

Date/Time: Tuesday 12<sup>th</sup> April 6pm

Venue: ZOOM

**Present:** Treena, Mark, April, Jo, Teresa, Guy, Vicki, James, Hayley.

**1) Presentation of Signage Report for Kumeu & Huapai**

Adrian Wilson, Proactive Compliance Manager from Auckland Council will present and answer questions about a report produced by the Rodney Local Board Compliance Wardens on business signs in Kumeu and Huapai.

**Background**

The association has supported the development of the Kumeu Huapai Centre Plan, in this the community identified the number and placement of signs, such as sandwich boards, and that this was often undesirable visually and made the town centre a bit of a mess.

Following discussion at a previous meeting there was a request that council staff have a look at the situation with signs through the township. They have produced a report which does an audit of the issues with some signs.

**Next Steps**

Committee members will have a chance to hear Adrian discuss this report, talk about the next steps, and answer any questions.

**Information for new business owners – resources library. Resource Bank**

**2) Apologies:**

*Recommendations: The committee accepts the apologies*

*Moved: Mark*

*Seconded: Guy*


**3) Previous Minutes**


*Recommendations: The committee accepts the minutes of the previous meeting;*

*Moved: Mark*

*Seconded: James*

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

 **Your multiple payments have been created.**

 **Signatory authorisation required.**  
M.R. Dennis or S.L. Oliver will need to approve these payments before they can be sent.

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Transaction details				
Transaction status	Payee		Payment date	Amount
Processed	Grow West Ltd		Fri 08 Apr '22	\$7,302.50
Statement details	Particulars	Code	Reference	
On your account	Grow West	INV-0203	ManagFee	
On their account	NWC	INV-0203	ManagFee	
Processed	Grow West Ltd		Fri 08 Apr '22	\$55.20
Statement details	Particulars	Code	Reference	
On your account	GW-ZOHO	INV-0205	Software	
On their account	NWC-ZOHO	INV-0205	Reimburse	
Processed	Grow West Ltd		Fri 08 Apr '22	\$22.14
Statement details	Particulars	Code	Reference	
On your account	ZOOM	INV-0201	MnthlySub	
On their account	ZOOM	INV-0201	MnthlySub	
Processed	Grow West Ltd		Fri 08 Apr '22	\$20.34
Statement details	Particulars	Code	Reference	
On your account	GW-Google	INV-0204	Email	
On their account	NWC-Google	INV-0204	Reimburse	

Processed	Grow West Ltd	Fri 08 Apr '22	\$17.19	▲
Statement details	Particulars	Code	Reference	
On your account	GW-HyHost	INV-0202	Web Hosting	
On their account	NWC-MyHost	INV-0202	Reimburse	
Processed	Helensville News 2011 Ltd	Fri 08 Apr '22	\$488.75	▲
Statement details	Particulars	Code	Reference	
On your account	Advertising	122340	BusPromo	
On their account	Advertising	122340	BusPromo	
Processed	Kumeu Courier	Fri 08 Apr '22	\$690.00	▲
Statement details	Particulars	Code	Reference	
On your account	KumCourier	INV-6788	BusPromo	
On their account	NWC Inc	INV-6788	BusPromo	
Processed	North West Marketing	Fri 08 Apr '22	\$550.00	▲
Statement details	Particulars	Code	Reference	
On your account	NWMarktn	NWDBA0422	SocMedPromo	
On their account	NWC Inc	NWDBA0422	SocMedPromo	
Processed	Northbridge Signs 2016 Ltd	Fri 08 Apr '22	\$414.00	▲
Statement details	Particulars	Code	Reference	
On your account	Northbridge	INV-6996	Signs	
On their account	NWC	INV-6996	Signs	

**Payment details**

Statement details	Particulars	Code	Reference	
On your account	KumCourier	INV-6788	BusPromo	
On their account	NWC Inc	INV-6788	BusPromo	
Processed	North West Marketing	Fri 08 Apr '22	\$550.00	▲
Statement details	Particulars	Code	Reference	
On your account	NWMarktn	NWDBA0422	SocMedPromo	
On their account	NWC Inc	NWDBA0422	SocMedPromo	
Processed	Northbridge Signs 2016 Ltd	Fri 08 Apr '22	\$414.00	▲
Statement details	Particulars	Code	Reference	
On your account	Northbridge	INV-6996	Signs	
On their account	NWC	INV-6996	Signs	

**Payment details**

<b>From account:</b>	38-9022-0734890-00 Business Edge \$230,528.82
<b>Total amount:</b>	\$9560.12
<b>Processing times:</b>	<ul style="list-style-type: none"> <li>■ Payments or transfers to Kiwibank accounts are processed immediately, including on weekends and public holidays. We send payments to other banks every hour between 9am and midnight on business days.</li> <li>■ Payments submitted after midnight, or on a weekend or public holiday, will be sent the next business day. Processing times for other banks may vary.</li> <li>■ Future-dated and automatic payments process around 10am and 10pm on business days. Payments go out on the first available processing time on the due date.</li> <li>■ If the due date falls on a weekend or public holiday, the payment is sent on the next business day. Processing times for other banks may vary.</li> </ul>

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Northbridge Signs	New billboard skins	\$414.00
Helensville News	Monthly advertising promoting business	\$488.75
Grow West	Monthly Management Fee & Phone	\$7302.50
ZOOM*	Reimbursement of monthly ZOOM fee	\$22.14

ZOHO*	Reimbursement of monthly CRM fee	\$55.20
Google*	Reimbursement of monthly email fee	\$20.34
MyHost*	Reimbursement of monthly website hosting fee	\$17.19
Kumeu Courier	One page add promoting businesses	\$690.00
North West Marketing	Social Media posts	\$550.00

\*These are paid for by credit card and reimbursed to Grow West Ltd, there are two sets of invoices for each payment. One from the supplier, and another from Grow West.

***Recommendations:** The committee agrees to pay the invoices/statements provided to the committee via Dropbox.*

*Moved: Mark*

*Seconded: Treena*

## 5) Membership

- Database 2<sup>nd</sup> March. 597 +2 from March

## 6) North West Heritage Trail

April We have a suggestion for a name for the trail, 'Ngā Tapuae o Mua .... Footprints of the past'.

There are a number of different ways to use this, for example;

**NORTH WEST COUNTRY HERITAGE TRAIL**  
**Ngā Tapuae o Mua**  
**FOOTPRINTS OF THE PAST**

Once the committee agree on the trail name we will move to final design of panels, website development, and quotations for panel manufacturing.

### **Next Steps**

Committee to discuss and agree on the name for the trail.

## 7) 2022 Christmas Tree

### **Background**

There is a budget of \$10,000 for Christmas Tree Storage and purchase of a new tree for next Christmas, however this budget is also to cover the costs of storage & delivery, \$3800pa.

We have received a quote for a new tree and this will be \$9,156 for a 4.5m pre decorated tree.

Because of delays with shipping we need to order and pay a deposit for one now.

We can afford the additional cost as we have unspent funds rolled over from last year.

### **Actions**

Site of Kumeu tree and whether anything could be put around it.

***Recommendations:** The committee agrees to purchase a new 4.5m pre decorated tree for \$9,158 as agreed to in the business plan.*

*Moved: Mark*

*Seconded: Jo*

**8) Mid Winter Promotion**

Do committee members see any benefit in running a promotion over winter?  
Matariki Festival – find out if we can do it over a month and call it Matariki?

**9) North West Business Awards**

We are waiting for a drop to orange and increase in people allowed in venues.

**10) Extreme weather events – CDEM resources**

Meeting closed: 7:27pm