

# CONFIRMED MINUTES

## EXECUTIVE COMMITTEE MEETING



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

<b>Name:</b>	NorthWest Country Incorporated
<b>Date:</b>	Tuesday, 11 February 2025
<b>Time:</b>	6:30 pm to 9:38 pm (NZDT)
<b>Location:</b>	Business Hub, 103c Mill Road, Helensville
<b>Board Members:</b>	James Scott, Mark Dennis, Michael Yin, Nicky Horsbrough, Robbie Hannon, Teresa Nobilo-Healey, Chrissy Pridmore
<b>Attendees:</b>	Danielle Hancock
<b>Apologies:</b>	Michelle Brooking, Tim VanderKraaij, Daniel Dale, Andy Cummings

### 1. Opening Meeting

#### 1.1 Welcome Executive Board 2025

#### 1.2 Apologies



##### Apologies Accepted

Apologies accepted from Andy Cummings, Dan Dale, Tim van der Kraaij, and Michelle Brooking.

**Decision Date:** 11 Feb 2025  
**Outcome:** Approved

#### 1.3 Confirm Minutes

**Executive Committee Meeting 12 Nov 2024**, the minutes were confirmed as presented.



##### Minutes Confirmed

Minutes from the November 2024 meeting are confirmed.

**Decision Date:** 11 Feb 2025  
**Mover:** James Scott  
**Outcome:** Approved

#### 1.4 Interests Register

## 1.5 Officers of North West Country



### Officer Forms

Danielle to deliver officer forms to members.

**Due Date:** 14 Feb 2025

**Owner:** Danielle Hancock

## 1.6 Public Forum

Barbara Smith was thanked for her attendance and presentation.



### Next meeting at Country Club Huapai

Danielle to ask Barbara if we could host our next board meeting at Country Club Huapai.

**Due Date:** 20 Feb 2025

**Owner:** Danielle Hancock

## 2. Major Decisions and Discussions

### 2.1 Election of Treasurer



#### Election of Treasurer

Chrissy Pridmore is elected as Treasurer.

**Decision Date:** 11 Feb 2025

**Mover:** Nicky Horsbrough

**Seconder:** Teresa Nobilo-Healey

**Outcome:** Approved

### 2.2 Business Assistance Fund Approval



#### Business Assistance Grants Approved

The North West Country Incorporated Executive Committee approves the allocation of a \$500 Business Assistance Grant to Te Awaroa Helensville Museum.

Conditions: Seek recognition of the contribution of NWC, if possible in a permanent sign. Also consider wider publicity when courthouse is finished.

**Decision Date:** 11 Feb 2025

**Mover:** Nicky Horsbrough

**Seconder:** Chrissy Pridmore

**Outcome:** Approved

### 2.3 Auckland Council 2025 BID Policy Refresh



#### Query Auditor Changes

Danielle to email Auckland Council BID team and ask about the rationale behind changing auditors every 5 years through a full procurement process and copy James Scott in.

**Due Date:** 28 Feb 2025

**Owner:** Danielle Hancock

## 2.4 Helensville Emergency Business Hub



### **Resolution: The North West Country Executive Committee approves t...**

Resolution: The North West Country Executive Committee approves the application to The Harcourts Foundation for \$5,000 to subsidise the cost of the power suppl for the emergency business hub.

**Decision Date:** 11 Feb 2025  
**Mover:** James Scott  
**Seconder:** Robbie Hannon  
**Outcome:** Approved



### **Solar Power**

Danielle to obtain prices for solar power to the hub to act as emergency power supply.

Danielle to investigate an uninterruptable power supply to cover power needs for the first hour until an emergency power supply can kick in.

**Due Date:** 11 Mar 2025  
**Owner:** Danielle Hancock

## 2.5 Christmas Trees Storage and Management



### **Christmas Tree Storage Approval**

Resolution 1: North West Country Executive Committee approves the purchase of a 40' shipping container to act as storage for the Christmas Trees and be placed at 103-107 Mill Road Helensville at a cost of \$5,195.63 delivered.

