

**Pukekohe Business Association Incorporated**  
**DRAFT 27<sup>th</sup> Annual General Meeting Minutes**  
**Held at Engine Room, 217 King Street, Pukekohe, 30<sup>th</sup> October 2018**



**Meeting Opened at 5.30pm**  
**Meeting Chaired by Heather Withers**

**Present:**

Alofa Glas, Heather Withers, Tania Donovan, Donna Vincent, Rupert Ross, Jacqui Church, Ben Paul, Ruth Langley, Lynn Harding, Philippa O'Mara, Stuart Shepherd, Marie Peters, John van Winden, Wendy Dunn, Chenay Graham, Angela Fulljames, Andy Baker, Alan Cole, Niko Kloeten, Bill Cashmore, Kendyl Sullivan.

**Agenda**

1. **Welcome** – Welcome, introductions to the meeting and the purpose of the meeting was explained. The purpose of this AGM is to confirm previous minutes, receive reports on activities from the last year, approve the annual financial statements and audit report, approve the budget for the following financial year/s, elect an executive committee, confirm the process of the election of chairperson, treasurer and secretary, and appoint an auditor. Health and Safety information was presented to attendees as part of the welcome.

2. **Apologies** – Tommy Nguyen, Glenn Deed, Murray Kay (Franklin Local Board), Steve Branca (Auckland Council BID Team), Diane Robinson (Auditor)

Apologies Moved by Jacqui Church  
Seconded by Marie Peters – Passed

3. **Confirmation of the minutes of the last AGM – 17<sup>th</sup> October 2017**

It was moved that the minutes of 17th October 2017 Annual General Meeting are adopted as a true and accurate record.

Moved by Heather Withers  
Seconded by Philippa O'Mara – Passed

**KPI's to report from the 2017 minutes**

- **Upgraded Website** – This is underway in the current financial year.
- **5 events and/or promotions in which more than 50 businesses participated** – Best in Business Awards / Shop Local Voucher Booklet / Scavenger Hunt / Shop to Win Travel promotion / 12 Days of Christmas / ITM Auckland SuperSprint Giveaway / Member Promotions & Facebook Giveaway programme.
- **Focused advocacy on issues relating to safety and security**  
Auckland Council has a view to relocating the CCTV equipment to the police station to become a more effective crime tool. (At the time of this AGM the CCTV equipment has been relocated to the Pukekohe Police station) PBA have engaged Crime Patrols of New Zealand - Pukekohe to deliver the Loop magazine to businesses which show collaboration with the crime prevention team and active crime prevention support to the businesses.

We have also developed a CCTV Subsidy programme for members as a direct need driven by the results of crime statistics received.

4. **President's Report** presented by Heather Withers and is available in Annual Report
  5. **Manager's Report** presented by Wendy Dunn and is available in Annual Report
- Note:** Reporting of activity in the Managers Report are measured directly against the newly developed strategic plan. No further discussion from attendees in regard to the two reports.

Heather Withers Moved that the Presidents and Managers Report be accepted  
Seconded by Marie Peters - Passed

#### 6. **Treasurers Report and Annual Accounts**

- 6a. **Treasurers Report and Annual Accounts** were presented by Donna Vincent outlining the income and expenditure of the Association for the financial year ending 30 June 2018 and available in the Annual Report. No further discussion from attendees.  
**Jacqui Church** acknowledged the role of treasurer and commended Donna for her work.

Donna Vincent moved that the financial report be accepted  
Seconded by Jacqui Church – Passed

#### 6b. **Special resolution**

**Proposal** to increase the BID Targeted Rate by 5% each year of the financial years 2019/2020 and 2020/2021. (Committee Minutes August 2018)

**Reason:** Funds raised will support planned activity and expenses, within the strategic and promotional plans of the Pukekohe Business Association. The value of the increase in 2019/2020 will be \$22,000, and the value of the increase in 2020/2021 will be \$23,100.

#### **Discussion:**

**Treasurer** explained the new development of the subsidy programme, sponsorship and office general expenses which are new items in the budget and are available for all members. There are contingencies in the budget for example disaster relief, security and graffiti initiatives that may not be used but are required to be represented in the budget. The PBA is looking to ensure the current service levels are met over the coming years.

