

# CONFIRMED MINUTES

## EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting** on **11 Feb 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	NorthWest Country Incorporated
<b>Date:</b>	Tuesday, 12 November 2024
<b>Time:</b>	9:00 am to 11:09 am (NZDT)
<b>Location:</b>	Business Hub, 103c Mill Road, Helensville
<b>Board Members:</b>	James Scott, Mark Dennis, Michael Yin, Tim VanderKraaij, Andy Cummings, Daniel Dale
<b>Attendees:</b>	Danielle Hancock
<b>Apologies:</b>	Teresa Nobilo-Healey, Michelle Brooking, Robbie Hannon, Nicky Horsbrough

### 1. Opening Meeting

#### 1.1 Welcome Executive Board 2024/2025

#### 1.2 Apologies



##### Apologies Accepted

Apologies received and accepted.  
Absence noted from Michael Yin.

<b>Decision Date:</b>	12 Nov 2024
<b>Mover:</b>	Tim VanderKraaij
<b>Seconder:</b>	Daniel Dale
<b>Outcome:</b>	Approved

#### 1.3 Public Forum



##### North West Country and Hospice

Danielle to reach out to Helen and encourage the two Hospice Shops to become members, and to share information on behalf of Hospice of how they can support our members and vice versa.

There may be ways which Hospice and NWC can work together on joint events in the future.

<b>Due Date:</b>	31 Dec 2024
<b>Owner:</b>	Danielle Hancock

Helen's presentation welcomed and appreciated.

## 1.4 Confirm Minutes

**Executive Committee Meeting 10 Sept 2024**, the minutes were confirmed as presented.



### Minutes Confirmed

The minutes are accepted as a true and accurate record of the meeting.

**Decision Date:** 12 Nov 2024  
**Mover:** James Scott  
**Seconder:** Tim VanderKraaij  
**Outcome:** Approved

## 1.5 Interests Register

No additional interests declared for the meeting,

## 1.6 North West Country Inc Charter

Daniel Dale signed the Charter 2024.

## 1.7 Officers of North West Country

Tim van der Kraaij, Andy Cummings, and Daniel Dale completed Officer Consent Forms.



### Officer Consent Forms

Danielle to email out to remaining committee members the Officer Consent Forms to be completed electronically and returned. NWC can then be re-registered under the Incorporated Societies Act 2022.

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

## 1.8 Business Improvements Districts - Background and Purpose

Gill and Claire provided a brief summary of the Auckland Business Improvement District programme and the BID Policy.

Gill and Claire are responsible for providing advice and overall compliance of the programme and ensure public funds are spent in accordance with the Local Government Rating Act.

It is important for BID Executive Committees to ensure they make good decisions, to provide transparent reporting and financial disclosures, and bring any issues that are arising to the attention of Auckland Council as soon as possible to seek solutions.

Committees must think about ensuring they are financially viable and have alternative income streams. Committees should also make sure they do not continue business as usual but are looking at where they can make the most difference in the business community and change strategies if necessary.

Gill and Claire are available at any time if Committee members want advice, have questions, or need any form of assistance with North West Country.

## 2. Major Decisions and Discussions

### 2.1 Election of Treasurer



#### Election of Treasurer

Danielle to put a Flying Minute out to the committee to accept Felicity Smith as an external Treasurer and what level of remuneration we could offer her for the role.

**Due Date:** 30 Nov 2024

**Owner:** Danielle Hancock



#### Election of Treasurer

No nominations were received and is to be put to the board via a Flying Minute. An external Treasurer offer has been received from Felicity Smith of ECE Accounting, Helensville who can take on the role of Treasurer if the BID Manager can prepare monthly reports and present them at meetings. Ms Smith will only be able to attend AGMs.

**Decision Date:** 12 Nov 2024

**Outcome:** Not Approved

### 2.2 Election of Secretary



#### Election of Secretary

No nominations were received for the role of Secretary. Danielle to investigate using technology to fulfil the role of minute taking,

**Decision Date:** 12 Nov 2024

**Outcome:** Not Approved



#### Secretary Software

Danielle to work with Dan Dale to investigate AI solutions to taking minutes at meetings that work with BoardPro.

