

CONFIRMED MINUTES

EXECUTIVE COMMITTEE MEETING



At the **NWC Executive Meeting** on **8 Jul 2025** these minutes were **confirmed as presented**.

Name:	NorthWest Country Incorporated
Date:	Tuesday, 13 May 2025
Time:	6:30 pm to 9:05 pm (NZST)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	James Scott, Michael Yin, Nicky Horsbrough, Robbie Hannon, Teresa Nobilo-Healey, Andy Cummings
Attendees:	Mark Dennis, Danielle Hancock
Apologies:	Tim VanderKraaij, Chrissy Pridmore

1. Opening Meeting

1.1 Welcome

1.2 Apologies



Apologies

Apologies were accepted from Tim van der Kraaij and Chrissy Pridmore. Robbie Hannon was noted as absent.

Decision Date: 13 May 2025
Mover: James Scott
Seconder: Nicky Horsbrough
Outcome: Approved



Apologies

North West Country accepts apologies from Tim van der Kraaij, and Chrissy Pridmore. Robbie Hannon was absent.

5 Supported: Andy Cummings , James Scott , Michael Yin , Nicky Horsbrough , Teresa Nobilo-Healey

0 Opposed:

3 Abstained: Chrissy Pridmore , Robbie Hannon , Tim VanderKraaij

Decision Date: 13 May 2025
Mover: James Scott
Outcome: Approved

1.3 Confirm Minutes

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



Confirm Minutes

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

Decision Date: 13 May 2025
Mover: Nicky Horsbrough
Seconders: Teresa Nobilo-Healey
Outcome: Approved

1.4 Interests Register

2. Major Decisions and Discussions

2.1 Manager Contract Renewal



Manager Contract Renewal

The North West Country Executive Committee approves the renewal of the Far Sky Consulting BID Manager contract to May 2027.

The North West Country Executive Committee approves a variation to the Far Sky Consulting BID Manager contract to:

Payments

The NWCBA will make the following payments to the contractor for performance of the services:

ii) Mileage at \$0.95/km and other incidental expenses as agreed to be presented and approved for payment monthly.

Decision Date: 13 May 2025
Mover: James Scott
Seconders: Teresa Nobilo-Healey
Outcome: Approved

2.2 Business Directory Update



Business Directory Improvements

The North West Country Executive Committee approves the further investigation of a joint business directory with local Lions Clubs.

Decision Date: 13 May 2025
Outcome: Approved

2.3 Business Assistance Fund Application



Business Assistance Grant - Parakai Hot Springs

North West Country Executive Committee approves the granting of \$500 to Parakai Hot Springs for first aid training for employees as part of the Business Assistance Fund.

Decision Date: 13 May 2025
Mover: Nicky Horsbrough
Seconders: Teresa Nobilo-Healey

Outcome: Approved



Business Assistance Fund Decisions

All future Business Assistance Fund applications are to be submitted to the Board as Flying Minutes to enable faster decision making.

Decision Date: 13 May 2025

Outcome: Approved

2.4 Business Hub Back Up Power Supply



Business Hub Back Up Power Supply

The North West Country Executive Committee agrees to cancel the applications for funding for solar power for the business emergency hub.

The North West Country Executive Committee approves the Crowsen Electrical quote of \$1,450 to install a generator switch and connection at the side of the building.

The North West Country Executive Committee approves an appropriate quote for a generator suitable for the business hub.

Decision Date: 13 May 2025

Mover: James Scott

Second: Teresa Nobilo-Healey

Outcome: Approved

2.5 North West Country Risk Register



Risk Register Development

1. Danielle to meet with Teresa for an hour before work one day in the coming weeks to go over the risk matrix and obtain feedback
2. James to email Danielle a template for a risk register that has a consequences column so that the matrix can be updated
3. Danielle to meet with James to complete the risk matrix consultation
4. Once the risk matrix has been consulted with three board members, it can be presented at the next business meeting for adoption.

