



Greater East Tamaki
Business Association Inc.

Minutes of the 2016 GETBA AGM
Held at BNZ Partners, Level 1, Ford Building,
86 Highbrook Drive, Highbrook
On 29 September 2016 at 4.30pm

Present:

Richard Poole, Phil Clarke, David Lindsay, Liz Groenewegen, Phil Bond, Jane Tongatule, Henry Jansen and 16 other 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 4.30pm.

1. **Apologies: (7)**

Apologies received from Chandra Patel, Wayne Strong, Kim Luxton, John Bolton, Rod Giles, Jake Taylor and Doug Berry. Richard moved apologies as tabled be accepted, seconded David Lindsay, carried unanimously.

2. **Minutes of Previous Meeting:**

Moved Richard Poole, that the minutes of the previous AGM held on the 22nd September 2015 as circulated, be accepted as a true and accurate record, seconded Phil Bond, carried unanimously.

3. **Presentation of Annual Report 2015-2016 by Chairman and General Manager:**

Chairman's Report

Richard spoke briefly on the general economy and from his Chairman's report previously available on the website and handed out at the meeting. A copy can be read on the GETBA website and in the GETBA Annual Report. He also thanked the Committee for their voluntary services over the past year.

General Manager's Report

Jane Tongatule presented her Executive Report, also previously available on the website and handed out at the meeting, 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 under the Strategic Objective headings of Advocacy, Activities, Attraction and Accountability.

A copy of the Annual Report can be read on the GETBA website. There being no questions, Richard moved that the members of the Association adopt and approve the 2015-2016 GETBA Annual Report, seconded by David Lindsay, carried unanimously.

4. **Presentation of the Financial Report 2015-2016:**

Treasurer Liz Groenewegen spoke to the audited financial statements, previously available on the website and handed out at the meeting. She advised that there had been a change in the accounting requirements and these had been adopted and the new reporting is in-line with those legislative changes. She reported less revenue than the preceding year without the Auckland Transport and Ministry of Justice grants, and

accordingly expenses were pruned back. She stated the Profit and Loss report shows an overall after tax profit of \$33,275.00, which covered the capex purchase and installation of two ANPR cameras in June 2016. Liz said she was confident the Association is able to meet their liabilities as they fall due and financially the Association is in very good standing.

Lindsay Olliff questioned where the APNR cameras referred to in Liz's report sit in the accounts. Liz responded under fixed assets machinery. The assets schedule is about \$69,115.00 of which \$33,573.00 is the APNR cameras carrying value. Question from Lindsay as to the amount of accumulated funds. Liz responded preceding year \$23,813.00 profit, this year \$33,275.00 profit. In total we have \$185,051.00 accumulated funds.

There was discussion over a ceiling that we take the equity to but Liz pointed out there is a need to keep reserves in case of future issues, costs, and expenses unplanned for, and there are no major plans for the \$185,051.00 reserved fund.

There being no other questions, Liz moved that the members of the Association approve and adopt the 2015 - 2016 audited GETBA Financial Statements, seconded David Lindsay, carried unanimously.

Liz then explained the need to change auditors to avoid a conflict of interest, given the amalgamation of GETBA's previous auditors, Nexia NZ with RSM Hayes Audit. Liz is a partner at RSM New Zealand. Two auditors were considered:

- (1) Jolly Duncan & Wells; and
- (2) William Buck Christmas Gouwland

Liz advised that Jolly Duncan & Wells completed their audit and gave us a clean audit letter this year. Liz moved that the members of the Association approve the appointment of the auditor Jolly Duncan & Wells for the 2016-2017 year, seconded Marty Pouwels, carried unanimously.

5. **Executive Committee Elections:**

Jane Tongatule as returning officer stated that as the number of nominations received were equal with the seven (7) committee positions available, those nominated: Chair Richard Poole, Secretary Henry Jansen, Treasurer Liz Groenewegen, and Committee members Phil Clarke, Phil Bond, David Lindsay and Kim Luxton, were all deemed re-elected to their positions unopposed.

6. **Business Plan and Budget 2016-2017 and Indicative Budget for 2017-2018:**

General Manager Jane Tongatule gave a powerpoint presentation outlining the 2016-2017 Business Plan under the Strategic Objective headings of advocacy, activities, attraction and accountability.

She then moved to the 2016-2017 Budget, and Indicative Budget for 2017-2018, noting that the budgeted target rate income of \$500,000 is to stay the same for the next two years with no proposed increase as opposed to other BIDS who are increasing their targeted rate.

Query from Brent Murdoch noting that 2/3 of income appears to be spent on salaries and overheads. Richard and Jane responded that GETBA is a service organisation and the majority of services provided to members are carried out by staff, with consultants engaged when required. Jane advised that staffing had been reduced from 4.8 to 3.8 FTE from the previous year and while we anticipated that complement supplemented by contractors as required would be sufficient for next year, with the Strategic Plan being reviewed allowance had been made in the budget for additional staffing if needed.

