MINUTES (in Review)

EXECUTIVE COMMITTEE MEETING

Name:	NorthWest Country Incorporated
Date:	Tuesday, 10 November 2026
Time:	6:30 pm to 8:19 pm (NZDT)
Location:	Business Hub, 103c Mill Road, Helensville
Board Members:	Andrew Howard (Chair), Andy Cummings, James Scott, Jane Clements, Robbie Hannon, Diego Barrese, Andrew Parker
Attendees:	Danielle Hancock, Matt Ross
Apologies:	Nicky Horsbrough (Chair), Malhar Panchwagh, Christine Lischner

1. Pre-Meeting

1.1 Chair's Update

1.2 Harassment Register

1.3 Confirm Minutes

Flying Minutes Accepted

Flying Minutes from September Approved

Decision Date: 10 Nov 2026
Outcome: Approved

2. Start Meeting

2.1 Apologies

Apologies

Apologies from Malhar, Nicky and Christine accepted.

Decision Date: 10 Nov 2026
Mover: Andrew Howard
Seconder: Robbie Hannon
Outcome: Approved

2.2 Interests Register

2.3 Code of Conduct

Code of Conduct

Code of Conduct adopted for immediate effect.

Decision Date: 10 Nov 2026
Mover: Andrew Howard

Seconder: Robbie Hannon
Outcome: Approved

2.4 Standing Orders

Standing Orders

Standing Orders are adopted with immediate effect.

Decision Date: 10 Nov 2026
Mover: Andrew Howard
Seconder: Jane Clements
Outcome: Approved

3. Management Reports

3.1 Rodney Local Board Update

Rodney Local Board representative updates

Rodney Local Board representative to speak with fellow board members and discuss the economic development workshop item from last week and find out how it might affect Business North West.

Due Date: 8 Feb 2027
Owner: Matt Ross

3.2 Finance Report

Finance Report

Finance report accepted.

Decision Date: 10 Nov 2026
Mover: Andrew Howard
Seconder: Jane Clements
Outcome: Approved

3.3 Work Programme Update

Work Programme Update

Work Programme update accepted.

Decision Date: 10 Nov 2026
Mover: Andrew Howard
Seconder: Diego Barrese
Outcome: Approved

Business North West undertakes a significant amount of work for the community which woule be of high interest to members and the general public. We need to do more to showcase what we do, and not just through newsletters and social media to existing members.

Operational team to consider options for getting information out to a wider audience such as:

- producing a bi-monthly one page flyer that board members can hand out to their local businesses,

- hosting open days in the seven business districts so that we can showcase what we do and have lots of information on hand.

- prepare ideas for other ways to share out information and allocate more of our budget to marketing in upcoming work programmes.

3.4 Governance Intern 2027

3.5 Board Review Findings - Diego Barrese

3.6 Finance and Risk Sub-Committee Update

Timing of Finance and Risk Sub-committee and Executive Committee meetings

Finance and Risk Sub-committee to meet on the second Tuesday of every month.
The Executive Committee to move meetings to the third Tuesday of every month.

Decision Date: 10 Nov 2026
Outcome: Approved

Adjust meeting dates of the Executive Committee

Danielle to adjust the executive committee meeting days to the third Tuesday of every month.

Due Date: 30 Nov 2026
Owner: Danielle Hancock

3.7 Membership Ambassador and Events Coordinator Update

4. Major Decisions and Discussions

4.1 Marketing Services Review

Marketing Services Review

That the Business North West Executive Committee:

1. Approve the transition of Business North West's day-to-day marketing and communications functions from an external provider to an internally managed model.
2. Authorise expenditure of approximately $830 per month to support the Membership Ambassador's expanded communications responsibilities and retain access to specialist services where required.
3. Reallocate the estimated annual savings of $10,240 towards website redevelopment and strategic digital capability improvements.

Decision Date: 10 Nov 2026
Mover: Andrew Howard
Seconder: James Scott
Outcome: Approved

Bi-monthly Marketing Reporting

Memership Ambassador and Events Coordinator to prepare a bi-monthly marketing update to present to the Executive Committee.

