



**Pukekohe Business Association Incorporated  
29<sup>th</sup> Annual General Meeting Minutes  
Held at Engine Room, on 28<sup>th</sup> October 2020**

**Meeting Opened at 5.30pm**

**Meeting Chaired by Rupert Ross**

**Present;**

**Business Association Members;** Marie Peters (Quinovic), Philippa O'Mara (Engine Room Chartered Accountants), Lisa Holten (SBA Pukekohe), Jo Bosson (SBA Pukekohe), Rupert Ross (Vibratrain Pukekohe), Don Smith (Franklin County Stars Trust), Brandon Botting (ITM Pukekohe), Catherine Tafto (Loom Shared Space), Francesca Mills (David Mills Ltd), Mala Uka (Custom Threadz), Helen Pulman (Pukekohe Youth Council), Louise Holmes (Red Office), Paul Drake (Parera Trust Ltd), Darren Singh (Creo Fitness), Melissa van den Brink (Smith & Sons Franklin)

**Staff and Guests;** Kendyl Sullivan (PBA), Shawna Coleman (PBA), Chenay Douglas (PBA) Andy Baker (Franklin Local Board), Logan Soole (Franklin Local Board), Alan Cole (Franklin Local Board)

**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 – Amanda Kinzett (Franklin Local Board), Erin Pellow (Pellow Bros), Jill Smith (Franklin County Stars Trust)

Apologies Moved by Rupert Ross  
Seconded by Don Smith – Passed

3. It is moved that the minutes of 30<sup>th</sup> October 2019 Annual General Meeting are adopted as a true and accurate record.

Moved by Rupert Ross  
Seconded by Brandon Botting – Passed

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

Rupert discussed the impact of Covid on our annual plans and thanked the PBA staff for working through both lock-down periods providing quality support and opportunities to members. Rupert mentioned Panuku Developments and that the PBA are still working on behalf of our members on the unlock project. Rupert also thanked Alan for his liaison role on our Committee. It was noted that despite the challenges over the past financial year, our KPI's from the 2019 AGM were all achieved.

The 3 specific KPI's the business association will report on at our 2021 AGM are;

- Security – To undertake a security implementation project that benefits all sectors of our membership.
- Budget – To remain within our allocated budget for this financial year
- Website - Ensure new, upgraded website is live by end of financial year

Rupert Ross moved that the President's Report and KPI's be accepted  
Seconded by Lisa Holten – Passed

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

Kendyl thanked her team for the amazing job they do and touched on highlights of the past financial year alongside some items of interest from the annual plan for this year.

Rupert Ross moved to accept the Manager's Report  
Seconded by Marie Peters – Passed

6. Treasurers Report and Annual Accounts presented by Philippa O'Mara outlining the income and expenditure of the Association for the financial year ending 30 June 2020 and available in the AGM Report.

Philippa made specific reference to Covid, the Best in Business Awards, the Communications Strategy, Christmas Decorations, the Industrial Survey, and that some items can straddle two financial years.

We spent \$137,000.00 of our surplus, we had intended to spend more however Covid had an impact on that. It was helpful to have the surplus on this occasion as it enabled the association to implement some strategies quickly for our members during this challenging time. We have also retained some surplus to carry forward and therefore there is no request to increase to the targeted rate at this year's AGM.

Lisa Holten asked a question regarding the line item for Community Sponsorship and what was included in this. This item included a one-off sponsorship amount to the Community Patrol to help them into a new vehicle, alongside sponsorship requests for events including the 5 summits walking trail, and the likes of the home and lifestyle expo. Events applying for sponsorship must meet the PBA strategic objectives of bringing people into Pukekohe and providing quality activities to do, with an expectation this highlights Pukekohe to guests and encourages them to spend locally. A further question was asked about the process for sponsorship. The process is that the applicant needs to fill in a sponsorship request form giving information about their request and how much support they are asking for. Under \$1000, the Manager has discretion to approve, and anything over \$1000 goes to the Committee for approval.

