

# Pukekohe Business Association Inc

## Annual General Meeting Notice and Agenda

5.30 pm, Monday, 30<sup>th</sup> October 2023. The Engine Room, 217 King Street, Pukekohe

Please note that the meeting will start promptly at 5.30 pm. Further information on the Business Improvement (BID) Area Map, Member Details Form, Nomination Form, and Constitution can be found on our website, [www.pukekohe.org.nz](http://www.pukekohe.org.nz), or from the Pukekohe Business Association office, 217 King Street, Pukekohe.

### Agenda

1. Welcome
2. Apologies
3. Confirmation of minutes from 2022 Annual General Meeting, Wednesday, 24<sup>th</sup> October, 2022
4. President's Report
5. Manager's Report
  - Move to accept the manager's report which includes the Draft Business Plan and Budget for 2024/2025.
6. Treasurer's Report and Annual Financial Statements
7. Proposed budget for 2024/2025
  - Resolution: Move to approve the budget for the following financial year 2024/2025 draft budget which includes a BID targeted rate grant amount of \$520,000, including a 4% increase or \$20,000 to the BID targeted rate grant for the 2024-2025 financial year. Further, ask the Franklin Local Board to recommend to the Governing Body the amount of \$520,000 to be included in the Auckland Council draft 2024-2025 annual budget consultation process.
8. Appointment of Auditor
9. Election of Executive Committee
  - Please read the information below for the nomination procedure.
  - Nominations close with Shawna Coleman at 5 pm on Wednesday 25th October 2023
10. Election of officers (chairperson and treasurer) "As per AGM resolution 9 (2017) the election of officers will be decided by the newly elected committee at their first committee meeting".
11. General Business

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### 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** is detailed under Rule 5 of the constitution.

### 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 (Shawna Coleman) not less than seven days before the date fixed for the AGM (5 pm on Wednesday 25th October 2023)
- **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 [shawna@pukekohe.org.nz](mailto:shawna@pukekohe.org.nz).

Please RSVP your attendance to [info@pukekohe.org.nz](mailto:info@pukekohe.org.nz) or by calling 09 910 0137 by 5 pm, Wednesday 25th October 2023.