



**Business North Harbour Incorporated**  
**ANNUAL GENERAL MEETING**  
**20 October 2022, 5pm**  
**Held at Business North Harbour, 322 Rosedale Road, Rosedale, Auckland 0632**

**Present NHBID Members:**

<b>First Name</b>	<b>Last Name</b>	<b>Business Name</b>
TN	Chan	Compucon
David	Storey	Auto SS Albany
Jenny	Chen	Jia Interiors Ltd
Zoe	Vickery	The Engine
Janet	Marshall	Colliers International
Lisa	Hill	Eclipse Recruitment
Peter	Lamberton	Primacc
Ketien	Chuor	ASB
Peter	Woodberg	North Shore Industry Services
Greg	Cramond	Cramond Electrical

**Observers:**

Ryan Burgess, William Buck (NZ) - Auditors

**Business North Harbour Personnel:**

Kevin O'Leary, General Manager  
Dave Loader, Crime Prevention Specialist & Social Responsibility Manager  
Kate Thorpe, Office Manager / Board Secretary  
Sarah de Zwart, Relationship and Stakeholder Manager  
Bernadette Roberts, Marketing and Events Manager  
Sandra Craze, Ambassador  
Ben Yang, Ambassador

**Associate Members & Interested parties:**

<b>First Name</b>	<b>Last Name</b>	<b>Business Name</b>
Sean	Brandon	RDM Group t/a Roof Design and Management
Kristen	Dennis	Green Gorilla
Andrew	Moffat	Prime Strategies
Marc	Brant	Barfoot & Thompson Body Corporate Ltd
Adriana	Radich	Barfoot & Thompson Body Corporate Ltd
Lizzie	Brandon	Writesphere

## 1. Welcome and Confirmation of Quorum

Chairman Peter Lamberton declared the meeting open at 1709 and confirmed that a quorum of members was present. He welcomed attendees to the AGM and thanked them for their support. He invited attendees to interrupt and ask questions. He also reminded those present that only full BID members are entitled to vote, and that the criteria are listed in the AGM information pack.

## 2. Apologies

### Members:

First Name	Last Name	Business	Membership
Katie	Noble	Allied Medical	BID Member
Madelaine	Luke	IT Live	BID Member
Tony	Hyland	Laser plumbing	BID Member
Davena	Fraser	Phoenix Engineering	BID Member
Sue	Williams-Warren	Turner Hopkins	Associate Member
Peter	Meng	Kiwidotcom	BID Member
Tess	Becker	Top Gear	BID Member
Bill	Mancer	Rise Accountants Limited	BID Member
Lisa	Elizabeth	Blind	BID Member
Sue	Thorowgood	Saddlery Warehouse	BID Member
Geoff	Wilson	Westpac	BID Member
David	Fee	M&E CAD Design Limited	BID Member
Terry	Ottow	28 Constellation Drive	BID Member
Samantha	Mills	PhonePlus	BID Member
Gary	Howarth	TDDA (The Drug Detection Agency)	BID Member
Jenny	Wu	TMC Computer Ltd	BID Member
Geoff	Ashenden	Chaucer Communications	BID Member
Jordan	Hyland	Apex Recruitment	BID Member
Danielle	Hancock	New Zealand Biosecurity Services	BID Member
Carl	Davies	BNZBA	Non-Member
Katelin	Scott	HealthNow	Associate Member
Steven	Zinsli	HealthNow	Associate Member

## 3. Confirmation of Minutes of the Annual General Meeting Held on 4 November 2021 via Zoho Online (due to covid lockdown)

The Chairman requested that the minutes of the Business North Harbour 2021 Annual General Meeting, having been circulated, be accepted as read.

*Motion: That the Minutes of the Annual General Meeting of Business North Harbour Incorporated, held on 4 November 2021, be confirmed as a true and correct record.*

*Moved: Peter Lamberton Seconded: TN Chan*

*Result: Agreed*

No matters were arising from those minutes.

#### **4. Annual Report for the Year to 30 June 2022**

- **Chairman's Report**

The Chairman spoke to his written report from the Annual Report, his fifth as Chair.

The General Manager summarised the organisational changes in 2021/22.

The General Manager summarised the years programmes and events (including online due to COVID), including communication – FYI Magazine, social media & EDM; support through COVID, crime prevention, inorganic & food waste, and Women in Leadership.

The General Manager reiterated the BNH Ambassadors success connecting with our members over the year.

Special thanks were extended to the staff for their work over the year. They have once again gone above and beyond and the General Manager is very grateful for their hard work, dedication and support.

