

# CONFIRMED MINUTES

## EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting** on **10 Sept 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	NorthWest Country Incorporated
<b>Date:</b>	Tuesday, 16 July 2024
<b>Time:</b>	6:30 pm to 8:43 pm (NZST)
<b>Location:</b>	Business Hub, 103c Mill Road, Helensville
<b>Board Members:</b>	Andy Cummings, Jo Austin (Chair), Mark Dennis, Robbie Hannon, James Scott
<b>Attendees:</b>	Danielle Hancock
<b>Apologies:</b>	Tim VanderKraaij, Nicky Horsbrough, Teresa Nobilo-Healey, Michael Yin, Michelle Brooking

### 1. Opening Meeting

#### 1.1 Quorum

#### 1.2 Confirm Minutes

**Executive Committee Meeting 14 May 2024**, the minutes were confirmed as presented.



#### Minutes are approved

Decision - Minutes from the previous meeting are an accurate record after corrections, which reflects the discussions and decisions of that meeting.

<b>Decision Date:</b>	16 Jul 2024
<b>Mover:</b>	James Scott
<b>Seconder:</b>	Jo Austin
<b>Outcome:</b>	Approved

#### 1.3 Apologies



#### Apologies Accepted

North West Country Incorporated Executive Committee accept the apologies.

<b>Decision Date:</b>	16 Jul 2024
<b>Mover:</b>	James Scott
<b>Seconder:</b>	Robbie Hannon
<b>Outcome:</b>	Approved

## 1.4 Interests Register



### Interests Declaration

No interests to declare.

**Decision Date:** 16 Jul 2024

**Outcome:** Approved

## 2. Major Decisions and Discussions

### 2.1 Proposed Change to the Work Programme 2024-2025



#### Proposed Changes to the Work Programme 2024/2025

The North West Country Incorporated Executive Committee approves in principle an amendment to the Work Programme 2024-2025 to enable flexibility of funding decisions.

- a) The Training Programme budget line item is to be amended to Business Assistance Fund with a total value for 2024/2025 of \$3000,
- b) Where savings can be made across the year in the work programme the board can consider transferring more funds into this budget line item for allocation to members as needed,
- c) the Manager is to provide a detailed outline of how the fund could be administered prior to opening up the grant to wider categories. Training grants are to be continued to be accepted until such time as the fund criteria changes are approved by the committee.

**Decision Date:** 16 Jul 2024

**Mover:** Robbie Hannon

**Seconder:** James Scott

**Outcome:** Approved



#### Business Assistance Fund Administration Proposal

Manager to bring back a proposal for how the Business Assistance fund could be administered at the next meeting.

**Due Date:** 9 Sept 2024

**Owner:** Danielle Hancock

### 2.2 Santa Parade Funds



#### Santa Parade Support

The North West Country Incorporated Executive Committee approves an amendment to the Work Programme 2024-2025 to enable flexibility of funding decisions.

- a) The Business Promotional Programme (Promote our District) budget line item is to be reduced from \$9,000 to a total value of \$2000 for 2024/2025,
- b) The Event Support Fund budget line item is to be increased from \$4,000 to a total value of \$11,000 for 2024/2025.

The North West Country Incorporated Executive Committee approves the allocation of \$5,000 to the Kumeu Santa Parade and up to \$2,000 for the Helensville Santa Parade event.

Recipients need to use NWC logo on all marketing and ensure the community is aware that NWC is a major sponsor.

**Decision Date:** 16 Jul 2024  
**Mover:** James Scott  
**Seconder:** Robbie Hannon  
**Outcome:** Approved

## 2.3 Proposed Constitution Update



### Constitution Changes

North West Country Incorporated Executive Committee approves the draft North West Country Incorporated constitution 2024 that complies with the Incorporated Societies Act 2022. The draft constitution is to be discussed at the 2024 AGM for member approval.

The Chair and Deputy Chair are to seek nominations for Officers for the AGM.

**Decision Date:** 16 Jul 2024  
**Mover:** Robbie Hannon  
**Seconder:** James Scott  
**Outcome:** Approved



### Seek Officer Nominations

Chair and Deputy Chair to seek nominations for the two additional positions of Officer for the AGM. Nominations to be collected in time for the next Executive Committee meeting.

**Due Date:** 9 Sept 2024  
**Owner:** Jo Austin

## 2.4 Association Insurance Cover



### Association Liability Cover

Add disclaimers to the website that this is not advice and members are to take their own risk when using our business tools.

**Decision Date:** 16 Jul 2024  
**Outcome:** Not Approved



### Managing Risk on NWC Website

Update the new website to add disclaimers that North West Country Inc and the North West Country In Executive Committee do not provide advice and members are to take their own risk when using our business tools.

