CONFIRMED MINUTES

EXECUTIVE COMMITTEE MEETING

At the **Executive Committee Meeting** on **14 Jul 2026** these minutes were **confirmed as presented.**

Name:	NorthWest Country Incorporated
Date:	Tuesday, 12 May 2026
Time:	6:30 pm to 7:49 pm (NZST)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	Andrew Howard (Chair), Nicky Horsbrough (Chair), James Scott, Jane Clements, Robbie Hannon, Teresa Nobilo-Healey, Matt Ross, Diego Barrese
Attendees:	Danielle Hancock
Apologies:	Andy Cummings, Kelly Perkinson

1. Pre-Meeting

1.1 Chair's Update

2. Start Meeting

2.1 Apologies

Apologies

Apologies received from Kelly Perkinson.

Andy Cummings absent.

A resignation was received from Kelly Perkinson who has had to step down immediately. Actions will be taken to attract a replacement Riverhead representative and Treasurer.

Decision Date:	12 May 2026
Mover:	Andrew Howard
Seconder:	Nicky Horsbrough
Outcome:	Approved

Riverhead Representative

Danielle to speak to Riverhead business owners and seek a Riverhead representative for the committee.

Due Date:	31 Jul 2026
Owner:	Danielle Hancock

2.2 Confirm Minutes

Executive Committee Meeting 10 Mar 2026, the minutes were confirmed as presented.

Minutes of Previous Meeting

Minutes from previous meeting confirmed as a true and accurate record.

Decision Date: 12 May 2026
Mover: Andrew Howard
Seconder: Jane Clements
Outcome: Approved

2.3 Interests Register

Jane Clements entered a conflict of interest with the discussion point of the Membership Ambassador and Events Administrator as she has submitted her application for consideration. If any items arise that require decisions or discussion, Jane is happy to leave the room.

3. Management Reports

3.1 Finance Report

Finance Report

The North West Country Executive Committee approve and accept the financial report for March and April 2026.

Decision Date: 12 May 2026
Mover: Andrew Howard
Seconder: James Scott
Outcome: Approved

3.2 2026/2027 Budget Review

Budget 2026/2027 Adopted

The North West Country Executive Committee approves and adopts the 2026/2027 Annual Budget with the following amendments:
 - Funds for Christmas Decorations ($3500) are to be reallocated to other core work programme items.

Decision Date: 12 May 2026
Mover: Andrew Howard
Seconder: Jane Clements
Outcome: Approved

3.3 Work Programme Update

Work Programme Update

The North West Country Incorporated Executive Committee accepts the work programme update for March and April 2026.

Decision Date: 12 May 2026
Mover: Andrew Howard
Seconder: Teresa Nobilo-Healey
Outcome: Approved

4. Major Decisions and Discussions

4.1 Honorariums

Honorariums

The North West Country Executive Committee resolves the following:

1. Agree to take this proposal to the 2026 AGM for member approval,
2. Agree to the proposal to allocate honorariums to executive committee members,
3. Agree to the budget allocation for honorariums within the 2026/2027 budget of $16,100,
4. Agree to proposing changes to the North West Country Incorporated Constitution at the 2026 AGM to include honorariums for board members,
5. Agree to the start date for honorariums back dated to 1 July 2026.

The Committee acknowledges that the final decision to approve these changes will be decided at the 2026 Annual General Meeting.

Decision Date:	12 May 2026
Mover:	Andrew Howard
Seconder:	James Scott
Outcome:	Approved

Honorarium Public Statement

The Chair to develop a public statement for all members to refer to when discussing the proposed honorariums with members of the organisation.

Due Date:	31 May 2026
Owner:	Andrew Howard

Develop an Honorariums Policy

Danielle Hancock to prepare an Honorarium Policy that defines the rules around receiving honorariums, the structure of honorariums, and who is eligible for honorariums. To be prepared for final discussion at the July meeting and prior to the AGM.

