



Greater East Tamaki
Business Association Inc.

Minutes of the 2013 GETBA AGM (Amended)
Held at Waipuna Conference Suites Highbrook,
60 Highbrook Drive, The Crossing, Highbrook
Thursday, 3 October 2013 at 4.30pm

Present:

Richard Poole, Phil Clarke, Brenda Hill, David Lindsay, Liz Groenewegen, Jeremy (Jez) Pellow, Jane Tongatule, Henry Jansen and 17 attendees, including 22 full voting members in total, attendee list attached.

Chair Richard Poole established that there was a quorum, welcomed attendees and declared the Annual General Meeting open at 4.55pm.

1. Apologies:

Apologies were received from Jo Maria (Fergusson Welding), Catherine McWatt (McWatt Group), Kim Luxton (Hydestor Manufacturing), Phillipa McGimpsey (property owner), Trevor Green (South Auckland Motors), Owen Smith (Access Freight Forward), David Aucamp (Innopak), Malcolm Anderson (Xanox Design), Sharn Rayner (Pod Consulting), Blair James (James Group), Roz Olliff (The Rose Trust), Geoff Patterson (Northern Sheetmetals), Terry Sutherland (First Class Classics 2012 Ltd) and Tony Hansen (NZ SeAH Precision Metal Co Ltd).

Moved Richard Poole, seconded David Lindsay, that the apologies be accepted, carried unanimously.

2. Minutes of Previous Meeting:

Moved Richard Poole, seconded Liz Groenewegen, that minutes of previous AGM held on 26 September 2012 as circulated be accepted as a true and accurate record, carried unanimously.

3. Presentation of 2012-2013 Annual Report by Chairman and General Manager:

Richard read out his Chairman's report previously circulated and handed out at the meeting. A copy can be read on the GETBA website.

General Manager Report:

Jane Tongatule spoke to her Executive Report recording progress and achievements against the Business Plan that was adopted at the AGM last year. Jane used a PowerPoint presentation to summarize progress on the different work streams.

A copy of the Annual Report can be read on the GETBA website.

Richard thanked and congratulated Jane and her team on the large amount of progress that has been achieved.

Lindsay Olliff queried whether the ANPR camera recorded just number plates or was used for general surveillance. Jane replied that it was the latest computer camera technology that picked up on vehicle number plates only and that it could within 5 seconds send the information to the Police District Command Centre.

Lindsay Olliff asked about the Southern Business Market held at Vodafone Events Centre, the number of people through the doors etc. Jane answered that in the region of about 600-700 people through the doors and there were 100 exhibitors of which 33 were from GETBA area. GETBA is looking at running an Expo next year.

Lindsay Olliff asked if the 4.2 full time equivalent employees (FTE) included the project manager. Jane replied that the project manager had been employed full time from November last year. The financial year started at 3.3 FTE and finished at 4.2. FTE as GETBA had 3 part time employees.

There being no further questions on the annual report, Richard Poole moved that the Association adopt and approve the 2012-2013 GETBA Annual Report, seconded by Henry Jansen, carried unanimously.

4. Presentation of the Financial Report 2012-2013:

Treasurer Liz Groenewegen spoke to her report and stated that it was a very different set of accounts from 2012 as required under the targeted rating scheme, in terms of revenue and matching expenses. Additional revenue enabled GETBA to achieve so much more for the area.

The profit and loss report shows a surplus after tax of just over \$62,000.00 for the 2013 financial year. Our budget was for a surplus of just under \$10,000.00. Additional revenue was derived from associate membership fees, the Auckland Transport grant of \$15,000.00 and some interest received on the deposit of \$5,000.00, other event income was \$2,750.00 and then subsequent to the end of the financial year we were advised by the Council that the target rate reconciliation showed GETBA to be owed a further \$26,400.00 which was most unexpected. We ended up with an additional income of \$55,000.00 being 8.6% more than what we had budgeted for.

Expenses for the year were less than budget by about \$15,000.00 being 2.4% of the projected expenditure. Savings were across a broad range. From the after tax surplus of \$62,000.00 we had capital expenditure of about \$30,000.00 of which \$25,000.00 is website development and some other office equipment added up to \$4,500.00 leaves a balance of \$32,000.00 that covers the deficit from 2012 of about \$25,000.00.