Due Date: 14 Jul 2025

Owners: Danielle Hancock, James Scott

2.6 North West Country Emergency Plan



Business Hub Emergency Plan

Danielle to complete the plan after consultation with key members of the local community then present back to the Board at the next available meeting.

Due Date: 14 Jul 2025

Owner: Danielle Hancock

2.7 Business Hub Furniture Upgrade



Business Hub Furniture Upgrade

Danielle to research better quality furniture and meet with Nicky Horsbrough to make all future decisions.

Decision Date: 13 May 2025

Outcome: Not Approved



Business Hub Furniture Upgrade

1. Danielle to seek a quote and proposal from a corporate furniture supplier with high quality furniture and consider updating all furniture so that it matches.
2. Danielle to meet with Nicky and the supplier to discuss options and make a decision moving forward.

Due Date: 14 Jul 2025

Owners: Danielle Hancock, Nicky Horsbrough

2.8 Christmas Tree Updates



Christmas Tree Lighting

1. Obtain a quote to install the power connection for the tree
2. Obtain approval from the landowner supplying the power that they will cover the cost of power
3. Obtain more information about the lifespan of the string lights
4. Develop an agreement with the Old Kaipara Tavern about how the lights will be operated
5. Seek sponsors for different light events across the year, selling naming rights for \$1,000. The sponsorship funds are to cover the cost of lights and signage that will be hung in the tree for the nominated event.
6. Obtain quotes for the installation of the string lights by an arborist.

Due Date: 14 Jul 2025

Owner: Danielle Hancock



Christmas Tree Updates

The General Manager met with the Manager of Green by Nature to discuss the damage to the Kaukapakapa Christmas Tree. Due to the Manager not being able to see the tree prior to removal and a lack of better imagery, there is no evidence that they damaged the tree. Green By Nature was then invited to contribute to the Helensville Christmas Tree and have committed to installing the power connection.

The General Manager has also met with contractors for Fairy Lights and Lit Decorations and has two options to discuss - Fairy Lights or Hanging Lights as per attached report.

5 Supported

0 Opposed

3 Abstained

Decision Date: 13 May 2025

Mover: Danielle Hancock

Outcome: Approved

2.9 Regent Theatre Options for Heritage Festival



Regent Theatre Mural

1. Danielle to approach Our Village and seek that a mural on the side of the Regent Theatre be included in the Helensville Community-Led Recovery Plan

2. Andy to speak to Kaipara College Arts Department and the Helensville Art Centre and seek a partnership to develop the mural. \$2,000 has been allowed for in the budget to contribute to the mural.

Due Date: 14 Jul 2025

Owners: Andy Cummings, Danielle Hancock

2.10 Marketing Contractors Engagement



North West Country Marketing Contractors

1. North West Country Executive Committee approves the engagement of Two Names Limited for a three month contract and seeks that Pauline Stockhausen presents at the June board meeting to discuss the approach to how the brief will be met.
2. North West Country Executive Committee approves the engagement of Wyld Creative Limited to provide \$500 of work per month or \$1,000 every 2 months for the 2026 financial year.

Decision Date: 13 May 2025

Outcome: Approved



Marketing Contractor recommendation from Mark Dennis

Mark Dennis to submit the marketing proposal from his contractor to Danielle Hancock for consideration.

Due Date: 23 May 2025

Owner: Mark Dennis

2.11 Budget 2025/2026 Final Approval



Budget 2025/2026 Approval

The North West Country Executive Committee approves the 2025/2026 Budget as presented in the agenda.

Decision Date: 13 May 2025

Mover: Nicky Horsbrough

Seconder: Teresa Nobilo-Healey

Outcome: Approved



Budget 2025/2026 Final Approval

The North West Country Executive Committee approves the 2025/2026 Budget as presented in the agenda.

5 Supported

0 Opposed

3 Abstained

Decision Date: 13 May 2025

Outcome: Approved

3. Management Reports

3.1 Finance Report



Finance Report April 2025

The North West Country Incorporated Committee accepts the payments for March 2025 and approves the payments for April 2025 as attached.