**Andy Baker** of the Franklin Local Board recommended that the PBA Executive explain the budget breakdown and intention of some budget lines to the Local Board prior to the special resolution being signed off at Local Board Level. Members looking at a rate increase will need to know what the direct benefit is for its members.

**Rupert Ross** queried if the subsidy programme total dollar amount for businesses can be used for one of the subsidies rather than each subsidy individually. The Committee will discuss at this item in their monthly meeting.

**Jackie Church** explained that the initiatives are good and are available for all businesses. The subsidy programme encourages good business acumen within a diverse range of businesses. Sponsorship and partnering with organisations that are conducting events that support the initiatives of the PBA are a good idea to raise profile for the PBA and its activities.

Donna Vincent moved that the special resolution to increase the BID targeted Rate by 5% in the following two financial years 2019 and 2020 be approved  
Seconded by Jacqui Church – Passed

**6c. Approval of Income and Expenditure for the 2019 financial year** was approved at the last AGM

**6d. Approval of Indicative income and Expenditure for the 2020 financial year.**

**Treasurer** presented the income and expenditure accounts to the meeting which are available in the Annual Report

**Note:** The Special Resolution has been passed at this Annual General Meeting to increase the BID Targeted Rate by 5% each year of the financial years 2019 and 2020 (Committee Minutes August 2018)

**Discussion:**

**Jackie Church** queried the quorum number for an AGM Meeting, which is currently at six (6)

Donna Vincent moved that the budgets for 2020 be accepted  
Seconded by Philippa O'Mara – Passed

**7. Election of Executive Committee:**

**7a. Nominations / Number of members** - Rule 14 of the Constitution sets out matters relating to the committee. No less than 5 voting members and no more than 11 voting members plus 1 local board member (the local board member cannot vote on committee members and currently does not hold a voting position on the committee). There will also be a Manager.

Heather Withers moved that the Association remain at the current 9 members of The Executive Committee, plus one non-elected, non-voting local board member Making the committee. This being 10 members in total  
Seconded by Donna Vincent – Passed

**Discussion:**

**Angela Fulljames** queried the quorum for general meetings which is currently three (3). Discussion to increase the quorum to 4 (half of the elected executive committee). To change the constitution it is required that the topic is presented to the membership as a special resolution at the next AGM. New committee to further discuss at a general meeting as a potential opportunity for the next AGM agenda.

**Election of Executive Committee members** – 8 members have been nominated in accordance with the constitution and they are deemed elected. No further nominations were received from the floor. There is one vacancy on the Executive committee which may be filled at a later date in accordance with the constitution, rule 14. Membership of the Executive Committee.

**The duly elected members are:**

Benjamin Paul (Wrights Jewellers), Damian Walworth (DW Homes), Donna Vincent (Workz4U), Heather Withers (Classic Auto Body Panel & Paint Ltd), Jacqui Church (Great Goods), Marie Peters (Quinovic Pukekohe), Rupert Ross (Vibra Train), and Philippa O'Mara (Engine Room)

We hope to continue to have Alan Cole as our Local Board Representative, this is confirmed by the Franklin Local Board.

**8. Election of officers (President and Treasurer) for 2018:**

*The AGM Minutes of 2017, Item 9 states:*

*Lisa Holten moved that the election of officers continue to be decided at the first committee meeting following the AGM – Seconded by Steve Douglas – Passed.*

The suggested date of the first committee meeting to elect office holders is 20<sup>th</sup> November 2018 at 5 pm, at the Pukekohe Business Association Offices at 217 King Street, Pukekohe.

All in favour

It was noted that the **Local Board representative** is not permitted to hold either office or to vote for the election of each position (rule 17.3 and 17.4).

**9. Appointment of Auditor**

Rule 18 of the constitution addresses the matter of the appointment of an auditor. The Auditor shall be appointed by the Association on an annual basis to carry out the functions set out in this Rule. No person who is an Officer or a Member may be appointed as Auditor. No further discussion from attendees

Donna Vincent moved that **Called to Account** be appointed as the auditor of the Pukekohe Business Association. Seconded by Philippa O’Mara

**10. General Business**

No General Business for discussion at this Annual General Meeting.

**Meeting closed 6.13pm**

Minutes from 2017 Annual General Meeting must be signed at this AGM and the minutes of the 2018 AGM must be ratified at the 2019 AGM meeting.

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Chairperson

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Date