Looking at the balance sheet we have additional funds in the bank of \$50,400.00 which includes funds from pre-paid grants and associate membership of \$12,000.00 plus the accrued revenue that subsequently we received from the Council being \$26,400.00.

Fixed assets values increased mainly due to the website development by \$21,500.00 after depreciation. Current liabilities have increased in line with increased expenditure. Our liquidity as at the end of June 2013 is \$1.80 to the \$1.00. At the end of June 2012 it was a \$1.72 to the \$1 so slightly better. The Association has 53.2% equity in the balance sheet as at June 2013, 49.1% in 2011 so strengthened a bit and back to where we were two years ago.

In reviewing the financial results for GETBA for the 2013 financial year Liz is confident that the Association is able to meet their liabilities as they fall due and financially the Association is in very good standing.

Questions from the floor – Lindsay Olliff queried what the \$31,000.00 for consultancy fees was spent on. Jane replied that it was for the strategic plan, the draft unitary plan feedback and recruitment.

Questions from the floor – Brent Murdoch questioned why GETBA would make a profit and pay income tax, preferring that any excess targeted rates should be paid back to the Council. Liz responded that the additional targeted rate reconciliation amount of \$26,000.00 was unexpected and that the organisation strived to break even. General Discussion. Several members supported GETBA having reserves as then no need to put the hat around to collect any potential shortfall if required.

Liz moved a motion that members approve the appointment of the auditor Nexia NZ for the 2013/2014 year, seconded David Lindsay, carried unanimously. She then moved a second motion that the members of GETBA approve and adopt the 2012/2013 audited GETBA financial statements, seconded by David Lindsay, carried unanimously.

Executive Committee Elections:

Jane Tongatule, as the Returning Officer spoke to the election of the Committee. Nominations closed at 5pm on Friday 20th September 2013 and one nomination was received for each of the three officers i.e. Chair, Secretary and Treasurer and four nominations were received for the four voting members. There being an equal number of nominations for positions, those nominated were therefore deemed to be elected unopposed.

5. Business Plan and Budget 2013-2014:

The Chair advised that GETBA engaged consultants to talk to members about what they wanted from GETBA, what their main issues were and what activities they would like to see GETBA get involved in. From that consultation GETBA developed a three year strategic plan. From that strategic plan, a business plan for the next 12 months has been developed.

The General Manager spoke to the 2013-2014 Business Plan, putting it in context with regard to the East Tamaki Business Precinct Plan adopted by Auckland Council in Dec 2012 and the new Strategic Plan 2013-2016.

She advised that GETBA's objective is to help East Tamaki to be a great place to do business by delivering on four key strategies. The first being to advocate and enhance the area and local business. Secondly, to deliver activities that makes doing business easier and safer. The third key strategy is attracting more member engagement and more businesses into the area. The fourth is to demonstrate accountability through all the activities GETBA undertakes to enhance engagement through local business. The key to the latter is showing a return on investment (ROI).

The Business Plan can be read on the website.

Budget 2013-2014 and Indicative Budget 2014-2015

The General Manager advised that GETBA will continue to work within a balanced budget. There will be no increase in the targeted rate and we will continue to source income from other avenues. GETBA looking at \$700,000.00 in and \$700,000.00 out.

She then presented the 2014-2015 Indicative Budget which is very similar to the 2013-2014 Budget. No increase in the targeted rate. Only difference was that GETBA have removed the \$10,000.00 waste minimisation grant.

Richard asked were there any questions on the budget going forward 2014-2015. Lindsay Olliff asked for a more detailed breakdown of the expenditure alongside the previous budget in future to make it easier to do a comparison, rather than the current summary presentation. The committee will consider this request.

The Chair then moved that GETBA members approve and adopt the 2013-2014 Business Plan and Budget, and Indicative Budget 2014-2015, seconded by Robin Stanley, carried unanimously.

The Business Plan and Budget 2013-2014 is available on the website.

