

**Pukekohe Business Association Incorporated**  
**32<sup>nd</sup> Annual General Meeting Minutes**

**Date:** Monday 29<sup>th</sup> October, 2025

**Location:** 1 Roulston Street, Pukekohe

**Meeting Opened:** 5:35 PM

**Chairperson:** Melissa van den Brink

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**Present;**

**Pukekohe Business Association Members:**

Alison Daldy – Franklin Hospice, Ash Hawke – SignMax Pukekohe, Ashley Thompson – Hello Recruitment, Chanelle Reid – All Round Networking, Craig Patterson – Family Flooring Design, Daisy & Boris Deng – The Ink Spot, Geoff Wilton – Counties Home Loans and Insurance, Kristen Hardy – Hello Recruitment, Lara Hellier – People Passion, Mala Uka – Custom Threadz, Maree Trow – Stirling Sports, Mat Reid – Razor Web, Max Boniface – Mag & Turbo, Melissa van den Brink – Smith & Sons Renovations & Extensions, Merritt Watson – Pik n Mix, Peter Elliot – Computer Food, Philippa O’Mara – Engine Room Chartered Accountants, Rachael Hawke – SignMax, Robyn Driver – Mai Lighthouse.

**Staff &Guests:**

Shawna Coleman- PBA, Chenay Douglas- PBA, Brooke Druyven- PBA, Alexandra Hind- PBA, Jack Shortland- PBA, Alan Cole- Franklin Local Board, Andrew Kay- Franklin Local Board, Wayne Paxton- Pukekohe Police, Andy Baker- Franklin Councillor, Christina Rogstad- Franklin Local Board Economic Broker.

**Apologies:**

Catherine Tafto – Loom Shared Space, Lesieli Oliver – Franklin Local Board, Kirsty Bullen – Campbell Tyson, Paul Edwards- Food Source Limited, Petera Parkhill – Franklin Law, Sharlene Camp – Represent Boutique.

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**Agenda**

**1. Welcome**

Melissa van den Brink welcomed everyone to this AGM. She introduced herself as the current Chairperson of the PBA and facilitator of the meeting. She welcomed the attending members and acknowledged our esteemed guests.

Melissa advised that, as this is an annual general meeting of the association, speaking and voting rights are only available to full members. She outlined that the purpose of this AGM is to elect an executive committee, adopt an auditor, present the FY25 financial reports, confirm the Draft constitution and approve the budget for the next financial year (FY27), which includes an 8% targeted rate increase.

**The Meeting was declared open at 5.35 p.m.**

## 2. Apologies

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

**Moved:** Peter Elliot  
**Seconded:** Max Boniface  
**CARRIED**

## 3. Approval of 2024 AGM Minutes

It is moved that the minutes of the 2024 Annual General Meeting held on the 30<sup>th</sup> of October, are adopted as a true and accurate record.

**Moved:** Alison Daldy  
**Seconded:** Ash Hawke  
**CARRIED**

## 4. Chairperson's Report presented by Melissa van den Brink and available in AGM Report

Melissa presented the Chairperson's report, which highlighted the PBA team's and committee's efforts during the past financial year, noting the success of the new branding and the strength it has given to the promotion of Pukekohe, the networking events and workshops, and the completion of the King Street lighting project. The Chairperson's Report for the year ending June 30, 2025, was taken as read.

**Moved:** Maree Trow  
**Seconded:** Mala Uka  
**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 completion of the Branding Project, the successful community events, including Pukekohe's flagship event, Christmas on the Green, and the association's growing member support, networking and advocacy efforts.

Shawna thanked her team for the exemplary work they did during the 2025 financial year and also acknowledged the executive committee for their support.

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

- Accept the 2024-2025 Managers report.
- Confirm the 2025-2026 Annual plan.
- Approve the Draft 2026-2027 Annual plan.

**Moved:** Chanelle Reid  
**Seconded:** Ash Hawke  
**CARRIED**

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

Philippa reported on FY25 financial position. She made special reference to the funding support received by Auckland Council's Urban Development Office (previously Eke Panuku) and the efforts to bring down the current underspend.

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

- The Treasurer's Report for the year ending 30 June 2025 be accepted.
- The audited accounts for FY25 be approved.

