

CONFIRMED MINUTES

NORTH WEST COUNTRY INC AGM 2024



At the **AGM 2025** on **14 Oct 2025** these minutes were **confirmed as presented**.

Name:	NorthWest Country Incorporated
Date:	Tuesday, 22 October 2024
Time:	5:30 pm to 7:13 pm (NZDT)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	James Scott, Michael Yin, Mark Dennis, Michelle Brooking, Robbie Hannon, Teresa Nobilo-Healey, Tim VanderKraaij
Attendees:	Danielle Hancock, Marilyn Dwyer, Andy Cummings
Apologies:	Nicky Horsbrough

1. Opening Meeting

1.1 Welcome

All attendees were welcomed.

1.2 Quorum

Quorum was reached. Attendees were:

James Scott - Helensville District Health Trust

Holly Southernwood - FIGG

Steven Law - Kaukapakapa Hotel. It is noted that the Kaukapakapa Hotel has sold but it has not been made clear to Steven when the sale goes through. This must be confirmed prior to re-attending meetings.

Michelle Brooking - The Riverhead

Tim van der Kraaij - BNZ

Robbie Hannon - Silverfern Pharmacy

Mark Dennis - Rodney Local Board

Chrissy Pridmore - River Valley Meats

Andy Cummings - The Original Kaipara Tavern

Teresa Nobilo-Healey - Zubu Women's Fashion Boutique

1.3 Apologies



Apologies

Apologies received from Gemma Donaldson, South Kaipara GOod Food, and Nicky Horsbrough, Harcourts The Difference.

Decision Date: 22 Oct 2024
Mover: James Scott
Outcome: Approved

1.4 Confirmation of Minutes from 2023 AGM

AGM 3 Oct 2023, the minutes were confirmed as presented.



Minutes Confirmed

Steven Law and Holly Southernwood raised a request to change their status at the last meeting from Guest to Member. It was explained that this is the way board members and other attendees were defined by the software. It was made clear that the body of the minutes recorded both members as members from local businesses.

Decision Date: 22 Oct 2024
Mover: James Scott
Seconder: Andy Cummings
Outcome: Approved

1.5 Interests Register

No additional interests were declared.

2. Annual Reports and Decisions

2.1 Chair's Report



Chairs Report Accepted

Chairs Report Accepted.

It was noted that the reference to Net Profit should be amended in future reports to state Net Surplus.

Decision Date: 22 Oct 2024
Mover: James Scott
Seconder: Robbie Hannon
Outcome: Approved

2.2 Treasurer's Report



Treasurer's Report accepted

Treasurer's Report accepted

Decision Date: 22 Oct 2024
Mover: James Scott
Seconder: Tim VanderKraaij

Outcome: Approved

2.3 Approval of Audited Annual Financial Statements for Year End 30 June 2024



Annual Financial Statements Accepted

Annual Financial Statements Accepted

Decision Date: 22 Oct 2024

Mover: Robbie Hannon

Second: Tim VanderKraaij

Outcome: Approved



Membership Register

Danielle to provide a copy of the member's register to Holly Southernwood.

Due Date: 31 Dec 2024

Owner: Danielle Hancock



Notes within Financial Report

Request the accountant make a note about the amount of depreciation attributed to assets and associated with the business hub.

Request the accountant make a note about the value of plant and equipment associated with the business hub.

Due Date: 30 Jun 2025

Owner: Danielle Hancock

2.4 Manager's Report



Manager's Report Accepted

Manager's Report Accepted

Decision Date: 22 Oct 2024

Mover: James Scott

Second: Michelle Brooking

Outcome: Approved

2.5 Approval of Annual Budget for July 1st 2025 to 30 June 2026



Approval of Annual Budget for July 1st 2025 to 30 June 2026

That North West Country Incorporated:

Move to approve the following financial year 2025/2026 draft budget which includes a BID targeted rate grant amount of \$206,010 which includes a 9% increase or \$17,010 for the 2025/2026 financial year. Further ask the Rodney Local Board recommend to the Governing Body the amount of \$206,010 be included in the Auckland Council draft 2025/2026 annual budget consultation process.

