



**North Harbour Business Association Incorporated
ANNUAL GENERAL MEETING**

23 October 2014, 4.30pm

Venue: AUT Millennium Institute of Sport and Health, 17 Antares Place, Albany

Present

Members:

Action HQ – Brenden Rolston
PJCK Holdings Ltd – Janet Marshall
Claremont Ferrand – Warren Kitchin (NHBA Chairman), representing Speedy Signs Albany
Crown Business Services – Kevin Moore
Fortune International – Rod Large
Kiwibank – Terry Zouch
Pumpt Advertising – Dominic Sutton
Simpson Western – Ken Paterson
Vital Health Company – Geoff Ashenden
BNZ – Francine Kwok
Tooley and Associates – Paul Tooley
Centurion Property Management – Steve Plummer
Centurion Property Management – Oliver Vitali
Compass NZ Ltd – Keith Flatt
Sunshine – Peter Henley
Jollands Callander – Peter Jollands
Easy Forms – represented by Kate Chivers
BNZ Partners – Nicky Lukar
Vision Accounting Solutions – Virginia Stallard
Labyrinth Solutions – Vaughan Reed
Tabs on Travel – Tony Dominey
Goodwin Turner Commercial Lawyers – Paul Turner
The Security Company – Bernie Woods
Simpson Western Lawyers – Paul Hunter
Thexton Armstrong Probert – Les Probert
Abilities Incorporated – Peter Doland
AccountsPlus – Debbie Meiklejohn

Observers:

Vaughan International – Lance Burdett
Conce & Kajen – Ewen Wilson
ARMBA – Alison Glover
Genratec – Josie Fizhugh (Associate Member)
Meadowood Community House – Sherry Lee

NHBA personnel:

Janine Brinsdon, General Manager
Raimond Donk, Crime Prevention Programme Manager
Brigid Rogers, Transport Programme Manager
Elizabeth Devlin, Marketing and Member Services Manager
Tracey Begovic, BCP and Project coordinator

Meeting opened: 4.30pm

1. Welcome and Confirmation of Quorum

Chairman Warren Kitchin declared the meeting open and confirmed that a quorum of members was present. He welcomed attendees to the AGM and thanked them for their support.

2. Apologies

Greg Frittelli, Insurance Lending Group
Jamie Ford, Foresight
Andrew Hickey, InterMed Medical Ltd
Andrew Kerr, Seneca Group Ltd
Steven Branca, Auckland Council
Dr. Jeffrey Stangl, Massey University
Stephen James, Associate Member – The Alternative Board

3. Confirmation of the Minutes of the Annual General Meeting Held on 7 November 2013

The Chairman requested that the minutes of the NHBA 2013 Annual General Meeting, having been circulated, be accepted as read.

'That the Minutes of the Annual General Meeting of the North Harbour Business Association Incorporated, held on 7 November 2013, be confirmed as a true and correct record.'

Moved: Peter Jollands Seconded: Rod Large
Result: Agreed

4. Annual Report for the Year to 30 June 2014

• Chairman's Report

The Chairman provided a summary of his written report that had been uploaded for review on the NHBA website and provided in hard copy as part of the 2014 Annual Report. He thanked the NHBA team for their work in achieving the majority of KPIs in each programme area. He also highlighted in particular the signing of a Memorandum of Understanding with Massey University, investment in the NHBA camera network to provide improved local traffic information, and NHBA's consultation and advocacy in local and regional plans.

• General Manager's Report

The General Manager provided a summary of her written report, focusing on three core programmes: Transport and Infrastructure, Crime Prevention, and Advocacy and Representation. Advocacy is a critical part of NHBA's strength, providing members with a significant voice in the Auckland region and central government, and is a key focus going forward for both the General Manager and individual project managers.

• Annual Financial Statements

The Chairman presented the NHBA financial statements and auditor's report for the 12 months ended 30 June 2014, previously uploaded for review on the NHBA website and provided in hard copy as part of the 2014 Annual Report.

He highlighted in particular the expansion of the Business Improvement District (BID) area to the eastern side of the motorway, and appointment of new executive team members, that impacted on revenue and costs.

He then asked for any questions. There being none, he requested that the financial statements be approved.

'That the Annual Financial Statements of the North Harbour Business Association Incorporated for the 12 months ended 30 June 2014 be approved.'

