

Date/Time: 13th September 6pm

Venue: Hallertau - Riverhead

Present:

1) Apologies: Andy, April, Vicki,

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

2) Previous Minutes

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

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

Batch Payment Summary

North West Country Incorporated
 c/- 6 Edwin Mitchelson Road
 Muriwai
 Auckland 0881
 NEW ZEALAND

Account Name
 Kiwibank Cheque Account

Bank Account Number
 38-9022-0734890-00

Payment Date
 14 Sep 2022

Reference
 SeptPayments SEPINV

Payment to	Reference	Due Date	Bank Account	Details	Amount Paid
UHY Haines Norton	INV-27339	16 Aug 2022	0201520080505000	Accounting INV-27339	263.55
Grow West Ltd	INV-0235	17 Sep 2022	060193082935900	GrowWest INV-0235	20.34
Grow West Ltd	INV-0236	17 Sep 2022	060193082935900	GrowWest INV-0236	55.20
Grow West Ltd	INV-0234	17 Sep 2022	060193082935900	GrowWest INV-0234	7,302.50
Grow West Ltd	INV-0233	17 Sep 2022	060193082935900	GrowWest INV-0233	17.19
Grow West Ltd	INV-0232	17 Sep 2022	060193082935900	GrowWest INV-0232	22.14
UHY Haines Norton	INV-27358	17 Aug 2022	0201520080505000	Accounting INV-27358	33.35
William Buck	57872	20 Sep 2022	01-1839-0302017-00	Accounting Audit INV-57872	2,208.85
MPS Investments Limited	INV00052153	11 Sep 2022	03-0104-0405061-00	NWBusAwards INV00052153	23,000.00
MPS Investments Limited		7 Oct 2022	03-0104-0405061-00	NWBusAwards	1,661.75
North West Marketing	NWBA0922	20 Oct 2022	38-9000-0373932-02	Promotion NWBA0922	550.00
Total 11 item(s)					NZD 35,134.87

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

Moved: Mark Seconded: Theresa Passed

4) Membership

Database 12th September - 612

New members + 2 from August

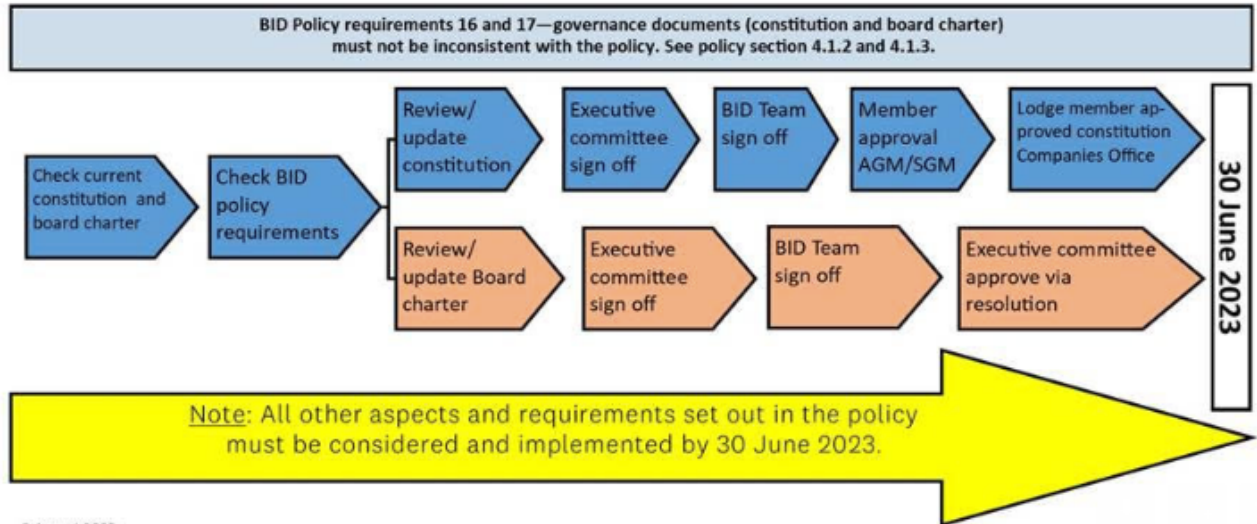
5) New BID Policy.

