Approved

2.2 Kumeu Showgrounds Opportunities



Information Accepted

North West Country Inc is in a position to provide ongoing support to the Kumeu District Agricultural Horticultural Society (KDAHS) which will encourage higher use of the showgrounds, attract more visitors and shoppers to the area, and enable greater economic development.

The BID Manager has met the President and General Manager of the KDAHS across November and January to look at opportunities to bring each organisation benefit.

Opportunities exist to:

- provide 100 branded tote bags to the Kumeu Show 2024 identifying NWCBA as a sponsor (\$700 investment),
- promote the Kumeu Show 2024 on our channels to encourage visitors which in turn may shop in the wider area,
- place our tall flags at the entrance to Kumeu for show day weekend to promote the area and NWCBA,
- encourage local shops to make the most of the showgrounds events to provide 'show day discounts' while we have visitors on our doorstep,
- provide a Kumeu Show 2024 hourly shuttle from Swanson Park n Ride to Kumeu for the weekend. Shuttle tickets are \$10 return and will be sold by the Kumeu Show with funds transferred to us. Cost of shuttle and driver for the weekend is \$1,331.18 and we expect \$500 in income.
- support KDAHS to attract more expos to the area. More opportunities exist as Alexandra Park is closing. Limitations exist around a lack of accommodation in the area. The BID Manager has met with Tataki Auckland Unlimited to seek support to attract major accommodation providers to the area.

Report accepted.

Decision Date: 13 Feb 2024

Outcome: Approved

3. Board Annual Work Plan

3.1 Work Programme Update



Accepted update

Work Programme Update accepted.

Business Hub grand opening event approved once partition wall has been completed.

Decision Date: 13 Feb 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



Send Charters to new members

Send charters to new members

Due Date: 29 Feb 2024

Owner: Danielle Hancock

5. Management Reports

5.1 Finance Report



Accounts received

The North West Country Executive Committee accepts the payments for November and December and approves the payments for January as attached.

Approved.

Decision Date: 13 Feb 2024

Outcome: Approved



Christmas Trees

Consider moving Christmas tree storage to Kaukapakapa - enter into contract with Michael Yin.

Tell insurance company that we have trees stored in Kaukapakapa.

Chase Celebrations around tree tops.

Due Date: 30 Apr 2024

Owner: Danielle Hancock



Review software

Review all software and consider rationalising all of our costs.

Review committee@northwestcountry.co.nz

Due Date: 30 Apr 2024

Owner: Danielle Hancock



Investment Options

Investigate a PIE investment account where you can put money in and withdraw it as needed. Better than term deposit. Tax credits on interests somehow. Present a financial investment plan at a later meeting.

Due Date: 31 May 2024

Owner: Danielle Hancock



Heritage Trail sign has been vandalised

Heritage trail Mill sign has been tagged. Look to replace.

Due Date: 30 Apr 2024

Owner: Danielle Hancock



Kumeu and Helensville Sign Replacements

Banner Express can do the Kumeu sign. Welcome to North West, part of the North West Country business association. Come up with a few designs.

Due Date: 31 May 2024

Owner: Danielle Hancock

6. Other Business

6.1 General Items



Rodney Local Board Long Term Plan

Put a submission in to the RLB Plan supporting the construction of a public toilet in Waimauku.

Send all members a link to the Long Term Plan to make submissions.

Due Date: 30 Apr 2024

Owner: Danielle Hancock



Kumu Toilet Signage

Seek support from Auckland Council to provide better signage to the Kumeu public toilet.

Due Date: 31 Mar 2024

Owner: Danielle Hancock

7. Close Meeting

7.1 Close the meeting

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

Approved decisions made between meetings



Crime Prevention Funds Waimauku

North West Country Incorporated was awarded \$2,000 from Auckland Council, to be used for crime prevention initiatives in our area. This was part of a regional initiative.

Funds must be allocated for use prior to 29 December 2023 or the funds will be returned to Auckland Council.

Waimauku Village have experienced 4 ram-raids over the past years where the double doors at the Fresh choice supermarket have been rammed and severely damaged. This is a significant cost and impacts the insurance premiums of the Waimauku Village Bodycorp and direct costs significantly.

The management board has agreed to allow vulnerable tenants to install bollards as a preventative measure. In the interim Waimauku Village have large concrete blocks providing physical security until design and approval from all property owners is agreed.

Waimauku Village Bodycorp are seeking quotes and design so the Bodycorp can arrange to install bollards on the common property that aesthetically fit well with the environment and village centre design.

The tenants and Bodycorp will be collectively funding this exercise, however it is a huge burden given the costs we have had to endure with the consequences of 4 floods in 5 weeks at the start of 2023.

MOTION

The North West Country Executive Committee commit \$2,000 of crime prevention funds to Waimauku Village Bodycorp to contribute to the installation of security bollards in common areas to prevent crime.

6 Supported: James Scott , Jo Austin , Michelle Brooking , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij

0 Opposed:

1 Abstained:

Robbie Hannon - I need to abstain from this particular vote as I am the Waimauku Bodycorp chairperson who submitted the application for the board to consider. Conflict of interest accordingly

Decision Date: 8 Dec 2023

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
4.1	Send Charters to new members Due Date: 29 Feb 2024	Danielle Hancock
5.1	Christmas Trees Due Date: 30 Apr 2024	Danielle Hancock
5.1	Review software Due Date: 30 Apr 2024	Danielle Hancock
5.1	Investment Options Due Date: 31 May 2024	Danielle Hancock
5.1	Heritage Trail sign has been vandalised Due Date: 30 Apr 2024	Danielle Hancock
5.1	Kumeu and Helensville Sign Replacements Due Date: 31 May 2024	Danielle Hancock
6.1	Rodney Local Board Long Term Plan Due Date: 30 Apr 2024	Danielle Hancock
6.1	Kumu Toilet Signage Due Date: 31 Mar 2024	Danielle Hancock



James Scott

13 Mar 2024