



## Annual General Meeting

Notice has hereby been given that the Annual General Meeting of the Business North Harbour Incorporated will be held at Business North Harbour, 12 Parkway Drive, Albany, on Thursday 27 October 2016, commencing at 10.30am via the following: Business North Harbour publications – FYI magazine – August 2016, *Your Business North Harbour* e-newsletter, distributed, 5, 11, 18, 20 and 25 October 2016, via our [www.businessnh.org.nz/AGM2016](http://www.businessnh.org.nz/AGM2016) and social media portals, via Business North Harbour street signage from 3 October 2016, via postal advice (5 October 2016) and in the North Shore Times – Public Notices 6 October 2016, and North Harbour News – Public Notices 13 October 2016.

### ELIGIBILITY

Whilst any interested party is welcome to attend, the Association's constitution stipulates the following:

#### Membership Criteria/Voting Rights

The membership of the Association shall consist of Full Members. A person shall be entitled to be a Full Member of the Association if that person:

- Owns, occupies or is a tenant of one or more premises (with a floor space of not less than 10 square metres) of a commercially rated property within the BID Targeted Rating Area and who operates a business from those premises for not less than 50 business days a year; and
- Has not previously been expelled from the Association, unless the Executive Committee has resolved to readmit that person under Rule 11.5
- Has fully paid up all fees, subscriptions levied by the Association pursuant to Rule 9.

- Any person entitled to be a **Full Member** of the Association and who wishes to become a member shall provide details of their name, business identity, contact details and business to the Secretary.
- Each Member which is not an individual shall designate an individual representative to act on its behalf in all matters relating to the Association, and shall notify the Secretary of that representative's details as required.

5.7: The rights of the Members of the Association shall be as follows:

- Each Full Member shall be entitled to one vote.

5.8: Proxy votes are permitted for Members entitled to Full Membership under Rule 5.1 at any Annual General Meeting of the Association, provided that the proxy vote forms are signed by both parties and presented at each voting time and that no Member shall represent more than three proxies at any one voting time.

To be eligible to vote you must have completed the necessary membership forms and forwarded them to arrive with the Association prior to the date for the Annual General Meeting.

For members wishing to stand for election as an Executive Committee Member, you must complete and submit a Nomination Form no later than 7 days prior to the date for the Annual General Meeting.

- The following forms are available on our website –[www.businessnh.org.nz/AGM2016](http://www.businessnh.org.nz/AGM2016):
- Minutes from the AGM held on 13 October 2015
- NHBA Financial Audited Statements, FE 30 June 2016
- Business North Harbour Incorporated's Constitution as adopted at the 2015 AGM.
- Business North Harbour Annual Report: 30 June 2016, Business Plan 1 July 2016 – 30 June 2019
- Proxy Voting Form – AGM 2016
- Nomination forms for Executive Committee members for 2016/17
- Business North Harbour Membership Forms

Should you have any further questions please do not hesitate to contact our **General Manager Janine Brinsdon**

e: [janine@businessnh.org.nz](mailto:janine@businessnh.org.nz) or by telephone (09) 968 2222, mobile 021 212 4942.



# Annual General Meeting

## AGENDA

### 27 October 2016

1. Welcome and confirmation of Quorum

2. Apologies

3. **Confirmation of the Minutes** of the Annual General Meeting held on 13 October 2015

4. **Annual Report** for the year to 30 June 2016 financial year:

- Chairman's Report – Kevin Moore  
General Manager's Report – Janine Brinsdon
- **Annual Financial Statements**

Financial statements and reports for year ending 30 June 2016.

5. **Business North Harbour Business Plan** for financial years ending 30 June 2017 – 30 June 2019

6. **Business North Harbour Financial Budgets** for the financial year ending 30 June 2017, and the DRAFT 30 June 2018 budget which includes a proposed 5% increase in member targeted rate levy, subject to confirmation of projects requiring the additional funding.

7. **Special Resolutions:**

7.1: That Business North Harbour Inc. resigns the Auckland Council Business Improvement District (BID) Policy (2016) Programme Agreement, valid until 15 December 2017.

7.2: Business North Harbour Inc. Constitutional Rules be altered as shown in the new rules presented at the AGM 2016, and that such alterations be effected by replacing the existing rules with those new rules.

7.3: As per clause 12.2.5 of the Business North Harbour Inc. Constitution, as adopted at the AGM 23 October 2014, to approve at this 2016 AGM a payment of an honorarium to the Chairperson of \$5000, and Deputy Chairperson of \$2500, valid until the 2017 AGM.

8. **Executive Committee Nominations**

9. **Appointment of an Auditor**

10. **General Business**