Moved: Warren Kitchin Seconded: Terry Zouch
Result: Agreed

5. NHBA Business Plan 1 July 2014–30 June 2017

The General Manager provided a summary of the Business Plan for the period 1 July 2014–30 June 2017, previously uploaded for review on the NHBA website and provided in hard copy as part of the 2014 Annual Report.

The organisation is going through a period of growth, is in a strong financial position, and has achieved a scale that provides members with a significant voice in Auckland, while allowing ongoing evolution of the key programmes.

Attraction and retention of quality Executive Board members and Executive staff is a priority.

The organisation is focused on developing a hub, based around new premises at 12 Parkway Drive. The General Manager also highlighted key points of the Transport and Infrastructure, Crime Prevention, and Advocacy and Representation programmes.

6. NHBA Financial Budgets for Financial Years ending 30 June 2015 and 30 June 2016

The Chairman briefed the meeting on the financial budgets for the financial years ending 30 June 2015 and 30 June 2016. The General Manager also summarised key budget points relating to core NHBA programmes and administration.

The Chairman then asked for any questions. There being none, he requested that the financial budgets, previously uploaded for review on the NHBA website and provided in hard copy as part of the 2014 Annual Report, be approved.

'That the North Harbour Business Association Incorporated Financial Budgets for the financial years ending 30 June 2015 and 30 June 2016 be approved.'

Moved: Kevin Moore

Seconded: Rod Large

Result: Agreed

7. Special Resolution: NHBA Executive Committee Honorariums

With the increasing scale of NHBA and the corresponding increase in work commitment required of the Chair and Deputy Chair, it has been suggested that an appropriate honorarium be provided to recognise their significant efforts. An annualised sum of approximately \$100/week for the Chair, and \$50/week for the Deputy Chair, was recommended. This proposed Special Resolution would need to be voted on and approved every year by the members of the Executive Committee, as part of budget expenditure.

Peter Jollands queried the process and wording of the Special Resolution. The Chairman clarified that the payment would be a special line item within the Budget, rather than absorbed into administrative costs. The General Manager noted that the level set is conservative when compared to honorariums paid by other BIDs in the Auckland region.

12.2.5 Special Resolution

'The Executive Committee may recommend to the Association's Annual General Meeting that payment of an honorarium to the Chairperson and Deputy Chair, providing that any resolution must be passed as a Special Resolution at an AGM and is only valid until the following year's AGM, at which time it may only be continued with a Special Resolution.'

Moved: Warren Kitchin

Seconded: Les Probert

Result: Agreed

8. NHBA Executive Committee Nominations

Under the NHBA Constitution, there are twelve positions available, plus the Chair. The current Chairman, Warren Kitchin, is retiring on rotation. The following individuals have been nominated for the 2014–15 Board.

Returning Board members:

Kevin Moore (current Deputy Chair)	Crown Business Services
Greg Frittelli	Insurance and Lending Group
Rod Large	Fortune International
Janet Marshall	PJCK Holdings
Ken Paterson	Simpson Western
Brenden Rolston	Action HQ
Dominic Sutton	Pumpt Advertising
Terry Zouch	Kiwibank

New Board members:

Katheryn Chivers	Representing Easy Forms
Peter Jollands	Jollands Callander
Nicky Lukar	BNZ Partners
Steve Plummer	Centurion Property Management
Vaughan Reed	Labyrinth Solutions

The Chairman acknowledged the Board members who resigned during the year: Jenny Watson (Clendons North Shore), Heather Stonyer (AUT), Tracey Meyer (Bright NZ), and Geoff Ashenden (Vital Health Company). He also acknowledged former Board members in attendance at the AGM.

9. Appointment of Auditor

‘That Hayes Knight be reappointed Auditor for North Harbour Business Association Incorporated for the year ending 30 June 2015.’

*Moved: Terry Zouch
Result: Agreed*

Seconded: Dominic Sutton

10. General Business

Geoff Ashenden (Vital Health Company) queried whether it would be appropriate to lobby Auckland Council for an increase in the targeted rate. The Chairman agreed that this was an option, if existing programmes and future growth is not able to be funded from the current rate. He noted that the expanded BID area has resulted in a greater overall revenue, and NHBA is leveraging the greatest possible efficiency from that, as well as from third-party funding.

The General Manager expressed her thanks, on her behalf and on behalf of the Executive team, to all those who attended, and to NHBA members for their support.

Kevin Moore expressed thanks on behalf of NHBA to departing Chairman Warren Kitchin, for his contribution to NHBA from its beginning, as a founding member, Board member, and Chairman.

The meeting closed with thanks to those attending at 5.15pm.