

Executive Committee Meeting Minutes

19th April 2018 7.00pm meeting

Venue: The Riverhead

Attendees: Matt Burt (Deputy Chair), Hayley Plowman, Shona Oliver, Dion Tilson, Paula Pepperell, Fletcher Clarke

Also Present: Gary Holmes (NWDBA Manager), Jenny Murray (NWDBA Member Services and Support Manager)

Business Meeting Commenced 7.02pm

Apologies:

Apologies from Tony Forlong (Chair), Stewart McLachlan, Geraldine Bayly, Karen Allen, Phelan Pirrie

Resolved: That the apologies be accepted

Moved: Matt Burt

Seconded: Shona Oliver

Passed

1. Confirmation of minutes of Thursday 15th March Committee meeting

The Minutes from the Thursday 15th March meeting had been circulated.

Resolved: That the minutes from the Committee meeting held on Thursday 15th March be accepted

Moved: Hayley Plowman

Seconded: Shona Oliver

Passed

Member's forum

North West Business/Trade Expo – Helen Shrewsbury (Events organizer)

This will be held on Thursday 12th July 10am – 4pm. Helen updated the committee following her meeting with Business North Harbour who has run a successful expo for several years on a Thursday weekday. North Harbour initially started with 30 business stands and now has over 100 stands. A discussion was held around the type of expo and agreed that this year should specifically focus on a trade business expo.

A celebrity is still to be decided to host the event.

Managers' Report

1. Business Awards

An evening was held for the finalists at Hallertau on Tuesday 20th March, which was very successful with the majority of finalists attending. Over 1200 public votes have been received to date. Submissions are due by 5pm Wednesday 25th April. Judging will be held on the 1st May. The awards dinner will be held on Tuesday 8th May at The Riverhead Boathouse, with MC Leah Panapa.

2. Mobile APP

The mobile APP continues to be promoted through social media with 70 businesses participating. Over 100 people have now downloaded the APP. Winners for the Cruise and Luxury weekend experience with Love My NZ will be drawn beginning of May.

3. Arts in the Ville

A submission is currently underway with the council for funding for Arts in The Ville.

4. Thomas Consultants - Consents Helensville Signage/ Waimauku Entry Way

Thomas Consultants have been engaged to prepare documentation for the resource consent for the Helensville signage and determine if resource consent is required for the Waimauku Entry way.

5. ATEED Tourism Project

ATEED have developed a project called Northland journeys encouraging visitors to travel from the airport to Northland with an emphasis on unique experience's that visitors may not find on other sites. A follow up meeting is scheduled at the end of April.

6. Subsidy Packages

Gary will put together a proposal for the next committee meeting about offering businesses subsidy packages. Some ideas were discussed - Business mentoring, marketing plans, CCTV coverage, and Health & Safety plans.

It was agreed that this is a good incentive that will offer support to all types of business members.

7. Financial Report

Grant Hewison	Legal Advice	\$1,408.75
Helensville News	Advertising	\$548.55
Love My New Zealand	Prize	\$2,300.00
Copy & Print	Advertising	\$287.50
Mark Dennis	Social Media	\$632.350
Loop	Festival tent	\$330.00
Presentation Prints	Printing	\$102.46
Utopia	Mobile App	\$448.50
Jenny Murray	Mileage	\$1,238.16
Cruise Company	Prize	\$1,338.00
Alternate Instinct	Web hosting	\$172.48

Resolved:

That the financial report was discussed and the accounts for payment be approved

Moved: Matt Burt

Seconded: Paula Pepperell

Passed

General Business

Anzac Day Commemorations

Wreaths will be laid at the following areas

Waimauku – Matt Burt, Parakai – Shona Oliver, Kaukapakapa – Jenny Murray

Meeting Closed 7.56pm

These minutes are approved as a true and correct record:

Matt Burt, Deputy Chairman _____ Date _____