

CONFIRMED MINUTES

EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting** on **12 Nov 2024** these minutes were **confirmed as presented**.

Name:	NorthWest Country Incorporated
Date:	Tuesday, 10 September 2024
Time:	5:00 pm to 7:33 pm (NZST)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	Andy Cummings, James Scott, Jo Austin (Chair), Mark Dennis, Michael Yin, Michelle Brooking, Nicky Horsbrough, Robbie Hannon, Teresa Nobilo-Healey, Tim VanderKraaij
Attendees:	Danielle Hancock

1. Opening Meeting

1.1 Confirm Minutes

Executive Committee Meeting 16 Jul 2024, the minutes were confirmed as presented.

Previous minutes confirmed

Previous minutes are approved without change.

Decision Date:	10 Sept 2024
Mover:	James Scott
Secunder:	Jo Austin
Outcome:	Approved

1.2 Apologies

Apologies approved

Andy Cummings did not attend.

Michael Yin was absent.

Robbie Hannon could not attend due to technical difficulties with the presentation.

Decision Date:	10 Sept 2024
Outcome:	Approved

1.3 Interests Register



Interests

No interests declared with the agenda items.

Decision Date: 10 Sept 2024

Outcome: Approved

2. Major Decisions and Discussions

2.1 BID Expansion Feasibility



BID Expansion Feasibility

The North West Country Inc Executive Committee has not approved a feasibility assessment for a BID expansion due to the cost of the change outweighing the benefits.

The Committee expressed its desire for this to be reconsidered in later years when the area had developed more and we had a significant number of Associate Members.

Decision Date: 10 Sept 2024

Outcome: Not Approved

2.2 Proposed 2026-2028 Strategic Plan



2026-2028 Strategic Plan

Draft 2026-2028 Strategic Plan accepted for presentation at the 2024 AGM with a small amendment to remove the mention of a BID expansion feasibility assessment.

Decision Date: 10 Sept 2024

Mover: Jo Austin

Seconded: Teresa Nobilo-Healey

Outcome: Approved

2.3 Proposed 2025-2026 Business Plan



2025-2026 Business Plan

Draft 2025-2026 Business Plan approved for presentation at the 2024 AGM with a small amendment to include a statement about providing a business hub that meets the needs of members and the wider community.

Decision Date: 10 Sept 2024

Mover: Nicky Horsbrough

Seconded: Teresa Nobilo-Healey

Outcome: Approved

2.4 Draft 2025-2026 Annual Budget



Draft 2025-2026 Annual Budget

The Draft 2025-2026 Annual Budget is approved for presentation at the 2024 AGM.

Decision Date: 10 Sept 2024

Mover: Michelle Brooking
Seconder: Tim VanderKraaij
Outcome: Approved



Heritage Trail Ownership

Approach the Helensville Museum and seek that they take over ongoing ownership of the Helensville Heritage Trail and continue to develop the wider network. North West Country Inc. can continue to be approached annually for a grant to assist in the development of the trail. The hosting of the website content is also approved for the Helensville Museum.

Due Date: 30 Nov 2024
Owner: Danielle Hancock



Business Awards 2025

Consider a revised Business Awards programme that is more cost competitive.

Due Date: 28 Feb 2025
Owner: Danielle Hancock

2.5 Proposed Increase to the BID Targeted Rate Grant



Proposed Increase to the BID Targeted Rate Grant

The North West Country Inc. Executive Committee approves the inclusion of a Special Resolution into the 2024 AGM seeking a 9% increase to the BID Targeted Rate Grant.

Decision Date: 10 Sept 2024
Mover: Nicky Horsbrough
Seconder: Jo Austin
Outcome: Approved

2.6 Norwest Community Patrol Funding Request



Norwest Community Patrol Funding Request

The North West Country Inc Executive Committee approves the granting of \$500 to the Norwest Community Patrol and the South Kaipara Community Patrol each with the condition that each Patrol must acknowledge the grant from the organisation and have a decal of the North West Country Inc logo on their vehicles (to be supplied by North West Country Inc).

Decision Date: 10 Sept 2024
Mover: Michelle Brooking
Seconder: Teresa Nobilo-Healey
Outcome: Approved

2.7 Harcourts Big Little Local 2024 Funding Request



Harcourts Big Little Local event 2024

The North West Country Inc Executive Committee approves the allocation of \$2872.00 to the Harcourts Big Little Local event 2024.

Decision Date: 10 Sept 2024
Mover: Tim VanderKraaij
Seconder: Jo Austin
Outcome: Approved

3. Board Annual Work Plan

3.1 Work Programme Update



Work Programme Update

The Work Programme Update is received.