Background

- Auckland council has reviewed its Business Improvement District Policy (BID) and the new policy is effective from June 2023.
- Changes to the BID policy can be found outlined in the attached document.
- We are required to update our constitution and board charter document to align with the new policy by June 2023.
- Changes to the constitution need to be done at a special general meeting.
- Changes to the board charter need to be resolved on by the executive committee.
- Grant Hewison, a lawyer who had experience in BID governance and legal issues is involved with assisting a number of BID's across Auckland prepare for these changes. It is suggested we should engage him to assist with this and join in with the other BID's in this work. Grant has indicated the contribution towards his advice would be \$385.

Change Process

1. **BIDs current constitution:** check your current constitution for information and instruction on changing or amending the constitution, the type of resolution required i.e. a special resolution, the agenda/notice information and period of time to notify members.
2. **BID policy** – check the BID policy to understand and identify what part of your constitution must not be inconsistent with the BID policy. BID policy requirement 16. Attached is a guide to assist you with aligning the BID policy with your constitution and board charter.
3. **Executive committee sign off** – an executive committee resolution approving the proposed changes or new document intended to go before the membership for approval.
4. **BID Team sign off** – you must allow time for the BID Team to sign off on any changes to the governance documents prior to you sending out your special resolution agenda notification. BID policy requirement 17.
5. **Association member approval** - obtain member approval of the constitution and/or changes (special resolution AGM/SGM). Check current constitution for the approval and special resolution process.
6. **Lodge with the Companies Office** - complete the process of lodging the constitution/changes with the Companies Office. For more information visit: <https://is-register.companiesoffice.govt.nz/help-centre/keeping-society-details-up-to-date/changing-your-society-rules-or-name/>
7. **Complete all of the above before 30 June 2023.**



Next Steps

- Obtain advice on a revised draft constitution for the association from Dr Grant Hewison for the committee to review at the November meeting.
- Revise the Board Charter for the committee to review at the November meeting.

Recommendations

The committee agrees to engage Dr Grant Hewison to prepare a revised constitution to align with the new Auckland Council BID policy

The committee will review an updated draft constitution and board charter at the November meeting.

Moved: Mark

Seconded: Hayley

Passed

6) Targeted Rate Agreement.

- As part of the new BID policy adopted by council and operative on the 1st August we are required to sign a new BID Targeted Rate Grant Agreement (covering the period 1 July 2022 to 30 June 2025)
- This must be signed and returned to council by 1st November
- (attachment b.)

Recommendations

That the committee authorise the Chair to sign the BID Targeted Rate Grant Agreement on behalf of North West Country Inc and return to Auckland Council

Moved: Mark

Seconded: James

Passed

7) AGM October 2022.

Background

We are due to hold our AGM in October.

In this meeting we need to:

Elect a minimum of three board members. Existing members can re-stand however we currently have two vacancies; Waimauku and Kaukapakapa.

Approve our budget for the financial year from 2023 to 2024. This is so it can be provided to Auckland Council in time for their Annual Budget where the targeted rate is agreed.

Approve our business plan for the 2023-2024 Financial Year.

Business Plan

Proposed new items

Helping Grow Business

- Provide quarterly business magazine to be delivered to members
- Undertake a complete update of database including full business and member survey
- Build information database on website for members
- Provide jobs advertising platform using Facebook
- Change training program, provide subsidised training programs (see attached examples).
- Develop new promotional program for members. While the advertising has been popular with some members it has been difficult to get new businesses to participate. One suggested route is to do more business to business promotion.
- Assist businesses with addressing climate change through tools that allow measuring carbon emissions, how to become carbon neutral, and assistance with certification schemes and government support.

Promoting Our District

- Advocate for Auckland Unlimited to update the 2015 North West Rodney Visitor Strategy.
- Complete and implement Riverhead Heritage Trail.
- Advocate for a community response plan for Helensville & Parakai
- Hold events in Helensville Town Centre and Huapai Hub to encourage locals to visit the business centres.

Budget

Proposed 2023-2024 Budget – appendix 1.

Proposed changes.

