

CONFIRMED MINUTES

EXECUTIVE COMMITTEE MEETING



At the **Executive Committee Meeting on 8 Sept 2026** these minutes were **confirmed as presented**.

Name:	NorthWest Country Incorporated
Date:	Tuesday, 14 July 2026
Time:	6:30 pm to 7:30 pm (NZST)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	Andrew Howard (Chair), Nicky Horsbrough (Chair), Andy Cummings, James Scott, Jane Clements, Robbie Hannon, Teresa Nobilo-Healey, Malhar Panchwagh, Diego Barrese
Attendees:	Danielle Hancock
Apologies:	Matt Ross

1. Pre-Meeting

1.1 Chair's Update

2. Start Meeting

2.1 Confirm Minutes

Executive Committee Meeting 12 May 2026, the minutes were confirmed as presented.



Minutes of Previous Meeting

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

Decision Date: 14 Jul 2026
Mover: Andrew Howard
Seconder: Jane Clements
Outcome: Approved

2.2 Apologies



Apologies

No apologies were submitted. Matt Ross noted for absence.

Decision Date: 14 Jul 2026
Outcome: Approved

2.3 Interests Register



Interests Register Review

All Executive Committee members to review their declared interests and update for current circumstances.

Due Date: 17 Jul 2026

Owners: Andrew Howard, Andy Cummings, Danielle Hancock, James Scott, Jane Clements, Malhar Panchwagh, Nicky Horsbrough, Robbie Hannon, Teresa Nobilo-Healey

3. Management Reports

3.1 Finance Report



Finance Report

The North West Country Executive Committee accepts the Financial Report for May and June 2026.

Decision Date: 14 Jul 2026

Mover: Andrew Howard

Seconder: James Scott

Outcome: Approved

3.2 Work Programme Update



Manager's Report

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

Decision Date: 14 Jul 2026

Mover: Andrew Howard

Seconder: James Scott

Outcome: Approved



Tourism Identity Naming and Brand

The North West Country Executive Committee will have the final controlling vote over the name for the new tourism entity, as well as the brand identity.

Decision Date: 14 Jul 2026

Outcome: Approved



Tourism Identity and Brand

General Manager to extend the tourism entity name survey to all committee members.

Due Date: 16 Jul 2026

Owner: Danielle Hancock



Waimauku Toilet signage

General Manager to develop small signs that can be placed in windows and distribute these to shops in wider Waimauku, letting the public know about the toilet in the shopping village.

Due Date: 31 Jul 2026

Owner: Danielle Hancock

4. Major Decisions and Discussions

4.1 Treasurer



Treasurer

General Manager to provide an update on whether Released can support the BID with Treasury services and at what cost. The Executive Committee will then decide on a further action.

Due Date: 23 Jul 2026

Owner: Danielle Hancock

4.2 Finance and Risk Subcommittee



Finace and Risk Sub-Committee

The North West Country Incorporated Executive Committee approves the proposed structure and operating approach for the Finance and Risk Sub-Committee.

Decision Date: 14 Jul 2026

Mover: Andrew Howard

Seconders: Nicky Horsbrough

Outcome: Approved



Finance and Risk Sub-Committee Membership

The North West Country Incorporated Executive Committee accepts member Jane Clements and member James Scott to the Finance and Risk Sub-Committee.

Decision Date: 14 Jul 2026

Mover: Andrew Howard

Seconders: Nicky Horsbrough

Outcome: Approved

4.3 Business North West Logo



Business North West Logo

The proposed logos are not accepted and are too separate from the current brand. It is preferred to keep the current fonts and colours and simply re-create the logo to enable a seamless and cost effective re-naming exercise.

Decision Date: 14 Jul 2026

Outcome: Not Approved



Business North West Logo

General Manager to distribute some logo concepts for the Executive Committee to consider and nominate a preferred design which can be forwarded to the Marketing contractor for completion.

Due Date: 23 Jul 2026

Owner: Danielle Hancock

5. General Business

5.1 Santa Parade Signs



Santa Parade Signs

The three large Santa Parade Signs, currently stored through SignVilleNZ are approved to be gifted to the Helensville Agricultural and Pastoral Association for use in the Helensville Christmas Parade.

Decision Date: 14 Jul 2026
Mover: Andrew Howard
Seconder: James Scott
Outcome: Approved

6. Actions from Previous Meetings

6.1 Action List

Due Date	Action Title	Owner(s)
31 May 2026	Honorarium Public Statement Status: Completed on 13 Jul 2026	Andrew Howard
30 Jun 2026	Develop an Honorariums Policy Status: Completed on 19 May 2026	Danielle Hancock
30 Jun 2026	Tourism Membership Category Structure Status: Completed on 23 Jun 2026	Danielle Hancock
13 Jul 2026	Finance and Risk Subcommittee Status: Completed on 6 Jul 2026	Danielle Hancock
31 Jul 2026	Riverhead Representative Status: Completed on 14 May 2026	Danielle Hancock

7. Close Meeting

7.1 Close the meeting

Next meeting: Executive Committee Meeting - 8 Sept 2026, 6:30 pm

Approved decisions made between meetings



Nomination of Riverhead Representative Malhar Panchwagh

The North West Country Executive Committee accepts the interim member nomination from Malhar Panchwagh (Vega Mortgages Limited) to fill the vacancy of the Riverhead Representative to the committee.

7 Supported: Andrew Howard , Andy Cummings , James Scott , Nicky Horsbrough , Teresa Nobilo-Healey , Jane Clements - He seems like a great addition for our board! , Robbie Hannon - Robbie sent a text to confirm support of vote.

0 Opposed:

1 Abstained: Kelly Perkinson

Decision Date: 25 May 2026
Outcome: Approved



New Tourism Membership Category

The North West Country Incorporated Executive Committee

1. Approve the establishment of a Tourism Membership Category consisting of four sub-categories; Explorer Member, Guide Member, Navigator Member and Destination Partner Member from 1 July 2026.
2. Approve the creation of a Tourism Bank Account with Kiwibank for the financial operations of the Tourism Work Programme.

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

0 Opposed:

0 Abstained:

Decision Date: 3 Jun 2026

Outcome: Approved

Andrew Howard
10 Sep 2026