

Business North Harbour

Business North Harbour Incorporated
ANNUAL GENERAL MEETING
4th November 2021, 4pm
Via Zoho Webinar (Online)

Present NHBID Full Members:

Geoff	Ashenden	ABA Chaucer Limited
TN	Chan	Compucon Computer New Zealand Limited
Jacqui	Cheal	Ramada Suites by Wyndham Albany
Andrew	Kerr	Seneca Group
Terry	Ottow	AMPM Marketing Limited / Executive Committee Deputy Chair
Peter	Rakich	Dynasty Sport
Joyce	Talbot	New Zealand International Yachting Trust Inc.
Marco	Wang	Jennian Homes Northwest 2018 Limited
Richard	Wilkie	Direct Office Products Depot
Sarah & Ryan	De Zwart	Black Matrix Limited
Janet	Marshall	PJCK Holdings Limited
Samantha	Mills	PhonePlus Limited
Peter	Lamberton	Primacc Limited / Executive Committee Chair

Observers:

Uzra	Casuri Balouch	Upper Harbour Local Board
Tracy	Morton	Pathfinder Solutions LP
Andrew	Moffat	Renovare Two Limited
Lisa	Whyte	Upper Harbour Local Board
Anna	Atkinson	Upper Harbour Local Board
Lizzie	Brandon	FYI Editor

Business North Harbour Personnel:

Kevin	O'Leary	General Manager
Kate	Thorpe	Office Manager / Executive Committee Secretary
Dave	Loader	Crime Prevention Specialist
Sandra	Craze	Ambassador
Peter	Green	Marketing & Events Manager
Ben	Yang	Ambassador
Sarah	de Zwart	Transport & Relationship Manager

1. Welcome and Confirmation of Quorum

Chairman Peter Lamberton declared the meeting open at 1610 and confirmed that a quorum of members was present. He welcomed attendees to the first online AGM and thanked them for their support. He confirmed BNH has received paperwork from MBIE allowing us to hold our AGM online. He invited attendees to interrupt and ask questions, they can put up their hand to be given talking rights or post a question in the Q&A. He advised everyone that we are recording the AGM for administration purposes, and it won't be made publicly available. He also reminded those present that only full BID members are entitled to vote and one vote per full member (Business / property ownership), and that the criteria is listed in the AGM information pack. Voting will be run as polls with a practice poll for voting presented as a test. Attendees were reminded that all paperwork is available to them online on our website.

2. Apologies

Non-Members:

Brad	Clark	Harbour Hockey
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Non-attendees: Registered to attend the online AGM but did not join event.

Maurice	Buckley	Shore Architectural Limited
Philip	Buys	BNZ Parnters
Janet (Jing)	Chen	Orange PR Media Limited
Georgie	Couch	North Shore Golf Club
Greg	Frittelli	Insurance & Lending Group
Gwen	Grobler	Aderant
Victoria	Scragg	Aderant
Mieke	Habeck	Olympus NZ Limited
Marty	Johanson	Compostie Developments NZ Ltd
Alice	Kim	aroma.A
Grace	Lee	Compucon Computer New Zealand Limited
Madelaine	Luke	IT Live Limited
Bill	Mancer	Rise Accountants Limited
Martin	Mans	Clear Energy Limited
Peter	Meng	Kiwidotcom
Andrew	Mobberley	North Harbour Football Club (Albany United)
Wayne	Parkinson	Worksafe / Department of Labour
Colin	Roberts	Roberts Construction
Tane	Solomon	Black International Limited
David	Storey	Auto Super Shoppe Albany
Peter	Woodberg	North Shore Industry Services
David	Zhang	Wei Group
Romane	Duvivier	BNH Staff
Bronwen	Newcombe	Davenport's Law / Executive Committee Member
Ketien	Chuor	ASB / Executive Committee Member

3. Confirmation of Minutes of the Annual General Meeting Held on the 22nd October 2020

The Chairman requested that the minutes of the Business North Harbour 2020 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 22 October 2020, be confirmed as a true and correct record.

Moved: Peter Lamberton Seconded: Terry Ottow Result: Carried

No matters were arising from those minutes.

4. Annual Report for the Year ended 30 June 2021

• Chairman's Report

The Chairman spoke to his written report, his fourth as Chair.

