

Date/Time: Tuesday 8th March 6pm

Venue: Helensville Hall Meeting Room

Present: Mark, Treena, Jo, James, Guy, Phelan

1) Apologies: Teresa, Hayley, Vicki, April

Recommendations: The committee accepts the apologies

Moved: Mark

Seconded: Treena

Passed

2) Previous Minutes

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

Moved: Mark


Seconded: Jo

Passed

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

Pay tax

You're on page **3** of 3




 **Payment created!**
Awaiting authorisation from M.R. Dennis or S.L. Oliver before processing.

[Print this page](#)

Receipt

From account:	38-9022-0734890-00 Business Edge		
To account:	INLAND REVENUE		
Start date:	25 March 2022		
Processing time:	<ul style="list-style-type: none"> ▶ Future-dated and automatic payments process at 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. 		
Frequency	One-off payment		
Amount:	\$6,438.28		
Statement details	Particulars	Code	Reference
On your statement	IRD	Jan/Feb22	GST
On their statement	46931289	000 TAX GST	28022022

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Multiple payments

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2 Payment details:

Payee	Payment date	Amount												
Celebrations Group Ltd	08/03/2022	\$ 1402.32												
<table border="1"> <thead> <tr> <th></th> <th>Particulars</th> <th>Code</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>On your statement: (optional)</td> <td>Xmas Tree</td> <td>INV-2126</td> <td>TreeStorage</td> </tr> <tr> <td>On their statement: (optional)</td> <td>Xmas Tree</td> <td>INV-2126</td> <td>TreeStorage</td> </tr> </tbody> </table>				Particulars	Code	Reference	On your statement: (optional)	Xmas Tree	INV-2126	TreeStorage	On their statement: (optional)	Xmas Tree	INV-2126	TreeStorage
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On your statement: (optional)	Xmas Tree	INV-2126	TreeStorage											
On their statement: (optional)	Xmas Tree	INV-2126	TreeStorage											
Grow West Ltd	08/03/2022	\$ 7302.50												
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On your statement: (optional)	ZOOM	INV-0196	MnthlySub											
On their statement: (optional)	ZOOM	INV-0196	MnthlySub											
Grow West Ltd	08/03/2022	\$ 55.20												
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Grow West Ltd	08/03/2022	\$ 20.34												
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On your statement: (optional)	GW-Google	INV-0199	Email											
On their statement: (optional)	NWC-Google	INV-0199	Reimburse											
Grow West Ltd	08/03/2022	\$ 17.19												
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Kumeu Courier				08/03/2022	\$ 690.00	
Particulars	Code	Reference				
On your statement: (optional) KumCourier	INV-6721	BusMarkt				
On their statement: (optional) NWC Inc	INV-6721	BusMarkt				
M L Williams				08/03/2022	\$ 14950	
Particulars	Code	Reference				
On your statement: (optional) MeganP	HelTrail	HeritgeTrail				
On their statement: (optional) NWC	HelTrail	HeritgeTrail				
North West Marketing				08/03/2022	\$ 550	
Particulars	Code	Reference				
On your statement: (optional) NWMarktng	NWBDA0322	SocialMed				
On their statement: (optional) NWC Inc	NWBDA0322	SocialMed				
Total: \$25009.69						

3 Select account:
 Pay from account: Business Edge 38-9022-0734890-00 \$205,026.15

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.

[Print this page](#)

Transaction status	Payee	Payment date	Amount
Processed	Celebrations Group Ltd	Tue 08 Mar '22	\$1,402.32
Processed	Grow West Ltd	Tue 08 Mar '22	\$7,302.50
Processed	Grow West Ltd	Tue 08 Mar '22	\$22.14
Processed	Grow West Ltd	Tue 08 Mar '22	\$55.20
Processed	Grow West Ltd	Tue 08 Mar '22	\$20.34
Processed	Grow West Ltd	Tue 08 Mar '22	\$17.19
Processed	Kumeu Courier	Tue 08 Mar '22	\$690.00
Processed	M L Williams	Tue 08 Mar '22	\$14,950.00
Processed	North West Marketing	Tue 08 Mar '22	\$550.00

Payment details

From account: 38-9022-0734890-00 Business Edge \$205,026.15

Total amount: \$25009.69

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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GST Payment.	Jan/Feb 2022	\$6438.28
Celebrations Group	Quarterly Xmas Tree Storage cost 3x Trees	\$1402.32
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
M L Williams	Contract fee for heritage trail project – Helensville	\$14950.00
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: James Passed

4) Membership

- Database 2nd March. 595 +1 from January

5) Welcome to new committee members

April Ashton and James Scott have been elected unopposed to the executive committee. An induction and support is available if any committee member feels they need this to assist with their roles, and new members encouraged to ask as many questions as they like to help them gain an understanding of their roles and the work of the committee.

