



Pukekohe Business Association Incorporated
30th Annual General Meeting Minutes
Held via Zoom, on 24th November 2021

Meeting Opened at 5.30pm
Meeting Chaired by Rupert Ross

Present;

Business Association Members; Marie Peters (Quinovic), Philippa O'Mara (Engine Room Chartered Accountants), Rupert Ross (Vibratrain Pukekohe), Francesca Mills (David Mills Ltd), Louise Holmes (Red Office), Melissa van den Brink (Smith & Sons Franklin), Abby Fitzgerald (Sisu Studio), Maree Trow (Stirling Sports), Mark Woodward (Blue Ox Babe), Eugene Hamilton (Franklins Bar and Restaurant)

Staff and Guests; Kendyl Sullivan (PBA), Shawna Coleman (PBA), Alan Cole (Franklin Local Board), Bill Cashmore (Deputy Mayor of Auckland), Amanda Kinzett (Franklin Local Board), Christina Rogstad (Economic Development Broker – Franklin)

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 – Andrew Baker (Franklin Local Board) Don Smith (Franklin County Stars Trust – received during AGM)

Apologies Moved by Rupert Ross
Seconded by Philippa O'Mara – Passed

3. It is moved that the minutes of 28th October 2020 Annual General Meeting are adopted as a true and accurate record.

Moved by Rupert Ross
Seconded by Melissa van den Brink – Passed

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

Rupert acknowledged Shawna and Chenay for the great work they did whilst Kendyl was on maternity leave and highlighted the KPI's achieved over the past financial year.

The 3 specific KPI's the business association will report on at our 2022 AGM are;

- Membership – To increase our membership by 10%
- Budget – To remain within our allocated budget for this financial year

- Event – Track numbers of people that participate in the Whales Tale arts trail to evaluate the effectiveness of the promotion 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 2020 to 30 June 21 financial year and KPI’s be accepted
/ Seconded by Francesca Mills – Passed

5. Manager’s Report and Annual Plan presented by Kendyl Sullivan and available in AGM Report

Kendyl thanked her team for the exemplary work they produced while she was on leave and touched on highlights of the past financial year alongside some items of interest from the annual plan for this year. Kendyl also acknowledged the contributions of Marie Peters who is standing down after 4 years on the Committee and thanked her for her support and hard work over this time.

Rupert Ross Moved that the Manager’s Report, covering the achievements for the 1 July 2020 to 30 June 2021 financial year, and annual plan be accepted /
Seconded By Marie Peters – passed

6. Treasurers 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 2021 and available in the AGM Report.

Philippa made specific reference to the impacts of Covid, which included a number of events such as the business awards and school holidays in the square being cancelled, the cost of Christmas which includes the purchase of new decorations, the rebrand of the Business Association including our new website, the security review and feasibility of the ANPR cameras, and also explained our community sponsorship - we supported three community events over the past year; the Vege Basket, Bulls Basketball, and the Light up the Night Christmas Decorations competition.

Philippa O’Mara moved that the treasurers report, Annual Financial Statements and audit report for the Financial Year 1 July 2020 to 30 June 2021 be accepted /
Seconded by Louise Holmes – passed

7. Proposed budget for 2022-2023 – Philippa O’Mara presented the budget for 2022/2023

The Business Association is seeking an increase to the targeted rate in the next financial year. This is our first increase since 2018. Philippa outlined that a small increase now is better than a larger increase in future, that the average increase would be 8.5% or around \$70 per building. Philippa made mention of some large projects we are working on including the ANPR cameras, the emergency fund for members, the Christmas Decorations expense and the Strategic Plan including our regular running of the association and its costs.

Philippa O’Mara moved That the Pukekohe Business Association receive and approve the 2022/2023 budget which includes a BID targeted rate grant amount of **\$500,000.00** noting there **will be** an

approximate 8.5% increase of \$38,000.00 to the BID targeted rate grant for 2022/2023 financial year. Further ask the Franklin Local Board recommend to the governing body the amount of \$500,000.00 be included in the Auckland Council draft 2022/2023 annual budget consultation process / seconded by Rupert Ross – 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 ten years and has experience in BID audits.

Rupert Ross moved that Called to Account (Diane Robinson) Remain as auditor of the PBA /
Seconded by Philippa O’Mara – 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.

Marie Peters 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 Melissa van den Brink – Passed

- B) Election of members – 7 members have been nominated in accordance with the constitution and they are deemed elected. These members are Rupert Ross of Vibra-Train Pukekohe, Philippa O’Mara of Engine Room Chartered Accounts, Brandon Botting of Weck’s ITM Pukekohe, Darren Singh of Creo Fitness, Francesca Mills of David Mills Ltd, Eugene Hamilton of Franklins Bar and Eatery, and Melissa van den Brink of Smith and Sons Franklin.

We also have one late nomination received; Maree Trow of Stirling Sports.

Francesca Mills moved that the late nomination be accepted /
Seconded by Eugene Hamilton – Passed

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.

Marl Woodward nominated himself for the Committee.

Nomination moved by Rupert Ross /
Seconded by Eugene Hamilton – Passed

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

10. Election of officers (chairperson and treasurer) for 2021:

“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

Rupert Ross thanked our Local Board, and guests. Rupert also acknowledged Marie’s service, wisdom, knowledge and governance whilst Vice Chair of the Committee over the past 4 years. Rupert acknowledged Erin Pellow for her time on the Committee and welcomed our new and existing committee members. Thank you to the new members. 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 also from the Federated Farmers.

Rupert discussed the opportunity of redeveloping the strategic plan over the next year and his belief this could lead to a unified vision for Pukekohe and what it will look like in 10 years. We hope to dream big, involve all stakeholders and have an exciting vision. We are more than a service town.

Alan Cole thanked the committee and team for our hard work and looks forward to working with us over the next year.

Bill Cashmore gave congratulations to the Business Association on a tough year and that we should expect to see more change once we get to the orange setting of the new traffic light system. It was noted that we need to protect our young who are unable to be vaccinated and we need to be prepared for next winter and how things may change. Bill advised that Auckland Council will shortly be putting out their annual budget which has been impacted by Covid and he looks forward to input into this.

Bill wanted to recognise what the business association has done for Pukekohe and that there has been a major shift of people coming out of the city to shop and eat in Pukekohe as you can get it all in Pukekohe. Pukekohe is the fastest growing town in NZ outside of Auckland and there is a trend of people moving to Pukekohe from the CBD. Bill thanked the staff and chairperson for the great work and hopes that we all enjoy a lovely Christmas with our friends and families.

Meeting closed 6.24pm

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

.....
Chairperson
.....
Date