Liz commented that in the interests of transparency in the audit reporting we had intended to incorporate within the Statement of Service Performance salary component of expenditure against the strategic objectives/outcomes. However, the auditors had recommended against incorporating this as there was no system for verifying the apportioning of time/salary component to the different work-streams. She is hopeful that while it is not practical given the lean staffing position to adopt time sheets we may be able to find a process that is acceptable to all for next year.

Brent Murdoch commented that Council will do what it wants regardless of our advocacy and that there should be more efficiency across BIDS. Richard commented that a return on investment for members is

important to GETBA and achievements have been made. Jane advised that we do collaborate with other BIDs and do what we can to avoid duplication between BIDs.

Comment from the audience that there is more correspondence from GETBA than from the equivalent Otahuhu BID. Lindsay Olliff had analysed what he gets from GETBA and complimented GETBA in that he gets much more back than he invested. He also appreciated the target rate staying the same for the next 2 years.

There being no other queries, Richard then moved that the members of the Association approve and adopt the GETBA 2016-2017 Business Plan and Budget including no increase to the targeted rate, and Indicative Budget for 2017-2018. Seconded by Marty Pouwels, carried unanimously.

7. **Special Resolution – Adoption of the 2016 Partnering Agreement with Auckland Council:**

Richard explained the rationale behind the Special Resolution which had been sent to members, and moved the members of the Association adopt and sign the Auckland Council 2016 Business Improvement District (BID) Programme Agreement.

General discussion:

Lindsay Olliff asked if adoption of the BID Partnering Agreement would require a change to GETBA's Constitution. Henry responded that we may make some changes to the Constitution at the next AGM but that there was no material difference requiring immediate changes. He also noted that whilst signing the Agreement required abiding by the 2016 BID Policy we could terminate with 3 months' notice. Lindsay Olliff drew attention to the requirement in the BID Policy that property/business owners wishing to be members of the Association 'must complete an application form and supply any information the Association Board requires', which is stronger wording than in our current Constitution. Jane explained that GETBA's current practice whereby property and business owners wishing to become voting members do so by completing and signing a registration form would be sufficient to meet BID Policy requirements and that it is not our intention to require anything further of members than what is currently covered in our Constitution.

Brent Murdoch questioned membership of the society being compulsory and whether GETBA could charge a levy on top of the targeted rate. Henry responded that we are required both under the Incorporated Societies Act/our Constitution and Auckland Council to maintain a register of members but that full membership of the association is completely voluntary and no levy is asked for in addition to the targeted rate. Richard reiterated that the GETBA targeted rate would remain the same for the next two years and Jane added that our multiplier is the lowest of all Auckland BIDs.

There being no further questions, Richard's motion that the members of the Association adopt and sign the Auckland Council 2016 Business Improvement District Programme Agreement was seconded by Tony Trotter and passed by unanimous approval. Also noted that there were 17 postal votes for the motion and one against.

8. **General Business:**

Richard Poole asked if there were any other items of general business. There being none, Richard then thanked all attendees for attending the AGM and also thanked Jane and staff for their work throughout the year. He declared the meeting closed at 5.40pm with an invitation for all to stay and enjoy the hospitality waiting outside.

GETBA AGM Attendees 29 September 2016

<i>Name</i>	<i>Registered Voter</i>	<i>Property/Business</i>
John Tizard	Y	A B Tizard
Phil Clarke	Y	A Touch Of Italy
Jim Walker	Y	Advanced Print + Design
Leonie Steedman	Y	Aon New Zealand
David Lindsay	Y	Broady's NZ Ltd
Harry Price	Y	Chemical Freight Services Ltd
Brent Murdoch	Y	Clark & Murdoch Trustee Coy Ltd
Lindsay Olliff	Y	Connect 2 Control Ltd
Denny Zhao	N	D Lin
Jo Maria	Y	Fergusson Welding
Jane Tongatule	N	GETBA
Grant Hewison	N	Grant Hewison & Associates
Lindsay Unuia	Y	Habitat for Humanity
David Stevens	Y	Hydestor Manufacturing Ltd
Roz Olliff	Y	Lindsay Olliff and Rosalind Olliff
Jaap Groenewegen	Y	Marinus Groenewegen and Elizabeth Groenewegen
Richard Poole	Y	MiTek New Zealand Ltd
Phil Bond	Y	Neil Park Motors Limited
Marty Pouwels	Y	Niche Media nZ Ltd
Lindsey Rayner	Y	Pod Consulting
Brendan Kelly	Y	Quest Highbrook
Liz Groenewegen	Y	RSM Prince
John Stevenson	Y	Shaw Lands Limited
Tony Trotter	Y	Tony Alan Trotter and Wayne Howard Trotter
Henry Jansen	Y	Wynyard Wood Lawyers & Notaries