



Pukekohe Business Association Incorporated
28th Annual General Meeting Minutes
Held at Engine Room, on 30th October 2019

Meeting Opened at 5.30pm
Meeting Chaired by Heather Withers

Present;

Business Association Members; Heather Withers, Marie Peters, Jacqui Church, Philippa O'Mara, Damian Walworth, Donna Vincent, Lisa Holten, Rupert Ross, Don Smith, Brandon Botting, Catherine Tafto

Staff and Guests; Kendyl Sullivan, Shawna Coleman, Andy Baker, Logan Soole, Alan Cole, Amanda Kinzett

Agenda

1. Welcome – the purpose of this AGM is to elect an executive committee, adopt an auditor and present the financial reports and budgets for the next financial year.
2. Apologies – Sharleen Buchanan, Helena Chan, Michael John Winckel

Apologies Moved by Heather Withers
Seconded by Marie Peters – Passed

3. It is moved that the minutes of 30th October 2018 Annual General Meeting are adopted as a true and accurate record.

Moved by Heather Withers
Seconded by Jacqui Church – Passed

4. President's Report presented by Heather Withers and available in AGM Report

Heather congratulated Donna Vincent on 10 years on the PBA Committee. Heather also thanked the Business Association staff who supported her throughout her time as Chair.

The 3 specific KPI's the business association will report on at our 2020 AGM are;

- To spend our BID income of \$462,000 in this financial year (ending 30th June 2020)
- To undertake a security review of our BID area with a plan to improve safety for both our members and the public
- At least 5 events / promotions in which more than 100 people participate

Heather Withers moved that the President's Report and KPI's be accepted
Seconded by Jacqui Church – Passed

5. Manager's Report presented by Kendyl Sullivan and available in AGM Report

Heather Withers moved to accept the Manager's Report
Seconded by Marie Peters – Passed

6. Treasurers Report and Annual Accounts presented by Philippa O'Mara outlining the income and expenditure of the Association for the financial year ending 30 June 2019 and available in the AGM Report.

Lisa Holten asked a question regarding the GST amount under current assets and why this was half the amount of the previous year. Philippa responded that all accounts, including GST are reviewed by the auditor and are correct and that she is happy to look into the difference and come back to the member with more detail.

Philippa O'Mara moved that the financial report be accepted
Seconded by Lisa Holten – Passed

7. Proposed budget for 2020-2021– Philippa O'Mara presented the budget for 2020/2021

Philippa gave a brief explanation regarding the budget to approve, in that we are approving the budget that starts in July 2020. Although last year's AGM approved a proposal for a 5% increase to the 2020-2021 budget the Business Association has reviewed this and is now not seeking an increase in the current targeted rate of \$462,000. The Association will continue to use money that has been accrued over past years to implement projects over the next financial year.

Proposed Budget moved by Philippa O'Mara
Seconded by Donna Vincent – Passed

8. **SPECIAL RESOLUTION: That the Pukekohe Business Association adopts and signs the Auckland Council 2016 Business Improvement District (BID) Programme Agreement**

Reason: The Auckland Council 2016 Business Improvement District (BID) Policy was adopted by Auckland Council Regional Strategy and Policy Committee on 2 June 2016. The intention is to have a consistent approach and policy across the Auckland Region. In order to continue delivering a BID programme, the Association must enter into this BID Programme Agreement.

Heather Withers moved to adopt and sign the partnering agreement through to October 2022
Seconded by Jacqui Church – Passed

9. Appointment of Auditor – auditor has to be out of the area to be impartial. Diane Robinson, Called to Account Ltd was suggested as she has been our auditor for the past eight years and has experience in BID audits.

Moved by Heather Withers
Seconded by Damian Walworth – Passed

At this point of the AGM, Heather Withers officially resigned as Chairperson of the Business Association. Jacqui Church commended Heather on her hard work over the past two years as Chairperson.

10. Executive Committee:

- A) 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 to avoid potential conflicts). There will also be a Manager.

Heather Withers moved to keep our committee to 9 voting members plus a non-elected, non-voting local board member making the committee 10 members in total
seconded by Philippa O'Mara – Passed

- B) Election of members – 9 members have been nominated in accordance with the constitution and they are deemed elected. These members are Donna Vincent of Workz4U, Marie Peters of Quinovic Pukekohe, Philippa O'Mara of Engine Room Chartered Accounts, Rupert Ross of Vibra-Train Pukekohe, Erin Pellow of Pellow Brothers, Michael John Winckel of Elocal, Brandon Botting of ITM Pukekohe, Jacqui Church of Great Goods, and Damian Walworth of DW Homes. We hope to continue to have Alan Cole as our Local Board Representative, this is confirmed by the Franklin Local Board.

Congratulations given to our new committee.

11. Election of officers (chairperson and treasurer) for 2019:

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 date of the first committee meeting to elect office holders is 12th November 2019 at 5.15pm, at the Pukekohe Business Association, 217 King Street, Pukekohe

Heather Withers moved that this process is approved to be retained
Seconded by Jacqui Church - Passed

12. General Business

Kendyl Sullivan thanked Heather, the Business Association committee and staff for their efforts whilst she was away on maternity leave. Kendyl also thanked everyone in attendance for coming along and mentioned that it was also great to have the Local Board members along.

Andy Baker congratulated and thanked Heather Withers for her years of volunteer service on the Business Association. He also commended the committee and staff for their professionalism and new ideas such as the School Holidays Event. Andy mentioned the positive feedback on this event was amazing.

Andy also congratulated the Local Board members, and talked briefly about the V8 event and Unlock Pukekohe. Unlock Pukekohe should be seen as a really positive event for Pukekohe. They have the best interests of Pukekohe at heart and opportunity is the golden word. This is an opportunity to future proof Pukekohe.

Alan Cole strongly encouraged attendance to the Panuku morning tea that the Business Association has organised for the 6th November.

Rupert Ross asked Andy Baker whether there is a mechanism for a vision for Pukekohe. Andy responded that Panuku will provide the opportunity for this, Panuku is about enhancement and a rebrand of Pukekohe could be part of this process. Rupert followed this with another question regarding the involvement of Council in development such as medical centres and schools. The response from Andy was that the Council does not get involved in this, although they can assist as facilitator and advocator, and it is up to government agencies such as the ministry of education and district health boards to drive this. Andy is confident that there is work happening on these issues.

Heather Withers thanked our Local Board, guests, and new committee members. Congratulations was also given to Andy Baker on his appointment as Local Board Chair.

Meeting closed 6.14pm

Minutes Signed as a true and complete record by the Chairperson:

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| Chairperson | Date |