

DRAFT AGENDA

NORTH WEST COUNTRY INC AGM 2024



Name:	NorthWest Country Incorporated
Date:	Tuesday, 22 October 2024
Time:	5:30 pm to 7:13 pm (NZDT)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	James Scott, Jo Austin (Chair), Mark Dennis, Michael Yin, Michelle Brooking, Nicky Horsbrough, Robbie Hannon, Teresa Nobilo-Healey, Tim VanderKraaij
Attendees:	Andy Cummings, Danielle Hancock

1. Opening Meeting

1.1 Welcome 5:30 pm (1 min)

James Scott

Chair welcomes Executive Committee and members to AGM 2024.

1.2 Quorum 5:31 pm (1 min)

James Scott

I would like to confirm that we have quorum today that consists of six full members of the association.

We are required to record the names of all members and the businesses/ organisations that they represent in the minutes so please make sure that you fill out the attendance record.

1.3 Apologies 5:32 pm (1 min)

James Scott

We have received the following apologies for the AGM. Do we have any other apologies from the floor?

I would like to move that we accept the apologies, do we have a seconder?

1.4 Confirmation of Minutes from 2023 AGM 5:33 pm (5 min)

James Scott

We have the minutes from the last AGM. We will receive an update on the progress on the items from the last AGM later in the meeting.

I would like to move that North West Country Incorporated receive and confirm the 2023 AGM Draft Minutes held at the Kaukapakapa Memorial Hall at 6:30pm on the 3rd October 2023 as a true and accurate record of the AGM. Do I have a seconder?

Supporting Documents:

1.4.a Minutes : AGM - 3 Oct 2023

1.5 Interests Register

5:38 pm (2 min)

James Scott

Executive Committee Members must declare all interests they hold.

Supporting Documents:

1.5.a Interests Register

2. Annual Reports and Decisions

2.1 Chair's Report

5:40 pm (5 min)

James Scott

The North West Country Incorporated Executive Committee accepts the Chair's Report 2024.

2.2 Treasurer's Report

5:45 pm (4 min)

James Scott

The North West Country Incorporated Executive Committee accepts the Treasurer's Report 2024.

Supporting Documents:

2.2.a Treasurer's Report 2024.pdf

**2.3 Approval of Audited Annual Financial Statements for Year
End 30 June 2024**

5:49 pm (4
min)

James Scott

That North West Country Incorporated receive and approve the Annual Financial Statements for the Financial Year 1 July 2023 to 30 June 2024.

Supporting Documents:

2.3.a Financial Statements 2024.pdf

2.4 Manager's Report

5:53 pm (5 min)

Danielle Hancock

The North West Country Incorporated Executive Committee accepts the Manager's Report 2024.

Supporting Documents:

2.4.a NWCBA Annual Report 2024.pdf

**2.5 Approval of Annual Budget for July 1st 2025 to 30 June
2026**

5:58 pm (10
min)

James Scott

That North West Country Incorporated:

Move to approve the following financial year 2025/2026 draft budget which includes a BID targeted rate grant amount of \$206,010 which includes a 9%

increase or \$17,010 for the 2025/2026 financial year. Further ask the Rodney Local Board recommend to the Governing Body the amount of \$206,010 be included in the Auckland Council draft 2025/2026 annual budget consultation process.

Supporting Documents:

2.5.a Annual Budget 2025-2026.pdf

2.6 Approval of Draft Business Plan 2025-2026

6:08 pm (10 min)

James Scott

That North West Country Inc. receive and approve the Draft Business Plan 2025-2026

Supporting Documents:

2.6.a Draft Business Plan 2025-2026.pdf

2.7 Appointment of Auditor for year-end 30th June 2025.

6:18 pm (2 min)

James Scott

That North West Country Inc. appoint Cornelius du Plessis of Murray Audit as Auditor for North West Country Incorporated for the 2024-2025 financial year.

2.8 Amendments to the North West Country Incorporated Constitution

6:20 pm (20 min)

James Scott

Special Resolution 1 - That North West Country Incorporated receive and approve the North West Country Incorporated constitution dated July 2024.

Special Resolution 2 - That North West Country Incorporated approve re-registering North West Country Incorporated with Incorporated Societies under the Incorporated Societies Act 2022.

Reason: The Incorporated Societies Act 1908 has been reviewed and is now The Incorporated Societies Act 2022. This requires an update to the constitution to become consistent with the Act. Additionally, the Incorporated Societies Act 2022 requires all incorporated societies to agree to register under the new act.

Supporting Documents:

2.8.a Proposed Constitution 2024 Revised July.pdf

2.9 Draft 3 Year Strategic Plan

6:40 pm (5 min)

James Scott

That North West Country Inc. receive and approve the Draft 3 Year Strategic Plan 2026-2028

Supporting Documents:

2.9.a 3 Year Strategic Plan 2026-2028.pdf

3. Election of Committee Members

3.1 Election of Executive Committee Members

6:45 pm (20 min)

James Scott

- a. The following executive committee positions have become vacant as required under section 14.5 of the constitution, and appointed members are required to be elected onto the Executive Committee as per section 14.8.
 - i. Riverhead – 1 member
 - ii. Kumeu/ Huapai - 2 members

- b. The following nominations have been received.
 - i. Riverhead: Michelle Brooking, Events Manager, The Riverhead
 - ii. Parakai:
 - iii. Kumeu/ Huapai: Teresa Nobilo-Healey, Managing Director, Zubu Women's Fashion Boutique
 - iiii. Helensville:

Subject to Rule 14.1.3 additional Executive Committee members may be elected at an Annual General Meeting up to a maximum of 13 members.

All Candidate biographies and statements attached.

3.2 Election of Chair

7:05 pm (5 min)

Jo Austin

We now move into the item for the election of the chair. As the current chair James Scott will step down from this agenda item and ask the Deputy Chair to continue.

We call for all nominations for the role of Chair.

That North West Country elects [xx] to the role of Chair.

3.3 Election of Secretary and Treasurer

7:10 pm (1 min)

James Scott

As per Rule 16 of the constitution, we shall reserve the appointment of the Treasurer and Secretary to the first general meeting of the committee.

3.4 Retiring Members

7:11 pm (2 min)

James Scott

I would like to take this time to thank all retiring members, your commitment to the association has been significant and we wish you the best.

The North West Country Incorporated Executive Committee moves a vote of thanks to all retiring committee members for their service.

4. Close Meeting

4.1 Close the meeting

Next meeting: Executive Committee Meeting - 12 Nov 2024, 6:30 pm