

# CONFIRMED MINUTES

## AGM



At the **North West Country Inc AGM 2024** on **22 Oct 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	NorthWest Country Incorporated
<b>Date:</b>	Tuesday, 3 October 2023
<b>Time:</b>	6:30 pm to 7:40 pm (NZDT)
<b>Location:</b>	Kaukapakapa Hall, 947 Kaipara Coast Highway
<b>Board Members:</b>	Andy Cummings, James Scott, Jo Austin, Mark Dennis, Nicky Horsbrough, Teresa Nobilo-Healey, Tim VanderKraaij
<b>Attendees:</b>	Danielle Hancock, Marilyn Dwyer
<b>Apologies:</b>	Robbie Hannon
<b>Guests/Notes:</b>	Stephen Law, Holly Southernwood

## 1. Opening Meeting

### 1.1 Welcome



#### Welcome and introduction

All attendees welcomed.  
Andy Cummings - River Valley Meats  
Jo Austin - Skydive Auckland  
Nicky Horsbrough - Harcourts  
James Scott - Helensville District Health Trust  
Teresa Nobilo-Healey - Zubu  
Tim van der Kraaij - BNZ  
Stephen Law - Kaukapakapa Hotel  
Holly Southernwood - FIGG  
Mark Dennis - Rodney Local Board

**Decision Date:** 3 Oct 2023

**Outcome:** Approved



#### Quorum

A minimum of six full members attending the AGM constitutes a quorum and a quorum was reached at the meeting.

**Decision Date:** 3 Oct 2023

**Outcome:** Approved

## 1.2 Apologies



### Apologies

Apologies accepted from Robbie Hannon and Michael Yin

**Decision Date:** 3 Oct 2023  
**Mover:** Nicky Horsbrough  
**Seconders:** Teresa Nobilo-Healey  
**Outcome:** Approved

## 1.3 Confirmation of Minutes from 2022 AGM



### Confirmation of Minutes from 2022

Minutes confirmed as a true and accurate record. Steven Law was the seconder.

**Decision Date:** 3 Oct 2023  
**Mover:** Andy Cummings  
**Outcome:** Approved

## 1.4 Interests Register



### Interests

No interests were declared.

**Decision Date:** 3 Oct 2023

## 2. Annual Reports and Decisions

### 2.1 Chair's Report



#### Chair's report

*That North West Country Incorporated receive the 2022 - 2023 Chair's Report, governance update and report on strategic achievements from the 1 July 2022 to 30 June 2023 financial year.*

**Decision Date:** 3 Oct 2023  
**Mover:** Andy Cummings  
**Seconders:** Teresa Nobilo-Healey  
**Outcome:** Approved

### 2.2 Approval of Audited Annual Financial Statements for Year End 30 June 2023



#### That North West Country Incorporated Annual Financial Statements

*That North West Country Incorporated receive and approve the Annual Financial Statements for the Financial Year 1 July 2022 to 30 June 2023.*

**Decision Date:** 3 Oct 2023  
**Mover:** Teresa Nobilo-Healey  
**Seconders:** Jo Austin  
**Outcome:** Approved

## 2.3 Proposed Business Hub



### Business Hub

The North West Country Incorporated approve entering into a two year lease for the premises at 103c Mill Road, Helensville for a Business Hub to a value of \$18,000 per annum lease costs and \$4,000 per annum OPEX excluding GST.

One vote in opposition from Holly Southernwood

**Decision Date:** 3 Oct 2023  
**Mover:** Nicky Horsbrough  
**Seconder:** Andy Cummings  
**Outcome:** Approved

## 2.4 Approval of Annual Budget for July 1st 2024 to 30 June 2025



### Financial Year 2024-2025 Proposed Budget

*That North West Country Incorporated:*

*Move to approve the following financial year 2024/2025 draft budget which includes a BID targeted rate grant amount of \$189,000 for the 2024/2025 financial year. Further ask the Rodney Local Board recommend to the Governing Body the amount of \$189,000 be included in the Auckland Council draft 2024/2025 annual budget consultation process.*

*Delegate authority to the executive committee to approve and sign off any update or revised draft budget document and the BID targeted rate grant amount for 2024- 2025 as required.*

**Decision Date:** 3 Oct 2023  
**Mover:** Teresa Nobilo-Healey  
**Seconder:** Tim VanderKraaij  
**Outcome:** Approved

## 2.5 Approval of Draft Business Plan 2024-2025



### Draft Business Plan 2024-2025.

That North West Country receive and approve the Draft Business Plan 2024-2025.

**Decision Date:** 3 Oct 2023  
**Mover:** Tim VanderKraaij  
**Seconder:** Andy Cummings  
**Outcome:** Approved

## 2.6 Approval of Draft 3 Year Business Plan 2025-2027



### 3 Year Business Plan 2025-2027.

That the North West Country Incorporated receive and approve the draft 3 Year Business Plan 2025-2027.

**Decision Date:** 3 Oct 2023  
**Mover:** Andy Cummings  
**Seconder:** Teresa Nobilo-Healey

**Outcome:** Approved

## 2.7 Appointment of Auditor for year-end 30th June 2024.



### Auditor

*That North West Country Incorporated appoint Cornelius du Plessis of Murray Audit as Auditor for North West Country Incorporated for the 2023 - 2024 financial year.*

**Decision Date:** 3 Oct 2023  
**Mover:** Tim VanderKraaij  
**Seconder:** Andy Cummings  
**Outcome:** Approved

## 2.8 Amendments to the North West Country Incorporated Constitution



### Constitution Update

**Special Resolution: That North West Country Incorporated receive and approve the North West Country Incorporated constitution dated July 2023.**

**Reason:**

Auckland Council updated and approved the councils Business Improvement District (BID) Policy in July 2022. The current North West Country constitution (approved November 2020) now needs to be updated, including the rules around the governance and management of the North West Country Business Improvement District (BID) programme to align with the Auckland Council's new BID Policy (2022).

A copy of the current (November 2020) and the proposed constitution (July 2023) are attached.

Holly Southernwood opposes changes to Rule 14.2.

**Decision Date:** 3 Oct 2023  
**Mover:** Teresa Nobilo-Healey  
**Seconder:** Jo Austin  
**Outcome:** Approved

## 3. Election of Committee Members

### 3.1 Election of Executive Committee Members



#### Executive Committee Members

Elected unopposed

Tim van der Kraaij

Michael Yin

Nicky Horsbrough

**Decision Date:** 3 Oct 2023  
**Outcome:** Approved



#### Riverhead Appointment

Michelle Brooking appointed as representative for Riverhead.

**Decision Date:** 3 Oct 2023  
**Mover:** Andy Cummings  
**Seconder:** Nicky Horsbrough

**Outcome:** Approved

### 3.2 Election of Treasurer



#### Election of Treasurer

The committee receives no nominations from the elected committee members for the role of Treasurer.

**Decision Date:** 3 Oct 2023

**Outcome:** Not Approved

### 3.3 Thank You to Retiring Executive Committee Members



#### Thanks to retiring members

Retiring members thanked

**Decision Date:** 3 Oct 2023

**Outcome:** Approved

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

James Scott  
25 Oct 2024