

DATE/TIME: TUESDAY 17TH SEPTEMBER 9:00AM

Venue: 1 Rata Street, Helensville

Present: Tony Forlong, Geraldine Bayly, Andy Cummings, Bernie Flynn, Cameron Brewer, Shona Oliver, Paula Peperall

1) **APOLOGIES.**

Dion Tilson, Liv McGregor, Hayley Plowman

Recommendations; The committee accepts the apologies

Moved: Tony Seconded: Shona Passed

2) **PREVIOUS MINUTES**

Recommendations; The committee accepts the minutes of the previous meeting;

Moved: Andy Seconded: Shona

3) **ACCOUNTS FOR PAYMENT:** Invoices & Statements as per Dropbox.

Summary below. Note Payments will go out after being approved tomorrow.

Professional Trust Financial Markets Administration

Receipts Import/Export Files International Trade Business Cash Plan Messages (0)

Modify Direct Credit Payment Payment Number: 55

Payer Details

Payment Name* Account*

Particulars Code Reference

Due Date* Date Created Date Modified

Status Payment Total Payment Check Total

Show all payee lines on your statement. Account transaction fees may apply for each payee line. Import File Check Total

Authorised By: nwdba003

Payee Details

Show On Payees' Statement						Show On Your Statement			
Payee Description*	Account Number*	Amount*	Particulars	Code	Reference	Particulars	Code	Reference	Internal Ref.
<input type="checkbox"/> Select All (9 of 9 payees)									
<input type="checkbox"/> Google (reimburse f	06-0193-0829359-C	10.42	Email Hostin	NWC	362909963	Email Host	Reimburse	362909963	Email Hostin
<input type="checkbox"/> Grow West Ltd	06-0193-0829359-C	8,260.84	Managnt Fe	NWC	0065	Mangmnt Fe	Sept	0065	Mangmnt Fee
<input type="checkbox"/> Helensville News	12-3435-0003140-0	977.50	Advertising	NWC	121197	Advertising	Sept	121197	Advertising
<input type="checkbox"/> Kumeu Courier	06-0185-0458535-C	690.00	Advertising	NWC	4467	Advertising	Kum Cour	4467	Advertising
<input type="checkbox"/> Utopia	06-0185-0450015-0	201.25	New Websit	NWC	340320	Web Site	ReDev fin	340320	Web Site
<input type="checkbox"/> WebSlice	06-0193-0829359-C	17.19	NorthWCour	NWC	99839	Webhosting	Reimburse	99839	Web Hosting
<input type="checkbox"/> William Buck	01-1839-0302017-0	2,132.10	Accounting	NWC	27637	Accounting	Sept	27637	Audit Costs
<input type="checkbox"/> Grow West Ltd	06-0193-0829359-C	38.00	Software	NWC	190006100	Software	ZOHO 1	190006100	ZOHO Forms
<input type="checkbox"/> Grow West Ltd	06-0193-0829359-C	149.00	Managnt Fe	NWC	190005291	Software	ZOHO 2	190005291	ZOHO Market

Note: All payments will be directed to the account number you specify. The Payee Description is for your reference only.

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

Moved: Bernie

Seconded: Paula

Passed

4) MEMBERSHIP

- Database as at 10th September 604
- No new Members in July.
- **Resignations / Cancellations.**

5) RESIGNATION OF LOCAL BOARD REPRESENTATIVE

We have received a letter from the Local Board tendering Cameron's resignation. He is retiring from the Local Board and the new Board will appoint a representative after the elections.

Recommendations: Thank Cameron for his time and contribution to the Executive.

A vote of thanks for Cameron's time on the board.

Moved: Tony

Seconded: Geraldine

Passed

6) RESIGNATION OF EXECUTIVE MEMBER

We have received a resignation from Karen Allen. Because of other commitments she is unable to attend the last two meetings and will not be standing again.

Recommendations: Thank Karen for her contribution over the last two years.

A vote of thanks for Karen's time on the board.

Moved: Tony

Seconded: Shona

Passed

7) HELENSVILLE CHRISTMAS PARADE

Helensville Christmas Parade – May require resolution.

Helensville's Christmas Parade has long struggled to source adequate funding.

Auckland Council, whilst very positive towards the event, has significantly reduced funding to \$2,000 annually over recent years.

North West Country (Business Association) provides \$2,500.

With the event budget at over \$8,000, there is obviously a significant shortfall. Helensville Lions met much of that for a few years, but last year advised at short notice that they were unable to continue to do so. The Anglican Methodist Church helped with \$1,000, but I personally picked up the balance.

This is not appropriate on going. It has been suggested that individuals/businesses may choose to fund specific budget items, as detailed below:

Traffic Management \$3,335

Road Closure Notices \$275

Santa's Lollies \$552

Pipe Band \$450

Portaloos \$299

Bouncy castle \$255

Face Painting \$170

Printing \$400

Printing Colouring Competition \$400

Flyers – print, deliver \$350

Sound System \$200**Entertainment \$1,000**

Sundry expenses \$150

Event total \$8,336

Less expenses in red that could be removed: \$2724

Total: \$5612

Could be funded by removing something from DRAFT Budget.

