



Pukekohe Business Association Incorporated
26th Annual General Meeting Minutes
Held at Engine Room, on 17th October 2017

Meeting Opened at 5.30pm
Meeting Chaired by Margaret Holmes

Present

Margaret Holmes, Steve Douglas, Marie Peters, Anne Reyes, Greg Douglas, Heather Withers, Jacqui Church, Alan Cole, Niko Kloeten, Justin Taurua-Whiting, Kendyl Sullivan, Chenay Graham, Don Smith, Ben Paul, Gary Wright, Sarah Kent, Philippa O'Mara, Damian Walworth, Andy Davey, Angela Fulljames, Sue Beston, Phil Beston, Donna Vincent, Jody Janssen, Sandra Wells, Lisa Holten, , Tommy Nguyen (arrived 5.45pm), Andrew Bayley (arrived 5.50pm), and Andy Baker (left at 5.35pm)

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 and acknowledged the current Pukekohe Business Association Committee Members in attendance.
2. Apologies – Eve Murphy, Laraine Vercoe, Heather Walden, Colleen Browne, Dianne Robinson, Bill Cashmore (arrived at 6.20pm)

Apologies Moved by Anne Reyes
Seconded by Jacqui Church – Passed

3. It was moved that the minutes of 27th October 2016 Annual General Meeting are adopted as a true and accurate record with a correction made to item 11 regarding budget year presented.

Moved by Heather Withers
Seconded by Donna Vincent – 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. Upgraded website reflecting the new strategic plan
2. At least 5 events / promotions in which more than 50 people participate
3. Focussed advocacy on issues relating to safety / security

Margaret Holmes Moved that the Presidents Report and KPIs be accepted
Seconded by Jacqui Church - Passed

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

Several questions were asked;

The standard of street cleanliness was raised and it was explained that the street is wet washed once a week so there may be cases where there are spills but if they are significant to let the association know.

A question was asked about the slipperiness of the pavers and Alan Cole answered on behalf of the Local Board which has a plan in place to test a procedure that may help with this issue however the timing is yet to be determined for this due to weather and constraints regarding cleaning.

Several questions were posed in regards to the public CCTV. At this stage the Business Association has been granted access to view the system to establish its effectiveness however this link is yet to be completed. Whether the CCTV is taken over by the Business Association is a decision for the committee including discussions regarding funding and benefit to our members and dialogue with the Local Board. Angela Fulljames, chair of the local board advised that CCTV is a priority for them.

Anne Reyes moved to accept the Manager's Report
Seconded by Damian Walworth – 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 2017 and available in the AGM Report.

Jacqui Church acknowledged the role of treasurer and commended Donna for her work.

Donna Vincent moved that the financial report be accepted
Seconded by Lisa Holten – Passed

At this point of the AGM, Margaret Holmes officially resigned as Chairperson of the Business Association.

7. 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.

Donna Vincent moved that increase 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 Damian Walworth of DW Homes, Donna Vincent of Workz4U, Heather Withers of Classic Auto Body Panel & Paint Ltd, Benjamin Paul of Wrights Jewellers, Tommy Nguyen of Bella Nail Spa, Greg Douglas of Carters, Marie Peters of Quinovic Pukekohe, Jacqui Church of Great Goods and Racheal Treloar of Mason Treloar Harvey Lawyers. We hope to continue to have Alan Cole as our Local Board Representative, this is confirmed by the Franklin Local Board.

8. Election of officers (chairperson and treasurer) for 2017:

A) Process for election of officers –

It was moved by Steve Douglas to appoint the Chairperson and Treasurer
at the first meeting of the Committee
Seconded by Lisa Holten - Passed

9. Process for election of officers for 2018 –

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

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 five years and has experience in BID audits.

Moved by Philippa O'Mara
Seconded by Jacqui Church – Passed

11. Proposed budget for 2018 – Donna Vincent presented the budget for 2018/2019

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

Proposed Budget moved by Donna Vincent
Seconded by Greg Douglas – Passed

12. General Business

Andy Baker thanked Margaret Holmes for her 8 years of volunteer service as Chairperson of the Business Association. He also commended the committee and staff on doing a great job.

Alan Cole advised the AGM that the Local Board has set aside funding for flag trax going forward to help with place making and health and safety.

Angela Fulljames thanked Margaret Holmes for her professionalism, new ideas and leadership over the past 8 years. Angela thanked the Business Association committee and staff for what they are achieving in Pukekohe. Particular reference was made to the volunteer nature of the committee and that the committee not only work in their own business, they also passionately support business across Pukekohe in this role and we are very lucky to have a BID in Pukekohe as not all town centre's in Auckland do.

Meeting closed 6.21pm

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

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Chairperson

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Date