The contract variation is to include the same Key Performance Indicators as included in the current Marketing Services contract so that progress against the same standards can be measured.

Due Date: 8 Feb 2027
Owner: Rebecca Beavis

Investigate Member Communication Channels

Andrew to look at undertaking a survey of all members of the association and how they are connected to communication channels such as email, social media platforms and others. This will help direct how we communicate with them.

Due Date: 8 Feb 2027
Owner: Andrew Parker

4.2 Draft Membership Governance Policy

Membership Governance Policy

The Business North West Executive Committee adopts the Membership Governance Policy 2026.

Decision Date: 10 Nov 2026
Mover: Andrew Howard
Seconder: Robbie Hannon
Outcome: Approved

4.3 Temporary Hiatus for Business North West

Hiatus of Business North West

Business North West is placed into temporary hiatus between 14 November 2026 and 30 November 2026, allowing the executive committee and operations team to recover from overtime worked in September and October. Operational team members and the Chair will be on minimum duties in order to maintain the operations of the organisation.

Decision Date: 10 Nov 2026
Outcome: Approved

4.4 AGM 2026 Meeting Review

AGM Meeting Issues Review

The Business North West Executive Committee approves

1. Undertaking a full audit of all membership status and confirm where there are any discrepancies.
2. The formation of Tourism North West with the nominees received at the AGM 2026.
3. The General Manager preparing a response to Steven Law outlining the issues discussed in this item and the agreed actions.

Decision Date: 10 Nov 2026
Mover: Andrew Howard
Seconder: Robbie Hannon
Outcome: Approved

5. Actions from Previous Meetings

5.1 Action List

Due Date	Action Title	Owner(s)
31 Jul 2026	Waimauku Toilet signage **Status:** Not Started	Danielle Hancock
17 Oct 2026	Amend previous minutes **Status:** Completed on 19 Oct 2026	Danielle Hancock
30 Nov 2026	Confirmation of Chair Position **Status:** Completed on 11 Nov 2026	Danielle Hancock
30 Nov 2026	Helensville District Health Trust Membership Status **Status:** Completed on 19 Oct 2026	Danielle Hancock
30 Nov 2026	Minutes to List Full Members **Status:** Completed on 19 Oct 2026	Danielle Hancock
30 Nov 2026	Definition of Interest **Status:** Completed on 11 Nov 2026	Danielle Hancock
30 Nov 2026	Financial Data Transparency **Status:** Completed on 19 Oct 2026	Danielle Hancock
30 Nov 2026	Honoraria Decision Rights **Status:** Completed on 19 Oct 2026	Danielle Hancock

6. Close Meeting

6.1 Close the meeting

Next meeting: Executive Committee Meeting - 16 Feb 2027, 6:30 pm

Approved decisions made between meetings

Tourism North West Establishment

With the completion of the Destination Management Plan (DMP), due in September 2026, the Executive Committee needs to consider the operational model for the decison-making and implementation of the DMP.

After a number of workshops and feedback received from the 82 tourism operators in the database, it is recommended to:

1. Establish a sub-committee of Business North West, consisting of five members; the Chair being filled by a member of the Executive Committee with tourism experience, and four volunteer members of the tourism operator database,
2. Naming of the tourism work programme and sub-committee to Tourism North West,
3. Development of a Tourism North West Sub-Committee charter,
4. Development of a delegations policy to the Tourism North West Sub-Committee for its operational decision-making, and
5. Naming of the Tourism North West area of work to Auckland's North West Country.

Resolutions

1. The Business North West Executive Committee approves the establishment of Tourism North West as a sub-committee of the Executive Committee.

2. The Business North West Executive Committee adopts the Tourism North West Terms of Reference.
3. The Business North West Executive Committee agrees to the development of a Tourism North West sub-committee charter written in accordance with the proposed operating structure submitted on 8th September 2026.
4. The Business North West Executive Committee notes that nominations for the Tourism North West sub-committee will be called at each Annual General Meeting in accordance with the sub-committee charter.
5. The Business North West Executive Committee adopts the name North West Auckland as the new tourism area identity for the north west.
6. The Business North West Executive Committee adopts the Tourism North West MembershipTerms and Conditions.