Due Date:	30 Jun 2026
Owner:	Danielle Hancock

4.2 Establishment of Subcommittees

Subcommittees

The North West Country Executive Committee approves the establishment of subcommittees, and prioritises a Finance and Risk Subcommittee, and a Marketing, Events and Stakeholder Subcommittee.

The General Manager will seek to fill the Riverhead Vacancy prior to the July board meeting, and if possible, the role of Treasurer. Once that is estbalished, the first subcommittee to be formed should be the Finance and Risk Subcommittee. The Finance and Risk Subcommittee should consist of the General Manager, Treasurer and two other committee members.

Decision Date:	12 May 2026
Mover:	Andrew Howard
Seconder:	Nicky Horsbrough

Outcome: Approved

Finance and Risk Subcommittee

Danielle Hancock to seek to have a replacement Treasurer identified in time for the July 2026 committee meeting.

Danielle Hancock to put an agenda item on the July 2026 committee meeting that describes the proposed format, structure, membership and operations of the Finance and Risk Subcommittee.

Due Date: 13 Jul 2026
Owner: Danielle Hancock

4.3 Renewal of Contracts for 2026/2027

Renewal of Marketing Contracts 2026/2027

The North West Country Executive Committee approves the renewal of the Stockhausen and Co. and Wylde Creative contracts for 2026/2027.

Decision Date: 12 May 2026
Mover: Andrew Howard
Seconder: Jane Clements
Outcome: Approved

4.4 Tourism Membership Category

Tourism Membership Category

The North West Country Executive Committee approves the establishment of a Tourism Membership category to commence from 1 July 2026.

The Tourism Membership category finer details will be presented back to the Committee via a Flying Minute in June 2026.

The Tourism Membership pricing structure will need to be presented in the Flying Minute that provides a structured rate depending on the scale of the tourism operation, enabling the membership to be fair and equitable.

All funds received through the Tourism Membership are to be allocated to marketing and operations of the tourism brand and entity to be established through the Destination Management Plan process.

Decision Date: 12 May 2026
Mover: Andrew Howard
Seconder: James Scott
Outcome: Approved

Tourism Membership Category Structure

Danielle Hancock to prepare a detailed structure for the pricing of the Tourism Membership category and present this as a Flying Minute by 30 June 2026.

The structure must consider a flexible membership value based on the annual revenue of the operation and capped at $1,000 per annum.

Due Date: 30 Jun 2026
Owner: Danielle Hancock

5. Actions from Previous Meetings

5.1 Action List

Due Date	Action Title	Owner(s)
16 Sept 2025	Business Plan for Business Hub **Status:** Cancelled on 11 Mar 2026	Danielle Hancock
10 Mar 2026	Finance Report Information **Status:** Completed on 10 Mar 2026	Danielle Hancock
11 May 2026	Membership Ambassador and Events Administrator Job Description **Status:** Completed on 4 May 2026	Danielle Hancock

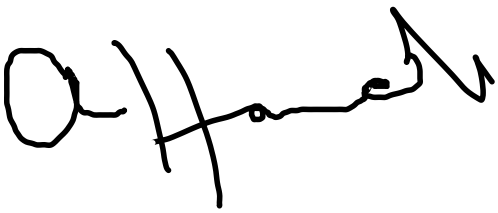
6. Close Meeting

6.1 Close the meeting

Next meeting: Executive Committee Meeting - 14 Jul 2026, 6:30 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Riverhead Representative **Due Date:** 31 Jul 2026	Danielle Hancock
4.1	Honorarium Public Statement **Due Date:** 31 May 2026	Andrew Howard
4.1	Develop an Honorariums Policy **Due Date:** 30 Jun 2026	Danielle Hancock
4.2	Finance and Risk Subcommittee **Due Date:** 13 Jul 2026	Danielle Hancock
4.4	Tourism Membership Category Structure **Due Date:** 30 Jun 2026	Danielle Hancock



Andrew Howard
3 Aug 2026