Decision Date: 10 Sept 2024

Outcome: Approved



Business Coach Webinars

Seek that all business coaches provide quotes to present a webinar one evening in 2024-2025 to introduce a topic within their expertise and allow business members to attend and ask questions.

Due Date: 30 Nov 2024

Owner: Danielle Hancock



Business Hub Generator

Seek approval from Helensville Emergency Hub to borrow their generator during an emergency.

Seek a grant from the Harcourts Foundation for the cost of purchasing a new generator.

Due Date: 30 Nov 2024

Owner: Danielle Hancock

3.2 Business Assistance Fund



Business Assistance Fund

The North West Country Incorporated Executive Committee accepts and approves the outline for the proposed Business Assistance Fund with minor changes.

The applicant must provide two quotes and must have a clear description of how the work will improve their business with capital values.

Decision Date: 10 Sept 2024

Mover: Nicky Horsbrough

Seconder: James Scott

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 Status: Completed on 17 Jul 2024	Andy Cummings
31 Jul 2024	Poll for meeting times. Status: Completed on 17 Jul 2024	Danielle Hancock
31 Jul 2024	Poll for Committee Meeting Times Status: Completed on 17 Jul 2024	Danielle Hancock
31 Jul 2024	Country Grind Cafe Parking Letter Status: Completed on 17 Jul 2024	Danielle Hancock

Due Date	Action Title	Owner
31 Jul 2024	Rodney Local Board Subdivision Boundary Changes Status: Completed on 24 Jul 2024	Danielle Hancock
31 Aug 2024	Investigate township signs for Waimauku Status: Completed on 25 Aug 2024	Danielle Hancock
9 Sept 2024	Business Assistance Fund Administration Proposal Status: Completed on 25 Aug 2024	Danielle Hancock
9 Sept 2024	Seek Officer Nominations Status: Completed on 3 Sept 2024	Jo Austin
30 Sept 2024	First Aid training Status: Completed on 25 Aug 2024	Danielle Hancock
30 Sept 2024	ConstructSafe Training Status: Completed on 25 Aug 2024	Danielle Hancock
30 Sept 2024	Workshops for Worksafe Regulation Changes Status: Completed on 30 Jul 2024	Danielle Hancock
30 Sept 2024	Site Safe Training provider Status: Completed on 25 Aug 2024	Danielle Hancock
30 Sept 2024	Managing Risk on NWC Website Status: Completed on 14 Aug 2024	Danielle Hancock
31 Oct 2024	WINZ courses at the business hub Status: Completed on 25 Aug 2024	Danielle Hancock
30 Jun 2025	Membership Drive Status: Completed on 26 Oct 2024	Danielle Hancock

4.2 Review of Meeting Times



Executive Committee meeting times

The North West Country Inc Executive Committee will move to a trial of alternating meeting times. One meeting will be at 9am and the next meeting will be at 6:30pm. New appointments to be sent out.

Decision Date: 10 Sept 2024
Mover: Tim VanderKraaij
Seconder: Jo Austin
Outcome: Approved

5. Management Reports

5.1 Finance Report



Finance Report

The North West Country Incorporated Committee accepts the payments for July and approves the payments for August as attached.

Decision Date: 10 Sept 2024
Mover: James Scott
Seconder: Teresa Nobilo-Healey
Outcome: Approved

6. Other Business

7. Close Meeting

7.1 Close the meeting

Next meeting: North West Country Inc AGM 2024 - 22 Oct 2024, 5:30 pm

Approved decisions made between meetings



Strategy and Planning Subcommittee

The North West Country Incorporated Executive Committee approves the formation of a Strategy and Planning Subcommittee that will meet at least once a year to develop and approve the forward work programme, annual budget, and review the three year strategy.

The subcommittee will consist if at least three members, with the founding members being Michelle Brooking, Tim van der Kraaij, Andy Cummings and Nicky Horsbrough.

The North West Country Incorporated Executive Committee delegates full authority to the Strategy and Planning subcommittee to develop, approve and adopt the forward work programme, annual budget, and review the three year strategy.

6 Supported: James Scott , Jo Austin , Michelle Brooking , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij

0 Opposed:

0 Abstained:

Decision Date: 22 Aug 2024

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
2.4	Heritage Trail Ownership Due Date: 30 Nov 2024	Danielle Hancock
2.4	Business Awards 2025 Due Date: 28 Feb 2025	Danielle Hancock
3.1	Business Coach Webinars Due Date: 30 Nov 2024	Danielle Hancock
3.1	Business Hub Generator Due Date: 30 Nov 2024	Danielle Hancock

James Scott
27 Feb 2025