**Moved:** Peter Elliot  
**Seconded:** Maree Trow  
**CARRIED**

## 7. Proposed budget for the 2026/2027 Financial Year (FY27)

Philippa O'Mara presented the budget for FY27. This budget includes an 8% (\$41,600) targeted rate increase that will be allocated to the continuation of The Pukekohe Good Guys programme. It was also noted that we are expecting to have used all of the previous carry-forward funds by the end of FY27, so it is important that we bring our income in line with current costs to ensure we can sustain our current level of service going forward. Philippa 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 2026/2027 (FY27) draft budget, which includes a BID targeted rate grant amount of \$561,600, including an 8% increase of \$41,600 to the BID targeted rate grant for the 2026/2027 financial year, be approved.
- That the Franklin Local Board be requested to recommend to the governing body that the amount of \$561,600 be included in the Auckland Council draft 2026/2027 annual budget.

**Moved:** Philippa O'Mara  
**Seconded:** Peter Elliot  
**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 14 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 FY26

**Moved:** Max Boniface  
**Seconded:** Maree Trow  
**CARRIED**

***At this point of the AGM, Melissa van den Brink 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 3 of our current standing committee members are on their first term on the committee, they are not required to re-apply. They are Alison Daldy- Franklin Hospice, Max Boniface- Mag & Turbo and Melissa van den Brink- Smith & Sons Renovations & Extensions

We now have up to **8** positions available and have received nominations from **10** members.

**These members are:**

1. Craig Patterson- Family Flooring Design
2. Kirsty Bullen- Campbell Tyson Chartered Accountants
3. Lara Hellier- People Passion
4. Peter Elliot- Computer Food Pukekohe
5. Ash Hawke- SignMax Pukekohe
6. Maree Trow- Stirling Sports Pukekohe
7. Philippa O'Mara – Engine Room Chartered Accountants
8. Petrea Parkhill- Franklin Law
9. Sharlene Camp- Represent Boutique
10. Ashley Thompson- Hello Recruitment

As there are more nominations than vacancies for the executive committee, a ballot is required to be held as per rule 15.5 "If the number of nominations received exceeds the number of vacancies to be filled a poll shall be held", and rule 15.7, "In the event of an equality of votes between two or more candidates an exhaustive poll will be held to determine the person elected."

It was asked that Sergeant Wayne Paxton and Franklin Local Board member, Andrew Kay be appointed scrutineers for the Ballot.

**Moved:** Maree Trow  
**Seconded:** Peter Elliot  
**CARRIED**

The Ballot process is:

- Only full members of the association will be entitled to vote on the ballot
- There will be only one vote per member business
- The voter must be the delegated contact in our Membership Database.

While the ballot was being conducted, Christina Rogstad, Franklin Local Board Economic Broker, gave an update on the Franklin Narrative and Branding Project.

After one successful round of voting, our new committee was elected. They are:

1. Alison Daldy- Franklin Hospice
2. Max Boniface- Mag & Turbo
3. Melissa van den Brink- Smith & Sons Renovations & Extensions
4. Craig Patterson- Family Flooring Design
5. Kirsty Bullen- Campbell Tyson Chartered Accountants
6. Lara Hellier- People Passion
7. Peter Elliot- Computer Food Pukekohe
8. Ash Hawke- SignMax Pukekohe
9. Maree Trow- Stirling Sports Pukekohe
10. Philippa O'Mara – Engine Room Chartered Accountants
11. Petrea Parkhill- Franklin Law

As there were no further questions, we welcomed our new committee and moved that the Ballot papers are to be destroyed.

**Moved: Peter Elliot**  
**Seconded: Alison Daldy**  
**CARRIED**

**10. Approval of the 2025 Pukekohe Business Association Inc Constitution**

With the changes to the Incorporated Societies Act, the PBA is required to re-register as an incorporated Society; as such, we must ensure our constitution is compliant with the new regulations.

**Special Resolution:** That the Pukekohe Business Association Inc existing constitution (rules) document (last updated October 2022) be replaced with the proposed new constitution (rules) dated October 2025 presented at the Annual General Meeting of the Pukekohe Business Association on 29th October 2025 and that such alterations be effected by replacing the existing constitution document (last updated October 2022) with the proposed Pukekohe Business Association Inc constitution (dated October 2025). A copy of the proposed new constitution (dated October 2025) can be viewed at [www.pukekohe.org.nz](http://www.pukekohe.org.nz)

**Reason:** Legislative changes requiring re-registration as an incorporated society to comply with the Incorporated Societies Act 2022 (2022 Act)

**Moved: Philippa O’Mara**  
**Seconded: Ash Hawke**  
**CARRIED**

**11. General Business**

Melissa thanked our attending members, the Franklin Local Board, and guests. Merrit Watson also thanked the work of the Committee and the PBA team.

**The meeting closed at 6.38 pm**

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

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Chairperson- Melissa van den Brink

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Date