

# CONFIRMED MINUTES

## EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting** on **13 May 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	NorthWest Country Incorporated
<b>Date:</b>	Tuesday, 11 March 2025
<b>Time:</b>	6:30 pm to 8:10 pm (NZDT)
<b>Location:</b>	Business Hub, 103c Mill Road, Helensville
<b>Board Members:</b>	James Scott, Mark Dennis, Michael Yin, Nicky Horsbrough, Teresa Nobilo-Healey, Tim VanderKraaij, Andy Cummings, Daniel Dale
<b>Attendees:</b>	Danielle Hancock
<b>Apologies:</b>	Robbie Hannon, Chrissy Pridmore

### 1. Opening Meeting

#### 1.1 Welcome

#### 1.2 Apologies



##### Apologies

North West Country accepts apologies from the following members Robbie Hannon and Chrissy Pridmore. Michael Yin was absent.

**Decision Date:** 11 Mar 2025

**Outcome:** Approved



##### Apologies

North West Country accepts apologies from the following members Robbie Hannon and Chrissy Pridmore.

**11 Supported:** Andy Cummings , Chrissy Pridmore , Daniel Dale , James Scott , Mark Dennis , Michael Yin , Michelle Brooking , Nicky Horsbrough , Robbie Hannon , Teresa Nobilo-Healey , Tim VanderKraaij

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 11 Mar 2025

**Mover:** James Scott

**Outcome:** Approved

## 1.3 Confirm Minutes

**Executive Committee Meeting 11 Feb 2025**, the minutes were confirmed as presented.

## 1.4 Confirm Minutes Vote



### Confirm Minutes Vote

The North West Country Executive Committee confirms the minutes of the previous meeting are a true and accurate record.

**11 Supported:** Andy Cummings , Chrissy Pridmore , Daniel Dale , James Scott , Mark Dennis , Michael Yin , Michelle Brooking , Nicky Horsbrough , Robbie Hannon , Teresa Nobilo-Healey , Tim VanderKraaij

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 11 Mar 2025

**Mover:** James Scott

**Outcome:** Approved

## 1.5 Public Forum



### Letter of Support

Write a letter to Helensville Historical Society supporting the purchase of Henley House to be used as a community heritage asset.

**Due Date:** 20 Mar 2025

**Owner:** Danielle Hancock

## 1.6 Interests Register

## 2. Major Decisions and Discussions

### 2.1 Helensville Emergency Business Hub



#### Helensville Emergency Business Hub

The North West Country Executive Committee approves either:

- the acceptance of the quote from Volt Solutions for a generator and electric switch for the business hub at a value of \$12,541, or

- the acceptance of the quote from Harrisons Solar for a solar system for the business hub at a value of \$26,580.

Danielle to look for alternative external grants to support the costs of the solar panels.

**0 Supported:**

**5 Opposed:** Andy Cummings , Daniel Dale , James Scott , Teresa Nobilo-Healey , Tim VanderKraaij, Nicky Horsbrough

**6 Abstained:** Chrissy Pridmore , Mark Dennis , Michael Yin , Michelle Brooking , Robbie Hannon

**Decision Date:** 11 Mar 2025

**Mover:** Danielle Hancock

**Outcome:** Not Approved

## 2.2 Business Hub Printer



### Business Hub Printer

Seek a collaboration with Marvin Smith Apparel to use their printer for our members.

**Due Date:** 30 Apr 2025

**Owner:** Danielle Hancock



### Business Hub Printer

The North West Country Executive Committee approves the engagement of Canon to provide a multifunction printer/ scanner device to the business hub with payment software for a term of

36 months for \$240.49 per month plus software of \$56.77 = \$3567.12 per annum

48 months for \$184.70 per month plus software of \$56.77 = \$2897.64 per annum

60 months for \$151.28 per month plus software of \$56.77 = \$2496.60 per annum

A collaboration with a local company with a printer could be sought as an alternative.

**0 Supported:**

**6 Opposed:** Andy Cummings , Daniel Dale , James Scott , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij

**5 Abstained:** Chrissy Pridmore , Mark Dennis , Michael Yin , Michelle Brooking , Robbie Hannon

**Decision Date:** 11 Mar 2025

**Mover:** James Scott

**Outcome:** Not Approved

## 2.3 Business Hub Meeting Room Heat Pump



### Business Hub Meeting Room Heat Pump

The North West Country Executive Committee approves the acceptance of the Sambar Electrical and Refrigeration heat pump quote of \$3,027.42 for installation in the Business Hub board room subject to Landlord approval.

