

CONFIRMED MINUTES

EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting** on **24 Feb 2026** these minutes were **confirmed as presented**.

Name:	NorthWest Country Incorporated
Date:	Tuesday, 11 November 2025
Time:	6:30 pm to 8:15 pm (NZDT)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	Andrew Howard (Chair), James Scott, Kelly Perkinson, Robbie Hannon, Teresa Nobilo-Healey, Jane Clements
Attendees:	Danielle Hancock
Apologies:	Nicky Horsbrough (Chair)

1. Pre-Meeting

1.1 Business Improvements Districts - Background and Purpose

1.2 Chair's Update

2. Start Meeting

2.1 Apologies



Apologies

Apologies Accepted

Decision Date: 11 Nov 2025

Outcome: Approved

2.2 Confirm Minutes

NWC Executive Meeting 16 Sept 2025, the minutes were confirmed as presented.



Confirm Minutes

Minutes from the previous meeting are an accurate record after corrections, which reflects the discussions and decisions of that meeting.

Decision Date: 11 Nov 2025

Mover: Teresa Nobilo-Healey

Seconder: James Scott
Outcome: Approved

2.3 Interests Register

3. Major Decisions and Discussions

3.1 Associate and Partner Member Fees Review



Associate and Partner Member Fees Review

North West Country Executive Committee approve an increase to the Associate Member annual fees to \$400 excluding GST, and the Partner Membership annual fees to \$200 excluding GST, commencing immediately for all new renewals and new registrations.

Decision Date: 11 Nov 2025
Mover: Teresa Nobilo-Healey
Seconder: James Scott
Outcome: Approved

3.2 Financial Policy



Financial Policy 2025

The North West Country Executive Committee approves the NWC Financial Policy 2025.

Decision Date: 11 Nov 2025
Mover: Jane Clements
Seconder: Robbie Hannon
Outcome: Approved

3.3 Registered Office Address Proposal



Registered Office Address

North West Country Executive Committee approves the establishment of a Registered Office Programme at the Business Hub, 103C Mill Road, Helensville as per the presented report.

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

3.4 Committee Charter Review 2025-2026



Charter Feedback

Danielle to share the draft Charter for 2025-2026 via Google docs to all committee members seeking feedback by the end of the 2025 calendar year.

Due Date: 31 Dec 2025
Owner: Danielle Hancock

4. Management Reports

4.1 Finance Report



Finance Report

The North West Country Incorporated Committee accepts the payments for September and approves the payments for October as attached.

Under the new financial policy, monthly creditors shall be approved by the Treasurer for payment, and 12-18 month financial forecast reports will be presented at board meetings.

Decision Date: 11 Nov 2025

Outcome: Approved

5. Work Programme Update

5.1 Work Programme Update



Work Programme Update

Work Programme update for September and October accepted.

Decision Date: 11 Nov 2025

Outcome: Approved

6. Actions from Previous Meetings

6.1 Action List

Due Date	Action Title	Owner(s)
16 Sept 2025	Business Plan for Business Hub Status: On Hold	Danielle Hancock
30 Sept 2025	Christmas Tree Installation events Status: Completed on 30 Sept 2025	Danielle Hancock
30 Sept 2025	Future Kumeu Status: Completed on 30 Sept 2025	Danielle Hancock
30 Nov 2025	Waimauku Toilet Status: Completed on 30 Sept 2025	Danielle Hancock
30 Nov 2025	North West Community Security Programme - Chris Penk Status: Completed on 21 Oct 2025	Danielle Hancock, James Scott
31 Mar 2026	North West Country Ambassadors Status: In Progress	Danielle Hancock

7. Close Meeting

7.1 The Better SMB Collaboration Opportunity



The Better SMB Collaboration Opportunity

North West Country Executive Committee thanks David Altena for the presentation and seeks that more detail be provided as to the collaboration opportunity and seek that the two organisations enter into a Service Level Agreement to move forward.

Decision Date: 11 Nov 2025

Outcome: Approved

7.2 Close the meeting

Next meeting: No date for the next meeting has been set.

Approved decisions made between meetings



West Auckland Airport Emergency Transport Resilience Project

During Cyclone Gabrielle North West Country Inc became aware that our helipad in Helensville is not fit for purpose and the West Auckland Airport (our member) sought support from us to help raise funds so they could build a replacement on their property and manage it for free on behalf of the community.

Auckland Council now has a grant open to help build community resilience around transport and we would like to put this project forward. We have offered to help the airport apply for the grant as this helps build our reputation in the community.

We would be the umbrella organisation and receive funds on their behalf, then grant it to the airport for construction. We would hold the funds until they had raised the remainder of the funds with Helensville Lions.

RESOLUTION: North West Country Incorporated Executive Committee supports the West Auckland Airport emergency transport resilience project and an application to the Auckland Council Climate Grant Strategic Round in September 2025.

6 Supported: Andrew Howard , Andy Cummings , James Scott , Jane Clements , Kelly Perkinson , Teresa Nobilo-Healey

0 Opposed:

0 Abstained:

Decision Date: 26 Sept 2025

Outcome: Approved



Removal of Bank Signatory - James Scott

The North West Country Incorporated Executive Committee approves the removal of Kiwibank signatory, James Scott, retired Chair, and the addition of two new signatories being Andrew Howard, Chair, and Kelly Perkinson, Treasurer.

5 Supported: Andrew Howard , Jane Clements , Kelly Perkinson , Nicky Horsbrough , Teresa Nobilo-Healey

0 Opposed:

0 Abstained:

Decision Date: 24 Oct 2025

Outcome: Approved

Andrew Howard
11 Mar 2026