

## Executive Committee Meeting Minutes

23<sup>rd</sup> May 2018 7.00pm meeting

Venue: The Riverhead

**Attendees:** Tony Forlong (Chair), Geraldine Bayly, Karen Allen, Phelan Pirrie, Matt Burt, Shona Oliver, Dion Tilson, Fletcher Clarke

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

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### Business Meeting Commenced 7.04pm

#### **Apologies:**

*Apologies from Stewart McLachlan, Paula Pepperell, Hayley Plowman*

#### **1. Confirmation of minutes of Thursday 19<sup>th</sup> April Committee Meeting**

The minutes from the Thursday 19<sup>th</sup> April meeting had been circulated.

*Resolved: That the minutes from the Committee meeting held on Thursday 19<sup>th</sup> April be accepted*

Moved: Matt Burt

Seconded: Dion Tilson

Passed

#### **2. Managers' Report**

- Risk Solutions Seminars/ Networking

North West Country will be contributing \$500 towards sponsoring these events as well as providing marketing support. Numbers attending have increased from the last event.

- Business Awards

There were some good responses from this year's business awards with positive feedback around – the communication process, the submission questionnaire was clearly outlined, MC was great and good food were some of the comments.

A suggestion was made to consider limiting sales to one table per business due to venue size. It was suggested that a brief showing the businesses that were nominated and how many actually followed through with the process would be beneficial to discuss and set targets for next year's event.

- Business Expo

The Business Expo has been cancelled until further notice.

- Mobile APP Winners

The winners from the latest mobile APP competition have now been drawn and will be posted on the NWC website.

- Arts in the Ville

Funding for Arts in The Ville has now been approved and we are awaiting written confirmation.

*Confirmation of Manager's report*

Moved: Tony Forlong                      Seconded: Shona Oliver                      Passed

**3. Financial Report**

Jenny Murray	Mileage	\$1,026.41
Lions Club	Advertising	\$1,552.50
Presentation Prints	Printing	\$86.357
Mark Dennis	Social Media	\$632.50
Rocket Host	Domain name	\$44.88
Jenny Murray	Anzac day wreaths	\$135.00
G. Holmes	End of year expenses	\$1,558.80
Gavan Hogg	Web hosting	\$57.49
MPS Investments	Business Awards	\$25,771.50
Graham Sword	Logo for i-site	\$155.25
Kaukapakapa Kourier	Advertising	\$600.00
Anita Hodgman	Awards photography	\$500.00

*Resolved:*

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

Moved: Tony Forlong                      Seconded: Matt Burt                      Passed

**4. General Business**

- Helensville township improvement project

Sue Dodds from Auckland Council and the in-house team will be managing this project from now on. There is still potential for NWC to work in conjunction with Countdown supermarket in regards to artwork on the front of the retaining wall. Ideally offering expressions of interest in regards to the design before unveiling on the Arts in the Ville weekend (October 20<sup>th</sup> – 22<sup>nd</sup>). It was suggested that Countdown should be approached first to see if they would fully fund this project.

- Signage

A discussion was held around the importance tidying up the current signage in and around the Kumeu area and working together to create a continual theme that would work together throughout the region.

- North West Country Contract renewal

As from the 30<sup>th</sup> June, the contract for Campaignz will not be renewed with a new management plan currently underway. Tony Forlong (Chair) and the committee acknowledged the Campaignz team - Gary, Hannah & Jenny - and thanked them for the work they have done for North West Country during their duration.

Gary and Jenny retired at 7.50pm to allow the Committee to continue their discussions on future plans.

**Meeting Closed: x.xxpm**