



Waiuku Business & Development Association

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Annual General Meeting Minutes

For Waiuku Business & Development Association held at
Waiuku Golf & Squash Club, 2 Racecourse Road, Waiuku on
18th October 2022, 6pm

Vanessa Newman, Town Centre Manager, welcomed everyone to the meeting. Andrew Baker, newly elected Councillor for Franklin (previous Chair, Franklin Local Board) was welcomed and congratulated on his new role and Sharlene Druyven (previous Town Centre Manager) welcomed and congratulated on her re-election to Franklin Local Board for the Waiuku Ward. 2021/22 executive members present, introduced to meeting.

Vanessa explained that the purpose of the AGM was to elect an executive committee for 2022/23, present the Chair's annual report, Town Manager's annual report, the financial reports and the indicative budget for the 2023/24 financial year.

1. Present

Julie Powell (Sunset Surf n Turf), Vanessa Newman (Town Manager), Angela Wilson, Rod Wilson (Cocky's Corner), Vanessa Sutherland (Conveyancing Plus), Sharlene Druyven (Franklin Local Board), Andrew Baker (Auckland Council), Eleanor Hans, Maree Gordon (DRK Chartered Accountants), Karen Hyland, Bruce Howat (Waiuku Family Support), Erin Skelton (Bayleys), Grace Van den Brink (Tuwhera Trust), Lysandra Stuart (Glenbrook School), Barry Gibbon (West Franklin Community Trust/ Waiuku Lions Club), John Dickey (Knight & Dickey /Waiuku Agricultural & Machinery Museum), Fiona Baker (Bakers Shoes & More), Treena Harris (Southern Podiatry), Sam Wulff (Waiuku Business Park), Vernon Sutton (Glenbrook Vintage Records), Bob McMurtrie, Juliet McMurtrie (Glenbrook Model Railway), Sue Wallis (Waiuku Zero Waste) Christine Seymour, Kevin Seymour, Kris Game, (Harcourts), Scott Archer, Jo Archer (Scott's Steelworkz).

2. Apologies

Jeremy Lamb (New World), Darren Wilson (Waiuku ITM), Andrew Clark (Barfoot & Thompson), Bill Deed (Office Products Depot/ The Breeze Franklin), Darryl Deed (GoGraphics), James Collie (JR Coachlines), Kym Maynard (Haven Financial Advisors), Belinda Silk (Waiuku Craniosacral), Sarah Hewitt (Waiuku Health Centre), Jacqui & Tony Simpson (Waiuku Auto Electrical), Gareth Manning (The Munted Jandal)

Moved: Treena Harris

Seconded: Jo Archer

CARRIED

3. Minutes

The Minutes of the previous AGM held via electronic means on Zoom, 23rd November 2021, 6pm to be confirmed as a true and correct record of the business transacted.

Resolution 1: *That the Waiuku Business & Development Association receive and confirm the 2021 AGM Minutes of the Waiuku Business & Development Association, 23rd November 2021*

Moved: Jo Archer

Seconded: Julie Powell

CARRIED

4. Executive Committee Reports

4.a) Chairperson's written report (from 2021/22 Chair, Julie Powell)

The report has been circulated prior to the meeting and available to members at www.waiukutown.co.nz

Report taken as read. It was asked if there were any questions on the report, of which none were received from the floor.

Resolution 2: *That the Waiuku Business & Development Association receive the 2021/2022 Chairperson's Report (being governance update and report on strategic achievements for the 1 July 2021 to 30 June 2022 financial year).*

Moved: Vanessa Sutherland

Seconded: Angela Wilson

CARRIED

4.b) Manager's written report (from Sharlene Druyven, previous town manager)

The report has been circulated prior to the meeting and available to members at www.waiukutown.co.nz

Report taken as read. It was asked if there were any questions on the report, of which none were received from the floor.

Resolution 3: *That the Waiuku Business & Development Association receive the 2021/2022 Manager's Report (covering the objectives/achievements for the 1 July 2021 to 30 June 2022 financial year).*

Moved: Rod Wilson

Seconded: Julie Powell

CARRIED

5. Treasurer's report

5.a) Treasurer's written report, end of year financial statements, performance report and audit to 30 June 2022.

Angela Wilson, treasurer, gave a short summary of what the financials showed. She advised that there were less events held during 2021/22, due to Covid-19 restrictions, and therefore less income received, however the association was in good financial shape.

Resolution 4: *That the Waiuku Business & Development Association receive and approve the treasurers report, Annual Financial Statements, and audit report for the Financial Year 1 July 2021 to 30 June 2022.*

Moved: Vanessa Sutherland

Seconded: Fiona Baker

CARRIED

5.b) Proposed Budget for 1 July 2023 to 30 June 2024.

The proposed budget has been circulated prior to the meeting and available to members at www.waiukutown.co.nz and is taken as read.

Vanessa Newman pointed out that this is the draft indicative budget and that expenditure for some events is based on projected funds, subject to approval from Franklin Local Board and local sponsors.

VN also advised that the proposed 6% increase to the BID targeted rate grant for the 2023/24 financial year, is to enable WB&DA to provide more initiatives to support local business, marketing, events, town branding, and the increased running costs to provide this. In addition, to help build on resilience tools for businesses, should we face future crises such as further lockdowns. The 6% increase represents an average annual increase of \$53.00 to the BID targeted rate for member ratepayers. It was asked if there were any questions on the proposed budget.

Rod Wilson asked where the sponsorship and event income would come from. Vanessa Newman replied that proposed sponsorship income is from key local businesses named, who have been regular supporters, however this is projected income and is not guaranteed. Should these funds not be forthcoming this will affect the ability to provide large town events. AW and VN replied that the proposed event income was based on donations, gate proceeds and merchandise sales at past events.