It was suggested this could be broken down in future for transparency.

Philippa O'Mara moved that the financial report be accepted  
Seconded by Lisa Holten – Passed

7. Proposed budget for 2021-2022 – Philippa O’Mara presented the budget for 2021/2022

Philippa gave a brief explanation regarding the budget to approve, in that we are approving the budget that starts in July 2021.

The Business Association not seeking an increase to our targeted rate of \$462,000.00 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 (Financial year ending 2021 and 2022).

Proposed Budget moved by Philippa O’Mara  
Seconded by Marie Peters – Passed

8. 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 nine years and has experience in BID audits.

Moved by Philippa O’Mara  
Seconded by Louise Holmes – Passed

At this point of the AGM, Rupert Ross passed the meeting over to Kendyl Sullivan to run the appointment of the Executive Committee portion of the AGM.

9. 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 5 full members (the local board member cannot vote on committee members). There will also be a Manager.

Lisa Holten asked if the current 9 Committee Members is the right number and asked for feedback from Committee Members. Feedback from several Committee members was that this is the right number for good sector representation and that each year governance training is undertaken to support the Committee in their role. 9 Members allows for diversity and cover if some members can’t attend each month. It was asked if remuneration should be considered but the feedback was generally that Committee members should be there because they want to support business in Pukekohe not for monetary gain.

Lisa Holten moved to keep 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 – 5 members have been nominated in accordance with the constitution and they are deemed elected. These members are Melissa van den Brink of Smith and Sons Franklin, Marie Peters of Quinovic Pukekohe, Erin Pellow of Pellow Brothers, Rupert Ross of Vibra-Train Pukekohe, and Philippa O’Mara of Engine Room Chartered Accounts.

We also have one late nomination received; Francesca Mills of David Mills Limited.

Marie Peters moved that the late nomination be accepted /  
Seconded by Philippa O'Mara – Passed

As there were still vacancies, 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.

Brandon Botting nominated himself for the Committee.

Nomination moved by Marie Peters /  
Seconded by Philippa O'Mara – Passed

Darren Singh nominated himself for the Committee.

Nomination moved by Marie Peters /  
Seconded by Don Smith - Passed

No further nominations received. There will be 1 casual vacancy on the Committee which may be filled at a later date in accordance with the Constitution, Rule 14.

We hope to continue to have Alan Cole as our Local Board Representative, this is confirmed by the Franklin Local Board.

Congratulations to our new Committee.

10. Election of officers (chairperson and treasurer) for 2020:

AGM Minutes of 2017 item 9 states:

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

The date of the first committee meeting to elect office holders is 16<sup>th</sup> November 2020 at 5.00pm, at the Pukekohe Business Association, 217 King Street, Pukekohe

Philippa O'Mara moved that this process is approved to be retained  
Seconded by Lisa Holten - Passed

11. General Business

Andy congratulated the businesses in attendance for the difficulties they have faced this year relating to Covid and how they have responded to the challenge. He talked briefly about Panuku - Unlock Pukekohe and that business support is appreciated as we need to take the next step to keep Pukekohe competitive. We are currently in a great position to leverage

from and make this place even better. Andy also commended the PBA on being an exemplar BID and congratulated the staff and committee for the job they do.

Louise Holmes asked a question about security and Panuku. In response to the security it was reiterated to ring 111 if the crime is in progress and the 111 call taker will triage the request. Andy also responded that it is really important to log ALL crime as Police deploy resources where required and to do so requires the numbers or statistics to back this up. In regards to Panuku, their role is to create cool spaces and an exciting town centre fit for the future.

Andy also mentioned Kainga Ora housing being built in the area.

Rupert Ross thanked our Local Board, guests, new and departing committee members.

**Meeting closed 6.40pm**

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

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Chairperson

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Date