

DATE/TIME: TUESDAY 19TH JANUARY 2021 VIA ZOOM

Venue: ZOOM

Present: Mark, Treena, Shona, Andy, Theresa, Vicki, Guy, Phelan

1) Apologies: Geraldine, Hayley, Liv

Recommendations: The committee accepts the apologies
 Moved: Mark Seconded: Guy Passed

2) Previous Minutes

Recommendations; The committee accepts the minutes of the previous meeting;
 Moved: Mark Seconded: Guy Passed

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

Note: Bank Account has been changed to Kiwibank. Signatories are Mark Dennis, Shona Oliver & Phelan Pirrie. Payments are set up by manager and authorised by either Mark or Shona. All transactions require two signatures.

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 Expand all			
Transaction status	Payee	Payment date	Amount
Processed	Grow West Ltd	Wed 20 Jan '21	\$7,302.50
Processed	Grow West Ltd	Wed 20 Jan '21	\$48.30
Processed	Grow West Ltd	Wed 20 Jan '21	\$17.19
Processed	Grow West Ltd	Wed 20 Jan '21	\$10.78
Processed	Kumeu Courier	Wed 20 Jan '21	\$690.00
Processed	North West Marketing	Wed 20 Jan '21	\$550.00

Payment details

From account: 38-9022-0734890-00 Business Edge \$20,000.00

Total amount: \$8618.77

Processing times:

- 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.
- 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.
- 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.
- 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.

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- Saved Payees
- International Services

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Security Information

Last login:
 11 Jan 21 (1:10 p.m.)

- KeepSafe
- Internet banking guarantee
- Staying safe online

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

Moved: Mark Seconded: Guy Passed

4) Membership

- **Database 12th January. 581** (four down due to corrections in database, one less associate member but one new one).

5) North West Heritage Trail

1. Purpose

- a) To seek Executive Board support to progress to stage one & two.

2. Executive Summary

- a) A budget of \$12,000 was put aside in the 2019-2020 budget for a Historic Trail. Due to Covid-19 the grants available to do this project were cancelled. This budget was unspent and if rolled together with the 2020-2021 budget would allow us to commence stage one without grants. We could look at grant options for implementation as they come available.
- b) The association ran an EOI process mid 2020 and there were two applications (see separate attachment) one from Helen Martin & Megan Paterson (\$13,000) and Dr Joanna Boileau (\$12,492).
- c) The trail would involve wooden plinths with stainless plates with QR codes engraved on them, these would link to a website using the MY TOURS app. Information including written, visual and spoken history would be included. Example from Warkworth – Attachment 1.
- d) The trail is intended to provide a draw for local, regional, national and overseas visitors wanting to learn about the history of the area. Walks and trails have become more popular in New Zealand and if we could develop a trail that ran from Riverhead to Kaukapakapa this could, over time become a draw card for visitors.
- e) The trail would become part of the Triple Harbour Traverse maps that we are using on our website for local day trips and also tie into the Northland trails.
- f) There is a growing risk that some history will be lost with the steady change from rural to urban and the deaths and dislocation of local families involved in the viticulture and horticulture industry around Kumeu and Huapai.

3. Background

- a) A suitably qualified historian will be required to source material, collect and collate it into a suitable format. It is not known whether they normally do things like recordings. If they don't then an additional resource will be required to record spoken history.
- b) It is recommended we start in Riverhead & Kumeu with the collection work as part of Phase one.
- c) The work in phase one would involve iwi, locals who still have material or family history, and the Deli community.

- d) Helensville and Parakai will require considerable work with iwi and this should be considered as phase two.
- e) We may be able to collect the current material available in Helensville and work with Lions to produce plinths without the need for a historian although new material from iwi will need to be prepared.
- f) Additional funds are likely to be required and there are a number of options available including a council grant (April) and another grants such as lotteries (later in year).

4. Budget & Costs

- a) NWC has indicated a budget of \$12,000
- b) Plinths costs between \$400 – 800 each depending on detail and placement.
- c) MY TOURS app costs \$2295 per year
- d) Additional costs include graphics and cost for historian to collect and collate material.

5. Next Steps

- a) Executive to consider which of the two EOI's it wishes to proceed with (see attached EOI's)
- b) Contract chosen person/s
- c) Commence work

Does the executive want to put together a working group to liaise with the contractor/s or delegate this to the manager as originally intended?

6. Recommendations

- a) *That the Executive Committee agree to contract Helen Martin and Megan Patterson to commence stage one and two of the North West Heritage Trail and delegate the manager/working group to liaise with the contractor/s.*
- b) *The executive agree to form a working group, Shona, Geraldine, Guy, Dion.*

Moved: Mark

Seconded: Treena

Passed

6) North West Summer Series Update

- Larger event at The Hunting Lodge not proceeded with due to risk.
- Total budget \$35,000 max, there will not be any recoup of costs however it is \$25,000 less that the 2020 NWF.

- i) Event Manager x 5 Sessions at \$500 per event -\$ 2,500.00
- ii) Event Management / Booking Fee x 5 Sessions -\$ 5,000.00
- iii) PA (Includes Soundman) x 5 Sessions -\$ 3,500.00
- iv) Marketing Allocation - See Seperate Tab -\$ 6,000.00
- v) Rider x 3 Sessions -\$ 500.00

- New line up as below...

- 13 Feb - North West Summer Series / The Riverhead \$2,000.00 Millie Tabak
- 20 Feb - North West Summer Series / Hunting Lodge \$3,500.00 Summer Thieves

- 21 Feb - North West Summer Series / Hallertau \$4,000.00 Bailey Wiley
- 28 Feb - North West Summer Series / Tasting Shed \$1,000.00 Georgia Lines

7) Christmas Tree debrief

- Any comments suggestions.
- Some vandalism of Kumeu sign, strops stolen and one used to try and pull tree over. Balls smashed.
- This Christmas we will purchase an additional tree or two for other townships.

8) Huapai Hub Events Update

- Meeting with Anna and Guy to discuss once a month Friday evening event sponsorship. March/April/May

9) Business Photos – Mark

Background:

Photo Carnival would like to partner up with your business association to offer local businesses a professional photo shoot at their location of operation (retail or office) and by doing a group discount, offer a much more reasonable price than they would otherwise have access to.

The offering is as follows:

10 edited photos in digital format.

\$100 per business, then bulk discount, for every 25 businesses we will offer an incremental 10% discount. e.g. 10 biz = \$100 each. 25 biz = \$90 each. 50 biz = \$80... and so on

The group price would keep discounting until we hit \$50 being rock bottom.

A suggestion was to offer a single deal which your organisation can push out to its members.

As you may be aware similar photography will generally be \$300++ range so, it is a great deal for local businesses should they decide to take it.

We can of course offer many other photography and videography services, if your organisation or other local business need them, including photos in our studio (in Stanmore Bay).

If you would like another offering including other services or extra photos, please let me know.

Recommendations:

- **Do the executive committee think this would be valuable to businesses?**
- **Should it be offered to members as a discounted offer that they pay for or would the association contribute?**
- **There is currently no budget allocated to this kind of activity (see attached 2021 Budget)**

Next Steps. Committee agreed to include this service in members survey in February, but not to progress this offer at this point and will re-evaluate after the survey is done.

Meeting closed: 10:07am