The full report can be viewed here https://app.boardpro.io/governance-documents/8457521b-1fa7-4554-9582-54f4f516ba03;doc=d9549d85-613f-4f19-b26c-dce369c9218e

The draft Terms of Reference can be viewed here https://app.boardpro.io/governance-documents/8457521b-1fa7-4554-9582-54f4f516ba03;doc=f18e1ef0-f22f-4868-9de6-16c316b99b44

Tourism North West Membership Terms and Conditions can be viewed here https://app.boardpro.io/governance-documents/8457521b-1fa7-4554-9582-54f4f516ba03;doc=64c1c6fb-f5c6-4e3e-a5e9-a2ad58156bde

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

0 Opposed:

0 Abstained:

Decision Date: 9 Sept 2026
Outcome: Approved

Approval of Finance Report

The Business North West Executive Committee accepts the Financial Report for July and August 2026.

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

0 Opposed:

0 Abstained:

Decision Date: 9 Sept 2026
Outcome: Approved

Destination Management Plan

The Business North West Executive Committee adops the Destination Management Plan as presented/ with the following changes.

6 Supported: Andrew Howard , James Scott , Jane Clements , Malhar Panchwagh , Nicky Horsbrough ,
Teresa Nobilo-Healey - With verbal permission from Teresa for all motions

0 Opposed:

0 Abstained:

Decision Date: 9 Sept 2026

Outcome: Approved

Minutes of Previous Meeting

Business North West approves the minutes from the previous meeting are an accurate record after corrections, which reflects the discussions and decisions of that meeting.

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

0 Opposed:

0 Abstained:

Decision Date: 9 Sept 2026
Outcome: Approved

AGM 2026 Agenda and Reports

The Business North West Executive Committee approves the following reports to be presented at the 2026 AGM:

1. AGM 2026 Agenda including re-election of members
2. Chair's report
3. Treasurer's report
4. Manager's Report
5. Audited end of year accounts
6. Proposed Annual Budget 2027/2028
7. Draft Business Plan 2027/2028
8. Draft Constitution 2026.

NOTE: The agenda will be updated with new board member composition for new Kumeu business representative.

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

0 Opposed:

0 Abstained:

Decision Date: 9 Sept 2026
Outcome: Approved

Nomination for Kumeu Representative

The Business North West Executive Committee accepts the nomination from Christine Lischner of Kumeu Insurances Limited to the Executive Committee as a representative for Kumeu.

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

0 Opposed:

0 Abstained:

Decision Date: 9 Sept 2026
Outcome: Approved

Accept Manager's Report

The Business North West Executive Committee accepts the work programme update for July and August 2026.

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

0 Opposed:

0 Abstained:

Decision Date: 9 Sept 2026
Outcome: Approved

Proposed Amendment to Constitution for AGM 2026

The Business North West Executive Committee approves the amendment to Rule 24.5 to

"Any five voting ~~full~~ members of the Executive Committee constitute a quorum for the transaction of the business of a meeting of the Executive Committee."

The Business North West Executive Committee approves the proposed amended Constitution to be presented at the AGM 2026 for member approval.

6 Supported: Andrew Howard , James Scott , Jane Clements , Malhar Panchwagh , Nicky Horsbrough , Robbie Hannon

0 Opposed:

0 Abstained:

Decision Date: 10 Sept 2026
Outcome: Approved

Nomination of Diego Barrese as Advisor to the Executive Committee

In accordance with Rule 15.4 of the Constitution, the Businss North West Executive Committee appoints Diego Barrese as Advisor to the Committee and appoints Mr Barrese voting rights.

6 Supported: Andrew Howard , James Scott , Jane Clements , Malhar Panchwagh , Nicky Horsbrough , Robbie Hannon

0 Opposed:

0 Abstained:

Decision Date: 10 Sept 2026
Outcome: Approved

Signature:_____ **Date:**_____