

Executive Committee Meeting Minutes

15th March 2018 7.00pm meeting

Venue: The Riverhead

Attendees: Tony Forlong (Chair), Geraldine Bayly, Mark Dennis, Karen Allen, Hayley Plowman, Matt Burt, Shona Oliver, Phelan Pirrie

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

Business Meeting Commenced 7.02pm

Apologies:

Apologies from Malcolm Paterson, Dion Tilson, Stewart McLachlan, Elke Ryan, Fletcher Clarke, Paula Pepperell

Resolved: That the apologies be accepted

Moved: Tony Forlong

Seconded: Shona Oliver

Passed

Confirmation of minutes of Thursday 15th February Committee Meeting

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

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

Moved: Tony Forlong

Seconded: Karen Allen

Passed

Managers' Report

- **North West Wine, Beer & Food Festival**
Due to bad weather on the day, the festival was a break even event with some costs recovered by insurance.
- **Business Awards**
Nominations are now closed with around 50 businesses formally entering the awards. Mark Scherer will be confirming with the businesses which category they would like to be listed under.

An evening will be held for the finalists at Hallertau on Tuesday 20th March. This year there will be less emphasis on the creative side and set guidelines for the judging process.

Some discussion was held about how to work with Hoed to achieve a more comprehensive mystery shopping report this year.

- Business Expo**
 Kumeu Film Studios were unable to hold the business expo due to a recent lease so the event will be held at the Kumeu showgrounds. The date is to be confirmed as it was agreed that it would be preferable to hold the expo on a Saturday for more exposure. The event organiser Helen Shrewsbury will be at the April meeting to update the Committee.
- Mobile APP**
 The mobile APP has now been launched with a few businesses to start, with the full launch starting from the 19th March. The competition will run from 2nd April – 29th April offering a 3 day cruise and Luxury weekend away as the prizes. The response has been very positive from businesses so far.
- Helensville Township enhancement**
 The meeting with NZTA and council to discuss the concept plans for Helensville was very positive. NZTA have offered support and advice for this project to progress.
- Signage**
 NZTA have given approval for the sign in Helensville. Resource consent is now required and possibly some soil testing due to the fact that the land is a closed landfill.

Financial Report

Accounts for payment

North West Marketing	Social Media	\$1,265.00
Rocket Host	Domain Name	\$40.25
MPS Investments	Business Awards Management Fee	\$11,500.00
R nR Publishing	Advertising	\$1,322.50
G. Holmes	Facebook marketing	\$33.62
MPS Investments	Bottled Water for festival	\$3,129.84

Resolved:

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

Moved: Tony Forlong

Seconded: Matt Burt

Passed

Local Board Report

Phelan updated the Committee on the proposed transport targeted rate. Part of the councils 10 year budget include proposed transport improvements across the Rodney district including park n ride, improved bus services and additional road sealing and footpath services.

Submissions can be made at www.akhaveyoursay.nz until 28th March 2018.

Further information can be found here <https://at.govt.nz/projects-roadworks/supporting-growth-delivering-transport-networks/supporting-growth-in-the-north-west/>

General Business

Waste Management minimization project

Tony reported that an experienced team of people are putting together a Community Resource Waste Plan Management Centre for Kumeu and Huapai. The planned Community Resource Centre will collect and distribute unwanted materials for recycling and repurposing. At this stage a number of sites are being investigated for suitability. This project has had a very positive response from council who are offering advice and support.

Arts in the Ville

Arts in The Ville are looking for support to run this year's event on Labour weekend 20th October – 22nd October. It was recommended to the committee that North West Country act as the funding recipient to apply for funding through the council for this event.

Moved: Shona Oliver

Seconded: Geraldine Bayly

Passed

Review of Committee meetings time and date.

It was agreed that changing the committee meetings to daytime would be preferable with a day to be confirmed.

Meeting Closed 7.49pm

These minutes are approved as a true and correct record:

Tony Forlong, Chairman _____ Date _____