



Waiuku Business & Development Association

2 Queen Street, Waiuku 2123
manager@waiukutown.co.nz

www.waiukutown.co.nz

Annual General Meeting Minutes

For Waiuku Business & Development Association held at
Waiuku Golf & Squash Club, 2 Racecourse Road, Waiuku on
29th October 2024, 6pm

1. Present: Andrew Clark (Chairperson), Julie Powell (Treasurer), Vanessa Newman (Town Manager), Michelle Crow (Assistant Town Manager), Angela Wilson (Exec Committee- Cockey's Corner), Rod Wilson (Cockey's Corner), Raewyn Hambling (Exec Committee - Paterson & Burn Optometrists), Asta Gold (Gold Legal), Murray Stirling (Waiuku Rotary Club), Scott Archer, Jo Archer (Scott's Steelworkz), Carrie Harman (Cliffside), Beth McCall, Shannon McCall (Vanilla Essence), Bill Deed (Action Office Products), Maria Casci (Neil Wildman Plumbing), Bob McMurtrie, Juliet McMurtrie (Glenbrook Leisure Time), Belinda Silk (Waiuku Craniosacral), May Renall, Mark Jennings (Castaways Resort), Lanice McMillan (Macca's Industry Training), Treena Harris (Southern Podiatry), Gary Holmes, Alan Cole, Sharlene Druyven (Franklin Local Board)

2. Apologies: Deborah Andrew (Barfoot & Thompson), Sherilyn Fretton (Exec Committee-Mike Pero Mortgages), Eleanor Hans (DRK Chartered Accountants), Erin Skelton (Bayleys), Marc Buissink (Exec Committee- New World), Fiona Baker (Bakers Shoes & More), TJ Pegler (Acclaimed Painters), Devon Knight (Generate Kiwi Saver), Glenys Taupo (Tuwhera Trust), Karen Hyland (Waiuku Family Support), Candice Tian (Orion Immigration Services), Sam Wulff (Waiuku Business Park)

Move: Treena Harris

Second: Asta Gold

CARRIED

3. Minutes

The Minutes of the previous AGM held 17th October 2023, 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 2023 AGM Minutes of the Waiuku Business & Development Association 17th October 2023*

Move: Raewyn Hambling

Second: Joanne Archer

CARRIED

4. Executive Committee Report

4.a) Chairperson's written report

Resolution 2: *That the Waiuku Business & Development Association receive the 2023/2024 Chairperson's Report (being governance update and report on strategic achievements for the 1 July 2023 to 30 June 2024 financial year).*

Move: Sharlene Druyven

Second: Angela Wilson

CARRIED

4.b) Manager's written report

Resolution 3: *That the Waiuku Business & Development Association receive the 2023/2024 Manager's Report (covering the objectives/achievements for the 1 July 2023 to 30 June 2024 financial year).*

Move: Sharlene Druyven

Second: Maria Casci

CARRIED

5. Treasurer's report, Financial Statements and Auditors Report

5.a) Treasurer's written report, end of year financial statements, performance report and audit to 30 June 2024.

Resolution 4: That the Waiuku Business & Development Association receive and approve the treasurer's report, Annual Financial Statements, and audit report for the Financial Year 1 July 2023 to 30 June 2024.

Move: Julie Powell

Second: Angela Wilson

CARRIED

Bill Deed moved an amendment, seconded by **Angela Wilson** to receive the financial statements for the 2023-2024 year, and that questions asked about profit versus loss on events held during the year to be investigated. Answers to be circulated to members via email as soon as possible.

The amendment was put to the meeting and was passed unanimously.

The amendment became the substantive motion and was passed unanimously.

5.b) Proposed Budget for 1 July 2025 to 30 June 2026.

Resolution 5: That the Waiuku Business & Development Association receive and move to approve the draft indicative 2025/2026 budget which includes a BID targeted rate grant amount of \$155,820.00 noting this includes a 5% increase of \$7,420.00 to the BID targeted rate grant for 2025/2026 financial year. Further ask the Franklin Local Board recommend to the Governing Body the amount of \$155,820.00 be included in the Auckland Council draft 2025/2026 annual budget consultation process.

Move: Jo Archer

Second: Raewyn Hambling

CARRIED

6. New Strategic Plan

Resolution 6: That the Waiuku Business & Development Association move to approve the new Strategic Plan which lays out their vision and goals for the next five years; 2024- 2029.

Move: Julie Powell

Second: Asta Gold

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 29th October 2024)

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 Andrew Clark, Julie Powell, Angela Wilson, Sherilyn Fretton, Raewyn Hambling to the Executive Committee for 2024/2025. That the committee also has the power to co-opt additional members to the Executive Committee during 2024/2025

Move: Maria Casci

Second: Joanne Archer

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 2024/ 2025 we request a resolution to carry out our election of officers at our first official committee meeting

Move: Raewyn Hambling

Second: Maria Casci

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 2024/2025 financial year.*

Move: *Raewyn Hambling*

Second: *Maria Casci*

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 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 the 2019 AGM, approval was then given for amended proposed boundary expansion area at 2021, 2022 and 2023 AGMs. The development of Fernleigh Industrial Park (Cornwall Rd) has been delayed and any BID Boundary expansion is not able to include this area 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 is able to take place and that the association will advise members of progress.

Move: *Julie Powell*

Second: *Raewyn Hambling*

CARRIED

Guest Speaker

Bill Deed of Action Office Products gave an update on works to restore road access to the Manukau Heads Lighthouse planned for 2025 and Waiuku Museum renovation plans.

The Town Centre Manager thanked Waiuku Golf Club for hosting the event, the Caterers, Franklin Local Board members and everyone for their attendance and to the Executive Committee and Town Manager Assistant for their help to run the meeting.

Meeting Closed 7.10pm