Resolution 5: *That the Waiuku Business & Development Association receive and approve the draft indicative 2023/2024 budget which includes a BID targeted rate grant amount of \$148,400.00 noting this includes a 6% increase of \$8,400.00 to the BID targeted rate grant for 2023/2024 financial year. Further ask the Franklin Local Board recommend to the governing body the amount of \$148,400.00 be included in the Auckland Council draft 2023/2024 annual budget consultation process.*

Moved: Sam Wulff

Seconded: Treena Harris

CARRIED

6. Special Resolution: WB&DA Constitution to be not inconsistent with the Auckland Council Business Improvement District (BID) Policy

VN explained that all Auckland BIDs are required to comply with the new BID Policy. The WB&DA Constitution is required to be amended to ensure that the rules pertaining to the BID Programme and BID Targeted Rate grant are not inconsistent with the Auckland Council BID Policy 2022. This is mainly to amend terms and definitions used and doesn't change how WB&DA operates on a daily basis, but ensures we are compliant moving forward.

The proposed amended Constitution has been circulated prior to the meeting and available to members at www.waiukutown.co.nz and is taken as read.

Resolution 6: That the Waiuku Business and Development Association's existing constitution (rules) document (dated 2012) be replaced with the proposed new constitution (rules) dated September 2022 presented at the Annual General Meeting of the Waiuku Business and Development Association on 18th October 2022, and that such alterations be effected by replacing the existing constitution document (dated 2012) with the proposed Waiuku Business and Development Association's constitution (dated September 2022). A copy of the proposed new constitution (dated September 2022) can be viewed at www.waiukutown.co.nz

Moved: Rod Wilson

Seconded: Jo Archer

CARRIED

7. Election of Members to Executive Committee

7.a) Committee Nominations

Rule 14 of the Constitution sets out matters relating to the committee. There can be no less than 5 members and no more than 11, which includes one Local Board member and 4 full members.

We have received 7 nominations for the executive committee: Julie Powell, Angela Wilson, Gareth Manning, Darren Wilson, Jeremy Lamb, Andrew Clark, Vanessa Sutherland. The Local Board representative will be one of; Sharlene Druyven or Gary Holmes, to be confirmed.

Resolution 7: That the Waiuku Business & Development Association approves the election of Julie Powell, Angela Wilson, Gareth Manning, Darren Wilson, Jeremy Lamb, Andrew Clark and Vanessa Sutherland to the Executive Committee for 2022/2023.

Moved: Sue Wallis

Seconded: Fiona Baker

CARRIED

7 members have been nominated in accordance with the constitution and they are deemed elected. Congratulations to the new committee. Julie Powell took the opportunity to thank the two members stepping down this year; Lisa-Marie Anderson and Debs Martindale, for their valued contribution to the committee over the past year. Their input, feedback and commitment to the WB&DA has been hugely appreciated.

7.b) Appointment/election of officers: Chairperson, Secretary and Treasurer

In past years there has been a consensus that we elect our officers at the first committee meeting after the AGM. This gives members, especially new members to the committee time to investigate the roles and time commitments they require. So I would like to put a resolution forward:

Resolution 8: For the election of Officers for this AGM for 2022/ 2023 we request a resolution to carry out our election of officers at our first official committee meeting.

Moved: Treena Harris

Seconded: Fiona Baker

CARRIED

8. Appointment of Auditor

Rule 18 of the Waiuku Business & Development Association Constitution

An Auditor must be out of the area and be impartial. Also, no person who is an officer or a member may be appointed as Auditor. David Knightley from Blackmore, Virtue and Owens (BVO) has been our auditor for the last seven financial years and has done a professional and thorough job on our audit. Does anybody have any objections to David Knightley continuing to audit our financials?
No objections from the floor.

Resolution 9: That the Waiuku Business & Development Association appoint David Knightley as Auditor from the BVO, Blackmore Virtue and Owens. for the 2022/2023 financial year.

Moved: Angela Wilson

Seconded: Sam Wulff

CARRIED

9. Proposed Expansion of the Waiuku Business & Development Association boundary area

The Waiuku Business & Development Association want to deliver a BID expansion to respond to the anticipated growth and changes happening in and around the area. Evolving the BID programme not only supports the needs of the existing business community but identifies and harnesses real economic opportunities for new

business moving into the area.

The members gave approval for the expansion at 2019 AGM and gave approval for the amended proposed boundary expansion area at 2021 AGM. This process has been delayed due to Covid-19 and progress of Cornwall Rd development.

Vernon Sutton asked which areas are currently included inside the BID boundary, and when the new commercial development in Cornwall Rd would be included. Sharlene Druyven advised that WB&DA had planned to start work on the proposed BID expansion in 2021, however Council had advised that all the land titles need to be issued before the expansion process can begin.

Resolution 10: That members approve the Waiuku Business & Development Association progressing with work on the expansion of the BID boundary, once this can take place.

Moved: *Julie Powell*

Seconded: *Fiona Baker*

CARRIED

Guest Speakers

Andy Baker, newly elected Councillor for Franklin, spoke about his new role and goals for the future to benefit Waiuku and the Auckland region.

Grace Van Den Brink from the Tuwhera Trust gave a brief overview of the services the trust provides to the community including their new free Te Reo classes.

Closing- Julie Powell thanked our speakers, the Golf & Squash Club for allowing us to hold the meeting there, Debs Martindale at The Shires and Margaret James for the catering. Everyone was thanked for attending and encouraged to stay and enjoy some supper.

Meeting closed at 7.15pm