Resolution 2: North West Country Executive Committee approves the weekly storage costs for the Christmas Trees at 103-107 Mill Road Helensville at a cost of \$50 per week or \$2,600 per annum.

**Decision Date:** 11 Feb 2025  
**Mover:** Nicky Horsbrough  
**Seconder:** James Scott  
**Outcome:** Approved

## 2.6 Helensville Heritage Festival 2025



### **Helensville Heritage Trail**

**Resolution:** North West Country Executive Committee supports the delivery of the Helensville Heritage Festival 2025 and will consider providing Event Sponsorship at the following 2025-2026 Strategy Session.

**Decision Date:** 11 Feb 2025  
**Mover:** James Scott  
**Seconder:** Chrissy Pridmore  
**Outcome:** Approved

## 2.7 Kumeu Food and Vines Festival 2026



### **Kumeu Food and Vines Festival 2026**

North West Country Executive Committee supports, in principle, the 2026 Kumeu Food and Vines Festival subject to more information being provided:

- How will security be managed on the day to control alcohol consumption,

- Provide more detail about music, how liquor sales will be managed, how a festival atmosphere will be created,
- More detail on how the organisers will ensure it is a great event,
- More detail on what your ticket gets you,
- More detail on the set up provided for food retailers,
- What actions are being taken to ensure local food and wine vendors can make it to the event and benefit from the event,
- Provide more information about surveys that have been done of local food outlets and what they would need to have in place so they could attend the event.

**Decision Date:** 11 Feb 2025

**Outcome:** Approved



### **Kumeu Food and Vines Festival 2026**

Danielle to ask for more information from the organisers and present back at the March business meeting.

**Due Date:** 11 Mar 2025

**Owner:** Danielle Hancock

## 3. Management Reports

### 3.1 Finance Report



#### **Finance Report Accepted**

The North West Country Incorporated Committee accepts the payments for November and December 2024 and approves the payments for January 2025 as attached.

**Decision Date:** 11 Feb 2025

**Mover:** James Scott

**Seconder:** Robbie Hannon

**Outcome:** Approved

## 4. Board Annual Work Plan

### 4.1 Work Programme Update



#### **Management Report Received**

The North West Country Executive Committee accepted the Management Report update.

**Decision Date:** 11 Feb 2025

**Outcome:** Approved

## 5. Actions from Previous Meetings

### 5.1 Action List

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
23 Nov 2024	Appointment of Christine Pridmore <b>Status:</b> In Progress	Chrissy Pridmore

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
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
30 Nov 2024	Officer Consent Forms <b>Status:</b> Completed on 3 Feb 2025	Danielle Hancock
30 Nov 2024	Election of Treasurer <b>Status:</b> Completed on 14 Jan 2025	Danielle Hancock
30 Nov 2024	Strategic Direction Workshop <b>Status:</b> Completed on 27 Nov 2024	Danielle Hancock
31 Dec 2024	North West Country and Hospice <b>Status:</b> Completed on 27 Nov 2024	Danielle Hancock
31 Dec 2024	Secretary Software <b>Status:</b> Completed on 27 Nov 2024	Danielle Hancock

## 6. Other Business

## 7. Close Meeting

### 7.1 Close the meeting

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

### New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner(s)</b>
1.5	Officer Forms <b>Due Date:</b> 14 Feb 2025	Danielle Hancock
1.6	Next meeting at Country Club Huapai <b>Due Date:</b> 20 Feb 2025	Danielle Hancock
2.3	Query Auditor Changes <b>Due Date:</b> 28 Feb 2025	Danielle Hancock
2.4	Solar Power <b>Due Date:</b> 11 Mar 2025	Danielle Hancock
2.7	Kumeu Food and Vines Festival 2026 <b>Due Date:</b> 11 Mar 2025	Danielle Hancock



James Scott  
19 Mar 2025