



Pukekohe Business Association Incorporated

32nd Annual General Meeting Minutes

5.30 pm, 30th October 2023

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; Ash Hawke- Signmax Pukekohe, Catherine Tafto- Loom Shared Space, Chanell Reid- All Round Networking, Daniel Poh- Pukekohe Plaza, Helen Shaw- Picture book Interiors, Holly Jensen- The Daily Goods, Ingrid van Dorsser- Flower and Gift Shoppe, Joshua Parsons- Crosbies Security, Judy Nicholl- Counties Energy, Lisa Holten- SBA Pukekohe, Louise Holmes- Red Office, Mandeep Singh- Informatiks, Maree Trow- Stirling Sports, Matt Reid- Razor Web, Design & Marketing, Melissa van den Brink- Smith and Sons Renovations & Extensions Franklin, Nutthida Boonprasert- Modish & Muse, Peter Elliot- Computerfood, Phil Beston- Kenetic Electrical, Philippa O'Mara- Engine Room Pukekohe, Rachel Hawke- Signmax Pukekohe, Robyn Driver- Franklin Family Support Services, Rupert Ross- Vibra-Train Pukekohe, Sharleen Buchanan- Bayleys Pukekohe, Sharon England-Top Notch Book Exchange.

Staff and Guests; Shawna Coleman- PBA, Courtney Johnson- PBA, Logan Soole – PBA, Alan Cole- Franklin Local Board, Andrew Kay- Franklin Local Board, Wayne Paxton- Pukekohe Police, Andy Baker- Franklin Councillor

Apologies; Angela Fulljames- Franklin Local Board, Kevin Gresley- Pukekohe Police, Merritt Watson- Pik n Mix Lollies

Agenda

1. Welcome

Rupert Ross welcomed everyone to this AGM. He introduced himself as the current President of the PBA and facilitator of the meeting. He welcomed the attending members and acknowledged our esteemed guests.

Rupert advised that as this is an annual general meeting of the association, speaking and voting rights are only available to full members. He outlined the purpose of this AGM is to elect an executive committee, adopt an auditor, present the FY23 financial reports and confirm the budget for the next financial year (FY24).

The Meeting was declared open at 5.30 p.m.

2. Apologies

Apologies received are listed above. It was moved to accept the apologies which were read out at the meeting.

Moved: Melissa van den Brink Seconded: Maree Trow CARRIED

3. Approval of 2022 AGM Minutes

It is moved that the minutes of the 2022 Annual General Meeting held on the 24th of October, are adopted as a true and accurate record.

Moved: Sharon England Seconded: Nutthida Boonprasert CARRIED

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

Rupert acknowledged the PBA team and committee for their work during the last financial year and confirmed that both FY23 KPIs were met. These were:

- **New Strategic Plan-** Complete a thorough process involving member and stakeholder consultation to develop a strategic plan for the next 5 years
- **Christmas Event-** Create a signature event that replaces the Pukekohe Santa parade.

President's Report for the year ending 30 June 2023 was be taken as read.

Moved: Holly Jansen Seconded: Maree Trow CARRIED

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

Shawna reported on the annual plan and key successes the team achieved throughout the year. These included the Final Rumble Parade and Park up event which included a shop-to-win promotion, Pukekohe's flagship event, Christmas on the Green, the association's growing member support and advocacy efforts, a night patrol initiative to combat ram raid trends, and finally the new Strategic Plan development.

Shawna thanked her team for the exemplary work they did during the 2023 financial year and also acknowledged the executive committee for their support.

With no further questions from the floor, the following were moved:

- Accept the 2022-2023 Managers report.
- Confirm the 2023-2024 Annual plan.
- Approve the Draft 2024-2025 Annual plan.

Moved: Joshua Parsons Seconded: Philippa O'Mara CARRIED

6. Treasurer's Report and Annual Financial Statements presented by Philippa O'Mara

Philippa reported on FY23. She made special reference to the Pukekohe Business Excellence Awards budget being transferred to the following FY24 and acknowledged the number of events and projects that were able to take place without COVID restrictions.

As there were no further questions, it was asked that:

- The Treasurer's Report for the year ending 30 June 2023 be accepted.
- The audited accounts for FY23 be approved.

Moved: Melissa van den Brink

Seconded: Maree Trow

CARRIED

7. Proposed budget for the 2024/2025 Financial Year (FY25)

Philippa O'Mara presented the budget for FY25. This budget includes a 4% (\$20,000) targeted rate increase to support rising costs and cover expenses due to the upcoming Incorporated Societies Act changes. The association will also be considering a BID expansion which will incur further funds to complete. She also pointed out the best practice requirement to carry 3 months of operating expenses as recommended by the BID team.

As there were no further questions, it was asked that:

- That the 2024/2025 (FY25) draft budget which includes a BID targeted rate grant amount of \$520,000, including a 4% increase of \$20,000 to the BID targeted rate grant for the 2024/2025 financial year be approved.
- That the Franklin Local Board be requested to recommend to the governing body the amount of \$520,000 be included in the Auckland Council draft 2024/2025 annual budget

Moved: Joshua Parsons

Seconded: Melissa van den Brink

CARRIED

8. Appointment of Auditor

The appointed Auditor must 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 12 years and has experience in BID audits.

As there were no further questions, it was confirmed that Diane Robinson, Called to Account Ltd be appointed Auditor for FY24

Moved: Nutthida Boonprasert

Seconded: Lisa Holten

CARRIED

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.

9. Election of the Executive Committee:

Rule 14 of the association constitution sets out the matters in relation to the number of members the executive committee may allocate which is an uneven number of members, no less than five voting members, no more than eleven voting members, and two non-voting members.

Rule 14.1.3 also stipulates that each member of the Executive Committee shall, subject to these Rules, hold office for two (2) years or until the conclusion of the Annual General Meeting following the date of the member's election (whichever is later), but is eligible for re-election, provided they have not served more than six consecutive years.

As 5 of our current standing committee members are on their first term on the committee, they are not required to re-apply. They are Holly Jansen, Joshua Parsons, Merritt Watson, Nutthida Boonprasert, and Sharon England.

These members are:

10. 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 21st November 2023 at 5.15 pm, at the Pukekohe Business Association, 217 King Street, Pukekohe.

As there were no further comments, it was moved that this process continue.

Moved: Melissa van den Brink

Seconded: Maree Trow

CARRIED

12. General Business

Rupert Ross thanked our attending members, the Franklin Local Board, and guests. Discussions were had around the implementation of our new Strategic Plan and its alignment with the Annual Plan and Budgets. 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 many thanks were given to Shawna and the PBA team for their passion and dedication.

Wayne Paxton gave an update on the CCTV project and the implementation of a new monitoring set-up at the Pukekohe station that will eventually receive feeds from towns all around Franklin.

Joshua Parsons thanked our President Rupert Ross for his continuing support, guidance, and encouragement over the years.

The meeting closed at 6.40 pm

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

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Chairperson

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Date