



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

**13 October 2015, 4.30 pm**

**Held at AUT Millennium Institute of Sport and Health, 17 Antares Place, Albany**

**Present**

**Members:**

Advantage Business – Ross Keith

Jim Davies

David Storey Motors – David Story

Jollands Callander – Peter Jollands

Kevin Moore – Crown Worldwide (NZ) Ltd

The Alternative Board – Stephen James

McVeagh Fleming – Kathryn Chivers

Centurion Management – Steve Plummer

M M Partnership – Mark Wilson

M M Partnership – Michelle Wilson

BNZ – Nicky Lukar

Vital Health Ltd – Geoff Ashenden

Janet Marshall

Abilities Incorporates – Peter Doland

Rob de Cier

Roslyn de Cier

Driveline Fleet – Paul Tobin

Safe and Lock Services (NZ) Ltd – David

Morrissey

Genratec – Josie Fitzhugh

Megatel – Eddie Kang

Davenports Harbour Law - Emma Monsellier

Thexton Armstrong – Les Probert

**Observers:**

Peter Mihi

Auckland Council - Gill Plume

NZTA – Aimee Brock

**NHBA Personnel:**

Janine Brinsdon, General Manager

Dave Loader, Crime Prevention

Tracey Begovic, BCP and Project Coordinator

Debra Metcalfe, Office Manager / EA

**Meeting opened: 4.30pm**

**1. Welcome and Confirmation of Quorum**

Chairman Kevin Moore 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

Virginia Stallard, Vision Accounting

Terry Zouch, Kiwibank

Richard Waterworth – BASF

Joyce Talbot – NZ International Yachting Trust

Dominic Sutton – Pumpst Advertising

Brenden Rolston – Action HQ

### **3. Confirmation of the Minutes of the Annual General Meeting Held on 23 October 2014**

The Chairman requested that the minutes of the NHBA 2014 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 23 October 2014, be confirmed as a true and correct record.'*

*Moved: Peter Jollands*

*Seconded: Vaughan Reid*

*Result: Agreed*

### **4. Annual Report for the Year to 30 June 2015**

#### **• Chairman's Report**

The Chairman provided a summary of his written report highlighting the advocacy undertaken throughout the year with particular reference to submissions for the Auckland Council Proposed Unitary Plan. The issues of a changing funding environment with central and local government funding declining markedly. Despite this NHBA has continued to deliver more for less however this trend potentially impacts on the ability to continue to develop programme offerings. In response to these issues an Expansion ballot is scheduled for early 2016.

#### **• General Manager's Report**

The General Manager provided a summary of her written report covering the continuing development of NHBA's service programmes benefiting ongoing relationships with core stakeholders; Building capability with partnerships with the Marketing Association, growth of the women in business series and relationship development with Massey University; Recent appointment of an Office Manager / EA to manage workflow of previously contracted out roles and offer support to the Board and Executive; Leadership and Governance for NHBA continues to be provided by the Executive Committee Board and its sub committees.

#### **• Annual Finance Statements**

The Chairman presented the NHBA financial statements and auditor's report for the 12 months ended 30 June 2015, previously uploaded for review on the NHBA website and provided in hard copy as part of the 2015 Annual Report. He highlighted in particular the decline in External Grant Funding from the Draft Budget presented at the 2014 AGM and also shortfalls in Functions and Events Income (due to a decision to postpone the NHBA Business Expo) and Associate Membership Subscriptions. The latter was \$25,000 down on the Draft Budget because of a decision not to actively pursue this revenue as the target businesses were to be the subject of an Expansion Poll.

The only significant expense variation to Budget (\$54,000) was a direct consequence of the postponement of the Business Expo. This left an overall net surplus for the year of \$15,933.

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

*'That the Annual Finance Statements of the North Harbour Business Association Incorporated for the 12 months ended 30 June 2015 be approved.'*

Moved: Steve Plummer

Seconded: Ken Patterson

Result: Agreed

#### **5. NHBA Business Plan for financial years ending 30 June 2016 – 30 June 2018**

The General Manager provided a summary of the Business Plan previously uploaded for review on the NHBA website and provided in hard copy as part of the 2014 Annual Report.

#### **6. NHBA Financial Budgets for Financial years ending 30 June 2016 and 30 June 2017**

The Chairman briefed the meeting on the financial budgets for the financial years ending 30 June 2016 and 30 June 2017.

In doing so he presented two alternative Budgets for the 2017 year, one reflecting a successful outcome of the proposed Expansion Poll and a second assuming the poll was unsuccessful and therefore NHBA retained its current boundaries.

He highlighted that both scenarios reflect a modest increase in the Member Targeted Rate the first since the establishment of NHBA as a Business Improvement District. This increase was seen as necessary in order to maintain and grow the services NHBA provides to members.

The Chair also presented the 2016 with a comparison included with the 2016 Forecast presented at the 2014 AGM.

