

DATE/TIME: WEDNESDAY 21TH OCTOBER 8:30AM ZOOM

Venue: ZOOM

Present: Tony, Geraldine, Liv, Dion, Jon, Hayley, Teresa, Andy, Shona,

1) Apologies none

2) Previous Minutes

Recommendations; The committee accepts the minutes of the previous meeting;
Moved: Tony Seconded: Hayley

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

Note, payments are split into three due to amounts.

International Banking **Professional Trust** Financial Markets Administration

Receipts Import/Export Files International Trade Messages (0) COVID-19 Support

Modify Direct Credit Payment Payment Number: 73

Payer Details

Payment Name* Oct 2020 Payment 3/3 Account* 12-3139-0010434-00 Society Cheque ▼

Particulars Code Reference

Due Date* 27 Oct 2020 Calendar icon Date Created 19 Oct 2020 13:19:03 Date Modified

Status 1 of 2 authorised Payment Total \$11,500.00 Payment Check Total A81C8257D7B23B56B0D

Show all payee lines on your statement. Account transaction fees may apply for each payee line. Import File Check Total

Authorised By: nwdba003

Payee Details Search Options

			Show On Payees' Statement			Show On Your Statement			
Payee Description*	Account Number*	Amount*	Particulars	Code	Reference	Particulars	Code	Reference	Internal Ref.
<input type="checkbox"/> Select All (1 of 1 payees)									
<input type="checkbox"/> MPS Investments Ltf	03-0104-0405061-00	11,500.00	NWBus Awar	NWC	00052031	Event Manag		00052031	Awards Event

Note: All payments will be directed to the account number you specify. The Payee Description is for your reference only.

New
 Delete
 Fill Multiple Fields
 Add Payees from Library
 Import

Save
 Authorise/Send
 Save & Exit
 Cancel
 Print Summary
 Print Detail

Receipts Import/Export Files International Trade Messages (0) COVID-19 Support

Modify Direct Credit Payment

Payer Details

Payment Number: 71

Payment Name* Account* ▼

Particulars Code Reference

Due Date* Date Created Date Modified

Status Payment Total Payment Check Total

Show all payee lines on your statement. Account transaction fees may apply for each payee line. Import File Check Total

Authorised By: nwdba003

Payee Details

Show On Payees' Statement						Show On Your Statement			
Payee Description*	Account Number*	Amount*	Particulars	Code	Reference	Particulars	Code	Reference	Internal Ref.
<input type="checkbox"/> Select All (13 of 13 payees)									
<input type="checkbox"/> Grow West Ltd	06-0193-0829359-00	7,302.50	Managnt Fee	NWC	INV-0112	Mangmnt Fee		INV-0112	Mangmnt Fee
<input type="checkbox"/> Grow West Ltd (Goog	06-0193-0829359-00	10.78	Email Hostin	NWC	INV-0111	Email Hostng		INV-0111	Mangmnt Fee
<input type="checkbox"/> Grow West Ltd (Web	06-0193-0829359-00	17.19	Web Hosting	NWC	INV-0109	Web Hosting		INV-0109	Web Hosting
<input type="checkbox"/> Grow West Ltd (ZOHO	06-0193-0829359-00	48.30	Software Aut	NWC	INV-0110	Software Sut	Reimburse	INV-0110	ZOHO
<input type="checkbox"/> Helensville News	12-3435-0003140-00	1,155.75	Advertising	NWC	121671	Advertising	ArtsintheVi	121671	Advertising
<input type="checkbox"/> Kumeu Courier	06-0185-0458535-00	908.50	Advertising	NWC	INV-5621	Advertising	ArtsintheVi	INV-5621	Advertising
<input type="checkbox"/> TreeHouse Print	06-0153-0446513-00	57.50	Printng Com	NWC	12976	ArtsintheVil	Printing	12976	Printing
<input type="checkbox"/> Utopia	06-0185-0450015-00	161.00	Website	NWC	344011	Website Mair		344011	Website
<input type="checkbox"/> William Buck	01-1839-0302017-00	2,095.30	Accounting	NWC	37742	Accounting	Audit	37742	Audit Costs
<input type="checkbox"/> Celebrations Group	06-0103-0175989-00	9,843.71	J000787	NWC	INV-1399	Tw Cent Imp	Xmas Tree	INV-1399	Tw Cent Imp
<input type="checkbox"/> UHY Haines Norton	02-0152-0080505-00	147.64	Accounting	NWC	Overdue	Accounting	OverdueP		Accounting
<input type="checkbox"/> TreeHouse Print	06-0153-0446513-00	549.70	Printng Com	NWC	12960	ArtsintheVil	Printing	12960	Events
<input type="checkbox"/> Verisk Financial	30-2904-0364068-61	525.00	MakrtViewSu	NWC	MKT0001189	GST on prev		MKT0001189	Subscription

Note: All payments will be directed to the account number you specify. The Payee Description is for your reference only.

Modify Direct Credit Payment

i (IDC1050) Payment Saved Successfully.