Members need to sign the 2022 Committee Charter. Still need: Andy, Robbie, Guy, April, Teresa to sign.

6) North West Country Family Festival Series Update.

Background

- We applied for the Government 'Activate Tamaki Makarau' events grant in December and received \$67,171 (incl GST) for a North West Family Festival Series'.
- The event is aimed at families with live music, food trucks, children's entertainment and community stalls.
- There are five events planned on Sunday evenings in: Huapai, Muriwai, Parakai, Helensville and Kaukapakapa.
- Events were to be held under Covid19 requirements with vaccine pass entry etc.
- Due to the change to Red levels we had to put the events on hold.
- The government has indicated we can retain the funding until we move to orange and then rebook.
- We engaged an event manager to organise the events, an interim invoice for her work in January has been paid in line with the funding agreement.

Next Steps

We will rebook events as soon as we move to orange.

7) Appointments

We are required to make appointment for the following positions at the first meeting following the AGM;

- Deputy Chair – The deputy chair is responsible for filling in if the Chair is unavailable.
- Treasurer – The treasurer could be the chair or the other bank account signatory. Normally the treasurer would be responsible for signing off accounts (see below), however this is done by the full committee to ensure full transparency.

We also need to find another signatory for our Kiwibank account. Preferably this would be a committee member who already has a Kiwibank account.

Recommendations:

The executive committee agrees to appoint Guy Wishart as Deputy Chair.

The executive committee agrees to appoint Treena Gowthorne as Treasurer & Signatory of Bank Account.

Moved: Mark

Seconded: James

Passed

8) Replacement Billboards

Background

We have a series of billboard we are renting on public land. The current skin was due to be replaced with the Family Festival in early February however with those events being postponed we have an out of date skin on the billboard.

As the date of moving to orange and being able to hold the events is unknown we should replace the billboards with something promoting businesses.

Because retail and hospitality has been slow it is suggested we do something to remind people we are still here and it's important they continue to support local businesses. There's a risk that over the next few months more businesses could fail and we should be doing something to encourage people to support their local business community as much as possible.

There are some examples here and overseas of this type of Covid connected campaign but committee members may have other ideas about what to do. See examples below:

#lightsout campaign – Hospitality NZ

<https://www.restaurantnz.co.nz/2021/06/30/lightsout/>



This is a pro vaccination campaign, but the style is something we could use with pictures of local business owners...

<https://www.broadsheet.com.au/national/food-and-drink/article/put-a-jab-on-the-menu-australias-hospitality-industry-unites>

Next Steps

Committee discussed a range of options and suggestions. The manager will prepare some mock ups of the suggestions and circulate for comment and discussion.

Recommendations

That the committee agree to reskin the billboards with a new message to encourage locals to use and support local businesses.

Moved: Mark

Seconded: Jo

Passed

9) North West Heritage Trail Update

Background

The association agreed to fund the creation of a heritage trail from Riverhead to Kaukapakapa as indicated in our business plan.

The trail will be stainless steel plaques at key points etched with some text and a QR codes linking to a website with more information.

Stage one was for Helensville where there was an existing trail that needs refreshing and updating, Stage two was for Riverhead.

Progress has been slowed by Covid however the text for the first stage of the trail, Helensville, has been completed.

Next Steps

Would like to review the trail material and route with committee. The easiest way to do this is to walk the route and given we are meeting in Helensville this is a good time.

The route material can be found at this link:

<https://www.dropbox.com/sh/3aprsprv430qjku/AADRRkXVu32RGHJR9BL-0SXOa?dl=0>

Print outs of the route will be available at the meeting.

The suggestion is we set up a dedicated website for the trail rather than try and use our current website, however this is something the committee needs to discuss. Depending on what we name the trail if we can reserve a domain name for this we could then link the trail site through the current website.

The next steps once the committee approves the text is to decide on plaque sizes, find a manufacturer, engage with Lions on whether they want to contribute, produce a flyer version, develop a website or webpage that the plaques will link to using QR codes.

Action

Committee reviewed the Helensville trail and went on a walk over of the route.

Recommendations

That the committee support the next steps to enable the publication of the first stage of the Heritage Trail project in Helensville.

Moved: Mark

Seconded: Jo

Passed

Meeting closed: 7:14pm (Heritage trail walk followed)