

CONFIRMED MINUTES

EXTRAORDINARY MEETING



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

Name:	NorthWest Country Incorporated
Date:	Tuesday, 3 June 2025
Time:	6:00 pm to 6:56 pm (NZST)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	Chrissy Pridmore, James Scott, Michael Yin, Nicky Horsbrough, Robbie Hannon, Mrs Sam Hayfield, Teresa Nobilo-Healey, Andrew Howard
Attendees:	Danielle Hancock, Marilyn Dwyer
Apologies:	Andy Cummings, Kelly Perkinson, Tim VanderKraaij, Mark Dennis

1. Project Discussions

1.1 Marketing Contractor



Engaging Two Names

Two Names is to be engaged for the full 12 month term. Danielle to present the monthly performance report to the board at each board meeting,

Due Date: 5 Jun 2025

Owner: Danielle Hancock

1.2 Business Hub Furniture Upgrade



Business Hub Furniture Upgrade

Stage 1 furniture purchases are approved with the addition of installing acoustic panels on the longest wall of the boardroom, and an acoustic sculpture on the ceiling.

Wall panels to be scallop design and Linen colour. Ceiling sculpture to be Ellipse shape and Sage or Turquoise colour.

Decision Date: 3 Jun 2025

Mover: Nicky Horsbrough

Seconder: Andrew Howard

Outcome: Approved



Acoustic Panel Colour

Danielle to get acoustic panel contractor out to measure site and obtain photographs of colour samples. These are to be sent out to the board on Messenger for feedback.

Due Date: 30 Jun 2025

Owner: Danielle Hancock

2. Close Meeting

2.1 Close the meeting

Next meeting: NWC Executive Meeting - 8 Jul 2025, 6:30 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.1	Engaging Two Names Due Date: 5 Jun 2025	Danielle Hancock
1.2	Acoustic Panel Colour Due Date: 30 Jun 2025	Danielle Hancock

James Scott
18 Aug 2025