Decision Date: 13 May 2025
Mover: Nicky Horsbrough
Second: Teresa Nobilo-Healey
Outcome: Approved



Finance Report

The North West Country Incorporated Committee accepts the payments for March 2025 and approves the payments for April 2025 as attached.

5 Supported
0 Opposed
3 Abstained

Decision Date: 13 May 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 March and April 2025.

Decision Date: 13 May 2025
Outcome: Approved



Work Programme Update

The North West Country Incorporated Executive Committee accepts the work programme update for March and April 2025.

1. The Manager met with Green By Nature to discuss the damaged Kaukapakapa Christmas tree. Feedback was the incident was too long ago for them to be certain of fault. A response was sent to the Mowing Manager seeking that they support the Helensville live tree instead.
2. The Manager and Andy Cummings met with Jacob and Tim, the owners of the Regent Hotel about options for upgrades in time for the Helensville Heritage Festival. The outcomes of the meeting are discussed in item 2.7.
3. The final stages are in place to begin painting the mural on Barfoot and Thompson wall.
4. The Helensville Heritage Festival application was submitted to be included in the marketing of the Auckland Heritage Festival. We expect the funding applications to come out soon.
5. North West Country Business Awards 2025 event was officially finalised with Markovina Vineyard Estate winning the EOI. The launch will commence in July 2025.

6. Te Awaroa Museum has taken over ownership of Nga Tapuwae o Mua (North West Heritage Trail) and all content has transferred to their website. All QR codes on signs have now been redirected to their website. Te Awaroa Museum will continue to have the North West Country logo on all panels and on printed brochures.
7. The Manager met with Anika Millington from Business West Connect Her Programme to launch Connect Her events for North West Country members.
8. The Manager attended an Auckland Council drop in session for feedback response on BID Policy update. Changes to the document will be made as notified except for the Auditor changeover requirements. Due to feedback, this will be a recommendation only.
9. The Manager attended a 1 day BID Managers conference hosted by Business North Harbour.
10. We engaged an external Marketing Specialist, Pauline Stockhausen from Two Names. She will provide marketing expertise for April and May as we have surplus in the budget. Pauline's quote is attached and we seek that her contract be approved to come on board for next financial year.
11. The Manager attended the Auckland Cycling Trails Strategy workshop where it was identified that the North West had a present opportunity to influence a national cycling trail through our area. The Manager has agreed to sit on a Steering Committee to influence this outcome.

5 Supported

0 Opposed

3 Abstained

Decision Date: 13 May 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 Status: Completed on 24 Jun 2025	Chrissy Pridmore
20 Mar 2025	Letter of Support Status: Completed on 20 Mar 2025	Danielle Hancock
30 Apr 2025	Business Hub Printer Status: Completed on 23 Apr 2025	Danielle Hancock

6. General Items

6.1 Appointment of Board Members



North West Country Executive Committee Appointments

The North West Country Executive Committee appoints:

- Kelly Perkinson as the Board representative for Riverhead,
- Sam Hayfield as a Board representative for Helensville, and
- Andrew Howard as a voting Associate Board member.

All appointments are valid until the next AGM at which point the roles will be voted upon.

Decision Date: 13 May 2025
Mover: Teresa Nobilo-Healey
Seconder: Nicky Horsbrough
Outcome: Approved

7. Close Meeting

7.1 Close the meeting

Next meeting: AGM 2025 - 14 Oct 2025, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.5	Risk Register Development Due Date: 14 Jul 2025	Danielle Hancock, James Scott
2.6	Business Hub Emergency Plan Due Date: 14 Jul 2025	Danielle Hancock
2.7	Business Hub Furniture Upgrade Due Date: 14 Jul 2025	Danielle Hancock, Nicky Horsbrough
2.8	Christmas Tree Lighting Due Date: 14 Jul 2025	Danielle Hancock
2.9	Regent Theatre Mural Due Date: 14 Jul 2025	Andy Cummings, Danielle Hancock
2.10	Marketing Contractor recommendation from Mark Dennis Due Date: 23 May 2025	Mark Dennis



James Scott
18 Aug 2025