

## Executive Committee Meeting Minutes

15<sup>th</sup> February 2018 7.00pm meeting

Venue: The Riverhead

**Attendees:** Tony Forlong (Chair), Geraldine Bayly, Paula Pepperell, Karen Allen, Hayley Plowman, Phelan Pirrie

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

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### Business Meeting Commenced 7.10pm

#### 1. Apologies:

*Apologies from Malcolm Paterson, Dion Tilson, Stewart McLachlan, Shona Oliver, Elke Ryan, Fletcher Clarke, Matt Burt*

Resolved: *That the apologies be accepted*

Moved: Paula Pepperell

Seconded: Hayley Plowman

Passed

#### 2. Confirmation of minutes of Wednesday 31<sup>st</sup> January 2017 Committee Meeting

The Minutes from the Wednesday 31<sup>st</sup> January meeting had been circulated.

Resolved: *That the minutes from the Committee meeting held on Wednesday 31<sup>st</sup> January be accepted*

Moved: Paula Pepperell

Seconded: Tony Forlong

Passed

#### 3. Discussion with Council lawyer regarding Holly Southernwood's petition

A meeting was held with Grant Hewison (Lawyer), Tony Forlong (Chair), Gary Holmes & Council on 15<sup>th</sup> February to ascertain if NWC are acting in an appropriate manner with this ongoing issue, and to discuss the best way to move forward. Council suggested holding an SGM but after discussion in particular around costs involved, it was decided this was not required. The general consensus from council was that they are very happy with the way North West Country is running. Grant Hewison will write up a formal letter to state that this meeting was held and no further action will be taken at this stage.

#### 4. North West Wine, Beer & Food Festival

Due to unfortunate weather on the day sales were sufficiently reduced, lowering the prospect of any profit at this year's event. A suggestion was made that if rain is forecasted in any future events, to order extra Gazebo's for the food area. Regardless of the weather and the reduced profit, it was agreed that it is a very worthwhile event and people still enjoyed themselves on the day.

## 5. Business Expo

The business Expo will be held on the proposed date of Thursday 12<sup>th</sup> July 2018 this will be a free event offering business exhibition sites and opportunities to run workshops.

Some good suggestions were made:

- To investigate holding the event at the Film studios – offering a larger space and extra exhibition sites
- Winners of the business awards to be offered a free exhibition space
- Offer employment & apprenticeship opportunities for secondary school students through seminars and workshops.

## 6. Signage

After consultation with NZTA it has been determined that a resource consent and approval from Iwi will be required with a clear outline around the purpose of the sign and any driver distractions (if any) before moving ahead.

## 7. Business Awards

Nominations are still coming in with well over 100 received at this stage. (Nominations close 9<sup>th</sup> March 2018) A discussion was held around hiring extra video screens and projectors to ensure the additional people will be able to see the event, held at The Riverhead.

## 8. Financial Report

Kaukapakapa Courier	Advertising	\$1,800.00
The Gannet	Advertising	\$1,380.00
Sabrina Facepainter	Festival	\$1,050.00
NRG Rotary	Festival	\$1,000.00
Hands Alive	Festival	\$ 600.00
Grant Hewison	Legal advice	\$1,690.50
Chill In The Ville	Event costs	\$1,150.00
Helensville News	Advertising	\$ 548.55
Copy & Print	Advertising	\$ 287.50
Helensville Mechanical	Van service	\$ 431.40

*Resolved:*

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

Moved: Tony Forlong      Seconded: Karen Allen      Passed

## 9. General Business

### • North West Country Shuttle

The North West Country Shuttle is still up for sale; Iwi did not go ahead as the storage area was not suitable. A discussion about the shuttle will be held at the next committee meeting.

### • Helensville Township enhancement

A meeting has now been secured with NZTA to discuss further development on Wednesday 21<sup>st</sup> February.

- **Huapai Community Hub**

Some discussion was held around supporting the Huapai Community Hub and investigating the possibility to sponsor this project.

**Meeting Closed 8.12pm**

*These minutes are approved as a true and correct record:*

Tony Forlong, Chairman \_\_\_\_\_ Date \_\_\_\_\_