



Pukekohe Business Association Incorporated
25th Annual General Meeting Minutes
Held at Engine Room, on 27th October 2016

Meeting Opened at 5.30pm
Meeting Chaired by Margaret Holmes

Present

Jody and Harry Janssen, Dennis Conroy, Justin Joseph, Geoff Smith, Alan Cole, Ben Paul, Gary Wright, Heather Withers, Doug McMiken, Ravinder Singh, Donna Vincent, Angela Fulljames, Lindon Pitt, Margaret Holmes, Lisa Holten, Kendyl Sullivan, and Bill Cashmore (left at 6.05pm).

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. Margaret also welcomed our deputy Mayor Bill Cashmore, Local Board Chair, Angela Fulljames and Franklin Local Board Member Alan Cole.

2. Apologies – Ian McKinnon, Jacqui Church, Dianna Paul, Diane Robinson.

Apologies Moved by Ravinder Singh /
Seconded by Heather Withers – Passed

3. It was moved that the minutes of 29th September 2015 Annual General Meeting are adopted as a true and accurate record.

Moved by Donna Vincent /
Seconded by Geoff Smith – Passed

4. President's Report presented by Margaret Holmes and available in AGM Report

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

1. That the 2017 Business Awards will have 50 participating nominees and 300 attendees on the awards night.
2. Development of a draft Pukekohe Prospectus 'Why to have a Business in Pukekohe' with a target to have less than 5% vacancy rates in commercial properties within the BID by end of June 2017.
3. To have 4 member events per year with more than 30 attendees.

Margaret Holmes Moved that the Presidents Report and KPIs be accepted /

Seconded by Heather Withers - Passed

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

Lisa Holten moved to accept the Manager's Report /
Seconded by Lindon Pitt – Passed

6. Treasurers Report and Annual Accounts presented by Donna Vincent outlining the income and expenditure of the Association for the financial year ending 30 June 2016 and available in the AGM Report.

Donna Vincent moved that the financial report be accepted /
Seconded by Ravinder Singh – Passed

7. Executive Committee:

- A) Number of members - Rule 14 of the Constitution sets out matters relating to the committee. No less than 5 members and no more than 11 members which includes 1 local board member and 4 full members (the local board member cannot vote on committee members). There will also be a Manager.

Lisa Holten moved that we keep our committee to 7 voting members plus a non-elected, non-voting local board member making the committee 8 members in total /
seconded by Heather Withers – Passed

- B) Election of members – 7 members have been nominated in accordance with the constitution and they are deemed elected. These members are Margaret Holmes of The Engine Room, Heather Withers of Classic Auto Body Panel & Paint Ltd, , Jacqui Church of Great Goods, Donna Vincent of Workz4U, Ravinder Singh of Bin-Inn Pukekohe, Anne Reyes of MJ's Hair Design, and Doug McMiken of Carlielle Kitchens. Our Local Board Representative will be announced when portfolios for the new Local Board are decided.

8. Election of officers (chairperson and treasurer) for 2016:

- A) Process for election of officers –

It was moved by Heather Withers to appoint the Chairperson and Treasurer at the AGM and discuss the position of secretary at the first meeting of the Board,
Seconded by Geoff Smith - Passed

Margaret Holmes was nominated as Chairperson by Doug McMiken /
Seconded by Donna Vincent – Passed.

Donna Vincent was nominated as treasurer by Ravinder Singh /
Seconded by Lisa Holten – Passed.

9. Process for election of officers for 2017 –

Margaret Holmes moved that the election of officers continue to be decided at the AGM /
Seconded by Lisa Holten

10. 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 four years and has experience in BID audits.

Moved by Margaret Holmes /
Seconded by Doug McMiken – Passed

11. Proposed budget for 2016 – Donna Vincent presented the budget for 2016/2017

The Business Association is seeking an increase of just under 10% in the targeted rate from \$402,150.00 to \$440,000.00 and will continue to use money that has been accrued over the past five years to implement projects over the next financial years.

It was noted that the Business Association is trying to keep increases to a minimum but due to health and safety compliance our usual running costs have increased.

A question was asked why there was a difference in office expenditure between the statement of financial performance compared to the budget. Margaret Holmes advised that this is because the proposed budget encompasses line items that are individually represented in the statement of financial position.

A member queried the need to continue to increase the budget, it was noted that the majority of the increase is a result of security concerns in the town centre and the expected increase to costs for events and town centre decorations/flags arising from the new Health and Safety regime.

Proposed Budget moved by Doug McMiken/
Seconded by Heather Withers – Passed by Majority Vote (9 in favour -1 against)

12. SPECIAL RESOLUTION: That the Pukekohe Business Association adopts and signs the Auckland Region Business Improvement District (BID) Policy (2016) Programme Agreement

The purpose of the Partnering agreement as a document that governs the relationship between Auckland Council and the Business Improvement Districts. It is a requirement to have this agreement in place to continue to operate as a Business Improvement District.

Margaret Holmes moved to adopt and sign the partnering agreement through to October 2019 /
Seconded by Donna Vincent – Passed

12. There was a special resolution in our AGM notice that the association adopts the amended Pukekohe Business Association Incorporated Constitution, to align with the Business Improvement District Policy 2016, replacing the existing constitution.

However, our current constitution aligns with the new BID Policy so there is no need to replace our constitution this year. The committee would also like to wait for the outcome of

the new Incorporated Societies Act which may require changes to our constitution to be made.

Heather Withers moved to retain our existing constitution /

Seconded by Ravinder Singh - Passed

13. General Business

Discussion was held around security. It was noted that we work closely with the Police and Local Board on issues of safety. Members were encouraged to ring Council to report issues and to let the Business Association know so we are aware.

A request was made that the Business Association look into spending money on some smaller events to activate the town centre.

Angela Fulljames thanked the Business Association committee and staff for what they are achieving in Pukekohe.

Meeting closed 6.45pm

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

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Margaret Holmes

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Date