**7 Supported:** Andy Cummings , Daniel Dale , James Scott , Mark Dennis , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij

**0 Opposed:**

**4 Abstained:** Chrissy Pridmore , Michael Yin , Michelle Brooking , Robbie Hannon

**Decision Date:** 11 Mar 2025

**Mover:** Danielle Hancock

**Outcome:** Approved

## 2.4 Christmas Tree Upgrades



### Christmas Tree Upgrades

Due to the age of the Kaukapakapa tree half of the baubles are broken or black. Additionally, the loss of the correct top has meant the tree receives constant complaints from the community. A request was made to price up replacement bnaubles for half the tree.

The North West Country executive committee accepts the quote from Celebrations Group to upgrade/ replace the Kaukapakapa Christmas tree:

- 1) Replace half the damaged baubles for \$4825.24, or
- 2) Purchase a new 4.5m pre-decorated tree for \$5,750 (25% discount) plus freight and keep the existing tree for parts, or
- 3) Purchase a new 5m pre-decorated tree for \$6,900 (39% discount) plus freight and keep the existing tree for parts.

Andy Cummings will be researching an alternative Christmas Tree for Helensville and will present quotes at the Strategy Meeting. If that alternative tree goes ahead the Helensville tree can be used in Kaukapakapa.

**0 Supported:**

**6 Opposed:** Andy Cummings , Daniel Dale , James Scott , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij

**5 Abstained:** Chrissy Pridmore , Mark Dennis , Michael Yin , Michelle Brooking , Robbie Hannon

**Decision Date:** 11 Mar 2025

**Mover:** Danielle Hancock

**Outcome:** Not Approved

### 3. Management Reports

#### 3.1 Finance Report



##### Finance Report

The North West Country Incorporated Committee approves the payments for February 2025 as attached.

**6 Supported:** Andy Cummings , Daniel Dale , James Scott , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij

**0 Opposed:**

**5 Abstained:** Chrissy Pridmore , Mark Dennis , Michael Yin , Michelle Brooking , Robbie Hannon

**Decision Date:** 11 Mar 2025

**Mover:** Chrissy Pridmore

**Outcome:** Approved

### 4. Board Annual Work Plan

#### 4.1 Work Programme Update



##### Work Programme Update

The North West Country Incorporated Executive Committee accepts the work programme update for February 2025.

Feedback was provided to Auckland Council around the BID Policy Refresh seeking an new auditor every 5 years through a full procurement process and this was accepted.

The Employer Services Expo was held at Country Club Huapai on Wednesday 19th February with 23 people registered. The event was a great success and

we will host another shorter event later in the year with the presenters catering the event at their cost. We will build a page on our website highlighting all free services to businesses in the area.

The North West Country Manager sign was installed on outside the business hub.

North West Country was able to support the very successful Helensville A&P Show with flags and promotions which was gratefully accepted.

The General Manager attended the Kumeu Show annual open evening and made connections with Huapai Kumeu Lions. The Manager has been invited to speak to the club about how they can support us to support local businesses. A meeting date is to be decided.

A free social media campaign was commenced highlighting the value we bring to different industries to help drive membership, and the Riverhead Board vacancy was advertised on social media.

We received an update from West Auckland Business stating that the business magazine is reducing to quarterly. We currently pay \$4,912 per annum for the magazine with about \$2,500 in advertising revenue. The new magazine will cost us \$3,920 per annum and the chance to put rates up as the advertising is for longer. The change commences in March 2025.

**6 Supported:** Andy Cummings , Daniel Dale , James Scott , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij

**0 Opposed:**

**5 Abstained:** Chrissy Pridmore , Mark Dennis , Michael Yin , Michelle Brooking , Robbie Hannon

**Decision Date:** 11 Mar 2025  
**Mover:** Danielle Hancock  
**Outcome:** Approved

## 5. Actions from Previous Meetings

### 5.1 Action List

Due Date	Action Title	Owner(s)
23 Nov 2024	Appointment of Christine Pridmore <b>Status:</b> In Progress	Chrissy Pridmore
14 Feb 2025	Officer Forms <b>Status:</b> Completed on 13 Feb 2025	Danielle Hancock
20 Feb 2025	Next meeting at Country Club Huapai <b>Status:</b> Completed on 13 Feb 2025	Danielle Hancock
28 Feb 2025	Query Auditor Changes <b>Status:</b> Completed on 13 Feb 2025	Danielle Hancock
11 Mar 2025	Solar Power <b>Status:</b> Completed on 13 Feb 2025	Danielle Hancock
11 Mar 2025	Kumeu Food and Vines Festival 2026 <b>Status:</b> Completed on 13 Feb 2025	Danielle Hancock

## 6. Other Business

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Executive Committee Meeting - 13 May 2025, 6:30 pm

A handwritten signature in black ink, appearing to read 'J. Scott', written in a cursive style.

James Scott  
23 May 2025