Decision made for Andy, Shona and Phelan to investigate what would be required to run the Christmas Parade and report back to the Board.

8) AGM 2019**Date for 2019 AGM**

- Wednesday 30th October 6:30pm
- Helensville Tennis Club

Resolutions for AGM.**Background**

There are a number of resolutions we need to pass at the AGM.

One is council related and is required to comply with the BIS Program.

One is an anomaly I've picked up in the constitution where a treasurer is supposed to be elected at the AGM, or that decision delegated to the executive committee. Checking back on AGM it does not appear we have done this.

The third one is to change the election of Executive Members to a two year term, staggered. This would start at the 2020 AGM and see half the Executive Committee and the Chair elected for a two year term, then in 2021 the other half of the Executive would be elected for a two year term.

There is evidence that staggering the executive allows continuity for planning and decision-making while allowing the executive to be refreshed with new members who then can be mentored by members half way through their term.

Following research it is recommended that the Heart of the City system be adopted where three members of the executive come up for election every AGM, they can then serve for a three year term.

This can be changed by a future AGM if it wishes if it is not found to work.

At the previous meeting there was discussion that the Chair be appointed by the Executive Committee.

Removing the additional position of Chair and electing them from the executive members means an even number and potentially an area losing its representation as it is an important principal for the association the Chair is impartial.

Research hasn't shown any alternative to this. BID executives or AGM elect the chair and I could not find any example where the chair was appointed externally.

Special Resolution 1.

Auckland Business Improvement District (BID) Programme Agreement:

'That North West Country Incorporated, adopts and signs the Auckland Business Improvement District (BID) Programme Agreement, effective until June 30th 2023.'

Reason: The Auckland Business Improvement District (BID) Policy (2016) requires a formal agreement committing Auckland Council and the business association to accountability and governance requirements for three years. The current agreement expires (insert date of expiry).

In order to continue delivering a BID programme, the Association must formally adopt and sign a new BID Programme Agreement.

Special Resolution 2.

This is to correct an issue where the constitution requires a decision at the AGM to allow the executive to appoint a treasurer. Once this has been passed it stays in place until a future AGM changes this.

That the Executive Committee will determine at its first meeting who to appoint as Treasurer as per section 17.1 of the constitution.

Special Resolution 3.

Addition of additional clause to allow executive members to be appointed for a three-year term with this being staggered. This is to create continuity for the executive, improving governance while allowing new incoming members to have existing members there to show them the ropes.

Proposed replacement clause in Constitution.

14.5 Each member of the Executive Committee elected under Rule 14.2.2 shall, subject to these Rules, hold office until the conclusion of the Annual General Meeting following the date of the third anniversary of the member's election, but is eligible for re-election.

14.5.1 At each Annual General Meeting at least 3 of the Executive Committee members shall retire from office each year, but shall be eligible for re-election at that meeting.

14.5.2 The Executive Committee Members to retire at any Annual General Meeting must be those who have been longest in office since their last election, but, as between persons who became Executive Committee Members on the same day, those to retire must be determined by lot, unless otherwise agreed between themselves.

14.5.3 An Executive Committee Member retiring holds office until the conclusion of the Annual General Meeting at which time that Executive Committee Member retires but is eligible for re-election unless a conflict of interest has arisen in which case the position shall be vacated.

Strategic Plan, Business Plan & Budget Review

Background

The AGM is the time to review the two year Strategic Plan, Budget and Annual Business Plan all of which are required to be approved at the AGM as part of Auckland Council's BID program requirements and best practice.

Feedback will be taken at this meeting for approval at the September meeting to be formed into documents for the October AGM.

DRAFT plan and report attached.

The Executive need to consider:

Strategic Plan

See attachment for Annual Report & Business Plan.

- Is this still current and relevant?

- What would executive members consider needs to be changed?
- Is anything missing?
- Are we meeting the goals set out in this?

Business Plan 2020

- Is this still current and relevant?
- What would executive members consider needs to be changed?
- Is anything missing?
- Are we meeting the goals set out in this?

Budget 2020-2021

- Are there things we have done that have/haven't worked?
- Should be allocating money differently?
- Website is finished so money can be allocated to another project.
- How can we better engage with our service industries?
- Historic Trail Project? (see attachment)
- Associate member fees slowly increasing but are not likely to hit \$10,000
- Do we want to add in an annual increase of \$5000-8000 to our BID targeted rate to cover additional program requirements and budget demands? Our budget has not increased since the BID was formed, and we have more demands on our budgets – see events discussion.
- Any projects members think we should be looking at?

The executive give notice of the AGM for the 30th October at 6pm, to be held at the Helensville Tennis Club.

The executive agree to the attached Business Plan and Budget to be ratified at the 2019 AGM.

The executive agree to put the following clause changes and motions to the AGM:

Moved: Tony Seconded: Geraldine Passed.

9) MANAGERS REPORT

- Burger Challenge sign up underway.
- Meeting with LOOP.
- New Website is live.

MEETING CLOSED: 10:39AM