Special Resolutions

The Chair advised that in response to two members requesting proxy voting for general meetings, the committee recommends the adoption of proxy voting within specified parameters to allow for greater democracy by way of amendment to GETBA's Constitution. Richard proposed a motion that the

members of the Greater East Tamaki Business Association adopt proxy voting for general meetings, seconded by David Lindsay, carried unanimously.

Richard introduced the second resolution, also prompted by two members at the 2012 AGM, advising the committee recommends the adoption of postal voting for special resolutions only, to allow for greater democracy. Both postal and proxy forms require the following for validation purposes: name of business/property owning entity, physical address of the business/property owning entity, name of registered voter, contact details including phone number, authorised signatures, expiry date of the form. An appropriate clause would be added to the Constitution.

Malcolm McLennan asked why postal voting was restricted to special resolutions only. Jane replied that it was because of issues with regard to time requirements for calling for committee nominations, post turnaround time, and additional costs. In response to a query from Gary Gerrard she advised that proxy and postal votes could be returned by post or scanned and emailed back.

The Chair moved that GETBA adopt postal voting for special resolutions only. Postal votes must be received by the returning officer at least 10 days prior to the general meeting for validation purposes. Seconded by Phil Clarke, carried unanimously.

The Chair then introduced the final resolution adding an indemnification clause for the committee, explaining that the rationale is that all committee members are volunteers and apart from a small honorarium for the Secretary and Chairman, (which the current Chair chooses not to take) receive no reward for their efforts. If they receive no personal reward for the risk undertaken in their capacity as committee members they should at the very least be indemnified by the Association. Over the past three years the size of the Association, its turnover, employee status, contractual liabilities status, obligations to Council and others have increased exponentially and the committee members should not be exposed to personal liability pursuant to any of those contractual undertakings. GETBA does not wish that a lack of indemnity puts off future committee members from volunteering to be on the committee.

General discussion. Rod Giles suggested with surplus funds use it to buy better insurance. Secretary Henry Jansen said we did have comprehensive insurance but it was always a balancing act as to how much premium you wanted to pay for cover, secondly insurance companies do try to avoid paying out! Brent Murdoch said the clause should say "shall" indemnify. Secretary Henry Jansen said use of word "may" was deliberate to allow Committee discretion "to indemnify" or not.

The Chair moved that the Association add a general indemnification clause to the Constitution that we may indemnify any and all members of the executive committee and any sub-committee including former members of both in their capacity as members in these roles, seconded by Robin Stanley, carried unanimously.

General Business

The Chair gave thanks to Jane, the staff and committee members for their big effort this year, and thanked members for coming to the meeting.

There being no further general business, the Chair declared the meeting closed at 6.05pm.

GETBA AGM/SGM attendees 3/10/2013

<i>Name</i>	<i>Registered Voter</i>	<i>Property/Business</i>
Phil Clarke	Y	A Touch of Italy
Douglas Berry	Y	ACE Services
Jim Walker	Y	Advanced Print & Design Ltd
Brenda Hill	Y	Amare Safety
Jez Pellow	N	Auckland Council
David Lindsay	Y	Broady's NZ Ltd
Carolyn Phillips	Y	Cabjaks
Steven Phillips	N	Cabjaks
Harry Price	Y	Chemical Freight Services Ltd
Lindsay Olliff	Y	Connect 2 Control
Rod Giles	Y	Contract Warehousing Ltd
Diane Berry	Y	Douglas & Diane Berry
Brent Murdoch	Y	Evan James Murdoch & Brent Murdoch
Jaap Groenewegen	Y	Foodwise
Jane Tongatule	N	GETBA
Gary Gerard	Y	Hydestor Manufacturing
Susan Swart	Y	Kiwibank
Liz Groenewegen	Y	Marinus Groenewegen and Elizabeth Groenewegen
Richard Poole	Y	MiTek NZ Ltd
Lance Mitchell	Y	NZ Window Shades Ltd
Robin Stanley	Y	Pyrotek Products
Brendon Read	Y	RSM Prince
Mal McLennan	Y	The Birmingham Trust
Karen Tregoweth	Y	Treetools NZ Ltd
Henry Jansen	Y	Wynyard Wood