



**Pukekohe Business Association Incorporated**

**31st Annual General Meeting Minutes**

**5.30 pm, 26<sup>th</sup> October 2022**

**held at the Engine Room Chartered Accountants, 217 King Street, Pukekohe**

**Meeting Opened at 5.30pm**

**Meeting Chaired by Rupert Ross**

**Present;**

**Business Association Members;** Rupert Ross- Vibra Train, Philippa O'Mara- Engine Room Chartered Accountants, Maree Trow- Stirling Sports, Mark Woodward- Blue Ox Babe, Leilani Steadman- Vintage Love, Holly Jansen- The Daily Goods, Joshua Parsons- Crosbies Security, Nutthida Boonprasert- Modish and Muse, Sharon England- TopNotch Engraving and Book Exchange, Jann Hurley- Hurley Architects, Jon Brandon- Joy Sushi, Ria Langard- Your Local Coffee Roasters, Merritt Watson- Pik n Mix Lollies, Robyn Driver- Franklin Family Support, Simon Jansen- Urban Market, Phillip Beston- Kinetic Electrical.

**Staff and Guests;** Shawna Coleman- PBA, Chenay Douglas- PBA, Kate Morgan – PBA, Alan Cole- Franklin Local Board, Andrew Kay- Franklin Local Board, Christina Rogstad- Auckland Unlimited.

#### **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** – Don Smith- Franklin County Stars Trust, Melissa van den Brink- Smith and Sons Renovations and Extensions Franklin, Heather Walden- Designer Flowers, Catherine Tafto- Loom Shared Space, Barbara Dawson and Kim Sterling - The Herbary, Andy Baker – Franklin Local Board, Logan Soole- Franklin Local Board, Miriam Arnett- Arnett Law, Eugene Hamilton - Franklins Bar and Eatery, Ben Paul- Wrights Jewellers, Ingrid van Dorsser- Flower and Gift Shoppe and Diane Robinson -Called to Account Limited.

**Apologies Moved by Rupert Ross  
Seconded by Mark Woodward – Passed**

#### **3. Approval of 2021 AGM Minutes**

It is moved that the minutes of the 24th November 2021 Annual General Meeting are adopted as a true and accurate record.

**Moved by Rupert Ross  
Seconded by Maree Trow – Passed**

#### **4. President's Report presented by Rupert Ross and available in AGM Report**

Rupert acknowledged the difficulties that Covid-19 had on businesses during the financial year and highlighted the KPI's achieved over the past financial year.

Rupert confirmed that all three 2021 KPI's were met.

There will be 2 specific KPI's the business association will report on at our 2023 AGM. These are;

**1. New Strategic Plan**

Complete a thorough process involving an activity review and member and stakeholder consultation to develop a strategic plan for the next 3 to 4 years.

**2. Christmas Event**

Track numbers of people that participate in the Christmas on the Green event and gather feedback to evaluate the effectiveness of this event in line with our strategic objectives.

**Rupert Ross moved that the President's Report, being the governance update and report on strategic achievements for the 1 July 2021 to 30 June 2022 financial year and KPI's be accepted / Seconded by Philippa O'Mara – Passed**

**5. Manager's Report and Annual Plan presented by Shawna Coleman and available in AGM Report**

Shawna thanked her team for the exemplary work they produced while they operated and executed the 2021/2022 annual plan as a two-person team. Shawna touched on highlights of the past financial year which included an update on Events, Member Subsidies, Security, Christmas and the Give it a Whirl segment, alongside some items of interest from the annual plan for this year. These included supporting members through the Eke Panuku Pukekohe Master Plan, developing initiatives that align with our new Strategic Plan and objectives and also creating and fostering strong relationships with our landlord members.

**Rupert Ross Moved that the Manager's Report, covering the achievements for the 1 July 2021 to 30 June 2022 financial year, and the annual plan be accepted / Seconded By Maree Trow – passed**

**6. Treasurer's Report, Annual Accounts, and Audit Report presented by Philippa O'Mara outlining the income and expenditure of the Association for the financial year ending 30 June 2022 and available in the AGM Report.**

Philippa made specific reference to the impacts of Covid, which included several cancelled events such as the Best in Business Awards, October School Holidays in the Square, and Christmas in the Square that created a large carry forward. Further savings we made on wages due to Kendyl being on maternity leave and then after her departure having only two staff during that time, the cost of and installation of the ANPR cameras also came under budget due to Auckland Transport assisting with the installation.

Phillip Beston enquired about the quality of the new cameras for reassurance as the previous cameras were not up to standard. It was explained that the cameras are brand

new, of good quality and are on a 4-5 year maintenance and replacement contract with Auckland Transport.

**Philippa O'Mara moved that the Treasurer's report, Annual Financial Statements and audit report for the Financial Year 1 July 2021 to 30 June 2022 be accepted /  
Seconded by Mark Woodward – Passed**

**7. Proposed budget for 2023-2024 – Philippa O'Mara presented the budget for 2023/2024**

The Business Association is not seeking an increase in the next financial year and will continue to use money that has been accrued over past years to implement projects over the next two financial years.

Sharon England asked for clarification on the funding from the Franklin Local Board and why it was not included in the 2023/2024 Budget. Philippa explained that Franklin Local Board funding is not always a given, therefore, is not included in the budget.

