



Business North Harbour Incorporated
ANNUAL GENERAL MEETING
26 October 2023, 4:30pm
Held at Business North Harbour, 322 Rosedale Road, Rosedale,
Auckland 0632

Present NHBID Members:

First Name	Last Name	Company Name
Ketien	Chuur	ASB (Executive Committee Chairperson)
Lisa	Hill	Eclipse Recruitment
Tony	Fairclough	Engineering Geology Ltd
Chris	Todd	Parkland Products
Janet	Marshall	PJCK Holdings
Willie	Nguyen	Bushlandsgroup
Danielle	Hancock	NZ Biosecurity Services Limited
Samantha	Mills	Phone Plus 2000 Limited
Peter	Woodberg	North Shore Industry Services
Lance	Manins	Driveline Fleet Limited
Geoff	Ashenden	Chaucer Communications Ltd
Natalie	Bell	Viranda Holdings Limited

Business North Harbour Personnel:

Kevin O'Leary, General Manager
Dave Loader, Crime Prevention Specialist & Social Responsibility Manager
Kate Thorpe, Office Manager / Board Secretary
Sandra Craze, Ambassador / Stakeholder Transport Liaison
Tracey Begovic, Contractor Event Support

Associate Members & Interested parties:

First Name	Last Name	Business Name
Lizzie	Brandon	Writesphere

1. Welcome and Confirmation of Quorum

Chairperson Ketien Chuor declared the meeting open at 1633 and confirmed that a quorum of members was present. She welcomed attendees to the AGM and thanked them for their support.

2. Apologies

Members:

First Name	Last Name	Business	Membership
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Malcolm	Macnaught	E-Products	BID Member
Steve	Plummer	Jani-King	BID Member
Martin	Kietzmann	Codemark Limited	BID Member
Lindsey	Carroll	Outbox	Associate Member
Jenny	Chen	JIA Interiors	BID Member
Cheryl	Smith	MACA Holdings	Property Owner
Mark	Smith	MACA Holdings	Property Owner

3. Confirmation of Minutes of the Annual General Meeting Held on 20 October 2022 at Business North Harbour Offices

The Chairperson requested that the minutes of the Business North Harbour 2022 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 20 October 2022, be confirmed as a true and correct record.

Moved: Ketien Chuor Seconded: Janet Marshall Result: Agreed

No matters were arising from those minutes.

4. Annual Report for the Year to 30 June 2023

• Chairperson's Report

The Chairperson spoke to her written report from the Annual Report, her first as Chair. She thanked the past Chairperson for his support building up to her taking this position. She also thanked the existing board members for their time and commitment to the Executive Committee.

The Chairperson summarised the years programmes and events which helped the business community connect, communicate & collaborate. She mentioned how much the association has changed in the past 20 years, how it's grown and developed into one of the largest BID's in NZ. Stating how proud she is of the association and the work it does.

The General Manager summarised the organisational changes in 2022/23.

BNH prioritises its programmes according to the member survey results. The General Manager outlined the outcomes delivered that were identified from the survey. This included holding 5 extra pure networking events.

The General Manager reiterated the BNH Ambassadors success connecting with our members over the year. Visiting over 1500 members.

The GM highlighted the low crime levels we see within the BID and thanked Dave Loader for his terrific work. He ran through the successful sustainability programmes BNH run which are all lead by Dave Loader. A huge amount of inorganic waste and food waste has been diverted from landfill through his great work.

Advocacy success was gained throughout the year, largely due to the GM's relationships with local government representatives and their lobbying directly to parliament on our behalf.

- **Annual Financial Statements**

The Chairperson presented the financial statements and auditor's report for the 12 months ended 30 June 2023, previously uploaded for review on the Business North Harbour website and provided in hard copy as part of the 2023 Annual Report.

Motion: That the Annual Financial Statements of Business North Harbour Incorporated for the 12 months ended 30 June 2023 be approved.

Moved: Ketien Chuor Seconded: Samantha Mills Result: Agreed

5. Business North Harbour Business Plan for financial years ending 30 June 2023–30 June 2026

Priorities for the coming years were summarised, highlighting that supporting BNH members was the main focus and to do so we need to continue engaging with them so they know who we are and what we do. The General Manager outlined our events programme, communication plan, sustainability, advocacy and crime prevention.

A highlight for this current financial year is our Business Awards which attracted 70 nominations overall in it's first year. We are delighted with the response and are very much looking forward to celebrating the finalists and winners at the Gala Dinner on the 17th of November. To which we would like to extend an invitation to all in attendance, we would love to see you there to celebrate the amazing BID we all work in.

An important initiative is the crime review which has been made possible by a significant grant received from Auckland Council.

6. Business North Harbour Financial Budgets – the draft budget for the financial year ending 30 June 2025

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

A focus for BNH this year is to improve our website. We have a lot of information and resources on our website, however, in it's current format members struggle to find the information they require.

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 \$14. This raise would be applicable from July 2024.

Motion: Move to approve the 2024/2025 draft budget which includes a BID targeted rate grant amount of \$822,084, including a 5.0% increase or \$39,146 to the BID targeted rate grant for the 2023/2024 financial year. Further ask the Upper Harbour Local Board recommend to the Governing Body the amount of \$822,084 be included in the Auckland Council draft 2024/2025 annual budget consultation process.

Moved: Ketien Chuor Seconded: Tony Fairclough Result: Agreed

7. Special Resolutions

7.1 As per Clause 12.2.5 of the Business North Harbour Incorporated Constitution, as adopted at the Special General Meeting 5th April 2023, to approve at this 2023 Annual General Meeting the payment of an honorarium of \$5000 to the Chairperson, and \$2500 to the Deputy Chairperson(s), valid until the 2024 Annual General Meeting.

Proposed: Geoff Ashenden

Moved: Danielle Hancock

Result: Carried unanimously by a show of hands

8. Executive Committee Nominations

The Chairperson and General Manager expressed thanks to the current Board members for their service. The Chairperson thanked TN Chan and Alisha Abercrombie for their time and commitment serving on the Executive Committee.

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 3 vacancies for positions on the Board.

We have received three nominations, those being for Lance Manins, Natalie Bell & Chris Todd and as to point 15.4 of the Constitution 'If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.'. On behalf of the Executive Committee and the members in attendance the General Manager welcomed Lance, Natalie and Chris to the Executive Committee.

The GM thanked the BNH team for their time and effort and expressed his gratitude for their continued great work.

9. Appointment of an Auditor

Motion: That William Buck be appointed as auditor for Business North Harbour Incorporated for the year ending 30 June 2024.

Moved: Ketien Chuor

Seconded: Janet Marshall

Result: Agreed

10. General Business

Further review of the BNH Constitution: Changes to the constitution were adopted at the SGM in March of this year. These changes were required to keep the constitution consistent with the new BID Policy. Now the rules for Incorporated Societies have changed meaning further review of the current constitution is required. The review doesn't have to be completed until October 2026, however, the General Manager is keen to get the review done sooner rather than later. Therefore, the General Manager wants it noted that the relevant changes will be ready for adoption at the next AGM in 2024.

The Chairperson 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 1715 hrs.



21/02/2024