**Due Date:** 31 Dec 2024

**Owner:** Danielle Hancock

### 2.3 Business Assistance Grant



#### Business Assistance Grant The Original Kaipara Tavern

Danielle to see whether Andy would put the NWC logo on the tavern as part of the funding agreement,

**Decision Date:** 12 Nov 2024

**Mover:** James Scott

**Seconder:** Tim VanderKraaij

**Outcome:** Approved



#### Business Assistance Grant Helensville A&P Association

Approved

**Decision Date:** 12 Nov 2024

**Mover:** James Scott

**Seconder:** Daniel Dale

**Outcome:** Approved

## 2.4 North West Country Large Projects



### Strategic Direction Workshop

Danielle to send out an appointment for a workshop/ dinner at The Original Kaipara Tavern in the 4th week of January to discuss a review of our strategic plan.

**Due Date:** 30 Nov 2024

**Owner:** Danielle Hancock

## 3. Management Reports

### 3.1 Finance Report



#### Finance Report

The North West Country Incorporated Committee accepts the payments for September and approves the payments for October as attached.

**Decision Date:** 12 Nov 2024

**Mover:** Tim VanderKraaij

**Seconder:** Daniel Dale

**Outcome:** Approved

## 4. Other Business

### 4.1 Appointment of Helensville Representative



#### Appointment of Christine Pridmore as representative for Helensville

Appointment accepted. Christine to submit the completed nomination form to Danielle.

**Decision Date:** 12 Nov 2024

**Mover:** Andy Cummings

**Seconder:** James Scott

**Outcome:** Approved



#### Appointment of Christine Pridmore

Danielle to receive completed biography from Christine prior to appointment to the board.

**Due Date:** 23 Nov 2024

**Owner:** Chrissy Pridmore

## 5. Board Annual Work Plan - Not Discussed

### 5.1 Work Programme Update



#### Managers Update

The item was not held as the meeting had lost quorum at this stage.

**Decision Date:** 12 Nov 2024

**Outcome:** Not Approved

## 6. Actions from Previous Meetings - Not Discussed

### 6.1 Action List

Due Date	Action Title	Owner(s)
30 Nov 2024	Heritage Trail Ownership <b>Status:</b> Completed on 26 Oct 2024	Danielle Hancock
30 Nov 2024	Business Coach Webinars <b>Status:</b> Completed on 27 Nov 2024	Danielle Hancock
30 Nov 2024	Business Hub Generator <b>Status:</b> Completed on 27 Nov 2024	Danielle Hancock
31 Dec 2024	Membership Register <b>Status:</b> Completed on 23 Oct 2024	Danielle Hancock
28 Feb 2025	Business Awards 2025 <b>Status:</b> Completed on 26 Oct 2024	Danielle Hancock
30 Jun 2025	Membership Drive <b>Status:</b> Completed on 26 Oct 2024	Danielle Hancock
30 Jun 2025	Notes within Financial Report <b>Status:</b> Completed on 26 Oct 2024	Danielle Hancock



#### Action List

This item was not held due to losing quorum at this stage.

**Decision Date:** 12 Nov 2024

**Outcome:** Not Approved

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Executive Committee Meeting - 11 Feb 2025, 6:30 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
1.3	North West Country and Hospice <b>Due Date:</b> 31 Dec 2024	Danielle Hancock
1.7	Officer Consent Forms <b>Due Date:</b> 30 Nov 2024	Danielle Hancock
2.1	Election of Treasurer <b>Due Date:</b> 30 Nov 2024	Danielle Hancock
2.2	Secretary Software <b>Due Date:</b> 31 Dec 2024	Danielle Hancock
2.4	Strategic Direction Workshop <b>Due Date:</b> 30 Nov 2024	Danielle Hancock
4.1	Appointment of Christine Pridmore <b>Due Date:</b> 23 Nov 2024	Chrissy Pridmore

James Scott  
27 Feb 2025