



Business North Harbour

Annual General Meeting

Notice has hereby been given that the Annual General Meeting for **Business North Harbour Incorporated** will be held at Business North Harbour, 12 Parkway Drive, Rosedale, on **Thursday 16 October 2018, commencing at 4.00pm** via the following: Business North Harbour *Your Business North Harbour* e-newsletter, first distributed 25 September 2018 and weekly thereafter, via our www.businessnh.org.nz/AGM2018 and social media portals, via Business North Harbour street signage from 25 September 2018, via postal advice (25 September 2018) and in the North Shore Times – Public Notices 25 September 2018.

ELIGIBILITY

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

MEMBERSHIP CRITERIA/VOTING RIGHTS (Refer to clause 5 for complete criteria and rights details)

5.1 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:

- 5.1.1 Owns one or more commercially rated properties within the BID Targeted Rating Area; and
- 5.1.2 Occupies or is the 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
- 5.1.3 Has not previously been expelled from the Association, unless the Executive Committee has resolved to readmit that person under Rule 11.5.
- 5.1.4 Has fully paid up all fees, subscriptions levied by the Association pursuant to Rule 9.

5.4 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.

5.6 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 (abridged).

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 the 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/AGM2018:

- Minutes from the AGM held on 19 October 2017
- Business North Harbour Inc. Financial Audited Statements, FE 30 June 2018
- Business North Harbour Incorporated's Constitution as adopted at the 2017 AGM.
- Business North Harbour Annual Report: 30 June 2018,
- Business North Harbour Business Plan 1 July 2018 – 30 June 2021
- Proxy Voting Form – AGM 2018
- Nomination forms for Executive Committee members for 2018/20
- Business North Harbour Full Membership Forms

Should you have any further questions please do not hesitate to contact Business North Harbour's

General Manager Janine Brinsdon

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



Annual General Meeting

AGENDA

16 October 2018

1. Welcome and confirmation of Quorum

2. Apologies

3. Confirmation of the Minutes of the Annual General Meeting held on 19 October 2017

4. Annual Report for the year to 30 June 2018 financial year:

Chairman's Report – Peter Lamberton

General Manager's Report – Janine Brinsdon

Annual Financial Statements

Financial statements and reports for year ending 30 June 2018.

5. Business North Harbour Business Plan for financial years ending 30 June 2019 – 30 June 2021

6. Business North Harbour Financial Budgets for the financial year ending 30 June 2019, and the DRAFT financial year ending 30 June 2020 budget.

7. Special Resolutions:

7.1: That Business North Harbour Inc. re-signs the Auckland Council Business Improvement District (BID) Policy (2016) Programme Agreement, valid until 15 December 2020.

7.2: 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 2017 AGM a payment of an honorarium to the Chairperson of \$5000, and Deputy Chairperson of \$2500, valid until the 2019 AGM.

8. Executive Committee Nominations

9. Appointment of an Auditor

10. General Business