He spoke of the impact of Covid-19 lockdown on BNH members.

BNH are concerned about the impact on its members of the Covid-19 Lockdowns with a .8% decrease in GDP within Business North Harbour last year.

Absence of skilled staff is an ongoing challenge. Supply chain issues are impacting many businesses. Access to support services. These services are very important to support those who are struggling financially but also staff health and wellbeing. A lack of clarity & direction by the government (what is going to happen and when) especially for smaller businesses who don't have the same access to the same level of legal advice and ability to engage professional consultants that the larger businesses have access to. These challenges will continue into the current financial year and perhaps will become even more complex.

Despite these challenges BNH have had a successful year holding a multitude of events which we hope our members have enjoyed and gained value from. Quality events are important to the Board and BNH. Providing access to guest speakers members wouldn't normally have access to.

Through the BNH Ambassador's businesses would have had contact with BNH at least once during the past 18 months. Our ambassadors were reappointed on 12 month fixed-term, part-time contracts in July 2020 to continue this valuable work.

Peter reminded members that all submissions are available on our website and invited all members to contact BNH if they wish to provide feedback on any submissions.

Thank you to Kevin & team for the passion and commitment to their roles.

- **GM Report**

Kevin spoke about BNH's priorities for 2020 and those that were delivered to the membership throughout the financial year despite covid-19 disruptions which meant some events had to be postponed and most of them rescheduled holding a total of 29 in person events. With in person events being preferred by our members as they provide a platform for networking.

BNH's focus was supporting businesses with their recovery post Covid-19 Lockdowns.

Improving Business North Harbour engagement and awareness throughout the BID area was a major focus.

Developed and implemented a leadership mentoring pilot programme for our Women In Business Group which has been an outstanding success. This financial year we will continue to run this alongside a mixed gender opportunity.

BNH carried out a financial review and created a governance succession programme which is now in place. Development of a four year strategic plan was achieved which was implemented on the 1st of July this financial year.

Kevin went over our major events, programmes & initiatives:

Events:

Blue ribbon event was our Pre-Election Luncheon with representatives from the 5 major political parties in attendance compered by Mike McRoberts.

Nadia Lim was our most popular Women in Business event speaker attracting 120 attendees.

The Sustainability & Environmental Leadership in Business Luncheon attracted 104 attendees and was a very successful event. Where we were able to provide national, regional and local perspectives giving attendees a really good idea on how they can improve their sustainability inline with the Auckland Climate Plan.

Communication:

BNH are continuing to improve communication across our many communication platforms. Kevin went through the improvements in engagement.

FYI:

Readership rate is difficult to measure with hard copy issues. BNH keen to improve online readership and provide online versions where it is preferred which is in line with our sustainability focus. Members do view the hard copy as being very valuable to sit in cafeterias & offices to be read during convenient times.

Crime Prevention & Corporate Social Responsibility:

Dave Loader does a terrific job managing crime prevention & sustainability and does everything possible to support our membership. Including 73 crime visits of which 14 were physical assessments of premises to try to avoid future criminal activity. 36 Organisations have signed up to our Food Waste Collections which diverted 13.5 Tonnes from landfill last financial year. BNH annually hold 2 inorganic collections which successfully diverted 98.62m3 of waste from landfill during our 2020/21 financial year.

A 34.5% decrease in vehicle break-ins reported with a strong focus placed on patrolling outside restaurants during evening mealtimes.

There was an increase in shoplifting reported during the 2020/21 financial year with a breakfast workshop being held to support retailers who had concerns around this.

Sarah de Zwart has done a great job advocating on behalf of our members within the transport, traffic and roading projects.

- **Annual Financial Statements**

The Chairman drew the AGM online attendees' attention to the full financial overview created for members, previously uploaded for review on the Business North Harbour website with a link shared to all AGM attendees prior to the meeting, to supplement the very simplified financials printed in our Annual Report.

A question arose from the variance in grants received 2020 Actual of \$60K and 2021 Actual \$28K. The Chair and GM confirmed that this funding was primarily from central and local government and \$40K of the initial 2020 grants received was funding from Auckland Council towards our food waste initiative which we were not able to secure in 2021 due to tight budget restraints.