- Increase associate membership fee to \$300 and just have one type. Work to get 25 associate members. Undertake more promotion of association and services (see quarterly newsletter). Income increase to \$7500pa.
- Increase in targeted rate. First time to increase since 2013 – held for 10 years. 5% increase \$9000
- Minor operating expense increases including access to full XERO package and to meet other increased costs.
- Remove Verisk from budget following decision this year not to continue.
- Change training grants to training program and organise a range of training events. Have some examples attached to agenda, for example H&S training. This is following feedback from committee.
- Undertake a full audit and update of members databased going door to door. This would improve accuracy of database of members to ensure we have all business included. Door to door survey costs \$1000.
- Quarterly business to business newsletter to be delivered to all businesses to improve communication. Currently we get 30-40% e-newsletter update, and some businesses owners say they haven't seen communication from us. This magazine would allow members to advertise services to each other. \$7000 printing and distribution budget.

- Event support fund. Increase to \$16,000 and run events in Helensville and Huapai. Look to Council for support funding to activate town centres.
- Replace Kumeu and Helensville Entry signs. Helensville is damaged, work with Lions on joint replacement. Kumeu one needs to be replaced when road works finish.

Next Steps

Committee to review attached draft budget and business plan and agree on the documents to present at the AGM. Agree on a date – suggest Tuesday 25th October

Recommendations

The committee agree to the draft budget and business plan to present at the AGM

The committee agree to hold and AGM at 6pm on 18th October at the Kumeu Cricket Club.

Moved: Mark

Seconded: James

Passed

Meeting ended:

Next Meeting: ZOOM.

Appendix 1 - DRAFT 2023-2024 Budget

NWC Draft 2023-2024 Budget

	2022-2023	2023-2024	
Income			
Associate Membership Fees	\$4,000.00	\$7,500.00	25 associate members at \$300pa
BID Targeted Rate	\$180,000.00	\$189,000.00	Increase of \$9000 (5%)
2023 North West Festival	\$50,000.00	\$50,000.00	indicated
Total Income	\$234,000.00	\$246,500.00	\$12,500.00
Operating Expenses			
Accountancy Fees	\$2,748.00	\$2,750.00	reflects 2022-2023 fees
Audit Fees	\$1,860.00	\$2,200.00	2022 Audit fee's increase
XERO Accounting Software	\$330.00	\$744.00	Access to full XERO package for reporting
Bank Charges	\$50.00	\$50.00	unchanged
Management & Phone Costs	\$76,200.00	\$76,200.00	unchanged
Insurance	\$550.00	\$590.00	increase Actual 2022
Office Expenses & Printing	\$800.00	\$700.00	reduce

CRM System Zoho	\$980.00	\$980.00	unchanged
Email & Web Hosting	\$450.00	\$450.00	unchanged
Meeting & AGM Expenses	\$200.00	\$300.00	increase meeting room hire
Zoom	\$235.00	\$235.00	unchanged
Total Operating Expenses	\$84,403.00	\$85,199.00	

Overheads

Helping Grow Business

Sales Data Reports - Verisk	\$5,000	\$0.00	Cancelled
Training Program	\$4,500.00	\$6,500.00	Modify terms
North West Business Awards	\$35,000.00	\$35,000.00	Unchanged
Update member database	\$0.00	\$1,000.00	Complete survey and update of database
Quartely business newsletter	\$0.00	\$7,000.00	Delivered to members quarterly
Business Promotional Program	\$20,000.00	\$15,000.00	Reduce

Promoting Our District

Website Development	\$1,800.00	\$1,200.00	reduce
New photography for website/media	\$1,000.00	\$0.00	Use unspent money from FY2022
Social Media Marketing	\$8,000.00	\$8,000.00	unchanged
New Christmas Tree & Annual Storage	\$10,000.00	\$10,000.00	unchanged
Heritage Trail Project	\$10,000.00	\$10,000.00	Stage 3 Kumeu
Event Support Fund	\$4,500.00	\$16,000.00	Increase - 1x Huapai 1x Helensville Events
Replace Kumeu & Helensville Entry Signs	\$0.00	\$1,500.00	new item, signs damaged.
2023 North West Festival	\$50,000.00	\$50,000.00	unchanged

Total Overheads	\$149,800.00	\$161,200.00	
Total Expenses	\$234,203.00	\$246,399.00	\$12,196.00
Net surplus	-\$203.00	\$101.00	