It is noted that Holly Southernwood cast a Nay vote.

Decision Date: 22 Oct 2024

Mover: Andy Cummings

Second: Tim VanderKraaij

Outcome: Approved

2.6 Approval of Draft Business Plan 2025-2026



Draft Business Plan 2025-2026

North West Country Inc. receive and approve the Draft Business Plan 2025-2026

Decision Date: 22 Oct 2024
Mover: Tim VanderKraaij
Seconders: Michelle Brooking
Outcome: Approved

2.7 Appointment of Auditor for year-end 30th June 2025.



Appointment of Auditor for year ending 30 June 2025

That North West Country Inc. appoint Cornelius du Plessis of Murray Audit as Auditor for North West Country Incorporated for the 2024-2025 financial year.

Decision Date: 22 Oct 2024
Mover: James Scott
Seconders: Teresa Nobilo-Healey
Outcome: Approved

2.8 Amendments to the North West Country Incorporated Constitution



Amendments to the North West Country Incorporated Constitution

Special Resolution 1 - That North West Country Incorporated receive and approve the North West Country Incorporated constitution dated July 2024.

Decision Date: 22 Oct 2024
Mover: James Scott
Seconders: Teresa Nobilo-Healey
Outcome: Approved



Registering the Amended North West Country Incorporated Constitution

Special Resolution 2 - That North West Country Incorporated approve re-registering North West Country Incorporated with Incorporated Societies under the Incorporated Societies Act 2022.

Decision Date: 22 Oct 2024
Mover: James Scott
Seconders: Michelle Brooking
Outcome: Approved

2.9 Draft 3 Year Strategic Plan



Draft 3 Year Strategic Plan

North West Country Inc. receive and approve the Draft 3 Year Strategic Plan 2026-2028

Decision Date: 22 Oct 2024
Mover: James Scott

Seconded: Teresa Nobilo-Healey
Outcome: Approved

3. Election of Committee Members

3.1 Election of Executive Committee Members



Election of Appointed Members

Michelle Brooking, The Riverhead, is elected to the North West Country Incorporated Executive Committee.

Decision Date: 22 Oct 2024
Mover: James Scott
Seconded: Robbie Hannon
Outcome: Approved



Election of Members to Vacant Positions

Dan Dale, Parakai Four Square is elected to the North West Country Incorporated Executive Committee.

Decision Date: 22 Oct 2024
Mover: Tim VanderKraaij
Seconded: Michelle Brooking
Outcome: Approved



Election of Additional Executive Committee Members

Andy Cummings, The Original Kaipara Tavern, was elected as a Helensville Representative to the North West Country Incorporated Executive Committee.

Decision Date: 22 Oct 2024
Mover: Robbie Hannon
Seconded: Tim VanderKraaij
Outcome: Approved



Election of Additional Members to the North West Country Incorporated Executive Committee

Holly Southernwood, FIGG, sought election however the vote was not carried.

Decision Date: 22 Oct 2024
Outcome: Not Approved

3.2 Election of Chair



Election of Chair

That North West Country elects James Scott to the role of Chair.

Decision Date: 22 Oct 2024
Mover: Robbie Hannon
Seconded: Tim VanderKraaij
Outcome: Approved

3.3 Election of Secretary and Treasurer



Election of Secretary and Treasurer

The election of Secretary and Chair will be deferred to the first general meeting.

Decision Date: 22 Oct 2024
Outcome: Approved

3.4 Retiring Members



Retiring Members

The North West Country Incorporated Executive Committee thanks all retiring committee members for their service.

Decision Date: 22 Oct 2024
Outcome: Approved

3.5 Thank You To Committee

On behalf of the board members, Robbie Hannon thanked the Chair and the board for their excellent service.

4. Close Meeting

4.1 Close the meeting

Next meeting: Executive Committee Meeting - 12 Nov 2024, 9:00 am

Andrew Howard
15 Oct 2025