- **Annual Financial Statements**

The Chairman presented the financial statements and auditor's report for the 12 months ended 30 June 2022, previously uploaded for review on the Business North Harbour website and provided in hard copy as part of the 2022 Annual Report.

*Motion: That the Annual Financial Statements of Business North Harbour Incorporated for the 12 months ended 30 June 2022 be approved.*

*Moved: Peter Lamberton Seconded: Janet Marshall Result: Agreed*

#### **5. Business North Harbour Business Plan for financial years ending 30 June 2023–30 June 2025**

Priorities for the coming years were summarised, highlighting that supporting BNH members was the main focus. The General Manager outlined our events programme, communication plan, sustainability, advocacy and crime prevention.

#### **6. Business North Harbour Financial Budgets – the draft budget for the financial year ending 30 June 2024**

The Chairman referred those present to the budgets as presented in the Annual Report and Business Plan documentation.

Trying to keep pace with inflation and keep the standard of events and programmes high means increasing the targeted rate. The proposed increase will increase costs to businesses by around \$22 in targeted rate per year. This raise would be applicable from July 2023.

BID Policy 2022 – wording has been changed requiring us to ask the Upper Harbour Local Board to recommend to the governing body the new targeted rate value.

The Chairman discussed the proposed increase in the Targeted Rate and how this may affect individual members. The increase in member contributions would, on average, translate to \$22, however, there may be small variations for individual members, but they would be negligible.

Indicative budget and proposed BID targeted rate grant increase for the 2023/2024 financial year.

*Motion: Move to approve the 2023/2024 draft budget which includes a BID targeted rate grant amount of \$782,938, including a 6.9% increase or \$50,535 to the BID targeted rate grant for the 2022/2023 financial year. Further ask the Upper Harbour Local Board recommend to the Governing Body the amount of \$782,938 be included in the Auckland Council draft 2023/2024 annual budget consultation process.*

*Moved: Peter Lamberton Seconded: Greg Cramond Result: Agreed*

## **7. Special Resolutions**

**7.1** As per Clause 12.2.5 of the Business North Harbour Incorporated Constitution, as adopted at the 23 October 2014 Annual General Meeting, to approve at this 2022 Annual General Meeting the payment of an honorarium of \$5000 to the Chairperson, and \$2500 to the Deputy Chairperson(s), valid until the 2023 Annual General Meeting.

*Moved: Lisa Hill*

*Result: Carried unanimously by a show of hands*

## **8. Executive Committee Nominations**

The Chairman and General Manager expressed thanks to the current Board members for their service.

Under the current Business North Harbour Constitution, there are eight positions on the board, plus the Chair.

The General Manager confirmed that there are currently 4 vacancies for positions on the Board. The General Manager explained that the board could run with a Chair and five executive committee members, meaning that there was no requirement to fill all the vacancies.

Two nominations were received by the GM, one from Lisa Hill, Eclipse Recruitment; the other Janet Marshall, PJCK Holdings Limited (a property owner) leaving two vacancies to be filled from the floor.

Jenny Chen – JIA Interiors Limited – nominated herself from the floor.

*Motion: The nominations for appointment to the Executive Committee be accepted.*

*Moved: Peter Lamberton*

*Result: Carried unanimously by a show of hands.*

## **9. Appointment of an Auditor**

*Motion: That William Buck be appointed as auditor for Business North Harbour Incorporated for the year ending 30 June 2023.*

*Moved: Peter Lamberton    Seconded: TN Chan    Result: Agreed*

## **10. General Business**

Activate North Update – The working group, which was set up in 2020, has been doing a huge amount of work in a short amount of time. However, in the past few months it has been difficult for the working group to commit their time to the project. The General Manager, Kevin O’Leary, who was doing all the work for the group anyway will continue to do this work and the working group will be disbanded.

Supporting Growth is a new group with the same initiative which provides The General Manager with a support framework for his ongoing contribution to this.

Review of the BNH Constitution – the BNH Constitution required review to bring it in line with the new BID Policy. Current Executive Committee team have reviewed the Constitution and it has been signed off by council. It wouldn’t have been fair on the new Executive Committee team to have had this due as it required a deep level of knowledge and understanding of the Constitution and BID Policy. The old and revised Constitutions will be circulated to BID Members prior to a Special General Meeting being called sometime during this financial year to ratify the changes.

The General Manager advised that another review will be required once the new Incorporated Societies requirements are implemented. Unfortunately, the Council BID team would not allow BNH to wait and do both revisions at once.

The Chairman and General Manager thanked everyone for attending and wished them all the best for the coming year. All attendees were invited to remain and enjoy some refreshments and the opportunity to network.

**The Annual General Meeting closed at 1824.**



**Peter Lamberton**  
**Chair**