**Due Date:** 30 Sept 2024  
**Owner:** Danielle Hancock

## 2.5 Variation to Manager Contract



### Manager Contract Variation

The North West Country Incorporated Executive Committee approves the variation to the Management Contract with Far Sky Consulting as presented and delegates authority to sign the contract to the Chair.

**Decision Date:** 16 Jul 2024  
**Mover:** Robbie Hannon

**Seconded:** James Scott  
**Outcome:** Approved

### 3. Board Annual Work Plan

#### 3.1 Work Programme Update



##### Work Programme Update

Accepted

**Decision Date:** 16 Jul 2024

**Outcome:** Approved

### 4. Actions from Previous Meetings

#### 4.1 Action List

Due Date	Action Title	Owner
18 Sept 2023	Sign Charter and send it to Danielle and James <b>Status:</b> Completed on 17 Jul 2024	Andy Cummings
30 Jun 2024	Interests Register Update <b>Status:</b> Completed on 23 Jun 2024	Danielle Hancock
31 Aug 2024	Investigate township signs for Waimauku <b>Status:</b> Completed on 25 Aug 2024	Danielle Hancock
31 Aug 2024	Make board room door soundproof <b>Status:</b> Completed on 4 Jul 2024	Danielle Hancock
30 Sept 2024	First Aid training <b>Status:</b> Completed on 25 Aug 2024	Danielle Hancock
30 Sept 2024	ConstructSafe Training <b>Status:</b> Completed on 25 Aug 2024	Danielle Hancock
30 Sept 2024	Workshops for Worksafe Regulation Changes <b>Status:</b> Completed on 30 Jul 2024	Danielle Hancock
30 Sept 2024	Site Safe Training provider <b>Status:</b> Completed on 25 Aug 2024	Danielle Hancock
30 Sept 2024	2 Person Soundproof Booth <b>Status:</b> Completed on 4 Jul 2024	Danielle Hancock
31 Oct 2024	WINZ courses at the business hub <b>Status:</b> Completed on 25 Aug 2024	Danielle Hancock
30 Jun 2025	Membership Drive <b>Status:</b> In Progress	Danielle Hancock

### 5. Management Reports

#### 5.1 Finance Report



##### Financial Report

The North West Country Incorporated Committee accepts the payments for May and approves the payments for June as attached, including the two tabled invoices for Utopia \$1,150 and Markovina Vineyard Estate \$8,050.

**Decision Date:** 16 Jul 2024

**Mover:** James Scott

**Seconded:** Robbie Hannon

**Outcome:** Approved

## 6. Other Business

### 6.1 Committee Meeting Time



#### Poll for meeting times.

Run a poll for which days and times committee members would be able to meet.

**Due Date:** 31 Jul 2024

**Owner:** Danielle Hancock



#### Poll for Committee Meeting Times

Run a poll of members to ascertain the most preferred meeting time for committee meetings for the 2024/2025 year.

**Due Date:** 31 Jul 2024

**Owner:** Danielle Hancock

### 6.2 Parking Outside Kaukapakapa Country Grind Cafe



#### Parking Outside Kaukapakapa Country Grind Cafe

The North West Country Incorporated will submit a letter to Auckland Transport seeking the proposed disabled carparks outside the Country Grind Cafe be amended to standard carparks.

**Decision Date:** 16 Jul 2024

**Outcome:** Approved



#### Country Grind Cafe Parking Letter

The North West Country Incorporated will submit a letter to Auckland Transport seeking the proposed disabled carparks outside the Country Grind Cafe be amended to standard carparks.

Danielle to draft the letter and send to James to approve/ amend and sign.

**Due Date:** 31 Jul 2024

**Owner:** Danielle Hancock

### 6.3 Rodney Local Board Subdivision Boundary Changes



#### Rodney Local Board Subdivision Boundary Changes

Danielle to prepare a draft subdivision on the proposed changes and distribute it to the committee for comment/ approval prior to submitting.

Name South Kaipara - not south rural

Keep all BID in one subdivision. Spell out business boundaries in detail.

Discuss community, flow, commercial members, lifestyle, risks of split between subdivision and representatives. Buses run south.

None of our business commercial areas identify with Wellsford, but all identify with South Kaipara.

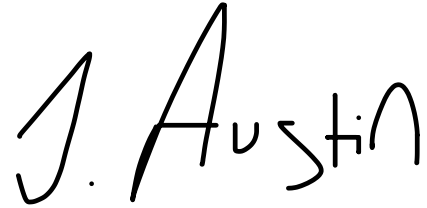
**Due Date:** 31 Jul 2024

**Owner:** Danielle Hancock

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Executive Committee Meeting - 10 Sept 2024, 5:00 pm

A handwritten signature in black ink that reads "J. Austin". The signature is written in a cursive, slightly slanted style.

Jo Austin  
11 Sep 2024