



Waiuku Business & Development Association

2 Queen Street, Waiuku 2123

waiukutownmanager@gmail.com

www.waiukutown.co.nz

Annual General Meeting Agenda

For Waiuku Business & Development Association held at
Waiuku Golf & Squash Club, 2 Racecourse Road, Waiuku on
17th October 2023, 6pm

Please note that the meeting will start promptly at 6.00pm.

1. Present
2. Apologies <u>Move:</u> <u>Second:</u> <u>CARRIED:</u>
3. Minutes The Minutes of the previous AGM held 18 th October 2022, 6pm to be confirmed as a true and correct record of the business transacted. Resolution 1: <i>That the Waiuku Business & Development Association receive and confirm the 2022 AGM Minutes of the Waiuku Business & Development Association 18th October 2022</i> <u>Move:</u> <u>Second:</u> <u>CARRIED:</u>
4. Executive Committee Report 4.a) Chairperson's written report Resolution 2: <i>That the Waiuku Business & Development Association receive the 2022/2023 Chairperson's Report (being governance update and report on strategic achievements for the 1 July 2022 to 30 June 2023 financial year).</i> <u>Move:</u> <u>Second:</u> <u>CARRIED:</u> 4.b) Manager's written report Resolution 3: <i>That the Waiuku Business & Development Association receive the 2022/2023 Manager's Report (covering the objectives/achievements for the 1 July 2022 to 30 June 2023 financial year).</i> <u>Move:</u> <u>Second:</u> <u>CARRIED:</u>
5. Treasurer's report 5.a) Treasurer's written report, end of year financial statements, performance report and audit to 30 June 2023. Resolution 4: <i>That the Waiuku Business & Development Association receive and approve the treasurers report, Annual Financial Statements, and audit report for the Financial Year 1 July 2022 to 30 June 2023.</i> <u>Move:</u> <u>Second:</u> <u>CARRIED:</u>

5.b) Proposed Budget for 1 July 2024 to 30 June 2025.

Resolution 5: That the Waiuku Business & Development Association receive and move to approve the following financial year 2024/2025 draft budget which includes a BID targeted rate grant amount of \$148,400.00 for 2024/2025 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 2024/2025 annual budget consultation process.

Move:

Second:

CARRIED:

6. Update Strategic Plan development

Resolution 6: That the Waiuku Business & Development Association move to extend the existing Strategic Plan out until 2024. This will allow time for the plan to be reviewed in early 2024 and presented before the 2024 AGM.

Move:

Second:

CARRIED:

7. Election of Members to Executive Committee

Rule 14: Election of members to the Executive Committee

The procedure for nominations as detailed in Rule 14 of the constitution is as follows:

Nomination of candidates for election

- Shall be made in writing, signed by two 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 Waiuku Town Centre Manager (for the purposes of this AGM) not less than seven days before the date fixed for the AGM (4pm on Tuesday 10th October 2023)

7.a) Committee Nominations

An election of members for the Executive Committee shall be carried out in accordance with Rule 14 as set out above.

Resolution 7: That the Waiuku Business & Development Association approves the election of [Names of Elected Members] to the Executive Committee for 2023/2024.

Move:

Second:

CARRIED:

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 2023/ 2024 we request a resolution to carry out our election of officers at our first official committee meeting

Move:

Second

CARRIED:

8. Appointment of Auditor

Rule 18 of the Waiuku Business & Development Association Constitution

18. AUDITOR

18.1 The Auditor shall be appointed by the Association on an annual basis to carry out the functions set out in this Rule.

18.2 No person who is an Officer or a Member may be appointed as Auditor.

18.3 The remuneration of the Auditor shall be fixed by the Association.

18.4 If any casual vacancy occurs in the office of any Auditor appointed by the Association, the Executive

Committee shall appoint an Auditor to carry on the duties of the Auditor until the next Annual General Meeting.

18.5 Every Auditor shall be supplied with a copy of the accounts and statements. It shall be the Auditor's duty to thoroughly examine the accounts and statements, all minutes, and such other information as is requested.

18.6 The Auditor shall be a member of the institute of chartered accountants and conduct the audit in terms of the guidelines of the institute.

18.7 The Auditor shall provide the Members with a report regarding the accounts and statements. In that report, the Auditor shall state whether, in his or her opinion, the accounts and statements are full and fair accounts and statements containing the particulars required by the Rules, and whether the accounts and statements have been properly drawn up so as to exhibit a true and correct view of the Association's affairs. The Auditors report shall be read together with the report of the Executive Committee at the Annual General Meeting. The report shall be forwarded to the Council.

Resolution 9: *That the Waiuku Business & Development Association appoint David Knightly as Auditor from the BVO, Blackmore Virtue and Owens. for the 2023/2024 financial year.*

Move:

Second:

CARRIED:

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

The Waiuku Business & Development Association are wanting 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.

Members approval was given for the expansion at 2019 AGM, approval then given for amended proposed boundary expansion area at 2021 AGM and again at 2022 AGM. Fernleigh Industrial Park (Cornwall Rd) development was delayed due to Covid-19 and has since progressed. However, the BID Boundary expansion is not able to progress until land titles are issued to individual lot owners.

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.

Move:

Second:

CARRIED:

Close meeting.

ELECTION OF EXECUTIVE COMMITTEE

The requirement for the Election of members to *Waiuku Business & Development Association* is as follows:

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** as detailed under Rule 5 of the Constitution is as follows:

- Owns one or more commercially rated properties within the Waiuku economic development rated area; or
- Occupies or is the tenant of one or more premises (with a floor space of not less than 10sqm) of a commercially rated property within the Waiuku economic development rated area and who operates a business from those premises for not less than 50 business days a year
- AND, provide current details of their name, occupation, business and contact information to the secretary of the association – Vanessa Newman for the purpose of this AGM

The procedure for nominations is set out in Rule 5 of the Rules of the Association: Nomination forms and support information can be found at <https://www.waiukutown.co.nz/>

Nomination of candidates for election

Committee Nomination form is attached or available by email from the Town Manager at waiukutownmanager@gmail.com or phone 09 235 6231.

Nomination forms can be delivered by-

Post: Waiuku Business & Development Association, 2 Queen Street, Waiuku 2123

Email: waiukutownmanager@gmail.com to reach them no later than 4pm on Tuesday 10th October 2023. Contact Ph 09 2356231

Confirmation of attendance:

Waiuku Business & Development Association

I/we shall be attending the AGM

Business Name: _____

Owner/representative: _____

Email: _____ Phone: _____

Please send your RSVP or notify your attendance via email to waiukutownmanager@gmail.com or via phone 09 2356231 by 10th October 2023.