

# CONFIRMED MINUTES

## EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting** on **10 Mar 2026** these minutes were **confirmed with the following changes**:

*Venue changed to Country Club Huapai.*

<b>Name:</b>	NorthWest Country Incorporated
<b>Date:</b>	Tuesday, 24 February 2026
<b>Time:</b>	6:30 pm to 7:24 pm (NZDT)
<b>Location:</b>	Business Hub, 103c Mill Road, Helensville
<b>Board Members:</b>	Andrew Howard (Chair), Andy Cummings, Nicky Horsbrough (Chair), James Scott, Kelly Perkinson, Jane Clements, Teresa Nobilo-Healey, Robbie Hannon
<b>Attendees:</b>	Danielle Hancock, Matt Ross

- 1. Pre-Meeting
- 2. Start Meeting
- 2.1 Chair's Update
- 2.2 Apologies



### Apologies

No apologies from members. Andy Cummings absent.

**Decision Date:** 24 Feb 2026

**Outcome:** Approved

### 2.3 Confirm Minutes

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



### Minutes Confirmed

Minutes approved as a true and accurate record.

**Decision Date:** 24 Feb 2026

**Mover:** Andrew Howard

**Seconder:** Robbie Hannon

**Outcome:** Approved

### 2.4 Interests Register

### 3. Management Reports

#### 3.1 Finance Report



##### Finance Report

Finance report for November, December and January accepted.

**Decision Date:** 24 Feb 2026  
**Mover:** James Scott  
**Seconded:** Robbie Hannon  
**Outcome:** Approved



##### Finance Report Information

Finance report to contain budget information compared to actuals and forecast.

**Due Date:** 10 Mar 2026  
**Owner:** Danielle Hancock



##### 2026/2027 Budget Review

General Manager to add agenda item to May meeting to review 2026/2027 Budget and confirm projects for the new financial year.

**Due Date:** 12 May 2026  
**Owner:** Danielle Hancock

### 4. Work Programme Update

#### 4.1 Work Programme Update



##### Work Programme Update

Work Programme Update approved.

**Decision Date:** 24 Feb 2026  
**Outcome:** Approved



##### North West Country Incorporated Trading Name Change

North West Country Incorporated Executive Committee approves the change of our trading name to Business North West and for the change to align with the updated website and/ or the launch of the tourism brand.

**Decision Date:** 24 Feb 2026  
**Mover:** Andrew Howard  
**Seconded:** Teresa Nobilo-Healey  
**Outcome:** Approved



##### Trading Name Change

General Manager to research process for change trading name to Business North West, branding update and launch opportunities and report back at March meeting.

**Due Date:** 10 Mar 2026  
**Owner:** Danielle Hancock



## North West Country Incorporated URL

General Manager to look at reserving the domain names [www.businessnorthwest.co.nz](http://www.businessnorthwest.co.nz) and [www.businessnorthwest.org.nz](http://www.businessnorthwest.org.nz)

**Due Date:** 10 Mar 2026  
**Owner:** Danielle Hancock



## Christmas 2026 Changes

The North West Country Incorporated Executive Committee approves the sale of the Kumeu and Helensville Christmas Trees, and the donation of the Waimauku and Kaukapakapa Christmas trees to their respective community groups on the condition that the North West Country branded signs remain on the trees each year.

The North West Country Incorporated Executive Committee approves the review of Christmas activities in Kumeu and Helensville as presented in the Work Programme Update including the removal and sale of the storage container as needed.

**Decision Date:** 24 Feb 2026  
**Mover:** James Scott  
**Seconder:** Robbie Hannon  
**Outcome:** Approved

## 5. Major Decisions and Discussions

### 5.1 Committee Charter Review 2025-2026

Deferred to March meeting.

### 5.2 Governance Intern 2026



#### Governance Intern

The North West Country Executive Committee delegates to the Deputy Chair and General Manager the decision to engage the 2026 Governance Intern.

**Decision Date:** 24 Feb 2026  
**Mover:** Andrew Howard  
**Seconder:** Jane Clements  
**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 <b>Status:</b> On Hold	Danielle Hancock
31 Dec 2025	Charter Feedback <b>Status:</b> Completed on 24 Feb 2026	Danielle Hancock
31 Mar 2026	North West Country Ambassadors <b>Status:</b> Completed on 5 Mar 2026	Danielle Hancock

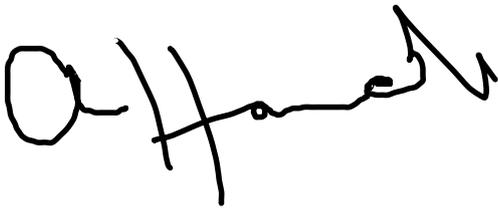
## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Executive Committee Meeting - 10 Mar 2026, 6:30 pm

#### New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Finance Report Information <b>Due Date:</b> 10 Mar 2026	Danielle Hancock
3.1	2026/2027 Budget Review <b>Due Date:</b> 12 May 2026	Danielle Hancock
4.1	Trading Name Change <b>Due Date:</b> 10 Mar 2026	Danielle Hancock
4.1	North West Country Incorporated URL <b>Due Date:</b> 10 Mar 2026	Danielle Hancock



Andrew Howard  
11 Mar 2026