The Chairman presented the financial statements and auditor's report for the 12 months ended 30 June 2021, previously uploaded for review on the Business North Harbour website with a link shared to all AGM attendees and included as part of the 2021 Annual Report.

Motion: That the Annual Financial Statements of Business North Harbour Incorporated for the 12 months ended 30 June 2021 be approved.

Moved: Peter Lamberton Seconded: Terry Ottow

Result: Carried

5. Business North Harbour Business Plan for Financial Years Ending 30 June 2022–30 June 2024

Priorities and KPI's for the coming years were summarised from the Annual Report.

Priorities 2022/23, which are very closely linked to the new strategic plan, were discussed with one of the main aims to become the most trusted source of information for our members.

A focus to improve engagement with major employers and not for profit organisations.

The Chair implored attendees to engage with BNH and share their views on events or activities they would like to see BNH provide for members.

BNH are working to build on new partnerships with local media and external media partners to increase the profile in the community.

6. Business North Harbour Financial Budgets for the Financial Year ending 30 June 2022, and the Draft 30 June 2023 Budget

The Chairman referred those present to the budgets as presented in the Annual Report and Business Plan documentation (page 19).

The Chairman discussed the proposed increase in the Targeted Rate and how this may affect individual members. The proposed increase of the BID target rate from \$725,152 (2021/2022) to \$732,403 for the 2022/2023 financial year which is approximately 1.0%, an increase of \$7,251 per year. The Chairman brought to the attention of those present that an increase in targeted rate does not

necessarily mean an equivalent increase in costs to commercial property owners/BID Members due to the growth of properties within the BID.

Motion: That Business North Harbour Inc adopts the proposed 2022/2023 indicative budget and proposed increase of the BID target rate from \$725,152 (2021/2022) to \$732,403 for the 2022/2023 financial year. This represents an increase of \$7,251 or approximately 1.0% over the previous financial year.
Moved: Peter Lamberton Seconded: Samantha Mills Result: Carried

7. Special Resolutions

7.1 As per clause 12.2.5 of the Business North Harbour Inc. Constitution, as adopted at the AGM 23rd October 2014, to approve at this 2021 AGM a payment of an honorarium to the Chairperson of \$5000, and Deputy Chairperson of \$2500, valid until the 2022 AGM.

Moved: Peter Lamberton
Seconded: Ryan de Zwart
Result: Carried

8. Executive Committee Nominations

The Chairman and General Manager expressed thanks to the current Board members for their service. A huge thank you to Ashley Baldry who is retiring his position on the Executive Committee, we thank him for his time and commitment during his tenure.

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

The General manager confirmed that there is currently one vacancy for a position on the Board with Ashley Baldry's retirement. TN Chan nominated himself from the floor.

Motion: The nomination for appointment to the Executive Committee be accepted.
Moved: Peter Lamberton
Seconded: Geoff Ashenden
Result: Carried

The Chair welcomed TN to the Executive Committee and confirmed we will be in touch with the relevant welcome information.

9. Appointment of an Auditor

Motion: That William Buck be appointed as auditor for Business North Harbour Incorporated for the year ending 30 June 2022.
Moved: Peter Lamberton Seconded: Geoff Ashenden Result: Carried

10. Activate North – The General Manager & Board Chair talked to the slides outlining Activate North.

Activate North started as an Advocacy piece with some grand ideas around advocacy across the wider North Shore area. Developed to have a proactive voice across North Shore to benefit those who live, work and recreate here by having a significant voice across wider Auckland.

The GM introduced the Activate North working group.

If approved, the next actions are as follows:

Media release announcing the group, communication direct to a multitude of key stakeholders, website to go live, BNH to support Activate North working group to become an influential advocacy group North of the Auckland Harbour Bridge.

Motion: That BNH continue to work alongside the Activate North working group.

Moved: Peter Lamberton Result: Carried

11. General Business

Special thanks were extended to the staff for their work over the past year. They have done an outstanding job. The culture within BNH is strong and the staff enjoy their work.

The Chairman and General Manager thanked everyone for attending and wished them all the best for the coming year.

The meeting was closed at 1745 pm.

Peter Lamberton

Aug 24, 2022


Peter Lamberton (Aug 24, 2022 21:11 GMT+12)

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AGM 2021 Minutes

Final Audit Report

2022-08-24

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