Sharon England enquired about the Flagtrax system and what it is. Shawna explained that it is a product that is attached to light poles to make installing flags easier and cheaper for year-round use.

***Move to approve the following financial year 2023/2024 draft budget which includes a BID targeted rate grant amount of \$500,000.00. Further, ask the Franklin Local Board to recommend to the Governing Body the amount of \$500,000.00 be included in the Auckland Council draft 2023-2024 annual budget consultation process /  
Seconded by Maree Trow- Passed***

**8. Approval of the 2022 Pukekohe Business Association BID Constitution**

**Special Resolution:** That the Pukekohe Business Association's existing constitution (rules) document dated 2012 be replaced with the proposed new constitution (rules) dated 2022, presented at the Annual General Meeting of the Pukekohe Business Association on Wednesday 26th October 2022, and that such alterations be effected by replacing the existing constitution document dated 2012, with the proposed Pukekohe Business Association constitution dated 2022. A copy of the proposed new constitution dated 2022 is be available on our website, [www.pukekohe.org.nz/members/agm2022](http://www.pukekohe.org.nz/members/agm2022)

**Reason:** *Amendments of the current constitution (rules) of the Pukekohe Business Association are required to ensure those rules pertaining to the BID programme and BID targeted rate grant are not inconsistent with the Auckland Council Business Improvement District (BID) Policy*

A robust discussion was had around what a BID is, the targeted rate area, our role in the business community and full vs associate members.

**Show of hands indicated all in favour with no oppositions- Special Resolution Passed**

**9. Appointment of Auditor –**

The appointed 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 11 years and has experience in BID audits.

**Philippa O'Mara moved that Called to Account (Diane Robinson) Remain as auditor of the PBA /  
Seconded by Mark Woodward – Passed**

***At this point of the AGM, Rupert Ross passed the meeting over to Shawna Coleman to run the appointment of the Executive Committee portion of the AGM.***

**10. Executive Committee:**

Election of members – We have received nominations from 10 members.

**These members are:**

- 1. Eugene Hamilton of Franklins Bar and Eatery**
- 2. Holly Jansen of The Daily Goods**
- 3. Joshua Parsons of Crosbies Security Ltd**
- 4. Maree Trow of Stirling Sports Pukekohe**
- 5. Mark Woodward of Blue Ox Babe BBQ**
- 6. Melissa van den Brink of Smith and Sons Franklin**
- 7. Nutthida Boonprasert of Modish and Muse**
- 8. Philippa O'Mara of Engine Room Chartered Accountants**
- 9. Rupert Ross of Vibra-Train Pukekohe**
- 10. Sharon England of TopNotch Engraving and Book Exchange**

As per Rule 14 of the Constitution, the Executive Committee shall consist of an uneven number of members, no less than five voting members, no more than eleven voting members, up to two non-voting members, and there will also be a Manager.

- A) Election of members – 10 members have been nominated in accordance with the constitution and they are deemed elected. These members are Eugene Hamilton of Franklins Bar and Eatery, Holly Jansen of The Daily Goods, Joshua Parsons of Crosbies Security Ltd, Maree Trow of Stirling Sports Pukekohe, Mark Woodward of Blue Ox Babe BBQ, Melissa van den Brink of Smith and Sons Franklin, Nutthida Boonprasert of Modish and Muse, Philippa O'Mara of Engine Room Chartered Accountants, Rupert Ross of Vibra-Train Pukekohe, Sharon England of TopNotch Engraving and Book Exchange.

As there was still a vacancy, further nominations were called from the floor, from persons who are members of the association – two members of the association are required to nominate a person who are themselves a member of the association.

Merritt Watson of Pik n Mix Lollies nominated himself for the Committee.

**Nomination moved by Philippa O'Mara / Seconded by Mark Woodward – Passed**

No further nominations were received. We now have a full committee. Congratulations and welcome to our new Committee.

**11. Election of Officers**

As per the 2017 AGM Minutes, resolution 9 states that the election of officers will be decided by the newly elected committee at their first meeting.

The date of the first committee meeting to elect office holders is Tuesday 15<sup>th</sup> November 2022 at 5.15 pm, at the Pukekohe Business Association, 217 King Street, Pukekohe.

**Rupert Ross moved that this process is approved to be retained /**

**Seconded by Philippa O'Mara - Passed**

**11. General Business**

Rupert Ross thanked our attending members, Local Board, and guests. Discussions were had around the continuation of our Business After Five events and how they will bring together each sector with specific agendas and outcomes. Rupert also acknowledged the relationships that have been created with our local police and how that is supporting our businesses during challenging times of ram raids and shop theft.

Rupert discussed the opportunity of redeveloping the strategic plan over the next year and encouraged all members to take part in the process. We hope to dream big, involve all stakeholders and produce an exciting unified vision for the Pukekohe Business Association.

Acknowledgment was also made to Alan Cole, our Local Board Representative for his outstanding insight and wisdom, along with advice and perspective from the Local Board and from the Federated Farmers. And finally, many thanks were given to Shawna and the PBA team for their passion and dedication.

**Meeting closed 6.35pm**

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

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Chairperson

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Date