

CONFIRMED MINUTES

EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting** on **16 Jul 2024** these minutes were **confirmed as presented**.

Name:	NorthWest Country Incorporated
Date:	Tuesday, 14 May 2024
Time:	6:30 pm to 8:15 pm (NZST)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	Andy Cummings, James Scott, Jo Austin, Mark Dennis, Michael Yin, Robbie Hannon, Teresa Nobilo-Healey, Tim VanderKraaij
Attendees:	Danielle Hancock
Apologies:	Michelle Brooking, Nicky Horsbrough

1. Opening Meeting

1.1 Confirm Minutes

Executive Committee Meeting 12 Mar 2024, the minutes were confirmed as presented.



Meeting Minutes Approved

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

Decision Date:	14 May 2024
Mover:	Jo Austin
Seconder:	James Scott
Outcome:	Approved

1.2 Apologies



Apologies

North West Country Incorporated Executive Committee accept the apologies from Nicky Horsbrough and Michelle Brooking.

Michael Yin was absent.

Decision Date:	14 May 2024
Outcome:	Approved

1.3 Interests Register



Interests Register Update

Can all members who have not submitted an interests declaration please do so. These are to be completed annually including if there are no interests to declare.

Danielle to send out interests declaration form again.

Due Date: 30 Jun 2024
Owner: Danielle Hancock

2. Major Decisions and Discussions

2.1 Proposed Work Programme 2024-2025



Work Programme 2024-2025 Approved

The North West Country Incorporated Executive Committee approves the proposed work programme for financial year 2024-2025 as per the attached work programme proposal document. This work programme includes amendments from the budget adopted at the 2023 AGM.

Create a Partnership Membership category of \$150 per annum. A condition of the membership is that the business must place the North West Country logo adjacent to their logo on all communications such as their website, email signatures, letterheads and social media.

Decision Date: 14 May 2024
Mover: Robbie Hannon
Seconder: Jo Austin
Outcome: Approved



Membership Drive

Send Robbie Hannon the Associate Membership information pack.

Make sure the website is updated prior to undertaking a membership drive.

Introduce a Not-For-Profit Associate Membership rate of \$150 and include the condition that the organisation must use the Business Association logo on all of their communications stating they are proudly supported by...

Due Date: 30 Jun 2025
Owner: Danielle Hancock



Investigate township signs for Waimauku

Investigate four entry signs for Waimauku at key locations similar to Riverhead.

Due Date: 31 Aug 2024
Owner: Danielle Hancock



Make board room door soundproof

Investigate ways to make the board room door at the business hub soundproof.

Due Date: 31 Aug 2024
Owner: Danielle Hancock

2.2 Training Grant Application



Training Grant Approved

The North West Country Incorporated Executive Committee approves the training grant application of \$500 for Parakai Springs Complex Limited.

Decision Date: 14 May 2024
Mover: James Scott
Seconder: Andy Cummings
Outcome: Approved



First Aid training

Investigate a First Aid Training provider that would want to operate out of the business hub.

Due Date: 30 Sept 2024
Owner: Danielle Hancock



ConstructSafe Training

Investigate a ConstructSafe Training provider that would want to operate out of the business hub.

Due Date: 30 Sept 2024
Owner: Danielle Hancock



Workshops for Worksafe Regulation Changes

Investigate a Worksafe Regulation Training provider that would want to run some workshops out of the business hub.

Due Date: 30 Sept 2024
Owner: Danielle Hancock



Site Safe Training provider

Investigate a Site Safe Training provider that would want to operate out of the business hub.

Due Date: 30 Sept 2024
Owner: Danielle Hancock



WINZ courses at the business hub

Connect with WINZ and see if they would like to run their courses out of the business hub.

Due Date: 31 Oct 2024
Owner: Danielle Hancock

3. Board Annual Work Plan

3.1 Work Programme Update



Work Programme Update Accepted

The North West Country Incorporated Executive Committee accepts the work programme update March/ April 2024.

Decision Date: 14 May 2024

Outcome: Approved



2 Person Soundproof Booth

Research the costs and feasibility of a two person soundproof meeting booth for the business hub.

Due Date: 30 Sept 2024

Owner: Danielle Hancock

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: In Progress	Andy Cummings
31 Mar 2024	Kumeu Toilet Signage Status: Completed on 25 Mar 2024	Danielle Hancock
30 Apr 2024	Christmas Trees Status: Completed on 15 May 2024	Danielle Hancock
30 Apr 2024	Heritage Trail sign has been vandalised Status: Completed on 15 May 2024	Danielle Hancock
30 Apr 2024	Membership Drive Status: Completed on 25 Mar 2024	Danielle Hancock
14 May 2024	Draft Constitution Preparation Actions for Manager Status: Completed on 25 Mar 2024	Danielle Hancock
14 May 2024	Not for Profit Organisation Nominations Status: Completed on 15 May 2024	James Scott
14 May 2024	Business Hub sound system Status: Completed on 15 May 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

5. Management Reports

5.1 Finance Report



Finance Report Accepted

The North West Country Incorporated Executive Committee accepts the payments for March 2024 and approves the payments for April 2024 as attached.

Decision Date: 14 May 2024

Mover: James Scott

Seconder: Teresa Nobilo-Healey

Outcome: Approved

6. Other Business

7. Close Meeting

7.1 Close the meeting

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

Approved decisions made between meetings



IRD User Access Changes

The North West Country Incorporated, operating as North West District Business Association Incorporated with IRD (IRD Number 046-931-289):

1. Removes account access authority from Michael Phelan Pirrie, previous General Manager of the business association to the online IRD account; and
2. Authorises Danielle Marie Hancock (IRD number 052-644-461), current General Manager of the business association, as Administrator account authority of the online IRD account.

5 Supported: James Scott , Jo Austin , Michelle Brooking , Nicky Horsbrough , Tim VanderKraaij

0 Opposed:

0 Abstained:

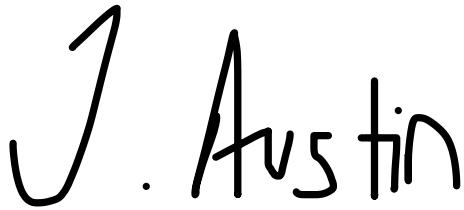
Decision Date: 12 Apr 2024

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
1.3	Interests Register Update Due Date: 30 Jun 2024	Danielle Hancock
2.1	Membership Drive Due Date: 30 Jun 2025	Danielle Hancock
2.1	Investigate township signs for Waimauku Due Date: 31 Aug 2024	Danielle Hancock
2.1	Make board room door soundproof Due Date: 31 Aug 2024	Danielle Hancock
2.2	First Aid training Due Date: 30 Sept 2024	Danielle Hancock
2.2	ConstructSafe Training Due Date: 30 Sept 2024	Danielle Hancock
2.2	Workshops for Worksafe Regulation Changes Due Date: 30 Sept 2024	Danielle Hancock
2.2	Site Safe Training provider Due Date: 30 Sept 2024	Danielle Hancock
2.2	WINZ courses at the business hub Due Date: 31 Oct 2024	Danielle Hancock

Item	Action Title	Owner
3.1	2 Person Soundproof Booth Due Date: 30 Sept 2024	Danielle Hancock

A handwritten signature in black ink that reads "J. Austin". The letter "J" is large and stylized, with a long vertical stroke and a curved top. The period "." is small and positioned between the "J" and the word "Austin". The word "Austin" is written in a cursive, lowercase style.

Jo Austin
17 Jul 2024