

Pukekohe Business Association Incorporated
Annual General Meeting Notice

5.30pm for a 6pm Start, Thursday 25th September, 2014
BNZ Partner Centre, 10 Massey Ave, Pukekohe



Agenda

1. Welcome
2. Apologies
3. Minutes of 25th September 2013 Annual General Meeting
4. President's Report
5. Manager's Report
6. Treasurers Report and Annual Accounts
7. Executive Committee:
 - A) Number of members
 - B) Election of members – Please read the information below for nomination procedure.
The nomination form can be found on our website (www.pukekohe.org.nz) or from Pukekohe Business Association, 217 King Street. Nominations close with Kendyl Gibson at 5pm on Thursday the 18th September 2013.
8. Election of officers (chairperson and treasurer) for 2014:
 - A) Process for election of officers
 - B) (if necessary) election of officers
9. Process for election of officers for 2015
10. Appointment of Auditor
- 11. Proposed budget for 2015**
 - i) Proposed increase of the BID targeted rate**
12. General Business

A person must be a Full member of the Association to vote and stand for election to the Executive Committee

The qualification to be a **Full Member** as detailed under Rule 5 of the constitution is as follows:

- Owns one or more commercially rated properties within the Pukekohe economic development rated area; or
- Occupies or is the tenant of one or more premises (with a floor space of not less than 10sqm) of a commercially rated property within the Pukekohe economic development rated area and who operates a business from those premises for not less than 50 business days a year
- AND, provide current details of their name, occupation, business and contact information to the secretary of the association – Kendyl Gibson for the purpose of this AGM

Election of members to the Executive Committee

The procedure for nominations as detailed in Rule 15 of the constitution is as follows:

- **Nomination of candidates for election**
 - Shall be made in writing, signed by two **Full Members** of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and
 - Shall be delivered to the Secretary of the Association (Kendyl Gibson) not less than seven days before the date fixed for the AGM (5pm on Thursday 18th September)
- **Nominations can be sent to:**
 - Pukekohe Business Association, PO Box 1240, Pukekohe 2340, delivered to reception, Pukekohe Business Association, 217 King Street, Pukekohe, or emailed to info@pukekohe.org.nz.

Business Improvement (BID) Area Map, Member Details Form and Nomination Form can be found on our website at www.pukekohe.org.nz, or from Pukekohe Business Association, 217 King Street, Pukekohe.

Please RSVP your attendance by phoning 09 910 0137 or emailing info@pukekohe.org.nz by 5pm on Tuesday 23rd of September 2014. Please contact Kendyl with any further questions.