The only significant variations were the fall in Grant Funding already highlighted, an attendant paring back of the Transport programme to exclude some of the activities undertaken on behalf of Auckland Transport and one off costs of \$30,000 associated with the Expansion Ballot.

The Budget for 2016 shows an overall Nett Deficit of \$4,913. NHBA can cover this from reserves.

Under both scenarios for 2017 (i.e. irrespective of the Expansion Ballot result) a modest Surplus is returned.

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 2015 Annual Report, be approved.

*'That the North Harbour Business Association Incorporated Financial Budgets for the financial years ending 30 June 2016 and 30 June 2017 be approved.'*

Moved: Geoff Ashenden

Seconded: Ken Paterson

Result: Agreed

#### **7. NHBA Key Priorities 2015-16**

The Chairman then addressed the Key Priorities for the upcoming year, namely;

- An Expansion Ballot of the area highlighted on the back page of NHBA's Annual Report. Anticipated to occur in Quarter 2 2016

- Continued representation around the Unitary Plan and infrastructure projects that impact NHBA's members
- A rebranding of NHBA to better reflect who we are and what we do

The General Manager then presented an overview of the Rebrand as "Business North Harbour" and presented examples of the brand collateral.

## 8. Special Resolutions

### 8.1 NHBA Executive Committee Honorariums

The General Manager briefed the meeting on the process of passing this resolution annually and highlighted the extent of work contributed by the board members and in particular the Chair and Vice Chair who contribute between 5-10 hours per week to the organisation.

#### *12.2.5 Special Resolution*

*'As per clause 12.2.5 of the North Harbour Business Association Inc. Constitution, as adopted 25 October 2014, to approve at this 2015 AGM a payment of an honorarium to the Chairperson of \$5000 and Deputy Chairperson of \$2500, valid until the 2016 AGM.'*

*Moved: Geoff Ashenden    Seconded: Les Probur*

*Result: Carried unanimously by show of hands*

### 8.2 NHBA re-signs the Auckland Region Business Improvement District (BID) Policy (2011) Partnering Agreement, valid until 15 December 2016

The General Manager briefed the meeting on the history of the agreement and explained that it is only until 15 December 2016 as the structure of Auckland Council's BID policy is currently under review and will change.

*'As per clause 12.2.5 of the North Harbour Business Association Inc. Constitution, as adopted 25 October 2014, to approve at this 2015 AGM a payment of an honorarium to the Chairperson of \$5000 and Deputy Chairperson of \$2500, valid until the 2016 AGM.'*

*Moved: Peter Jollands    Seconded: Ken Paterson*

*Result: Carried through a show of hands*

### 7.3 NHBA Name Change

The General Manager briefed the meeting on the reasoning behind the change; ease of use; reflection of modern activities of the organisation.

*'It is proposed that we change the name of North Harbour Business Association Inc. to Business North Harbour Inc.'*

*Moved: Geoff Ashenden    Seconded: Paul Tobin*

*Result: Carried through a show of hands*

## 8. Executive Committee Nominations

Under the NHBA Constitution, there are twelve positions available, plus the Chair. The following individuals have been nominated for the 2015-2016 Board.

*Returning Board Members*

<b>Janet Marshall</b>	PJCK Holdings
<b>Greg Fritelli</b>	ILG
<b>Katheryn Chivers</b>	Representing Easy Forms
<b>Peter Jollands</b>	Jollands Callander
<b>Nicky Lukar</b>	BNZ
<b>Kevin Moore</b>	Crown Worldwide NZ Ltd
<b>Steve Plummer</b>	Centurion Property Management
<b>Vaughan Reed</b>	Labryinth Solutions
<b>Terry Zouch</b>	KiwiBank

*New Board Members*

<b>Ross Keith</b>	Advantage Business
<b>Allan Kent</b>	Zeald
<b>Emma Monsellier</b>	Davenports Harbour Law

The General Manager acknowledged and thanked resigning Board members Ken Patterson (Simpson Western), Brenden Rolston (Action HQ) and Dominic Sutton (Pumpt Advertising). Also thanked returning board members and welcomed new board members Ross Keith (Advantage Business), Allan Kent (Zeald) and Emma Monsellier (Davenports Harbour Law).

As the NHBA Constitution allows for more Board members than there were nominees, the nominations were carried without vote. This also allowed for the election of Emma Monsellier, from the floor with 2 nominees.

## **9. Appointment of Auditor**

*‘That RSM Hayes Knight (name change from Hayes Knight to RSM Hayes Knight 2015) be reappointed Auditor for North Harbour Business Association Incorporated for the year ending 30 June 2015.*

*Moved: Steve Plummer                      Seconded: Ken Paterson*

*Result: Agreed*

## **10. General Business**

The General Manager thanked all for attending and special thanks to Jill Plume, BID Manager Auckland Council and Aimee Brock, NZTA for attending and also Lisa Whyte Chair of Upper Harbour Local Board and Claire Siddens Auckland Council BID team for their ongoing support.

**The meeting closed with thanks 5.23pm**