Payer Details

Payment Number: 72

Payment Name* Account*
 Particulars Code Reference
 Due Date* Date Created Date Modified
 Status Payment Total Payment Check Total
 Show all payee lines on your statement. Account transaction fees may apply for each payee line. Import File Check Total
 Authorised By:

Payee Details

Show On Payees' Statement						Show On Your Statement			
Payee Description*	Account Number*	Amount*	Particulars	Code	Reference	Particulars	Code	Reference	Internal Ref.
<input type="checkbox"/> Select All (1 of 1 payees)									
<input type="checkbox"/> Walker Landscape	03-0109-0191381-25	14,260.00	TwncentImp	NWC	INV-0625	TwncentImp	Consulting	INV-0625	TwncentImp

Note: All payments will be directed to the account number you specify. The Payee Description is for your reference only.

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

Moved: Geraldine Seconded: Tony Passed

4) Membership

- **Database 13th October. 585** 7x increase since September. List updating ongoing.

5) AGM

Background

A proposed budget and business plan are attached for discussion. There have been some unspent funds this year because projects did not proceed due to Covid19. The risks around holding events and some types of promotion mean we should slightly refocus our efforts in some areas.

The executive needs to consider the annual accounts, business plan and budget and formally agree to present this at next month's AGM.

Business Plan (see attached) simplified and focused to avoid risks around COVID19.

Budget (see attached) changes on last year;

- NWC cost reduced to reflect change in format.
- Unspent budget carried over from last year.
- Increase in Business Awards budget to allow for more and better targeted mystery shopping.
- Training Grants Program – investigate grants for online training for members
- Christmas decorations budget to allow for another tree purchase in 2021
- Heritage Trails project, use unspent budget from 2020 with same amount in 2021 to create \$24,000 fund to get project underway.

Executive positions up for election.

Recommendations:

That the executive committee agree to the attached business plan and budget to be ratified at the 2020 AGM

Moved: Tony

Seconded: Geraldine

Passed

6) North West Festival

Background

Because of the financial risks as event insurance is unavailable for cancellation due to COVID-19 LOOP has looked at what alternative smaller scale events could be held next year.

Proposal

The information below and the attached proposal outline that would deliver one 'Boutique' event at The Hunting Lodge and two smaller events at venues elsewhere as part of a month-long festival.

The proposal would reduce the financial risk but allow us to continue the event in a slightly different format.

If successful, this format could be adopted in the future to spread the benefit wider.

It is suggested that NWC partially subsidise the two summer series shows that could be paid or free. Discussions will need to be held with possible venues to work out which would be the best way to deliver these.

Information from LOOP (see attachment presentation)

PAGE 1: Schedule and Budget/Cashflow overview

PAGE 2: Marketing Budget

PAGE 3: NWF 2021 Budget

PAGE 4: NW Summer Series shows x2 Budget

Proposed schedule for 3 weekends of shows is below

Schedule
13 Feb - North West Summer Series / Free Show
20 Feb - North West Summer Series / Free Show
27 Feb - The Dell* (NWF 2021 [Boutique]) / Ticketed Show

*Hunting Lodge

The money:

Essentially the proposal is that NWBA allocates \$10,000 to marketing (the region) and \$7,150 to two smaller events and these figures are un-recoupable.

The reason the \$10,000 marketing is un-recoupable is because the campaign will promote the regions hospitality and highlight NWF 2021, the two smaller shows and local food, wine and beer.

The \$7,150 for the two smaller shows can be reworked a different way but we have allocated it to 2 events at this stage. Could be 3 grants or even 4.

Then the advance costs for the NWF 2021 are \$16,950 (which should either come back or return a profit)

The total allocation of all three parts of above is \$34,100 leaving \$15,900 as a buffer for the NWF 2021 (shouldn't be needed)

NWBA INVESTMENTS	
NW SUMMER SERIES Marketing (Unrecoupable)	\$ 10,000.00
2 Smaller Events (Unrecoupable)	\$ 7,150.00
NWF 2020 Underwrite (Money Should Come back)	\$ 16,950.00
TOTAL OUTLAY	-\$ 34,100.00
TOTAL OUTLAY AT NWF 2021 BREAK-EVEN	-\$ 17,150.00
TOTAL OUTLAY AT NWF 2021 FULL PROFIT	-\$ 189.41
<i>Excess Budget From \$50,000 (Save until After NWF 2021)</i>	<i>\$ 15,900.00</i>

Recommendations

That the executive agree to further investigate the proposed event and commit \$40,000 of next years North Fest Festival budget towards a 2021 North West Festival Summer Series event.

Moved: Andy

Seconded: Geraldine

Passed

7) General Update

MSD Meeting.

Met with Ministry of Social development staff about opportunities to work together. They are offering a wider service that many people are aware around skills assessment and job placement and they aren't just about dealing with long term unemployment.

We are going to work together on providing more information to businesses about the services they offer, tying this into our Portal, e-Newsletters and social media. We will also explore working together on jobs and employment events with the different priority sectors MSD have identified as important.

Meeting closed: 9:16am